

REQUEST FOR PROPOSALS

To provide consulting services for the
Trinity River Vision Central City Project

FOR

**Updating the Comprehensive Project Management Planning, Scheduling and Financing
Models for the Implementation of the Central City Project**

Through the Trinity River Vision Authority

JANUARY, 2007

**Updating the Comprehensive Project Management Planning, Scheduling and Financing
Models for the Implementation of the Central City Project**

A pre-proposal meeting is to be held January 22, 2007 at 1:30 PM the Administrative Offices of the Tarrant Regional Water District 800 E. Northside Drive , Fort Worth, Texas 76102.

Proposals should be submitted no later than:

Feb 23, 2007 at 4:00 p.m.

Submittals should be mailed or delivered to:

Trinity River Vision Authority
c/o The Tarrant Regional Water District
800 E. Northside Drive
Fort Worth, Texas 76102
Attention: J.D. Granger, Executive Director

Please submit one (1) original, eleven (11) copies and one (1) electronic copy

REQUEST FOR PROPOSALS

Description of Proposed Work

The Trinity River Vision Authority (TRVA) is requesting proposals for Updating the Comprehensive Project Management Planning, Scheduling and Financing Models for the Implementation of the Trinity River Vision -Central City Project plus related and dependent projects.

Overall Project Goal

1) To provide project management planning services, scheduling, finance sequencing and implementation guides. These project deliverables should be based on the United States Army Corps of Engineer's (USACE) design for the Trinity River Vision - Central City Project and related dependent construction projects such as the Trinity River Vision -Trinity Uptown Bridges, and Trinity River Vision -utility relocations. (Project links can be located on TrinityRivervision.org)

Specific Objectives

- 1) Evaluate and recommend alternatives for project scheduling and implementation.
- 2) Facilitate communication between all of the project partners, contractors, vendors and stakeholders in order to implement the Trinity River Vision -Central City Project.
- 3) Evaluate and recommend courses of action to effectively allow all of the TRVA partners to fully implement the Trinity River Vision -Central City Project.
- 4) Review financing sources (such as TIF, CIP, federal, state and local) and financial scheduling to insure that appropriate funds are planned to be in place in time to deliver specific project contracts at the times needed to meet the overall project schedule.
- 5) Review and recommend project and contract scheduling and packaging to facilitate full implementation of the project and providing fair contracting opportunities.
- 6) Review property acquisition schedules and funding and recommend courses of action to expedite the project plan.
- 7) Review the proposed construction sequencing and implementation and recommend courses of action to expedite the project.
- 8) Provide technical analysis of design, engineering, and construction implementation issues.

9) Provide project management planning information to support TRVA communications, public relations and minority contracting efforts.

10) Develop and update a critical path timeline incorporating activities of dependent agencies.

Upon completion of this contract the TRVA may enter into a consulting services contract for updating developed models and associated plan.

Experience

The qualified consultant will have experience in engineering, civil design, project management, construction and financial management and scheduling, construction management staging and logistics, environmental assessment and NEPA processes that could affect project scheduling.

General Summary of Services to be Provided by the Consultant

The intent of this request for proposals is to enter into a professional services contract with a Project Management and/or Engineering consultant or consultant team with a qualified staff for development of Comprehensive Project Management, Scheduling and Financing Models for the Implementation of the Trinity River Vision (TRV) - Central City Project. The extent of required services includes developing scheduling, project management plans, financing alternatives models of facility development contingent on the sequence of available funds.

The consultant must have a demonstrated high level of expertise in engineering, civil design, project management, construction and financial management and scheduling, scheduling, construction management staging and logistics, environmental assessment and NEPA processes that could affect project scheduling.

The prime consultant will be required to perform a minimum of fifty (50%) percent of the work necessary for this project.

The proposal should include a list and description of other projects that the project manager is assigned, in addition to projects proposed. The project manager may not be changed without prior TRVA approval.

The consultant will be required to closely adhere to the preliminary work schedule for the project included in this RFP unless authorized by the TRVA project manager.

Materials and Services to be Provided by the TRVA

The TRVA and TRVA partners will provide upon request to the consultant:

1. All available relevant documents showing the components of the TRV- Central City

Project and dependent design and construction projects.

2. Previous studies and master plan documents for the Trinity River Vision.
3. Other data, information or reports that the TRVA or partners have on file that may aid in the development of the project management plan and schedule.

The TRVA or appropriate partner will:

1. Provide guidance in the development of the project management plan concepts, scheduling and financial modeling alternative evaluation, design plans, and construction documents.
2. Assist the consultant, as necessary, in order to obtain the required data and information from other local, regional, State and Federal agencies.
3. Be the primary contact for all inquiries concerning the project.
4. Provide the consultant with timely review and decisions of submitted reports and documents necessary to complete the project on schedule.
5. Assist in coordinating project approval scheduling with all reviewing agencies and partners.

Services to be Provided by the Consultant

The consultant will be responsible for providing the following work tasks or services:

1. Development of a project management plan and coordinated schedule which is consistent with the needed and available project funding for the TRV - Central City Project and dependent projects. The consultant will coordinate with the dependent TRV partner agencies to implement the project management software model, that will include the use of Primavera and Microsoft Project software which are linked and coordinated to meet the needs of the individual project partners. The consultants maybe asked to recommend alternative project management software that meets all of the needs of the dependent TRVA agencies.
2. Perform all necessary data gathering, field work and analyses to establish a base line for the development and implementation of the project management plan.
3. Provide clear concise scheduling and project management documents that communicate a clear and concise project management plan which includes any necessary, statements, cost

estimates, tables, and graphics that validate the consultants conclusions related the overall implementation plan.

4. The consultant shall provide professional services required for the development of the plan and be prepared to offer professional services for updating the developed models and associated upon completion of the plan.
5. The consultant will be required to meet with the designated TRVA representative(s) on a regularly scheduled basis to report on progress. Formal progress reports will be required on a biweekly basis. A written progress report will be required, together with evidence of the work accomplished during the period since the previous report. A bar chart indicating the percentage of completion of each task will also be required. At key times in the project, the consultant will be required to present the work to the TRVA project team for evaluation and input and/or project manager for comments and guidance. These plans may also require public presentation and input in the development of alternatives and project management plans.
6. Prepare a detailed contract time estimate work sheet to determine the approximate time (calendar days by task), required for completion of the contract for the project management plans for which the consultant is providing comprehensive consulting services.
7. The consultant will provide all services necessary for the work except the aforementioned services specifically identified under “Services to be Provided by the TRVA”.

Contract Constraints and Conditions

- The consultant's project manager will be required to operate out of an office in the Fort Worth area or within a thirty (30) minute drive of the City Hall of Fort Worth and should be readily available to meet in person with the project team. This location will be the primary offices of the project manager with adequate staff to develop the project within the specified time.
- The consultant receiving the contract will be required to perform a minimum of fifty (50%) percent of the work.
- It is the policy of the TRVA to ensure the full and equitable participation by Minority and Women Business Enterprise (M/WBE) firms in procurement of professional services.

All firms submitting proposals will be required to submit information concerning the M/WBEs that will participate in the contract to meet the TRVA's goal of 25% percent as a condition of receiving the contract. The information will include: (1) the name, address, and phone number of each M/WBE; (2) a detailed description of the work to be performed by each named M/WBE. All M/WBE businesses must be certified or in the process of being certified by the TRVA Fair Contracting Committee which recognizes certification through the North Central Texas Regional Certification Agency (NCTRCA) or certified by the Texas Department of Transportation (TXDOT), highway division, SBA . The firm(s) must be located in the marketplace which includes the nine counties of : Tarrant, Parker, Johnson, Collin, Dallas, Denton, Ellis, Kaufman and Rockwall or doing business in the marketplace during negotiations related to the proposal.

M/WBE participation documentation is part of the evaluation criteria for this proposal. A proposal that fails to meet the requirements described in this RFP will be considered non-responsive.

- The work on this project will be performed, and may be inspected by the TRVA representative(s), in the offices of the consultant.
- **The proposing consultant acknowledges and understands that by providing professional services on the Project Management Plan for the TRV – Central City Project that they may limit their participation in future design and construction contracts to be awarded by any and all project partners.**

Products, Services and Expected Deliverables

1) Project Management Plan for the TRV - Central City Project and Dependent Construction projects. This will include but may not be limited to:

- i. Project Plans** established by task that are delivered in Primavera and Microsoft Project Manager Software. These plans must work on all of the project partners hardware and software systems. Plans will be required to be delivered electronically to all partners and have update and edit capability. All project plans will include key financial milestones by task and alternatives in the event that financial milestones are not met. We anticipate that throughout the plan development that there will be project elements that shift as the plan is developed and those changes will be considered part of this proposal. In addition, due to the changing nature of the project and project funding it is anticipated that there may be up to three major revisions to the project plan based on undetermined or unanticipated legislative, environmental and financial changes to the project. These changes may require the development of up to three alternatives that impact the overall project management plan. These alternatives will be included in the Narrative Report.
- ii. Narrative Report** of the project management plan based on the project's critical path with an analysis of current and anticipated problem areas or delaying factors and their impact and an explanation of the corrective action taken. The narrative report is intended to communicate to TRVA and its partners a detailed analysis of the schedule and the plans to compensate for any problems. The consultant as part of the narrative report will develop an RFP for project management consulting services for the project.
- iii. Recommendations for Future Project Management Implementation-** the consultant will develop a set of recommendations for the processes, procedures, tactics and strategies that will allow for the long term successful implementation of the project management plan.
- iv. Project Management Plan Progress Reports-**Monthly progress reports will be required that demonstrates what has been accomplished by task. Documentation of Fair Contracting and MWBE participation will be submitted with the Monthly progress reports and all invoice will include supporting invoices from Fair Contracting and MWBE contract participants.

SUGGESTED WORK SCHEDULE OUTLINE

EVENT

TIME

Executed Contract	0.0 Months
Presentation of Preliminary Project Management Plan and Schedule, Narrative Report and Recommendations for Future Project Management Implementation	3.0 Months
Developed Detailed Project Management Plan, Narrative Report and Recommendations for Future Project Management Implementation	3.0 - 6.0 Months
Completed Deliverables	6.0 - 8.0 Months

PROPOSAL FORMAT

Proposal Requirements

Information presented in the proposal will be used to evaluate the qualifications of the professional services consultant and determine those consultants who will be invited to interview.

The proposal shall be limited in length as noted below. The following description outlines recommendations on proposal content and specifies the maximum number of pages for each section.

Introductory Letter (4 Pages)

The letter should clearly indicate the proposed project and the consultant or consulting team who is submitting the proposal. This section of the proposal should include professional qualifications, office location, number of years in business, team composition and experience with comparable projects.

Project Manager/Project Team (4 Pages)

This section should highlight the experience of the project manager, project team, and demonstrate the ability of the consultant to commit of resources to the proposed project.

Project Scope (5 Pages)

The proposal should 1) demonstrate an understanding of the scope of services, 2) document the proposed approach to complete the scope, and 3) identify information to be gathered or obtained. Any examples of work on similar projects should be listed to validate the consultants understanding of the project scope. Graphic examples of previous work may be included in appendices.

Ability to Meet and Understand Schedule Constraints (1 Page)

The consultant must demonstrate that sufficient and knowledgeable staff are available to successfully meet the schedules proposed by the TRVA or propose a reason that the schedule is not sufficient and provide an alternate schedule that demonstrates a clear understanding of the proposed scope.

M/WBE Status (1 Page)

The proposal must demonstrate the consultant's plan to utilize Fair Contracting and M/WBE services to meet or exceed the project goal of 25% percent participation. Documentation of Fair Contracting and MWBE participation will be submitted with the Monthly progress reports and all invoices will include supporting invoices from Fair Contracting and MWBE contract participants to demonstrate compliance as the project proceeds.

Maximum total pages 15 Number of pages per section may vary depending on the nature of the project, but must total no more than the aforementioned limits, excluding appendices. The following appendix items are allowable within the maximum pages as noted below:

- Project Team Resumes (2 Pages/Person)
- References (3 Pages)
- Listing and examples of similar projects performed in the last five (5) years. Include date, project names, locations, project manager, disciplines of work, budget, and consultant fee. (No limit on pages)
- Company Brochure (Optional)

Additional pages over the maximum total shown will not be considered in the evaluation, and may cause the review committee to reject the proposal.

NOTE: A page is considered to be letter size printed on one side, single-spaced with characters no smaller than 12 point. All proposals submitted must contain twelve (12) copies.

PROPOSAL/INTERVIEW EVALUATION PROCESS

Each proposal will be scored by a pre-interview selection committee which may be comprised of representatives from the TRVA partner agency representatives. The top three (3) scoring consultant proposals for this project will be notified of qualification and invited to participate in the interview process to determine the most qualified.

Proposal Evaluation Criteria

The pre-interview selection committee will score each of the proposals based on the following scale:

SCORE	QUALIFICATION LEVEL
0	Does not meet qualifications
1	Meets <u>minimum</u> qualifications
3	Meets <u>preferred</u> qualifications
5	<u>Exceeds</u> preferred qualifications

It is necessary that the consultant know the minimum and preferred criteria used to evaluate their proposal, so they may determine if they possess the qualifications/experience necessary for the proposed project.

• Professional Qualifications of Team

The firm should provide information on their business, applicable certifications or recognition, USACE experience and other pertinent information that demonstrates their qualifications to perform the contract. The proposing consultant(s) should also provide evidence of education, training, certification, association membership, awards, and any other relevant professional qualifying information for individual employees including principals and employees of sub-consultants. Within the last five (5) years, the consultant and any proposed sub-consultant should have experience in performing similar project management plans and consulting services for projects of a similar scope, scale and budget complexity of the Central City Project and associated dependent construction projects. The consultant or team should have demonstrated experience in engineering, civil design, project management, scheduling, construction management staging and logistics, environmental assessment and NEPA processes that could affect project scheduling.

NOTE: Evaluation Criteria for Professional Qualifications

Requires that the proposing consultant shall have completed a minimum of one (1) and preferably two (2) Project Management Plans and Project Management Consulting Services, for projects of a complexity of scope and budget comparable to the TRV Central City Project and associated and dependent construction projects within the last five (5) years. Three or more successfully completed project management plans or consulting projects within the last five (5) years exceeds the preferred qualifications. All projects should involve working with the USACE as

a major component of project plan deliver.

- **Experience/Availability of Project Manager**

The project manager must have adequate experience in managing projects of a similar nature and scope. The project manager's resume must be included in an appendix.

NOTE: Evaluation Criteria for Project Manager

The evaluation of this criteria requires that the project manager have as a minimum two (2) years or preferably five (5) years, managing Project Management Plans and Project Management Consulting Services, for projects of a complexity of scope and budget comparable to the Trinity River Vision Central City Project and associated and dependent construction projects Any experience beyond five years in this area would exceed the preferred qualifications.

- **Experience of Project Team/Ability to Commit Resources**

The consultant should designate an experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel, sub-consultants, or commitment to hire additional staff. The proposal should identify the project team composition, project leadership, reporting responsibilities, and address how sub-consultants will fit into the management structure. The proposal should include consultants in an appendix, which presents up to five (5) years work experience of the firm, and individual experience gained under other employers. Information should include sub-consultant's records as well. Resumes of the key team members, limited to two (2) pages per person, should be included in an appendix.

NOTE: Evaluation Criteria for Project Team

The evaluation of this criterion will require that each team member have as a minimum two (2) years or preferably five (5) years experience working on Project Management Plans and Project Management Consulting Services, for projects of a complexity of scope and budget comparable to the Trinity River Vision Central City Project and associated and dependent construction projects. If all team members have greater than five (5) years experience than this exceeds the preferred criteria for team members.

- **Understanding of Scope**

The Proposal should:

- Demonstrate an understanding of the scope of services.
- Address proposed methods and approach to complete the scope.
- Identify information to be gathered or obtained.

Any work on similar types of projects should be listed and examples provide in the appendices to validate this understanding.

NOTE: Evaluation Criteria for Understanding the Scope

The evaluation of this criteria shall require that the proposal as a minimum demonstrate an

understanding of scope of services or preferably, demonstrate an understanding of the scope of services, address proposed methods and approach to complete the scope. Suggestions and input on Project Management Plans and Project Management Consulting Services, for projects of a complexity of scope and budget comparable to the Trinity River Vision central City Project and associated and dependent construction projects exceeds the preferred understanding of scope.

- **Ability to Meet Proposed Schedule**

The consultant must demonstrate that sufficient and knowledgeable staff and resources are available to successfully meet the schedules proposed by the TRVA or provide a reasonable schedule substitute. The schedule will be evaluated based on a work and resource schedule developed by the consultant to meet the TRVA's preliminary work schedule. The proposing group should provide the TRVA with assurances that adequate staffing and resources are allocated and available to match the proposed schedule.

NOTE: Evaluation Criteria for ability to meet schedule

The evaluation of this criterion requires that as a minimum the consultants schedule meet the overall schedule time frame, and preferably a schedule that completes the schedule in a shorter time frame than the City proposed schedule. Unique or individual approaches to scope and schedule that will accelerate project scheduling or more realistically schedule the project, without a diminished quality in the final product, exceed the preferred qualification criteria.

- **Fair Contracting and MWBE Participation Status**

The consultant must demonstrate the plan to utilize M/WBE services, either through prime consultant services or sub-consultant services, to meet or exceed the project goal of 25% percent participation.

NOTE: Evaluation Criteria for meeting M/WBE participation goals

The evaluation of this criteria shall require that the proposal as a minimum demonstrate meeting the goal of 25% percent participation by a M/WBE. A preferred rating will be demonstrated by a M/WBE participation rate of 35% percent. Any M/WBE participation above 35% percent exceeds the preferred criteria for M/WBE participation.

Weighting of Pre-Interview Evaluation Criteria

The weighting of each criterion as it relates to the particular project is shown in the following evaluation form. Each criterion is scored by an individual pre-interview committee member. The committee then meets to determine a consensus score and discuss their individual evaluations of each proposal.

Criteria Category	Qualification Score			Percent Weight	
1. Professional Qualifications	0 - 5	_____	X	20%	=
2. Experience/Availability of Project Manager	0 - 5	_____	X	10%	=
3. Experience of Project Team	0 - 5	_____	X	20%	=
4. Understanding of Project	0 - 5	_____	X	25%	=
5. Ability to Meet Proposed Schedule	0 - 5	_____	X	15%	=
6. M/WBE Status	0 - 5	_____	X	10%	=
Total Interview Selection Criteria Weighted Score					=

Interview Evaluation Criteria

The interview committee will be comprised of representatives from the TRVA. The interview committee's scoring will be based upon the following criteria and scale:

<u>Score</u>	<u>Qualification Level</u>
0	Does not meet qualifications
1	Meets <u>minimum</u> qualifications
3	Meets <u>preferred</u> qualifications
5	<u>Exceeds</u> preferred qualifications

- **Understanding of Scope**

The consultant must demonstrate a thorough understanding of the tasks involved in the scope of work outlined in the RFP; applicable project management methods, procedures, standards and any special information to be gathered. The consultant's project manager must be able to communicate and exchange ideas and information in an effective manner.

NOTE: Evaluation Criteria for Understanding Scope

As a baseline the consultants must demonstrate a knowledge of USACE project delivery.

The evaluation criteria will be based on questions related to tasks defined in "Services to be Provided by the Consultant". To meet minimum required qualifications, the consultant must demonstrate a thorough understanding of seventy (70%) percent of the task related questions as posed by the interview committee. To meet the preferred rating the consultant will demonstrate a ninety (90%) percent understanding of the aforementioned tasks. Any demonstration of scope understanding greater than ninety percent (90%) will exceed the preferred qualification.

- **Experience of Project Manager/Team (Including Sub-Consultants)**

The project manager must demonstrate adequate experience in managing projects of a similar nature and scope, and must be available to commit appropriate hours and supervision to the contract.

The consultant must demonstrate that the proposed project team composition and project leadership, is capable of successfully completing the contract.

NOTE: Evaluation Criteria for Project Manager and Team

As a baseline the project manager must demonstrate a knowledge of USACE project delivery.

The evaluation criteria for this requirement will be as a minimum two (2) years, or five (5) years preferred, of credible experience as established through the interview process. Any clearly demonstrated experience beyond five (5) years exceeds the preferred qualification criteria.

- **Ability to Commit Resources to Meet the Proposed Schedule**

The consultant must demonstrate that sufficient and knowledgeable staff are available, or will be available upon commencement of the contract, to successfully meet the schedules proposed by the TRVA. The consultant is required to disclose the Project Manager's current assigned commitments and commitments in proposals under review in order to evaluate time available for dedication to the contract.

NOTE: Evaluation Criteria for Ability to Commit Resources

As a baseline the consultants must demonstrate a knowledge of USACE project delivery and have sufficient resources to deliver the plan.

This criteria will be evaluated based on evidence demonstrated during the interview process that sufficient resources are available to meet schedules proposed by the TRVA for a minimum performance or to exceed proposed TRVA schedules for a preferred rating. Unique or individual approaches to scope and schedule that will accelerate project scheduling or more realistically schedule the project, without a diminished quality in the final product, exceed the preferred qualification criteria.

The weighting of each criterion as it relates to the particular project is shown in the following evaluation form.

Qualification	Score	Percent Weight	Weighted Score
1. Understanding of Scope	0 - 5	_____ X 50%	=
2. Experience of Project Manager/Team (Including Sub-consultants)	0 - 5	_____ X 25%	=
3. Ability to Commit Resources to Meet Proposed Schedule	0 - 5	_____ X 25%	=
Total Interview Weighted Score			=

Overall Evaluation Scoring

The score determined by the pre-interview selection committee will represent forty (40%) percent of the overall scoring system while the interview committee's score will account for

sixty (60%) percent of the total rating score. The selection of the top consultant proposal and interview presentation will be calculated on the following format:

Proposal Score	0 - 5	<u> </u>	X	40%	=
Interview Score	0 - 5	<u> </u>	X	60%	=
Total Score					=

Scoring Example

Pre-Interview Scoring

Criteria Category	Qualification Score			Percent Weight
1. Professional Qualifications	0 - 5	<u> 5 </u>	X	20%(0.20) = <u> 1 </u>
2. Experience/Availability of Project Manager	0 - 5	<u> 5 </u>	X	10%(0.10) = <u> .5 </u>
3. Experience of Project Team	0 - 5	<u> 4 </u>	X	25%(0.25) = <u> 1 </u>
4. Understanding of Project	0 - 5	<u> 3 </u>	X	20%(0.20) = <u> 0.6 </u>
5. Ability to Meet Proposed Schedule	0 - 5	<u> 5 </u>	X	10%(0.10) = <u> 0.5 </u>
6. M/WBE Status	0 - 5	<u> 5 </u>	X	20%(0.20) = <u> 1 </u>
Total Pre-Interview Selection Criteria Weighted Score				= <u>4.6</u>

Interview Scoring

Qualification	Score		Percent Weight	Weighted Score
1. Understanding of Scope	0 - 5	<u> 4 </u>	X 50% (0.50) =	<u> 2 </u> 2.
Experience of Project Manager/Team	0 - 5	<u> 3 </u>	X 25% (0.25) =	<u> 0.75 </u> 3.
(Including Sub-consultants)	0 - 5	<u> 4 </u>	X 25% (0.25)	= <u> 1 </u>
Ability to Commit Resources to Meet Proposed Schedule	0 - 5	<u> 4 </u>	X 25% (0.25)	= <u> 1 </u>
Total Interview Weighted Score				= <u>3.75</u>

Total Consultant Weighted Score

Pre-Interview Score	0 - 5	<u> 4.6 </u>	X 40% (0.40)	= <u> 1.84 </u>
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Interview Score

0 - 5

$$\frac{3.75}{\text{Total Score}} \times 60\% (0.60) = \frac{2.25}{= \underline{\underline{4.09}}}$$

IRREGULAR PROPOSALS

Proposals will be considered irregular if they show any omissions, additions or conditions not called for or show irregularities of any kind. However, the TRVA reserves the right to waive any irregularities and to make the award in the best interests of the TRVA.

REJECTION OF PROPOSALS

The TRVA reserves the right to reject any or all Proposals, and all Proposals submitted are subject to this reservation. Proposals may be rejected, among other reasons, for any of the following specific reasons:

- A. Proposals received after the time specified herein for receiving Proposals.
- B. Proposals containing any irregularities.

DISQUALIFICATION OF PROPOSING FIRMS

Proposing Firms may be disqualified and their Proposals not considered, among other reasons, for any of the following specific reasons:

- A. Reason for believing collusion exists among the Proposing Firms.
- B. The Proposing Firm being in arrears on any existing Contract or having defaulted on a previous contract.
- C. Lack of competency as revealed by pertinent factors, including, but not necessarily limited to, experience and equipment, a financial statement and questionnaires.
- D. Insufficient resources, which in the judgment of the TRVA will prevent or hinder the prompt providing of additional services, if awarded.

CONFIDENTIAL OR PROPRIETARY MARKINGS

Responses to this Request for Proposals ("Proposals") become the exclusive property of the TRVA. Proposals will be opened by the TRVA so as to avoid disclosure of contents to competing Proposing Firms and kept secret during the process of negotiation. Proposals will not be publicly read. After Contract award, all Proposals submitted become a matter of public record and, upon request, shall be open for public inspection, with the exception of those portions of each Proposal which are defined by the Proposing Firm as business or trade secrets and are clearly marked as "Trade Secret," "Confidential" or "Proprietary." Trade secrets and confidential information contained in the Proposals and clearly marked and identified as such shall not be open for public inspection at any

time.

It is the responsibility of the Proposing Firm to clearly mark and identify all portions of the Proposal that, in the Proposing Firm's opinion contain trade secrets, confidential information or other proprietary information. The TRVA recommends the use of the legend "RFP – Confidential," "RFP – Proprietary," or words to that effect on each and every section of the Proposal for which Proposing Firm claims confidential, trade secret or proprietary status. Prefacing the entire Proposal with a single confidential or proprietary statement is discouraged and may not constitute sufficient designation of trade secrets and confidential information.

The TRVA and all associated members shall not in any way be liable or responsible for the disclosure of any such records or Proposals or portions thereof, if they are not clearly marked as "Trade Secret," "Confidential" or "Proprietary," or if disclosure is required by the Texas Public Information Act or other applicable law or judicial order. If a third party challenges the trade secrets or confidential nature of certain information, it will be the responsibility of the Proposing Firm to defend that challenge.

Submission Information

Any costs that may be incurred to prepare Proposals, attend meetings, attend site inspections, provide requested follow-up information, make formal and informal presentations, and for the contract negotiations process, if applicable, shall be the sole responsibility of the Proposing Firm.

Each proposal must be submitted no later than 4:00 p.m., **February 23, 2007**. Submittal should be mailed or delivered to the Trinity River Vision Authority C/O Tarrant Regional Water District, 800 E. Northside Drive, Fort Worth, Texas 76102.

Please submit one (1) original, eleven (11) copies and one (1) electronic copy

A pre-proposal meeting will be held at **1:30 p.m. on , January 22, 2007** at the Administrative Offices of the Tarrant Regional Water District.

Each proposal should include the recommended information.

Should you have any questions, please contact
Woody Frossard, Environmental Director, Tarrant Regional Water District or J.D.
Granger Executive Director of the TRVA both at 817-335-2491 or Randle
Harwood, Trinity River Vision Director 817-392-6101