

Request for Proposals for Cultural Resource Study

RFP Closing Date: **December 17, 2019**

RFP Closing Time: **4:00 p.m.**

Introduction:

The Greater Brownsville Incentives Corporation (GBIC) is requesting proposals from qualified firms and individuals to provide Cultural Resource Study services for the approximately 500-acre FM 511 GBIC Industrial Park.

The Greater Brownsville Incentives Corporation (GBIC) is the “Type A” economic development organization for the City of Brownsville, Texas.

Description of Services:

The selected firm will conduct a Cultural Resource Study, to include but not limited to:

- An archeologist will conduct a background study that will consist of a comprehensive review of records that pertain to the proposed project area.
- Consult the available resources from the Texas Historical Commission (THC) and the Texas Archeological Research Laboratory (TARL) in Austin, Texas.
- Examine survey reports, site files, and maps to gather more detailed information regarding the project area and the surrounding area.

Submittal Requirements & Contents:

1. Firm Name
 2. Business Address
 3. Telephone Number
 4. Location of Branch Offices and Home Office
 5. Year Business Established
 6. Type of Organization (Individual, Partnership, Corporation)
- a) **Executive Summary:**
Describe your understanding of the scope of work to be performed and your firm’s ability to perform the work.

- b) **Team Qualifications:**
Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement. Provide their bios specifying experience relevant to the type of services requested.
- c) **Fees:**
Please provide an estimate of fees, billing rates for the anticipated services to be provided, and billing frequency. Please indicate whether you are willing to make a commitment to a fixed fee schedule.
- d) **Client References:**
Include a list of relevant clients that your firm has served within the past three years.

Selection Criteria:

- 25 Points Qualifications, experience and expertise
- 25 Points Firm's profile, staff resources, it's principals, current workload
- 20 Points Firm's approach for Cultural Resource Study
- 10 Points Familiarity with the City of Brownsville and Economic Development
- 10 Points Firm's projects within last five years and references
- 10 Points Firm's fee and billing policies

100 Points Total

Submission Requirements:

In order to be considered, submittals must be received no later than 4:00 p.m. on Tuesday, December 17, 2019.

Mail or hand delivery submittals:

Greater Brownsville Incentives Corporation
Attn: Administration
500 East Saint Charles
Brownsville, Texas 78520

An electronic file submittal is **required to be sent to:**
administration@greaterbrownsville.com

500 E. Saint Charles Street
Brownsville, TX 78520

W greaterbrownsville.com

P 956.561.4133



Type A - Economic Development for Brownsville, Texas

Questions can be submitted in writing to:

Ramiro Aleman, Director of Business Recruitment, Retention & Expansion

Email: r Aleman@greaterbrownsville.com

Please use email subject head- RFP INQUIRY (Master Plan)

Legal Descriptions per Cameron Appraisal District:

- ESPIRITU SANTO GRANT SHARE 22 105.573 AC OUT OF 173.957 ACRES TRACT G-2 ABST 2
- ESPIRITU SANTO GRANT SHARE 22, 268.58 ACS OUT OF 348.13 ACS OF 477.00 ACS OUT OF 745.41 ACS TRACTS C D F H-M & O-Z
- ESPIRITU SANTO GRANT SHARE 22 68.384 AC OUT OF 173.957 ACRES TRACT G-2 ABST 2 (AKA BAILY ACRES PT LOTS 27 - 30 & ALL LOTS 31 - 34)
- ESPIRITU SANTO GRANT SHARE 22 73.682 ACS OF 477.00 ACS OUT OF 745.41 ACS TRACTS C D F H-M & O-Z

