

REQUEST FOR QUALIFICATIONS (RFQ)

TOWN OF TROPHY CLUB ENTRYWAY MONUMENT, WAYFINDING & PARKS SIGNAGE MASTER PLAN & DESIGN



**Town of Trophy Club
100 Municipal Drive
Trophy Club, Texas 76262**

THE TOWN OF TROPHY CLUB, TEXAS IS SEEKING CONSULTING AND DESIGN SERVICES TO DEVELOP:

- **DESIGN OF COMMUNITY GATEWAY MONUMENTS/SIGNAGE/LANDSCAPING,**
- **A MASTER WAYFINDING SIGNAGE PROGRAM INCLUDING DESIGN AND SPECIFICATIONS OF ALL TYPES OF WAYFINDING SIGNAGE FOR THE TOWN, AND**
- **A MASTER PARKS SIGNAGE SYSTEM INCLUDING DESIGN AND SPECIFICATIONS.**

The Town of Trophy Club is issuing a Request for Qualifications (RFQ) from qualified firms to develop a master signage program that:

1. Welcomes and guides travelers from major entrance points into the town and within the town to town-wide community facilities (parks, town hall, golf course, points of historical interest, etc.); and
2. Identifies various park facilities; and
3. Establishes design standards and specifications for entryway/median landscaping; and
4. Identifies other points of interest in the town that should be highlighted with wayfinding signage; and
5. Establishes design standards and specifications that take into account street-level visibility, safety, maintenance and replacement costs for all wayfinding signage; and
6. Establishes design standards for town-wide entryway monumentation and landscaping, wayfinding and parks signage that is reflective of Trophy Club's identity and culture.

BACKGROUND

Trophy Club is a master planned community and was originally developed in 1973 and incorporated in 1985. The Town contains 4.1 square miles with a total population of approximately 13,000 with complete buildout projected no later than 2020.

Trophy Club's unique history helped shape the town into the beautiful, safe, well-maintained community oasis that it is today. Over the years Trophy Club has developed from a small, golf-centric, rural getaway for Dallas executives and retirees into a premiere North Texas residential community. As the first master planned community in Texas, Trophy Club features over 1,000 acres of parks, 36 holes of golf winding through neighborhoods and environmentally secure woodlands, an efficient local government and so much more. Much of the town's appeal is the wide range of home choices and resident participation in community activities, schools, churches, clubs, organizations and town advisory groups.

Trophy Club employs the Council-Manager form of government with an elected mayor and six-member Council. The town incorporated in 1985 when the Westlake Town Council agreed to release 2,555 acres from its ETJ in order for Trophy Club residents to gain more control over the zoning and development within the town. Careful planning is integral to Trophy Club development and plans are closely reviewed to ensure that the growth of the community maintains the neighborhood atmosphere that residents have come to treasure. In 2010 Trophy Club celebrated 25 years of incorporation and much of the town's successes come from the residents who dedicated time, expertise and financial support toward making Trophy Club A Great Place to Call Home.

A high standard of living has become central to the Trophy Club culture. Several parks in town offer a range of amenities and activities, including play grounds, tennis courts, basketball courts, exercise equipment, paved trails, geocaching, disc golf, nature trails, a dog park, athletic fields and more. The strategic location of the town places Trophy Club at the center of a major growth area in the DFW Metroplex. Located on the State Highway (SH) 114 corridor near Southlake, Westlake and Roanoke, Trophy Club's close proximity to both the Dallas/Fort Worth International Airport and Alliance Airport will continue to be a major factor in town growth and redevelopment.

PROJECT

In general, the master signage plan will create a coordinated group of signs that welcome people to the town and direct them to the places they want to go, as well as identify park facilities. The Town's brand and identity shall be integrated, where appropriate, into the wayfinding signage program.

This is a Request for Qualifications. Submitting firms will be considered for their experience and ability to complete this project. A final scope of work and schedule will be offered to the short listed firms asked to submit full proposals.

RESPONSE FORMAT

All RFQ submittals shall provide the following information for consideration and state the period it shall remain in effect:

- a. **Introductory Letter:** Please include a cover letter summarizing your firm's background, resources, and relevant experience.
- b. **Descriptions of Firm, Management, and Team Members:** Include descriptions of your organization and team. This should identify the project manager and the day-to-day contact person for the job. Please also include a resume and an hourly rate for each of the key team members.
- c. **Description of Subcontractors:** Identify any portion of the scope of work that will be subcontracted. Include firm qualifications (brief) and key personnel, telephone number, and contact person for all subcontractors.
- d. **Experience with Similar Projects:** Provide a description of at least three (3) similar projects, including images or schematics of previous wayfinding design work.
- e. **References:** Provide at least three (3) client references relevant to this type of project.
- f. **Project Approach:** Provide a written description of your firm's intended approach to the project that demonstrates an understanding of the issues and tasks at hand, and the firm's ability to fulfill them. Indicate the role you anticipate team members playing as you go through the evaluation of existing information, design, production and installation.

INTERVIEW SELECTION CRITERIA

The Town of Trophy Club will evaluate the RFQs based on the following factors and will select firm(s) to make a full proposal on the project:

- a. Qualifications of the firm and experience with past projects; and
- b. References

During the evaluation process, the Town may request additional information or clarifications from the proposers. Based on RFQ responses and interviews, qualified firm(s) may be selected to submit a full proposal and the details of the full project will be released at that time.

RFQ REVIEW SCHEDULE

Release RFQ: March 2, 2016

RFQ due: March 24, 2016

Review of RFQ: Week of March 28, 2016

Interviews Scheduled: Weeks of April 11 & 18, 2016

INQUIRIES

Questions regarding the RFQ should be directed to: John Zagurski, Strategic Projects Coordinator at (682) 831-4609 or via e-mail at: jzagurski@trophyclub.org.

REJECTION OF PROPOSALS

The Town expects to select a consulting firm from the qualifications submitted, but reserves the right to request substitutions of firms. The Town also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the Town, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

INCURRING COSTS

The Town is not liable for any costs incurred by the firm prior to issuance of a contract.

DEADLINE AND DELIVERY

Five (5) hard copies and one digital version of the Town of Trophy Club RFQ shall be submitted to:

Town of Trophy Club
Attention: John Zagurski
100 Municipal Drive
Trophy Club, TX 76262

The digital version of the proposal in PDF format shall be submitted either via e-mail to: jzagurski@trophyclub.org or on compact disc or flash drive.

The deadline for the submittal of the proposal in both formats is Friday, March 24, 2016 at 5:00 p.m. No information submitted by facsimile or electronic mail will be accepted unless otherwise requested by the Town during the proposal review process. Submittals received after 5:00 p.m. on March 24, 2016 will not be accepted.