



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/05/2023

**SUBJECT: RFP NO. 2023-115 - PROFESSIONAL SERVICES FOR GIS
HISTORIC RESOURCES MOBILE APP DEVELOPMENT, GIS
MAPPING, AND RESEARCH - OFFICE OF HISTORIC
PRESERVATION AND ARCHIVES - HHM & ASSOCIATES, INC. -
PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. 2023-115, Professional Services for GIS Historic Resources Mobile APP Development, GIS Mapping, and Research, for the Office of Historic Preservation and Archives, to HHM & Associates, Inc. for \$78,305.86 and approve contract.

BACKGROUND

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Seven hundred thirty-six (736) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on April 25, 2023, was attended by eighteen (18) vendors as well as representatives from the Office of Historic Preservation and Archives, Information Technology, and Purchasing. Three (3) proposals and three (3) no-bids were received.

Proposals were evaluated by the Office of Historic Preservation and Archives, Information Technology, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

TechRover Solutions, Inc. was disqualified because they failed to meet the mandatory RFP requirement that stated the vendor must meet all Texas Historical Commission professional standards. The résumé they included did not include education in the fields listed (history, archeology, architectural history, architecture, or historic architecture), and they do not have any of the additional work experience listed under those categories for any length of time.

The top-scoring vendor was invited to provide a presentation on June 27, 2023, and a Best and Final Offer thereafter. The Best and Final Offer and subsequent contract negotiations resulted in additional post-go-live support and the sixth historic context statement within the budget. The proposal received from HHM & Associates, Inc. meets all specifications and is acceptable to the Office of Historic Preservation and Archives and Information Technology.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Gwen Peterson, C.P.M., A.P.P. Chris Lax, CPSM, CPSD, CPCP
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This contract will accomplish part of the requirements of the Texas Historical Commission's program, including updating the Tarrant County Historic Resources Survey, which includes developing a custom historic resources survey app that will allow survey teams to utilize handheld devices to document historic resources in the field, as well as consolidation and geocoding of existing historic resource surveys throughout the County. This contract also includes creating six (6) thematic historic context statements for Tarrant County.

On November 13, 2012, the Commissioners Court, through Court Order #114122, approved a certification agreement with the Texas Historical Commission for participation in the Certified Local Government (CLG) Program, which requires the County's CLG Committee to adopt and maintain a local historic preservation plan and maintain a system for the survey and inventory of historic resources.

On July 26, 2022, the Commissioners Court, through Court Order #138605, accepted a grant award from the Texas Historical Commission in the amount of \$39,500.00 for GIS documentation and mapping of historic resources with a local match of fifty percent (50%) of the total cost of the project.

Therefore, it is the joint recommendation of the Office of Historic Preservations and Archives, Information Technology, and Purchasing that RFP No. 2023-115, Professional Services for GIS Historic Resources Mobile APP Development, GIS Mapping, and Research be awarded to HHM & Associates, Inc. for \$78,305.86.

The contract is attached for approval and signature. The Criminal District Attorney's Office reviewed the contract as to form.

FISCAL IMPACT

The grant requires a local match of fifty percent (50%) of the total cost of the project. \$39,500.00 has been allocated in the FY 2024 budget for the match. Funding is available in account 10010-2024/5910200000/592011.