



**REQUEST FOR QUALIFICATIONS (RFQ 2021-49)
SPACE NEEDS ASSESSMENT AND FACILITIES MASTER PLAN**

The City of Manor is requesting sealed qualifications for the following project:

Project: Space Needs Assessment and Facilities Master Plan

Proposal Due Date & Time: Friday, December 17, 2021 at 3:00 p.m. CST

Submission Location: Personal Delivery or Mail – Ten (10) copies and one (1) flash drive

City of Manor
Attn: City Secretary
105 E. Eggleston Street
Manor, Texas 78653

Deadline for Inquires: Friday, December 10, 2021 at 5:00 p.m. CST

Direct Inquiries to: Scott Dunlop, AICP
Interim City Manager
Email: sdunlop@cityofmanor.org

Scope of Work: Develop a needs assessment study and site evaluations. Provide a facility deficiency evaluation report and provide design services for a Plan and an estimate of associated costs for implementation. The Plan needs to address the entire operation, including storage rooms, administrative use, conference rooms, and other areas as necessary. Development of the Building Master Plan should consider a new facility, renovation of and/or addition to the existing building or other building options. Specific responsibilities of the firm will include, but not be limited to, the following: Review current space usage of listed City Facilities, Complete a space needs assessment given number and function of City employees, Provide a projection of future space needs assuming a 20-year horizon, Identify opportunities to optimize use of current space, Provide recommendations describing the expansion of current spaces and/or new facilities, including a Library and Recreation Center, Provide recommendations and estimated costs associated with the implementation and phasing of a Plan, Prioritize facility maintenance effort, and, Determine site needs and future parking requirements

RFP Link: http://www.cityofmanor.org/page/fin_bids_rfq

Released: November 8, 2021