

## Request for Competitively Sealed Proposal

### ***BNZ1906 - Historic Context Assessment and Survey of Greater Downtown and Intown Dallas***

#### **Introduction**

The Dallas Department of Sustainable Development and Construction, Historic Preservation Section is soliciting Request for Competitively Sealed Proposal (RFCSP) for completion of an ***Historic Thematic Context Assessment and Survey of Greater Downtown and Intown Dallas***.

The City is seeking a multi-disciplinary consulting team that brings together qualified professionals in the fields of historic preservation, architectural history, architecture, urban planning and design, landscape architecture, civil engineering, cultural resources, and geographic information and data base development.

The ***Historic Context Assessment and Survey of Greater Downtown and Intown Dallas*** utilizes an approach that includes not only a survey of structures built prior to 1980, but also development of historic contextual statements that have shaped the physical and cultural elements of Greater Downtown and Intown Dallas. The survey area is estimated to include 29,300 buildings and resources constructed prior to 1980 within an area encompassing approximately 10,924 square miles (attachment 3).

#### **Challenges**

In late 2014, in response to the demolition of several contributing structures within the Dallas Downtown National Register district, the Mayor and City Council appointed a Downtown Dallas Historic Preservation Task Force to meet and discuss the current state of the City of Dallas historic preservation program and to present findings and recommendation on how to better the program. In 2015, the Dallas City Council unanimously approved the Task Force's "Report of Findings and Recommendations." It found no comprehensive survey of potential historic properties had been completed for the Greater Downtown and Intown neighborhoods; instead existing surveys were piece-meal and out-of-date.

Likewise, previous surveys often did not recognize many of the City's buildings, sites, and urban form due to their not meeting National Register criteria or traditional definitions of what is historic – often overlooking the fact that these architecturally, historically and culturally significant places influence and shape who we are as a city. Also, significant changes have occurred over the decades of the 80's and 90's and into the 21<sup>st</sup> Century with many historic structures being demolished or threatened by renewed interest in the Greater Downtown.

To date, a majority of the Task Force's nine Recommendations have been implemented, but two key Recommendations remain – undertaking a state-of-the-art survey of Greater Downtown and completing a Preservation Plan that expands the City's definition of "Historic Preservation" from a program primarily focused on landmark building designation to a program that seeks to preserve continuity, influence change, initiate cooperation, and facilitation between old and new. A new survey is required for broader recognition and better

understanding of the City's historic urban fabric and would serve as a basis for a new city-wide Preservation Plan that would be implemented at a future date

The Task Force recognized that successful downtowns and intown neighborhoods embody the entire user experience. Along with iconic buildings, the tangible vestiges of the past like street patterns, historic signs, and collections of "background" buildings having a variety of scale and use are part of any experience cherished in vibrant downtowns. These discussions led to the revelation that what is historic should be expanded to include the complete "urban fabric" instead of just iconic architecture. This is exemplified by Deep Ellum, where no one building may stand out, but the "fabric" – the combination of the buildings, small-scale and walkable streets, and a variety of materials and textures that evolved over its long and rich history – create a truly unique and treasured place yet, there is no recognition or protection of this through existing surveys. Recognizing the patterns and symbols of our cityscape is crucial to the city's decision-making process in how it develops and re-develops. An established language of the urban streetscape informs what key elements of the city's development are retained for the future.

The Task Force envisioned that the Preservation Plan and Survey would include a historic context and thematic assessment of the Greater Downtown and Intown Dallas' formative street grid patterns; the public spaces created by building placement, scale, orientation, and pedestrian spaces; the historic transportation patterns and infrastructure; the natural landscape and view corridors; and the influences of the City's residential, business, industrial and cultural history on the built environment.

**The Task Force also anticipated that use of new survey and data collection technology would provide opportunities to capture the larger urban fabric so that the benefits of preservation could reach a broader segment of the community, contribute to the City's economic prosperity, and allow the City to act in a more proactive way.**

### **Scope of Work**

In undertaking a Historic Resources Survey Greater Downtown and Intown, the City of Dallas would like to replicate much of the approach used by **SurveyLA** – the City of Los Angeles's (LA) Historic Resources Survey <https://preservation.lacity.org/survey> . Using LA's approach, which included the development of Historic Context Statements (HCS), using contractors and surveyors that met the Secretary of the Interior's professional qualification standards in historic preservation, and using state of the art technology like Arches applications for data collection, storage and maintenance would allow for the survey to serve as an introductory work element of a later Preservation Plan.

The following describes the current thinking of the City of Dallas regarding the scope of the Historic Resources Survey, which would include both creation of Historic Context Statements (HCS) and field survey work in select City of Dallas neighborhoods. The balance of total time allocated to the creation of the HCS are 30% to the HSC and 70% to field survey work. That said, it is realized that there are few precedents for this, and responding teams are encouraged to provide their comments and thoughts regarding process and/or deliverables in order enhance the effectiveness and/or feasibility of this endeavor.

### **Historic Context Statements, Themes and Reconnaissance Survey**

The successful RFCSP respondent will develop Historic Context Statements (HCS) for Greater Downtown and Intown Dallas. The HCS are narrative context descriptions and

supportive themes of significant historical development within the Greater Downtown and Intown neighborhoods. The HCS and supportive themes will serve as the foundation for the reconnaissance survey work (windshield surveys) and provide the framework for evaluation of resources of historical, cultural, architectural significance that will become part of the Preservation Plan.

As a starting point, the City has compiled broad context areas with thematic elements listed below:

<p><b><i>Architecture</i></b></p> <p>Modern Victorian Craftsman Tudor Idiomatic Design Character Garden Apartments</p> <p><b><i>Planning &amp; Development</i></b></p> <p>Residential Commercial Industrial Distribution Medical Educational Signage City Planning Downtown Plans: Kessler Plan (1911), Ulrichson Report, Vincent Pont, Religious</p>	<p><b><i>Engineering &amp; Infrastructure</i></b></p> <p>Street Grid Lots and Block Pattern Setbacks Highways / Automobile Street cars and motor trolleys Pedestrian realm Tunnels and bridges Viaducts Railroads Petroleum</p> <p><b><i>Natural Environment</i></b></p> <p>Parks &amp; Open Space Trinity River and tributaries Topography Landscape</p> <p><b><i>Historical Events</i></b></p> <p>Assassination Urban Renewal Other - eg Bonnie &amp; Clyde</p>	<p><b><i>Historic Districts/Landmarks</i></b></p> <p>National Register Districts Dallas Landmark Districts Previous preservation surveys</p> <p><b><i>Cultural</i></b></p> <p>Music Film + Theater Arts Religious Civic Hospitality</p> <p><b><i>Racial/Social</i></b></p> <p>Early settlement patterns Latino African American Jewish LGBTQ</p>
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Historic Context Statements could include:

- Introduction to the HCS discussing purpose and scope of the HCS, definitions used, summary of existing historical research sources (historical documents and maps), and, community outreach efforts;
- Description of methodology;
- Narrative statement of significance for each HCS and supportive themes including periods of significance and geographic areas where resources are likely to be found to guide upcoming survey work not a definitive history of the Greater Downtown;

- Results of the reconnaissance-level surveys to identify properties that could potentially meet eligibility standards for the Historical Survey and potential resources and districts;
- Property types represented by themes, with a description of each type;
- Eligibility standards for property types, including integrity thresholds;
- Graphics (maps, photographs, etc.) to illustrate the contexts and associated themes and property types; and,
- Bibliography of sources used.

### **Detailed Historic Surveys**

Following completion of *Historic Context Statements, Themes and Reconnaissance Survey* portion of the Scope of Work, the successful RFCSP respondent will use the information from the Reconnaissance Survey and archival research to conduct an intensive-level survey of the potentially significant properties contexts, themes, and property types in the field.

Deliverables will include, but not limited to:

- Overview of the survey methodology;
- Description of each survey area/neighborhood/district including contextual information such as themes and property types;
- Data collection on individual parcels (buildings and resources constructed before 1980);
- Data collection on historic spaces and remnants of such spaces, including the streets and the building frontage that defines them, historic patterns, such as street grids and intersections that reflect early platting, historic landscapes, idiomatic design characteristics (potential for incorporation into contemporary design), landmark features - signs, landforms, vistas, views, etc.;
- Parcel eligibility for NRHL, state, and/or local historic or conservation designations as well as National Register district eligibility, but should be emphasized that such eligibility is not the primary criteria;
- Description and analysis each distinctive area including land use, ownership, building character, street description, traffic and parking patterns, visual structures, idiomatic design characteristics, and unique features of the area;
- Graphics (maps, photographs, etc.) to illustrate the contexts and associated themes and property types; and,
- Bibliography of sources used.

### **Public Input and Outreach**

A public input component is required that addresses the diversity and challenges of obtaining input from individual citizens of varying demographic groups, neighborhoods and neighborhood organizations, professional and civic groups, and other sources that comprise Dallas' collective "memory" about our history and heritage. It is anticipated that a combination of approaches will be required to achieve this, including face-to-face meetings and work sessions, interviews, and development of on-line opportunities for public input.

The successful RFCSP respondent will be expected to formulate a public input and outreach component to the Scope of Work, including but not limited to an outline of hours required for public meetings and work sessions

### **Use of Arches and FIGSS**

It is anticipated that the successful RFCSP respondent will use the Arches application for data collection, storage and maintenance as was done with **SurveyLA**. Arches is a geospatially-enabled software platform for cultural heritage inventory and management, developed jointly by the Getty Conservation Institute and World Monuments Fund. Arches is an open-source platform readily available for use with this project.

<https://www.archesproject.org/>

Respondents will be required to identify how Arches will be configured, how field data will be collected, how existing data will be imported, the required hardware necessary for data collection, storage and maintenance, and what staff training, and support will be provided after conclusion of the project.

### **City-Provided Data and Support**

The Dallas Department of Sustainable Development and Construction, Historic Preservation Section will provide the following support for the Scope of Work:

- Access to City GIS and property tax role databases
- Staff support
- Advisory committee to represent experts in preservation, urban planning & community affairs
- Dedicated working space for project team work
- Meeting space and facilities (libraries, rec centers, etc.) for public meetings and work sessions
- AV equipment
- Designation of staff person for primary client contact and project management

### **Schedule and Budget**

The City anticipates that a phased approach will be needed, with all work elements completed within 24 months from the Notice to Proceed.

Professional fees and expenses will be negotiated with the successful respondent team and will be commensurate with the scope of services and deliverables established for the project.

### **Minimum RFCSP Respondent Qualifications**

RFCSP respondents should provide evidence that the team has the following:

- Demonstrated understanding and use of Arches or similar field data collection methodologies;

- Demonstrated writing skills and experience developing historic context statements using the National Register Multiple Property Documentation standards and methodology;
- Successful track record in conducting historical surveys and the accompanying data management;
- Key team members meeting the Department of Interior's Professional Qualification Standards as historians, architectural historians and/or historic architects;
- Ability to develop an achievable work plan;
- Established relationship with the Department of Interior and Texas historic resources personnel;
- Experience implementing outreach strategies for historic preservation;
- Ability to start the project immediately upon award of the Notice to Proceed.

#### **Required RFCSP Response Content**

1. Introduction: Brief summary of the respondent's understanding of the City's goals for the project, proposed process, and anticipated outcomes.
2. Technical Approach: A detailed description of respondent's approach to completing the Scope of Work and specific deliverables.
3. Organizational Chart: An organizational chart which identifies the responsible project principal, project manager(s) and key personnel and their assignments and responsibilities. Role of interns should be considered in the organizational chart.
4. Public Input: Approach to developing and conducting processes to effectively obtain and integrate public input.
5. Team Members: Detailed listing of ONLY personnel who will be assigned to completing the Scope of Work and their respective resumes with a strong paragraph describing the specific work they will provide for the project.
6. Timeline: 24 month timeline for the project that addresses the tasks required in the phased scope of work and project approach as well as project deliverables and meeting dates.

#### **Award**

This RFCSP will be awarded in its entirety to the respondent with the most advantageous submission. The City reserves the right to accept or reject and/or all offers.

The City of Dallas will require the most qualified respondent to sign the necessary contract documents prepared by the City Attorney's Office. A sample contract is included as an attachment.

## **Insurance Requirements**

The successful respondent will be required to purchase and maintain, during the term of the contract, insurance as described in Attachment 5 and agrees to the indemnification agreement therein.

## **Instructions for RFCSP Submissions**

1. Responses to this RFCSP should be addressed to the Office of Procurement Services, City of Dallas, City Hall Room 3FN, 1500 Marilla, Dallas, TX 75201. The RFCSP is for the Historic Context Assessment and Survey of Greater Downtown Dallas. Proposals in accordance with the advertised specifications and the contract documents shall be received until 2:00PM on final RFCSP due date. One (1) original and seven (7) additional copies of the submission in three ring binders shall be delivered to the Office of Procurement Services, 1500 Marilla, 3FN, Dallas, Texas 75201.
2. Any responses received after the closing date and time will be returned unopened.
3. The City reserves the right to reject any or all responses and to waive any irregularities to award the contract in the best interest of the City.
4. All information submitted shall be easily identifiable by the use of tabs to separate documents.
5. Responders shall identify the solicitation on the outside of the envelope by writing the words:  

“BNZ1906 - HISTORIC CONTEXT ASSESSMENT AND SURVEY OF  
GREATER DOWNTOWN DALLAS”

## **Pre-Submittal Conference**

A pre-proposal conference will be held at City Hall. Time and location will be noted at the top of the RFCSP Signature Page. This will be the only opportunity for prospective responders to talk directly with department representatives.

## **Questions About the RFP and Related Issues**

Questions should be submitted in writing no later than three (3) business days following the pre-submittal conference. The official responses to all written communication will be issued and posted on an addendum as general information to all documented participants holding copies of the RFCSP.

Please reference the proposal number and name BNZ1906 - HISTORIC CONTEXT ASSESSMENT AND SURVEY OF GREATER DOWNTOWN AND INTOWN DALLAS in the subject line, company name and representative name on all correspondence to the City of Dallas.

If the submitter does not ask questions or clarify assumptions, the City will assume the submitter agrees with, and understands, the City's requirements. Questions regarding this RFCSP shall be directed to the buyer in writing.

City of Dallas  
Office of Procurement Services  
Richard Matthews – Buyer III  
[richard.matthews@dallascityhall.com](mailto:richard.matthews@dallascityhall.com)

### **Note**

All Addendums and any additional applicable correspondence (general information, questions/responses) to this RFCSP will be made available “exclusively” through the City of Dallas website for viewing/retrieval at:

<https://bids.dallascityhall.com/webapp/VSSPROD/AltSelfService>

Respondents are solely responsible for frequently checking the website for updates to the solicitation. Addendums to this solicitation can be located at the following website:

<https://bids.dallascityhall.com/webapp/VSSPROD/AltSelfService>

### **Exceptions**

Any and all exceptions to specifications must be addressed by email to the buyer no later than three (3) days following the pre-submittal conference. If exceptions are approved, all respondents will be notified by an addendum. If there are no exceptions, the full list of items must be furnished exactly as described.

### **Opening of Responses**

All bids shall be received at the address below no later than 2:00 p.m. on the designated due date. All responses shall be addressed to:

BNZ1906  
Historic Context Assessment and Survey of Greater Downtown and Intown Dallas  
Attn: Rick Matthews  
1500 Marilla St., Ste 3FN  
Dallas, TX 75201

Any responses received after 2:00 p.m. on due date shall be considered late and non-responsive and returned to the applicant unopened. The City reserves the right to reject any and/or all responses or waive irregularities.

Responses will be opened by the City to avoid disclosure of contents to competing respondents and kept secret and confidential during the process of negotiation. It is the responsibility of the respondent to clearly mark and identify all portions of the submission that contain trade secrets, confidential information and other proprietary information.



Such information contained in the submission and clearly identified will not be made open for public inspection at any time, even after the contract has been awarded and executed, and whether or not the submission wins the contract.

### **Late and Withdrawn Responses**

Submissions offered to the City after the time and date will not be accepted. Any submissions may be withdrawn prior to the scheduled due date.

### **Evaluation Criteria and Contract Award**

The City of Dallas will review the submissions submitted by all respondents. Based on the evaluation criteria, the City of Dallas will determine which responses are best qualified for the award of the contract.

The City of Dallas may, at any time, research and/or review a submitters ability to perform work and/or provide specified products/materials. The City of Dallas may ask for additional information about a company and its work on previous contracts. Respondents may choose not to submit such information in response to the City of Dallas' request; however, if failure to submit such information does not clarify the City's questions concerning the ability to perform, the City may discontinue further consideration of a particular response. The City of Dallas would typically be interested in the following; qualifications, certifications, previous experience in performing similar or comparable work or supply similar materials and/or products, references, facilitation, delivery and other relevant information.

Please be aware that the City of Dallas may use sources of information not supplied by the respondent concerning the abilities to provide Historic Context Assessment and Survey of Greater Downtown Dallas. Such sources may include current or past customers of the organization; current or past suppliers; articles from industry newsletters or other publications or from non-published sources made available to the City of Dallas.

The contract will be awarded to the respondents which are considered to be the most advantageous to the City. Upon award of a contract, the terms of the specifications, the RFCSP, the award instrument for event rental equipment shall serve as the terms of the contract, unless the City chooses, in its sole discretion, to prepare a formal contract document incorporating the above referenced documents as a part thereof.

### **Respondents shall submit their responses in the same structure as the evaluation criteria listed below (a-d.)**

Members of the Evaluation Committee will make a selection based on the following evaluation criteria:

**Cost** **30 pts**

Cost of contractor fees to be invoiced to the City.

## **Experience and Qualifications**

**20 pts**

Company history and ownership, subcontractors, overview of relevant experience and reference projects, financial capacity, performance history, litigation history, satisfactory employee experience and qualifications.

## **Capabilities**

**20 pts**

Consultant's capabilities, resources and responsiveness should include staff size, current workload, availability, areas of expertise, experience with other similar projects, history of meeting deadlines, history of staying within budget, and expertise of project manager and project team.

## **Project Approach**

**15 pts**

Respondents shall submit with their response a detailed overall methodology that will be utilized to accomplish the RFCSP specification requirements. Failure to submit any of the above information may result in rejection of the response. The City reserves the right to request any additional information deemed necessary for the proper evaluation of this RFCSP. **See more detail in Specifications section.**

## **Business Inclusion & Development**

**15 pts**

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises to the greatest extent feasible on the City's construction, procurement, and professional services contracts. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts. The information shall be submitted with the proposal and shall include:

- Submission of an Affirmative Action Plan and/or Policy. If your company does not have an Affirmative Action Plan the Business Inclusion and Development Staff can provide the Affirmative Action Requirements (BDPS-PRO-204) which will serve as a template to be utilized for this criterion. – **1 point**
- The Ethnic Workforce Composition Report (BDPS-FRM-204) – **1 point**
- Submission of documentation showing the RFCSP/RFQ Contractor's Affidavit History of M/WBE Utilization Form (BDPS-FRM-205) on previous contracts on the form provided. – **4 points**
- Firm (s) Team make-up includes a significant number of diverse M/WBE firms in meaningful roles on the project. Please submit the RFCSP/RFQ Contractor's Affidavit Type of Work by Prime and Sub-Consultant Form (BDPS-FRM-206) – **7 points**

The name, address and telephone number of each M/WBE; (b) the description of the work to be performed by each M/WBE; and (c) the approximate dollar amount/percentage of the participation.

- Evidence of acknowledgement of the City's Business Inclusion and Development (BID) Plan, signed Business Inclusion and Development Affidavit (BDPS-FRM-203) that demonstrates intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project. – **2 points**

### **Discussion with Reasonably Qualified Proposals**

The Evaluation Committee may determine that oral presentations are required before making a final selection. The City may invite the respondents to make such presentations. Discussions will be on an individual basis and closed to third parties and other respondents.

During the presentation, the City of Dallas and the respondents will review in detail all aspects of the City's requirements and the proposal. During these reviews, the respondent may offer revisions and the City of Dallas may accept the revisions in the submission. Similarly, the City may ask for revisions, and the respondent may accept.

The City expects to accept the "best and final offer" that most meets the City's criteria. The City may accept an initial response without additional presentations if the City judges such submission to be far superior to all other competing responses.

Respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of RFCSP, such revisions will be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

### **Rejection or Acceptance of Proposals**

This RFCSP does not commit the City to award any contract. The City of Dallas reserves the right to reject any or all responses, to waive technicalities or irregularities, and to accept any response it deems to be in the best interest of the City. The City of Dallas shall not be liable for any costs incurred by any company responding to this RFCSP.

### **Error and Omission**

The vendor shall not be allowed to take advantage of any error or omission in these specifications. The vendor is required to review these specifications carefully and notify the City of Dallas Office of Procurement Services of any noted error or omission.

### **Termination**

The City may terminate this agreement in whole or in part by giving thirty (30) days written notice thereof to the proposer. The City will compensate proposer in accordance with the terms of the agreement for all goods and services delivered and accepted prior to the effective date of such notice.

### **Confidentiality**

Respondents are advised that materials contained in bids are subject to open records, and may be viewed and copied by any member of the public, including news outlets and competitors. The Attorney General may make the final determination as to whether documents are releasable.

## **Disqualification of Bidders**

Bidders may be disqualified for any of the following reasons, but not limited to:

- a) Reason to believe collusion exists among the bidders
- b) The bidder is in arrears on an existing contract or has failed to perform on a previous contract with the City of Dallas within the past five years

## **Permits Required by Law**

Contractor shall comply with all requirements of federal, state, and local laws and regulations pertinent to or affecting any phase of the service.

## **House Bill 1295**

All vendors recommended by City staff for a contract pursuant to this RFCSP will be required to comply with Section 2252.908 of the Texas Government Code. Each awarded vendor shall complete Form 1295-Certificate of Interested Parties- for every contract for which they're recommended. Once supplied the contract ID number by the buyer, the vendor will complete the form electronically at the Texas Ethics Commission website:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

The Form 1295 is on file at the Texas Ethics Commission website with a copy provided to the buyer; the staff recommendation will be placed on a City Council agenda to award the contract.

## **Environmental Requirements**

The City of Dallas is committed to a clean, safe, and healthy environment. As such, we will exercise environmental stewardship in our dealings with employees, other governments, citizens, City contractors, businesses and others in the community for our world today as well as for future generations. Caring for the environment is one of our core values and this is demonstrated by ensuring our activities are in harmony with the natural world around us. This commitment is embodied by the following actions:

- Implementation of programs and procedures with intent to meet or exceed all applicable environmental laws and regulations.
- Continual improvement of our environmental performance through proactive environmental management and self-assessments and/or third-party assessments.
- Prevention of pollution at its source through implementation of best management practices and resource conservation measures to reuse, reclaim, and recycle materials we generate.
- Employees will abide by all environmental regulations and demonstrate environmental compliance in their daily work practices.

Contractor shall, at Contractor's own expense, comply with any present or hereafter enacted environmental law, rules, and regulations, including those of the United States Occupational Safety and Health Administration (OSHA), the Texas Commission of Environmental Quality

(TCEQ), and all other local, state, or federal authority that regulates environmental matters, including environmental cleanup responsibility laws.

### **Wage Floor Requirements**

On November 10, 2015 the Dallas City Council passed Resolution 15-2141 which requires prime contractors, awarded general service contracts valued greater than \$50,000, and first-tier subcontractors on the contract to pay their employees rendering services on the contract a wage floor of not less than \$11.15 per hour.

Pursuant to Resolution 15-2141 the wage floor requirement for all general service contracts greater than \$50,000 shall be effective immediately on all new contracts awarded after November 10, 2015. Vendors bidding/proposing on general service contracts shall take into consideration such wage floor requirements in their bid/proposal. The wage floor requirement for the City of Dallas' general service contracts shall be derived from the most current Massachusetts Institute of Technology Living Wage publication and shall remain fixed for the term of the respective contract. The City reserves the right to audit such contracts for compliance with the wage floor requirement as mandated by Resolution 15-2141. This requirement does not apply to construction contracts in which prevailing wage of employees is governed by the Davis-Bacon Act as defined in the Texas Local Government Code 2258, purchase of goods, procurements made with grant funds or procurements made through cooperative and/or inter-local agreements.

The purpose of this policy is to promote an acceptable wage floor for working families in the City of Dallas, increase the level of service delivered to the City through specific contracts and reduce turnover in such contracts thus maintaining a continuous and consistent level of service for vested parties.

The City Manager shall use the following definitions to administer the benefactors of the "wage floor" for purposes of the referenced resolution:

"City" means the City of Dallas, Texas.

"General Services Contract" means any agreement between the City and any other Person or business to provide general services through an awarded City contract valued greater than \$50,000. A General Services Contract for purposes of the Resolution does not include (i) a contract between the City and another governmental entity or public utility, (ii) a contract subject to federal or state laws or regulations that would preclude the application of the application of the wage floor, (iii) or a contract with all services under the contract performed outside of the City of Dallas.

"Subcontractor" means any Person or business that has entered into its own contract with a prime contractor to perform services, in whole or in part, as a result of an awarded City general services contract.

"Employee" means any person who performs work on a full-time, part-time, temporary, or seasonal basis, including employees, temporary workers, contracted workers, contingent workers, and persons made available to work through services of a temporary services, staffing or employment agency or similar entity.

**Wage Floor Reporting Requirements:** Contractors awarded City general services contracts as described in the wage floor rate requirement section of this specification shall be required to provide the buyer the residential zip code and respective number of employees directly impacted by the wage floor requirement ten days after Council approval and on January 1st. but not later than January 31st. for the term of the contract. The Contractor shall submit the report to the contract administrator during the established period.

**Wage Floor Compliance Requirements:** Vendors submitting a response to a solicitation for general services must comply with the wage floor requirement to be consider responsive. The City may request of vendors, at any time during the pre or post award process, to demonstrate compliance with the wage floor requirement. Vendors not compliant with the wage floor requirement will be deemed nonresponsive and will not be considered for award. Vendors awarded general service contracts must comply with the wage floor policy and reporting requirements for the term of the contract, failure to remain in compliance may result in breach of contract.

### **Invoice Requirements**

Invoices submitted for payment **must include** the following information:

1. Name and address of the department where services were performed.
2. Date of Service
3. Delivery Order number that authorized the service
4. City of Dallas encumbrance number
5. Unit cost and extended cost of each item
6. Total cost of the order
7. Phase number and verification of work completed during phase.
8. Total number of hours worked to achieve phase

***Invoices submitted without this information will be returned to the supplier, and payment will not be made until required information is provided on the invoice.***