



Date: September 8, 2025

MEMORANDUM

TO: Steven Daggs, Purchasing Agent

FROM: Carey D. Neal, Jr., City Manager

COPY: Cindy Brown, Assistant City Manager
Gail French, Director of Finance

SUBJECT: RFQ for Public Private Partnership (P3)-City Hall/Municipal Complex

Project Overview

The City of Seagoville (“City”) is soliciting Statements of Qualifications (SOQs) from qualified development teams to enter into a Public-Private Partnership (P3) for the design and construction of a new City Hall or Municipal Complex. The City seeks an experienced partner that can provide comprehensive services including master planning, architectural design, engineering, construction, and project financing strategies.

The City currently owns land designated for this facility and intends to leverage this property as part of the development partnership. The selected development partner will work closely with the City to create a functional, efficient, and community-focused facility that reflects Seagoville’s growth and vision for the future.

Project Goals & Objectives

The City’s primary goals for this P3 project include:

- Delivering a modern, functional, and cost-effective municipal facility.
- Maximizing public value through innovative design and efficient use of resources.
- Supporting long-term operational efficiency and low life-cycle costs.
- Creating a civic landmark that reflects the identity of Seagoville and fosters community engagement.
- Structuring a partnership model that minimizes the City’s upfront capital outlay while maintaining public ownership of the facility.
- Completing the project within a mutually agreed budget and timeline.

Scope of Work

The selected development partner will be expected to provide services including, but not limited to:



A. Pre-Development & Planning

- Conduct site due diligence, including environmental assessments, geotechnical studies, and utility availability.
- Develop a preliminary master plan for the site, including circulation, parking, landscaping, and future expansion potential.
- Work with City staff and leadership to confirm space needs, functional requirements, and long-term growth considerations.

B. Architectural & Engineering Design

- Provide full architectural design services for the municipal complex.
- Incorporate sustainable and resilient design standards (e.g., LEED or equivalent).
- Ensure compliance with all applicable codes, accessibility requirements (ADA), and local ordinances.
- Prepare detailed construction documents suitable for permitting and construction.

C. Project Delivery & Construction

- Provide comprehensive construction services, including project management, scheduling, subcontractor management, and quality assurance.
- Coordinate all permitting and inspections with the City and relevant agencies.
- Deliver the project on a guaranteed maximum price (GMP) or equivalent risk-sharing basis.
- Maintain safe construction practices and minimize disruption to surrounding areas.

D. Financing & Partnership Structure

- Propose creative financing strategies for the design and construction of the facility, including but not limited to lease-purchase arrangements, phased payments, or other P3 models.
- Provide pro forma financial analyses showing projected costs, revenue sources (if applicable), and repayment terms.
- Ensure compliance with Texas statutes governing public-private partnerships.

E. Post-Construction & Transition

- Provide facility commissioning and training for City staff.
- Deliver all as-built drawings, warranties, and operations manuals.
- Offer facility management, maintenance, or operations support if included in the partnership structure.



Facility Program (Preliminary)

While the exact program will be refined in partnership with the selected developer, the City anticipates the facility may include:

- **City Hall functions** (Mayor & City Council Chambers, City Manager, City Secretary, Finance, Human Resources, Community Development, Utility Billing, Library, etc.)
- Public lobby and community meeting spaces
- Support areas (break rooms, storage, IT/server rooms, mechanical/electrical)
- Parking and site circulation improvements

Deliverables

At a minimum, the selected partner will deliver:

- A comprehensive development plan, including schematic designs and cost estimates.
- A proposed financing structure and schedule of payments.
- Final construction documents and specifications.
- Completed municipal complex facility meeting all City requirements.

Qualifications Required

Respondents must demonstrate expertise in:

- Public-private partnerships and municipal facility development.
- Design and construction of government/civic facilities of similar size and complexity.
- Successful delivery of projects on time and within budget.
- Innovative financing models for public-sector clients.
- Strong references from Texas cities or comparable municipal clients.

Selection Process

Responses will be evaluated on a point scale based on:

- Experience with P3 projects and civic facility construction. (25%)
- Technical qualifications of the team (architects, engineers, contractors, financiers). (10%)
- Quality and creativity of past projects. (15%)
- Financial capacity and proposed financing models. (25%)
- Ability to meet the City's project schedule. (10%)
- Demonstrated understanding of the City's goals and values. (15%)



City's Role

The City of Seagoville will:

- Provide the project site.
- Facilitate community engagement and approval processes.
- Designate City staff for coordination and decision-making.
- Consider financing proposals in alignment with budgetary and legal constraints.

Timeline (Tentative)*

- RFQ Release: October 27, 2025
- Deadline for Questions: November 10, 2025
- SOQ Submissions Due: November 24, 2025 at 10:30 a.m.
- Evaluation & Shortlisting: December 8, 2025
- Interviews with Shortlisted Firms: Week of December 16, 2025
- Selection of Development Partner: January 5th, 2026
- Negotiation of Partnership Agreement: TBD

Submission Requirements

SOQs must include:

- Cover Letter.
- Firm Background & Team Members.
- Relevant Experience (last 5 years, with municipal/government references).
- Proposed Approach & Preliminary Partnership Model.
- Resumes of Key Personnel.
- Evidence of Financial Capacity.
- References (minimum of 3).

Please submit all required and relevant documents to:

City of Seagoville, Texas – City Hall

Attn: Carey Neal, City Manager

702 US Highway 175

Seagoville, Texas 75159