

# **Request For Qualifications (RFQ) for Architectural Services Public Works and Community Development Improvements**

City of Forney, Texas

## **Scope of Work:**

### **Introduction**

The City of Forney requests a statement of qualifications from architectural firms required for the design of expansion and renovations for the Community Development Building, the Public Works Office and Shop and installing 2 new equipment storage facilities and 1 new document storage facility that will be located at a remote site within the 1100 block of Kaufman St.

### **Background**

The Public Works Office building was constructed in 2001. Currently at 1,430 SF this facility is at capacity due to adding the newly formed Engineering Department to the building, all available space is occupied. The outdoor storage area at the Public Works site is full and does not have any coverage from the elements for Public Works equipment. The Public Works Shop area is 1,450 sq. ft. and is in the need of renovations as well.

The Community Development building is 3,400 sq. ft. In 1989 it was converted into the Forney Police Department and in 2010 Community Development took over the space. All existing offices are full. One of the existing offices has three people working out of it. The roof and general condition of the building is in good shape. In this year's current budget one of the HVAC units will be replaced.

### **Recommendations**

**Public Works Facilities** - Improvements to the Public Works (PW) facilities would allow the department to operate in a more efficient manner and protect equipment from the elements. (a) The PW Office building is to be expanded by 1,400 sq. ft. The estimated cost for this expansion is \$400,000. This addition to the existing building can only be done once the new facilities at the Kaufmann St site are constructed and the existing equipment at the current location can be relocated. (b) New storage facilities are planned for the improvements at 1100 Kaufmann St. For these improvements, 2 new equipment structures are to be built to include new services, paving and parking surfaces. In addition, a new storage facility for documents will be constructed. Funding for this location has been budgeted at \$450,000. (c) The existing PW Shop building will need to receive minor improvements. These improvements to the existing PW Shop located just east of the PW Office facility are to consist primarily of HVAC and IT improvements. Improvements have been budgeted for \$50,000.

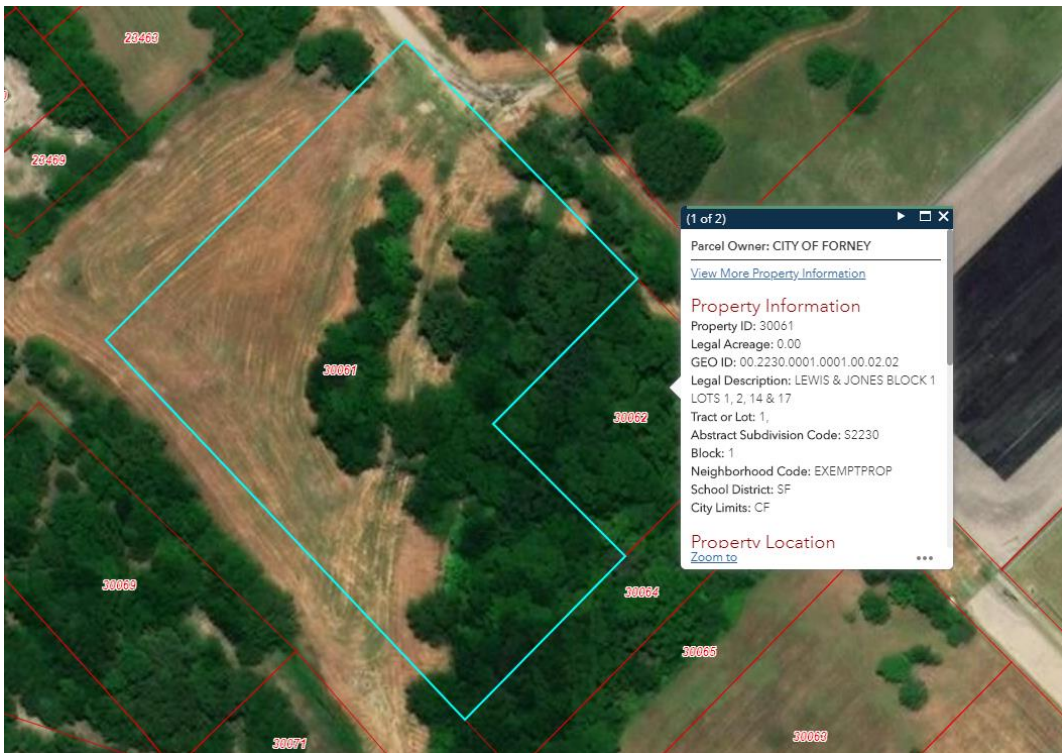
**Community Development Building** - Improvements to the Community Development building consists of adding approximately 2,000 SF to the west side of the existing facility. This new area will house the Engineering department. The new space is to allow for new offices, restroom facilities, a front counter area for Engineering customers and a break room. It is anticipated to restructure some of the existing Community Development space on the west side of the existing facility to make those areas more efficient. Some minor landscape improvements will be required. The budget for the improvements to the Community Development facility is \$750,000.

Reference Exhibits 1 & 2 for aerial locations of the facilities requesting architectural services

**Exhibit 1 – Existing Public Works and Community Development Facilities**



**Exhibit 2 – New Public Work Storage Facilities – 1100 Kaufman St.**



**Future Construction Phase** - The City plans to solicitate through a separate RFQ for a Construction Manager at Risk (CMAR) for the construction of the facilities. It is the intent to have a CMAR under contract close to start of the Schematic Design (SD) stage. Design is expected to be complete within 8 months from time of contract award.

**Submission:**

Responding architects shall submit 2 physical copies and 1 copy on a flash drive of your firm's response to this RFQ to:

Karl F. Zook, PE  
City Engineer  
City of Forney  
101 E. Main Street  
P.O. Box 826  
Forney, Texas 75126

**Questions:**

Questions should be directed only to: **CivCast** [www.civcastusa.com](http://www.civcastusa.com)  
Responding architects are not to have any communication with anyone else associated with the City of Forney, Texas until after the City has contracted for the architectural services pertaining to this RFQ. The deadline for questions is 12/27/2019  
Answers to architects' questions will be distributed via CivCast.

**Deadline:**

Responses to this RFQ are due in the City's office no later than **2:00 PM on December 30, 2019**. No responses will be accepted after that time, and any responses received after that time will be returned to the responder without being opened.

**Schedule:**

11/21/2019	Advertisement of this RFQ.
12/3/2019	Mandatory Pre-submittal Meeting and Site Tour at City of Forney (2:00 PM, Fire Station #1 Conference Room, 110 E. Aimee St.)
12/27/2019	Deadline for questions from architects pertaining to this RFQ.
12/30/2019	Responses to RFQ due in City's office 2:00 pm. City begin evaluation.
1/6/2020	City announce shortlist and contact firms to schedule interviews – If necessary.
1/13/2020 – 1/17/2020	Architect presentation/interviews – If necessary.
1/20/2020	City announce decision – This date could be sooner if interviews/presentations are not necessary.

**Selection Criteria:**

The proposals will be evaluated using the following criteria:

<u>Item Description</u>	<u>Score</u>
General Information	5%
Qualification Statement	15%
Firm Background and Staff	20%
Professional Services Provided	5%

Experience Profile	10%
Relevant Projects	30%
Current Client and Workloads	5%
Technology Capabilities	5%
Financial Stability	5%
Total	100%

After the written proposals are evaluated, a short list of professional architectural-engineering service providers may be asked to make a presentation to the Selection Committee. If desired, the oral presentation shall cover the above criteria and other questions the Committee may have.

**Form of Response:**

Architect responders shall provide the information in the RFQ Questions below in the order requested. Submissions shall be secured or bound in a manner which permits the response to lay flat when open.

**RFQ QUESTIONS**

Provide all the following information.

**1. GENERAL INFORMATION**

Date

Firm Name

Address

City, State, Zip Code

Website

Contact Person(s) – limited to two persons per respondent firm

Contact No. 1:

Name

Title

Telephone

Email

Contact No. 2:

Name

Title

Telephone

Email

State your firm's type of organization:

Sole Proprietorship (individual)

Partnership

Corporation

Professional Corporation

Joint Venture

Other (explain)

Number of offices and locations.

## 2. QUALIFICATION STATEMENT

In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform architectural services, including any superior qualities.

## 3. FIRM BACKGROUND AND STAFF

- a. State the year your present firm was established.
- b. State the number of years your firm has been designing public / government projects.
- c. Provide the name of your firm's parent company, if any, and its address.
- d. List former company name(s), if any, and year(s) established.
- e. List changes in firm ownership.
- f. Identify the location of the branch/office and people that would produce this work.
- g. State the current number of employees in the branch/office that would do this work.
- h. State the total of employees in firm (all office locations).
- i. Comment on your firm's staff level over the last five years.
- j. State the number of persons with your firm in the following positions, and if applicable, distinguish the number of each in the branch/office that would produce this work:
  - Registered Architects
  - Registered Professional Engineers
  - Architectural-Interns working toward license
  - CAD Drafters
  - BIM Operators
  - Administrators
- k. List your firm's principals, number of years with the firm, and architectural registration number.
- l. Who will be your designated representative assigned to the City of Forney?
- m. Who is the senior member of the firm that will be assigned to the City of Forney?
- n. Provide a professional resume for each of the key personnel on your proposed project team. Provide name, title, registration number, number of years with your firm, and number of years of public / government design experience. A description of their public / government design experience would also be helpful.

4. PROFESSIONAL SERVICES PROVIDED BY FIRM

- a. Indicate which services listed below are provided by your firm. Indicate whether you provide it with inhouse personnel or through an outside consultant. Also indicate whether each is included in Basic Services or available for an additional fee.

Professional Service	Provided Yes/No	Inhouse or Outside Consultant	Basic Services or Additional Services
Facility condition assessment			
Site selection consulting			
Accessibility/ADA assessment			
Feasibility studies			
Master planning			
Municipal bond planning			
Architectural design			
Interior design			
Acoustical evaluation and design			
Produce new plans of existing facilities			
Energy audits			
Life safety system design			
Technology infrastructure design			
Landscape design			
Building Information Modeling (BIM)			
LEED, CHPS, Sustainable Design			
Other:			

- b. Would your Basic Services include providing the City with a complete program document in bound document form? (Yes/No)
- c. Consultants. List firms you would consider using as consultants for the following areas (if applicable to this scope of work), how long you have worked with each, and comment on each firm's public / government experience. With each consultant indicate whether or not they produce their work in BIM (yes or no), how many years they have been doing so, and what percentage of their projects are produced in BIM.

Civil Engineering  
 Structural Engineering  
 Mechanical/Electrical/Plumbing Engineering  
 Landscape and Irrigation Design  
 Other (explain)

- d. Describe the process through which your firm will work with the City to produce the work pertaining to this RFQ.
- e. Describe any other advantages offered by your firm that would be of benefit to the City.
- f. Contract shall be negotiated with awarded firm based on "AIA Document B101 Standard Form of Agreement Between Owner and Architect"

5. EXPERIENCE PROFILE

- a. List the total number of projects\* for the last five years, including additions and renovations.  
\*This list may include projects that are not completed as long as they are currently in design or under construction.

Project Type	New Construction	Addition/Renovation
Service Center / Public Works		
Professional Offices		
City Hall		
Community Development		
Public Education		
Other Relevant Facilities (specify)		

- b. For each of the last five years, state the number of your firm's public / government projects COMPLETED (construction substantially complete in that year) and the total construction dollars for those completed projects (a single total of construction dollars per year) for each year.

6. RELEVANT PROJECTS

- a. Provide the following information on five to eight completed public / government projects that represent your firm's work and services over the last five years.
  - Name of project
  - Name of owner and location
  - Contact person, title, phone
  - Contractor or CM
  - Project size
  - Construction cost
  - Project description

7. CURRENT CLIENTS AND WORKLOAD

- a. State the number of public clients your firm has provided services for in the last five years.
- b. Comment on your firm's current workload, commitments, and your capacity to manage the work of this RFQ at this time.
- c. Provide the following information on your five current public / government clients with whom you have the most work under contract (in terms of construction cost).

City  
Contact person, title, phone

Name and brief description of all recent projects completed in the last 12 months and each current project and the phase it is in.

#### 8. TECHNOLOGY CAPABILITIES

- a. Describe the technology expertise and experience your firm offers.
- b. Computer Aided Design/Drafting (CADD): Would 100% of the construction documents be on CADD? If not, explain.
- c. Building Information Modeling (BIM):
  1. Does your firm currently design projects in BIM (Yes/No)? If not, put "NA" on the following questions.
  2. What percentage of your projects are produced in BIM?
  3. Briefly describe the features and benefits of BIM to your firm and your clients.
  4. Provide examples of images of a few of your BIM documents with descriptions of the beneficial feature shown in each.
- d. At the conclusion of the project, would your firm provide the City with drawings, specifications, CAD files, etc., for the City's use? If produced in BIM, would you also provide the BIM model to the City?
- e. Would your firm grant to the City the license to reproduce any and all documents, including drawings, specifications, CAD files, and BIM model, for purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovation would be liable for his addition/renovation?

#### 9. FINANCIAL STABILITY

- a. Comment on your firm's financial stability.
- b. Provide contact information on your primary banking reference.

#### 10. PROFESSIONAL LIABILITY INSURANCE

- a. Comment on your firm's professional liability insurance and your commercial general liability insurance. Provide insurance company contact information.
- b. Describe limits per claim, annual aggregate, and deductible.
- c. Has your firm had any claims asserted against you within the last five years?
- d. If yes, provide details of each claim.

#### 11. APPLICATION SIGNATURE and LEGAL FORMS

- a. Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the City, or any employee, agent or other representative of the City, unless specifically allowed to do so by the



City Manager.

- b. The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow the City to contact references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this RFQ Response has been completed with no collaboration with other firms competing on the same project.

Signature of Architect  
Printed Name and Title  
Name of Architectural Firm  
Date

- c. Complete the following forms and include in this section:

- Conflict of Interest Questionnaire
- Felony Conviction Notice

## 12. SHEET LIMIT

- a. Please limit your response to a maximum of approximately 20 Pages not counting cover, table of contents, tab dividers, and legal forms. Two-sided pages count as two pages.