

City of Fairfield Fairfield, Texas

DESIGN BUILD SERVICES FOR City of Fairfield City Hall Renovation REQUEST FOR STATEMENT OF QUALIFICATIONS

This Request for Qualifications (RFQ) is intended to solicit qualifications from design-build firms (Respondents) with capabilities to design and construct improvements for the City of Fairfield ("Owner"). For the purpose of this RFQ, "Respondent" refers to any entity or team that is qualified to provide all of the services as listed in this request and to enter into an agreement to provide design and construction services to Owner. Improvements may include, but are not limited to, design and construction of municipal administration and police office renovations.

Responses must be received via email or uploaded via Dropbox with the folder being shared with: nate.smith@fairfieldtexas.gov no later than **SEPTEMBER 8, 2022 @ 2:00 P.M., LOCAL TIME**

An electronic copy of the RFQ package may be found on the City of Fairfield website.

Responses received after the deadline will not be considered. Questions related to this RFQ should be sent via email to nate.smith@fairfieldtexas.gov

Advertisement Dates:

ADV#1 8/24/22

ADV#2 8/31/22

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A – OWNER SUPPLIED INFORMATION

1. PURPOSE OF SOLICITATION

Pursuant to Texas Government Code 2269 – Subchapter G, this Request for Qualifications (RFQ) is intended to solicit qualifications from design-build firms. For the purpose of this RFQ, “Respondent” refers to any entity or team that is qualified to provide all of the services as listed in item A-3 below. It is the intent of Owner to select the most qualified Respondent to partner with that will provide design-build services to Owner. Owner retains the right to utilize this solicitation for additional work, from time to time, should additional funding opportunities become available or at the Owner’s option.

2. OWNER BACKGROUND

The Owner intends to construct municipal administration and police office renovations in Fairfield, TX.

SERVICES REQUESTED

Owner requests the turnkey services of a design-build firm (Respondent) with the capability to complete the following scope of work:

1. Analysis and assessment of Owner’s facilities to determine deficiencies and needs
2. Development of project proposal(s) for Owner’s consideration
3. Design and Architecture of approved projects
4. Construction of the approved projects

3. PROJECT SCOPE & BUDGET:

The City Hall renovation may consist of interior renovations and improvements to the existing building at 527 East Commerce, Fairfield, TX. Planned improvements include offices, reception, area, police department, and Council Chambers. The Owner has budgeted **\$250,000** for the preliminary scope of work. Owner understands and acknowledges that scope change may result in either an increase or decrease in budget.

4. PRELIMINARY PROJECT SCHEDULE:

Owner issues Request for Qualifications	8/24/22
Owner receives responses to Request For Qualifications	9/8/22
Owner, at our option, interviews Respondents to RFQ	9/14/22 (tentative)
Owner approval of selected respondent	9/16/22
Project development completed	October 2022
Owner approval of final project and financing	October 2022
Substantial completion of construction	January 2023

5. PROCUREMENT PROCESS

a. RFQ

The Request for Qualifications (RFQ) is the first step in a multi-step process aimed at identifying one or more qualified respondents. Owner will evaluate each respondent’s experience, technical competence, and capability to perform, the past performance of the respondent’s team and members of the team, and other appropriate factors submitted by the team or firm in response to the request for qualifications, except that cost-related or price-related evaluation factors are not permitted.

b. Selection of Qualified Provider or Short-list of Providers (Owner’s Option)

A committee may be formed to review responses submitted. Based on the selection criteria described in this document, the committee may short-list a maximum of three (3) of the most qualified respondents. The Owner retains the right to select only one respondent at this stage and negotiate a contract. The Owner may also determine that no qualified submittals have been received and reject all submittals.

c. Oral Presentation (*Owner's Option*)

Oral presentations may be required of each of the interested short-listed respondents covering any unique qualities, methodologies, or approaches taken to differentiate from other Respondents. Short-listed respondent's **may** be asked to provide additional information to the Owner regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability to meet schedules, costing methodology, or other factors as appropriate. This additional information will be used in addition to prior information received in further evaluating the short-listed respondent's to determine a rank-order of the short-listed firms.

d. Negotiate Project Development Agreement

The Owner shall select the design-build firm that submits the proposal offering the best value for the Owner on the basis of the published selection criteria and on its ranking evaluations and enter into negotiations. It is anticipated that negotiations would encompass all phases of work, including but not limited to: engineering fees, preconstruction services, labor rates, contingency/risk, bonds, and markups for overhead and profit on subcontractors, as well as any other items the Owner feels are appropriate. If negotiations are successful, Owner and the highest ranking Respondent will enter into an agreement to develop the project proposal(s) as outlined in this RFQ. If an acceptable agreement cannot be reached between the Owner and the highest ranking Respondent, the Owner may choose to negotiate with the next highest ranking Respondent.

e. Project Development

The selected Respondent will develop the project proposal(s) based on the preliminary scope. At the conclusion of Project Development, Respondent will provide Owner with a price for the agreed upon scope of work.

f. Project Implementation

After finalizing work scope and price, the Respondent will provide turnkey engineering, design, and construction services.

6. INSTRUCTIONS TO RESPONDENTS

a. Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

b. Type of Contract

Any contract resulting from this solicitation will be in the form that meets any and all requirements of the final financing options and/or statutory requirements related to project approval criteria.

c. Clarifications and Interpretations

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be included in an addendum and issued to each potential respondent. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due shall become a part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its response. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda three (3) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

d. Deadline

The Owner will receive Qualifications at the time described below.

Responses must be received via email or uploaded to Dropbox with the folder being shared with: nate.smith@fairfieldtexas.gov no later than **SEPTEMBER 8, 2022 @ 2:00 P.M., LOCAL TIME**

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e. Point of Contact

The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all clarification questions regarding this RFQ to the Point-of-Contact person.

Name:	<u>Nate Smith, City Administrator</u>
Title:	<u>Business Manager</u>
Email:	<u>nate.smith@fairfieldtexas.gov</u>
Phone:	<u>903-389-2633</u>

f. Evaluation of Qualifications

The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include respondent's fees, pricing, or other compensation.

g. Owner's Reservation of Rights

The Owner makes no representations of any kind that an award will be made as a result of this RFQ, and no such representation is intended or should be construed by the issuance of this RFQ. The Owner reserves the right to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. The Owner reserves the right to waive any formalities or minor technical inconsistencies or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.

h. Acceptance of Evaluation Methodology

By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.

i. No Reimbursement for Costs

Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

B - RESPONDENT'S SUBMITTAL

1. General Instructions

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection. Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

Qualifications shall consist of answers to questions identified in this RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer. Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

2. Format

A. Page Size, Font Size, Binding, Dividers and Tabs

Qualifications shall be a MAXIMUM OF FIFTY (50) PAGES. The cover, table of contents, and divider sheets do not count as printed pages.

Minimum font size allowed is 11.

B. Table of Contents

Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.

3. Required Information / Scoring Criteria

Criteria 1: Statement of Interest - 5 points

- 1.1. Provide a statement of interest for the project including a narrative describing the Respondent's (and any subconsultant's) unique qualifications as they pertain to this particular project. Limit this section to 5 pages.

Criteria 2: Experience & Qualifications- 25 points

- 2.1 Provide a brief history of your firm and any proposed subconsultants and/or subcontractors. At a minimum, include the following information:
 - Number of years your firm been in business under its present name;
 - All other names by which your firm has been known and length of time known by each name;
 - The address of your firm's website, if applicable;
 - Location of parent company headquarters. If international, please list international headquarters;
 - Location of office from which project will be managed; and,
 - Revenues for each of the last two (2) years for work performed **in Texas**.
- 2.2 List the complete range of services and capabilities your firm offers (e.g. energy analysis, construction management, etc.). Indicate all services which your firm performs with your own employees, and those which are usually subcontracted.
- 2.3 List any equipment manufactured by your company that may be included with this project. Describe your willingness to include other manufacturers' products. Identify and describe any business associations with equipment manufacturers or suppliers that might be specified for this project.
- 2.4 List past or present litigation in which your company is a defendant pertaining to Design-Build or Design-Bid-Build projects.
- 2.5 List any contracts in Texas in the last ten years that were terminated by the owner prior to completion due to non-performance.
- 2.6 Provide a claims history under insurance for the past five (5) years for the Respondent and any subconsultants or team members proposed to provide professional design and engineering services.

Criteria 3: Personnel - 25 points

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

- 3.1 Clearly identify who will have primary technical responsibility for engineering and design work, contract negotiations, construction management, training, and any other aspect of the project implementation or post-construction services. **Please do not list individuals that will not be assigned to the project.**
- 3.2 If applicable, provide a statement certifying to the Owner that each engineer or architect that is a member of its team was selected based on demonstrated competence and qualifications, in the manner provided by Section 2254.004, Government Code.

- 3.3 Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting for this program, along with each subconsultant and their area of responsibility.
- 3.4 Professional resumes for key personnel and their responsibilities for the duration of the Contract. Resumes should include a list of previous projects, similar in size and complexity, in which the team member has played a significant role.

Criteria 4: Program and Project Methodology- 30 points

- 4.1 Describe your firm's methodology of developing and construction building renovation projects for Owners. Address in detail the following key components, if provided by your firm or team, and how you would approach each one:
 - Project development
 - Engineering and design
 - Construction and project management
 - Training
 - Safety in active campuses

Criteria 5: References- 15 points

- 5.1 Discuss your project team's experience with similar projects in Texas within the last 36 months **only**. List all relevant Texas references, including the following specific information for each project:
 - Year project was completed
 - Project title and location(s)
 - Name, address, phone number and email of Owner's representative
 - Team member(s) involved and nature of team member's responsibility
 - Name of Sales / Account Manager, lead Project Developer, and lead Project Manager at time of contract execution
 - General scope of work for the program
 - Total dollar contract amount