



**CITY OF FAIRFIELD REQUEST FOR QUALIFICATIONS FOR DESIGN/BUILD
CONSULTANT FOR CONSTRUCTION OF CITY HALL AND POLICE
DEPARTMENT, 222 S. MOUNT ST.**

Deadline for RFO will be Tuesday, January 4, 2022, AT 5:00 P.M.

The City of Fairfield is requesting and will receive qualification statements from qualified architects and/or engineers to serve as the city's consultant for a Design-Build construction of a City Hall and Police Department, located at 222 S. Mount St. Questionnaires may be picked up at 425 W. Commerce St., Fairfield, Texas, 75840 between the hours of 8:00 a.m. and 5:00 p.m. on normal business days, or online at www.fairfieldtexas.com.

The consultant will advise the city on the design and construction project at 222 S. Mount St., Fairfield Texas. The property includes 0.55 acres of land and had 1 existing building which has been removed. The city researched the project with the help of a citizen committee whose reports are available online at www.fairfieldtexas.com. The city also commissioned a preliminary design, but the consultant will work with city staff and the City Hall Committee to update the Scope of Work based on city needs. The selected consultant will be the city's representative for the project and will work with the selected Design-Builder for any updates from the preliminary design. The city anticipates that this project will not exceed \$3 million.

The consultant will work with city staff and elected officials on the successful delivery of the Design-Build project. The consultant will ensure the selected Design-Builder will be responsible for all architectural planning and design, cost estimating, scheduling, value engineering, constructability review during the design and construction document phases, preparation of all necessary design, bidding and construction documents with required architect and engineer seals, and the bonding, construction and warranty of the entire project.

GENERAL REQUIREMENTS:

1.1 Sealed Qualification Statements. Sealed qualification statements will be received as follows: Two (2) signed originals of the qualification statement shall be submitted no later than 5:00 p.m. on Tuesday, January 4, 2022. The City reserves the right to reject any and all qualifications statements. Qualifications submissions received in the City Secretary's office after the stated deadline(s) will be returned unopened and will be considered void and unacceptable. The City of Fairfield is not responsible for lateness of mail, carrier or any method of delivery. The time in the City Secretary's office shall be the official time of receipt.

Originals shall be in a sealed envelope clearly marked REQUEST FOR QUALIFICATIONS TO BE OPENED ON, WEDNESDAY, JANUARY 5, 2022 AT 12:00 P.M. and submitted to CITY OF FAIRFIELD, ATTN: CITY SECRETARY, mailed to PO Box 1149, Fairfield, TX 75840 or delivered to 425 W. Commerce St., Fairfield TX 75840.

Qualification Statements should include answers to the following questionnaire, attached as Exhibit “A”, the non-collusion affidavit attached as Exhibit “B” and if applicable, the non-resident bidder form attached as Exhibit “C.”

Opened Qualification statements will be evaluated by City staff and members of the City Hall Committee. Evaluation criteria will be based on the completeness of the information provided, references/reputation and best value for the City.

Individuals or teams will be notified by 5:00 p.m. on Friday, January 7, 2022 whether they have been selected as a finalist to submit a sealed proposal for the project.

Exhibit A. Questionnaire

The City of Fairfield has listed below a few select questions. The questions listed below will be rated by elected/appointed officials, city staff, and citizens. All questions will be scored with one being the lowest and five being the highest mark. Please answer the following questions in detail.

Why do you believe you or your firm would be a good choice for our project? _____

Please provide the following information in the sequence and format prescribed. Supplemental materials may be attached, but the information requested below is to be provided in this format.

1. Firm Information: _____
Name of Firm: _____
Address of Office performing work: _____
Primary individual to contact: _____
Phone, email, fax: _____
2. Is the firm a member of DBIA (Design-Build Institute of America)? _____
3. Does the firm have an accredited design-build professional on staff? _____
4. If yes, how many years on staff? _____
5. List key personnel assigned to this project and the roles they will perform. _____

6. How many projects has your team completed in the past five (5) years, and of those, how many were municipal or county projects?

7. Please list the last five (5) municipal or county projects with references.

8. Tell us your previous design-build experience specifically regarding the remodeling of commercial property. _____

9. Please add additional comments: _____

10. Please provide AIA Form 305 Qualification Statement.

NON-COLLUSION AFFIDAVIT OF BIDDER

State of _____ §

County of _____ §

_____, being duly sworn, deposes and says that:

- (1) He (she) is _____ of _____
_____, the Bidder submitting the attached Proposal;
- (2) He (she) is fully informed respecting the preparation and contents of the attached Bid and any and all appurtenances thereof;
- (3) Such Bid is genuine and is not a collusive Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with another Bidder, firm or person to submit a collusive Bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix an overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City or any other person interested in the proposed contract; and

- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Title)

Subscribed and sworn to me this _____ day of _____, _____.

By:

Notary Public in and for _____
County, Texas

My Commission Expires

NONRESIDENT BIDDER PROVISIONS

Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code § 2252.002, as amended:

A. Is the bidder that is making and submitting this bid a "resident bidder" or a "non-resident bidder"?

Answer: _____

(1) Texas Resident Bidder - A bidder whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

(2) Nonresident Bidder - A bidder who is not a Texas Resident Bidder.

B. If the Bidder is a "Nonresident Bidder", does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the bid of a Resident Bidder of that state in order for the nonresident bidder of that state to be awarded a contract on his bid in such state?

Answer: Yes or No Which state? _____

If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a contract on such bid in said state?

Answer: _____

Signature

END