



**RFQ # 2019-04**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**FOR ARCHITECTURAL SERVICES**

**FOR DEVELOPMENT OF A PUBLIC**

**SAFETY BUILDING**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL SERVICES  
FOR DEVELOPMENT OF A PUBLIC SAFETY BUILDING**

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## REQUEST FOR QUALIFICATIONS

Request For Qualifications (RFQ) for Architectural Services for Development of a Public Safety Building are to be addressed to City Secretary 307 S. 12th Street, Donna, Texas, 78537 and will be received through **Friday, May 31, 2019 until 4:00 p.m.**, at which time they will be taken to the City Hall Council Chambers, and the names of the firms will be read aloud.

**RFP #2019-04**  
**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES**  
**FOR DEVELOPMENT OF A PUBLIC SAFETY BUILDING**  
**CITY OF DONNA**  
**307 S. 12th Street**  
**Donna, TX 78537**

Specifications can be obtained by downloading them from the City's web-site, <https://cityofdonna.org/government/request-for-proposals/>. Any and all questions regarding this RFP can be submitted via email to [planning@cityofdonna.org](mailto:planning@cityofdonna.org).

Schedule of Events	Date / Time
RFP Release	Friday, May 17, 2019
Public Notice Published in The Monitor	Friday, May 17, 2019 Friday, May 24, 2019
Deadline for Questions (via email <a href="mailto:Planning@cityofdonna.org">Planning@cityofdonna.org</a> )	Wednesday May 29, 2019 3:00p.m.
Pre-Proposal Conference	N/A
Sealed Proposals Due to the City	Friday May 31, 2019 4:00PM CST @ City Hall
Proposals Opened and Read Aloud	Friday May 31, 2019 4:10PM CST @ City Hall
Ranking of Qualifications	TBD
RFP Interviews	TBD
Ranking taken to City Council for Final Selection	TBD
Announcement of Successful Proposer(s)	TBD

The City of Donna reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the qualification to be the best and most advantageous to the City, and hold the qualification for a period of 60 days without taking action. Qualifications submitted past the aforementioned date and time will not be accepted.

**Caution to those submitting qualifications; those not in the proper form may be rejected.**

CITY OF DONNA  
REQUEST FOR ARCHITECTURAL SERVICES  
FOR A PUBLIC SAFETY BUILDING

PURPOSE OF RFQ

The City of Donna, Texas, invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the renovation of a current city owned building (previously used as a health clinic) into a public safety building as herein outlined.

LOCATION

The City is proceeding with planning (as herein outlined) for the renovation of a city owned health clinic (Nuestra Clinica del Valle) into a new public safety building located at 301 South 17th St. Donna, Texas.

OBJECTIVE

The City proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning of the project for a fix price. Those firm(s) who participate in this RFQ process are sometimes referred to as “Respondents” and “Architects”. The City will give prime consideration to the Architect with significant, current experience in the development, design, and construction, of public safety buildings. The City reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

SCOPE OF WORK

1. The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a Respondent with whom negotiations will proceed, a Scope of Work will be developed. The City anticipates a contract which will include programming, schematic design, production of computer generated renderings, and cost estimations; however the City reserves the right to include additional project elements in the initial or subsequent professional services agreements as the City may (in its sole discretion) deem appropriate. The City will not use the standard AIA contract documents to secure the professional services herein described. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the City reserves the right to approve proposed sub-consultants that will be associated with the Project.
2. The City may use the services of a Construction Manager-at-Risk. The Construction Manager-at-Risk, if any, will serve as an integral team member from the inception of the programming and design efforts. Furthermore, the Construction Manager-at-Risk may be used, in conjunction with the design team, as the cost estimator, project scheduler, and

the implication of phasing alternatives for the projects upon completion of plans sufficient to estimate the project. The Architect will coordinate and cooperate fully with the Construction Manager-at-Risk. Initial planning phase cost estimates will be provided by the Architect.

#### PROJECT FUNDING

Funding for the work described herein will be provided from the various sources as determined upon approval by the City Commission.

#### SELECTION PROCESS

Selection of firm(s) will follow the proposal-interview process.

From a review of the statements of qualification received, the City intends to invite several firms to be interviewed before making a final selection of a firm for this project. The City desires to interview a firm; that firm will receive notification of the date and time of the interview.

The City may use Staff to initially evaluate the submittals. The statements of qualifications received will be one part of the selection process utilized by the City, together with the interviews, to determine if a consulting contract should be pursued. Staff may recommend a short list to the City Commission for their consideration. The City Commission may request that presentations be made in a City Commission meeting to assist them in their decision.

The selected respondent will then negotiate with the City on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the City, negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

#### EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm  
Qualifications of firm, specifically as they relate to this Project.
- B. Firms Experience on Similar Projects  
Related project experience of the firm(s) and the individuals who would be assigned to this Project.
- C. Available Resources to Complete Project  
This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.

D. Responsiveness to the RFQ

This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.

E. Professional References

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of the City Staff, which are outside of the establish process should not be initiated.
- B. **All Information True** – By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents present to the City for consideration in the selection process may be excluded.
- C. **Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short-listed” should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent’s program approach, but on an appraisal of the design professionals who would be directly involved in the Project. “Short listed” respondents may be asked to make a presentation to the City Commission. If a presentation to the Commission is requested, it will be necessary that additional RFQ response submittals be provided by the “short listed” respondent.
- D. **Inquires** – Do not contact the Mayor, City Commission, or Staff to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **Cost of Responses** – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. **Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate Staff is assigned to the Project, the

City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.

G. **No Obligation** – The City reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the City’s best interest; or cancel the entire process.

H. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Texas.

#### SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Three (3) copies and one (1) original of the responses are to be delivered to City Secretary 307 S. 12th Street, Donna, Texas, 78537 and will be received through Friday, May 31, 2019 until 4:00 p.m., at which time they will be taken to the City Hall Council Chambers, and the names of the firms will be read aloud. All submittals must be labeled:

### **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR DEVELOPMENT OF A PUBLIC SAFETY BUILDING**

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CITY OF DONNA  
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Any and all questions regarding this RFQ can be submitted via email to [planning@cityofdonna.org](mailto:planning@cityofdonna.org).

To enable the City to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Each copy of the responses shall be bound to ensure pages are not lost. Pages shall be no larger than letter size (8 ½” by 11”) or, if folded to that dimension, twice letter size (11” by 17”) each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

## CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

- **Divider #1: Letters**

The first page following the divider shall be a letter transmitting the response of the City and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

- **Divider #2: Firm Information**

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Year's firm has been in business.
- d. Name of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm's philosophy.

- **Divider #3: General Company History/Qualifications**

- a. A brief history of the Architect and the services routinely provided in-house on municipal (or related) building projects.
- b. An organization chart that explains team member responsibilities.
- c. Name of the Project Team Leader in charge of project.
- d. The resumes of all persons to be assigned to the project with their prospective roles identified.
- e. Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Texas.

- **Divider #4: Financial and Legal Status**

- a. Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
- b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- c. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
- d. All insurance coverage that the firm has which would be applicable to the work.



- **Divider #5: Experience and References**

- a. Discussion of Architect's experience in working with government Agencies.
- b. List of all representative Municipal and Governmental project, whether ongoing or completed, including references. Please begin with projects in Texas. For each, please provide:
  - i. Project name and location
  - ii. Year completed
  - iii. Short description of project Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
  - iv. Cost of Construction for project
  - v. Names, addresses and telephone numbers of general contractor and engineer
  - vi. Design and construction cost and whether or not it was completed on time
- c. List of all project currently under contract

- **Divider #6: Management and Organizational Approach**

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

- a. Describe your firm's understanding of the project.
- b. Describe how the firm will organize to perform the services.
- c. Describe how the firm will solicit in the programming and design phases the interested stakeholders. This includes community residents, city commission, staff and users.
- d. Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
- e. Describe the architectural team's approach to communication with the City and Construction Manager.
- f. Description of Architect's approach to code analysis and jurisdictional approvals.

\*In the event that two or more architectural firms are collaborating, dividers 2 – 6 must be filled out for each company, with responsibilities clearly defined between firms.

