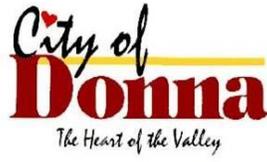




RFQ #2019-05
REQUEST FOR QUALIFICATIONS (RFQ)
PARK DESIGN PROFESSIONAL SERVICES

CITY OF DONNA
307 S. 12th Street
Donna, TX 78537



REQUEST FOR QUALIFICATIONS

The City of Donna is soliciting Request For Qualifications (RFQ) For Park Design Professional Services are to be addressed to City Secretary 307 S. 12th Street, Donna, Texas, 78537 and will be received through **Friday, August 9, 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.

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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 RFQ can be submitted via email to planning@cityofdonna.org.

Schedule of Events	Date / Time
RFQ Release	Friday, July 26, 2019
Public Notice Published in The Monitor	Friday, July 26, 2019 Friday, August 2, 2019
Deadline for Questions (via email Planning@cityofdonna.org)	Wednesday August 7, 2019 3:00p.m.
Pre-Proposal Conference	N/A
Sealed Proposals Due to the City	Friday August 9, 2019 4:00PM CST @ City Hall
Proposals Opened and Read Aloud	Friday August 9, 2019 4:10PM CST @ City Hall
Ranking of Qualifications	TBD
RFQ 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.



REQUEST FOR QUALIFICATIONS PARK DESIGN PROFESSIONAL SERVICES

The City of Donna is soliciting statements of qualifications from firms to provide professional park concept layout services for developing a new community park on undeveloped city owned land.

PROJECT OVERVIEW: The City of Donna plans to construct a new community park that incorporates a multitude of recreational activities based on the findings and needs of our Park Master Plan. The property available for this park (approximately 40 acres) is located at the intersection of South FM 493 (International Blvd, Salinas Blvd) and Stites Road directly behind Mesa Vista Apartments and recorded as Industrial Park Phase I Subdivision. (aerial view map attached).

The concept plan shall also incorporate but is not limited to the following:

- Parking facilities;
- Splash Pad Water Playground;
- Restroom facility with consideration to water supply and sanitary sewer connections;
- Proper drainage consideration within the concept plan to include drainage detention for increased rain water runoff;
- Utilization of existing topography to the greatest extent practical;
- Meet or exceed architectural barrier requirements and other regulatory codes and regulations;
- Landscape concept and layout utilizing drought tolerant and native plants, trees, and grasses.
- Incorporate innovative and unique features for the individual sports components that are both functional and provide signature artistic elements.
- Work with individual sports user groups to identify functional elements and features.

REQUEST FOR QUALIFICATIONS: Consideration for this project will be given only to firms that have demonstrated the ability to deliver quality concept and layout plans on schedule and budget. Professional services include, but are not limited to: conceptual planning, site layout and planning, opinion of probable construction cost for the concept as a whole and each park component.



SUBMITTAL INSTRUCTIONS: Sealed submittals are required. Two (2) 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, August 9, 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:

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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.

SUBMISSION REQUIREMENTS: 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. Submission of qualifications shall include, but not be limited to:

1. The first page following the divider shall be a letter transmitting the response of the City and stating that the proposal set forth 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 firm;
2. A brief profile of the firm's history, principals, staff and facilities, years in business, primary contact;
3. A statement that neither the firm nor any of its principals or licensed staff has ever been disbarred, suspended or otherwise prohibited from professional practice;
4. A statement on the firm's ability to provide the professional services listed above. Evidence shall be submitted in the form of project profiles and recently completed relevant project concepts and layouts of similar scope with a cost of construction and whether or not it was completed on time. Descriptions of previous projects must identify the firm's principal and staff who were primarily assigned to such projects along with owner representative and contact numbers;
5. The firm shall identify the professional(s) to be primarily assigned to this project (including resume and history of projects) and note the approximate percentage of time



each listed principal or key staff member will be committed for direct participation, also include any experience they may have with grant funded park projects;

6. Firms are required to identify any relevant sub-consultants they propose to engage for this project and describe previous experience of working together;
7. Firms shall include a section in their submission that articulates their understanding of the nature of the project;
8. Firms shall include list of any litigation against or involving the firm or its agents or employees with respect to any work performed;
9. All insurance coverage that the firm has which would be applicable to the work;
10. Firms shall submit a list of professional references and their contact information

SUBMISSION OF QUALIFICATIONS: Firms should respond and communicate their ability to perform the specific work proposed in as brief a submission as possible while adequately addressing the project issues outlined elsewhere in this invitation. Three individually bound copies of your firm's Statement of Qualifications are required. The front cover and any accompanying correspondence or documents should be clearly identified in a table of contents. City will accept only written submission of qualifications.

QUALIFICATION BASED SELECTION PROCESS: Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the City based on the qualifications submitted in response to this RFQ.

EVALUATION OF QUALIFICATIONS: City representatives will evaluate Qualifications based on requirements of this RFQ. All Qualifications will be evaluated and City may invite one or more of the most highly qualified Respondents to attend a formal interview at City Hall with City representatives to allow further discussion of qualifications and to respond to questions from the City. 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.

CONTRACT AND FEES: 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.

POINT OF CONTACT: All questions and contacts regarding this RFQ should be submitted via email addressed to: planning@cityofdonna.org

