General Services Department

Request for Qualifications (RFQ)

for

Professional Architectural Services

for a

New Community Center for Judson Robinson Sr. Park

Qualification Submittal Date
November 21, 2013

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I. PURPOSE

The City of Houston, General Services Department (GSD), on behalf of the Houston Parks and Recreation Department (HPARD), invites the submittal of Statements of Qualification (SOQs) from design firms interested in providing professional architectural services for the design of a New Community Center for Judson Robinson Sr. Park

Architectural/Engineering team will provide all services necessary to review and verify HPARD design standard requirements including furniture, fixtures and equipment (FF&E); provide computer-aided design and drafting (CADD) documentation; prepare bidding documents; provide permitting services; estimate construction costs; provide value engineering; assist with bidding and award activities; arrange and conduct meetings; perform construction phase services, including construction management; and assist in the warranty review.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at **2 p.m. on Tuesday, November 12, 2013**, at City Hall Annex 900 Bagby, Second Floor Conference Room, to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or emailed to:

Humberto Bautista, P.E.
City Engineer
General Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 832-395-9542

III. ADDENDA

- All Addenda and interpretations to this RFQ shall be in writing. Any Addendum or interpretation that is not in writing shall not legally bind the City of Houston. Only information supplied by the City of Houston in writing or outlined in this RFQ should be used in preparing the SOQ. The City does not assume responsibility for the receipt of any Addenda.

- Respondents, their authorized representatives and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the Addenda, conditions, requirements, and specifications of the RFQ at the time a SOQ is submitted to the City.
- No Addendum will be issued later than noon on Wednesday, November 20, 2013, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Submittal Date.

IV. OBJECTIVE

GSD proposes to retain a highly qualified architectural firm or joint venture to provide the services described herein. Architectural firms and team members with significant experience in planning and designing projects with similar characteristics will be given prime consideration for this project. Those firms or joint ventures that participate in this RFQ process will be referred to as "Respondents". "Respondent" and its sub-consultants shall be referred to collectively as the "Design Team". The successful firm or joint venture will be referred to, in the RFQ, as the "Architect".

V. SCOPE OF WORK

Project Name: New Judson Robinson Sr. Community Center
Project Address: 1422 Ledwicke, Houston, Texas 77029
C.I.P. No. F-000746
WBS No. F-000746-0001-3
Construction Budget: $2,650,000.00

The project consists of the ground up construction of a 11,200 +/- SF community center. The community center will be located at Judson Robinson Sr. Park and replace and existing building. The project is located in a park and the architect will consult with both the Parks and Recreation staff to understand maintenance and programming needs. The project will include all structure, parking, foundation, detention, MEP systems, furniture, appliances, landscaping, irrigation, and plan for connectivity to the various park amenities, school and trail.

Programmatically, the community center will include public lobby, reception area, staff office, classrooms, gym, kitchen, restrooms, storage, mechanical space and circulation space.

The Construction Delivery method will be Construction Manager at Risk (CMAR) and as such the Design Team will work with the General Contractor who will be consulted during the design phase to evaluate costs, schedule, site usage and improvements, alternative design and materials, constructability and value engineering.

The architect shall consider HPARD's vision, mission and service priorities and will comply with HPARD's design standards used in previous community centers.

The following services will be required:

A. Pre -Design Services: Pre-Design services include existing conditions survey, space program, conceptual floor plans, and a cost estimate. The Architect will need to gather any existing records (e.g. environmental assessments) or documents (e.g. Record Drawings, site surveys, etc.) that indicate existing conditions. These documents will need to be verified by on-site inspection of the premises. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort.

B. Phase I and Phase II Services: Phase I services involve Schematic Design, and Design Development. Phase II services involve the development of Contract Documents and assistance in bidding process.

Construction drawings using CADD and, more specifically, the Uniform Drawing System (UDS) distributed by the Construction Specifications Institute (CSI) with layering standards developed by the American Institute of Architects (AIA).

Specification sections in the Project Manual shall follow 2004 Edition Master Format™ style. Architect shall coordinate all specifications sections with the City's standard specification divisions 00 and 01.

Contract Documents shall be suitable for the solicitation of competitive construction bids. All permit and other discrepancies must be resolved and changes incorporated into the Contract Documents before approval can be given by the City for the 100% submittal, and subsequent initiation of the bidding process.

C. Phase III and Phase IV Services: Phase III services involve construction administration. Phase IV services involve post-construction services which covers items, such as warranties, attendance in monthly meetings, for a period following the completion of construction.

VI. SELECTION PROCESS

The Teams will be selected in a two-step process.

- **Step 1 (Statement of Qualifications)** – A evaluation committee will rank Respondent's SOQs based on the selection criteria and relative weights set out in Section VII-A of this RFQ. Respondents can receive up to 100 points for the SOQs. A maximum of five firms will be short-listed to participate in step 2.

- **Step 2 (Interviews/Presentations)** – Short-listed Respondents will be required to participate in an interview/presentation. The interview/presentation will be ranked as set out in Section VII-B of this RFQ. The Respondent can receive up to 100 points for the interview/presentation.

The apparent successful Respondent will be the Respondent that offers the best value to the City based on the combined SOQ and interview/presentation scores.

VII. SELECTION CRITERIA

The City is seeking one highly qualified Architect, experienced in providing the professional programming, planning and design services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of Respondent's team members. A Selection Committee composed of representatives from GSD and HPARD will review the SOQs. The criteria used to evaluate SOQs will include the following:

A. **Statement of Qualifications**

Tabbed Section 1:

1. Lead Firm's Experience based on the three completed projects highlighted in Tab 1 (Lead Firm's Experience).
   Maximum 30 Points (10 for each project)

Tabbed Section 2:

2. Experience in public community center construction and park related projects, or relevant projects by Key Personnel who would be assigned to this project, as shown in Tab 2, Form 330, Section E.
   Maximum 10 points

3. Team's Experience based on projects listed in Tab 2, SF 330, Section F. Strong, established, and proven working relationships among team members, as indicated in SF 330, Sections F & G.
   Maximum 20 points (2 Points for each of the 10 projects listed in SF 330, Section F)

4. Project experience by Team members with the City or other governmental agencies or institution, as shown in Tab 2, SF 330, Section H.
   Maximum 5 points

5. A suitably sized staff to meet the peak phases of work, as shown in Tab 2, SF 330, Part II.
   Maximum 4 points

Tabbed Section 3:

6. Track record of meeting deadlines and working within a budget, as described in Tab 3 (Narrative).
   Maximum 7 points

7. Demonstrable systems and processes in-house for insuring quality and timely performance on projects, as explained in Tab 3 (Narrative).
   Maximum 7 points

8. Understanding of City's needs and appropriateness of Team's approach to this program, as described in Tab 3 (Narrative).
   Maximum 7 points

   Tabbed Section 4:

9. Applicability and quality of testimonials, as provided in Tab 4 (Quality of Service).
   Maximum 10 points

Total Point Value for the criteria noted above in paragraphs 1 thru 9 equals **100 points.**

B. **Presentation/Interview**
Maximum 100 points

The short-listed Respondents will be required to make a presentation and answer questions. The presentation/interviews will be ranked based on the selection criteria and relative weights set out below. The presentations of interviews will be at no cost to the City.

The Respondents will be given 20 minutes to make a presentation and upon the conclusion of the presentation/interview will be asked questions by the Selection Committee. The key personnel will be required to participate in the presentation/interview.

1. Demonstrate team's competence, qualifications and ability.
   20 points

2. Demonstrate feasibility to implement the project as proposed.
   20 points

3. Demonstrate ability to meet the schedule and budget.
   20 points

4. Demonstrate Quality Control methodology.
   20 points

5. Quality of presentation/interview.
   20 points

VIII. SUBMITTALS

Six copies of sealed submittals are required. Submittals shall be delivered to City Secretary of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), **Public Level, 900 Bagby Street, Houston, TX 77002, at or before 2:00 p.m., local time, Thursday, November 21, 2013**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of the Project, and General Services Department.

To enable the City to efficiently evaluate the SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ.

Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17". Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required.

Each SOQ shall be organized in the following order:

A. **Outside Cover and/or first page:** Shall contain the name of the SOQ ("Statement of Qualifications for Professional Architectural Services for a New Community Center for Judson Robinson Sr. Park") the name of the Respondent, and the submittal date.

B. **Table of Contents:** The next page shall be a table of contents.

C. **Tabbed Section 1 (Lead Firm's Experience)**

A. 1. *Lead Firm's Experience:* Provide three (3) examples of the team's experience in similar or relevant projects Please limit the project information in this tabbed section to one sheet per project.

a. Project Name and Location

b. Year project completed (Completion of construction documents and substantial completion of construction)

c. Project Owner:
Contact Name (Owner or Owner's Representative) / Telephone Number / Email Address

d. Brief description of the project (Scope, Size and Cost) and relevance to this contract. Steps taken by the Respondent to maintain Owner's budget and schedule.

e. Name of General Contractor and <u>current</u> telephone number and email address

2. *Graphic Information:* If the Respondent includes photographs, drawings or other graphical information about any of the five projects, a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

D. **Tabbed Section 2 (Team's Experience)**

SF 330 Architect-Engineer Qualifications: Lead Firm will submit a completed Form SF 330 (Part I and II). SF 330 is not required of each Team member.

Please indicate the Lead Firm in Section B. Name of the Lead Firm noted in Section B shall match with the name registered with Texas Secretary of State. It is a requirement of the City that all SOQs will indicate the lead firm proposed for the project and that firm must agree to maintain a Houston office during the term of the Contract.

Include all Team members in Section C.

Attach an organizational chart (Section D) of the proposed Team, showing the reporting structure of key personnel noted in Section E.

Complete Section E for each key personnel proposed for this project. Do not attach separate resumes.

List ten projects completed in last five years in Section F which best illustrates proposed Team's qualification and experience in public safety projects or projects of similar complexity.

In Section H, list all work performed for any government agency.

Complete Part II for each Team member listed in Section C.

E. Tabbed Section 3 (Narrative)

Narrative: The Respondent shall provide no more than three pages of narrative that describes:

1. Lead Firm's track record of meeting deadlines and working within a budget;
2. Lead Firm's systems and processes for insuring quality and timely performance on projects;
3. Lead Firm's understanding of the City's needs and Team's approach to this project.

E. **Tabbed Se ction 4 (Quality of Service)**

Testimonials: Respondents may include no more than three one-page letters from clients and/or general contractors that they have worked with on previous projects. Letters should comment on budget and scheduling experiences and qualitative matters related to services received from the Respondent or Team members. Include current contact information.

IX. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. Respon dents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.

B. NO CONTACT PERIOD
Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated city representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from responder's formal response to the solicitation, communications publicly made during the official pre- qualification conference, written requests for clarification during the period officially designated for such purpose by the City Representative, neither Respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action.

B. COST OF SOQS – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

C. 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; a specific scope of work, fees, insurance coverages, and other contractual matters

will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a "key persons clause" a part of the contract negotiations.

D. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their SOQs are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the SOQ.

E. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which will relate to contracting with the City. The following is a partial list of relevant subjects:

1. Equal Employment Opportunity
2. MWBE Goal of 24% participation
3. City of Houston Fair Campaign Ordinance
4. Mayor's Drug Detection and Deterrence Policy and Procedures
5. City Contracts and Indebtedness to Taxing Authorities
6. Insurance requirements
7. Conflict of Interest Questionnaire
8. Pay or Play (POP) Program
9. Hire Houston First Ordinance.

F. The City of Houston reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) request Respondents submit more detailed information; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.

G. PROTEST:

1. A protest shall be handled according to the City of Houston Procurement Manual. http://www.houstontx.gov/legal/coh_procurementmanual.pdf
2. A protest shall include the following:
a. The name, address, e-mail, and telephone number of the protester;

b. The signature of the protester or its representative who has the delegated authority to legally bind the person protesting;
c. Identification of the solicitation description and the solicitation or contract number;
d. A detailed written statement of the legal and factual grounds of the protest, including copies of relevant documents, etc.; and
e. The desired form of relief or outcome.

Humberto Bautista, P.E.
City Engineer
General Services Department

(RAV)(CRC)