

**Request for Qualifications (RFQ)  
For  
Professional Architectural Services  
Relating to  
Library Capital Improvements**

**Submittal Date  
September 11, 2006**

**City of Houston  
Building Services Department  
Design & Construction Division**

## I. PURPOSE

The City of Houston, Building Services Department (BSD), on behalf of the Houston Public Library (HPL), invites the submittal of Statements of Qualification (SOQs) from design firms interested in providing professional architectural services for programming and design of Library Capital Projects in Houston, Texas.

Architectural Services for three separate projects will be selected in one submittal process. The City may select one or more firms and make project assignments as necessary to meet our needs. The projects covered under this RFQ process are:

- E-0073 Oak Forest Neighborhood Library Renovation (approximately 8,000 SF) and Addition (approximately 4,000 SF) located at 1349 W. 43<sup>rd</sup> Street.
- E-0094 Kendall Neighborhood Library Replacement (approximately 20,000 SF) located at 609 N. Eldridge Parkway on 3.242 acres owned by the City of Houston. The existing facility is currently located at 14330 Memorial Drive.
- E-0114 Bracewell Neighborhood Library Replacement (approximately 12,000 SF) located at 9002 Kingspoint Road on 2.48 acres owned by the City of Houston. The existing facility is currently located at 10115 Kleckley Drive.

Architectural/engineering team will provide all services necessary to assess and verify existing conditions; review and verify design standard requirements; program and develop a needs assessment; design to a Certified Level in the Leadership in Energy & Environmental Design (LEED) Green Building Rating System™ of the US Green Building Council (USGBC). Provide specifications for furniture, fixtures and equipment (FF&E); provide computer-aided design and drafting (CADD) documentation; prepare bidding documents; provide permitting services; coordinate with the civic art program; estimate construction costs; provide value engineering; assist with bidding and award activities; arrange and conduct meetings; perform construction phase services, including construction management; coordinate commissioning activities; and assist in the warranty review.

## II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 9:30 a.m. on Wednesday, August 23, 2006, at City Hall Annex (900 Bagby), Second Floor, to discuss this solicitation. Attendance at the meeting is mandatory.

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

Phil Golembiewski, P.E.  
City Engineer  
Design & Construction Division  
Building Services Department

900 Bagby, Second Floor  
 Houston, Texas 77002  
 Fax: 713.437.6859  
 Philip.Golembiewski@cityofhouston.net

The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ. Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with BSD.

### III. OBJECTIVE

The Building Services Department 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 "Team". The successful firm or joint venture will be referred to, in the RFQ, as the "Architect".

### IV. SCOPE OF WORK

- A. Project Name: **Oak Forest Neighborhood Library Renovation and Addition**  
 CIP No. E-0073  
 GFS No. E-0073-02-2  
 Location: 1349 W. 43<sup>rd</sup> Street

The Houston Public Library intends to design, construct, and equip a renovated and expanded existing neighborhood library at 1349 W. 43<sup>rd</sup> Street. The project will include a 8,000-square-foot renovation and a 4,000-square-foot-addition.

The existing building is a one-story, constructed in 1961 with only a roof replacement accomplished in 1997. Requirements for percentage of space utilization for Children, Teens, Adults, Periodicals, Public Spaces, Mechanical, Administrative, and Site Components will be further defined by Houston Public Library.

Skillful interior layout and efficient, functional design will be critical to the success of this project. The Architect will, as part of this project, design to an appropriate level in the LEED Green Building Rating System™ and will document this using USGBC's Project Checklist and backup data. The decision whether to pursue actual certification with the USGBC will be made at a later time. The funding available for the construction contract is expected to be approximately \$2,200,000, with FF&E.

- B. Project Name: **Kendall Neighborhood Library Replacement**  
 CIP No. E-0094  
 GFS No. E-0094-01-2  
 Existing Location: 14330 Memorial Drive

New Location: 609 N. Eldridge Parkway

The Houston Public Library intends to design, construct, and equip a new Kendall Neighborhood Library at 609 N. Eldridge Parkway. The project will include a 20,000-square-foot library and a 100-space parking lot. Work associated with the existing library is not part of the project at this time.

The building is expected to be a one and half-story, air-conditioned building. Requirements for percentage of space utilization for Children, Teens, Adults, Periodicals, Public Spaces, Mechanical, Administrative, and Site Components will be further defined by Houston Public Library.

Skillful interior layout and efficient, functional design will be critical to the success of this project. The Architect will, as part of this project, design to an appropriate level in the LEED Green Building Rating System™ and will document this using USGBC's Project Checklist and backup data. The decision whether to pursue actual certification with the USGBC will be made at a later time. The funding available for the construction contract is expected to be approximately \$6,000,000, with FF&E.

- C. Project Name: **Bracewell Neighborhood Library Replacement**  
 CIP No. E-0114  
 GFS No. E-0114-01-2  
 Existing Location: 10115 Kleckley Drive  
 New Location: 9002 Kingspoint Road

The Houston Public Library intends to design, construct, and equip a new Bracewell Neighborhood Library at 9002 Kingspoint Road. The project will include a 12,000-square-foot library and a 60-space parking lot. Consideration for future expansion of an additional 8,000 SF must be given. Work associated with the existing library is not part of the project at this time.

The building is expected to be a one-story, air-conditioned building. Requirements for percentage of space utilization for Children, Teens, Adults, Periodicals, Public Spaces, Mechanical, Administrative, Site Components and Parking will be further defined by Houston Public Library.

Skillful interior layout and efficient, functional design will be critical to the success of this project. The Architect will, as part of this project, design to an appropriate level in the LEED Green Building Rating System™ and will document this using USGBC's Project Checklist and backup data. The decision whether to pursue actual certification with the USGBC will be made at a later time. The funding available for the construction contract is expected to be approximately \$2,600,000, with FF&E.

## V. REQUIRED SERVICES

- A. Programming. Assess and verify existing conditions; review and verify design standard requirements; program and develop a needs assessment.

- B. Design Phase. Design Phase I design services include Schematic Design and Design Development. Design Phase II services involve the development of Contract Documents. Contract Documents shall be suitable for the solicitation of competitive construction bids/proposals. 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 the subsequent initiation of the bidding process. Architectural and engineering services will include, but are not limited to, 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). CSI-style specifications; commissioning procedures and documents; LEED™ procedures and documents; specifications of FF&E
- C. Construction Phase. Construction Phase services include; bidding phase assistance; construction administration and construction management services (as spelled out in Attachment 1); and post-construction services which covers items, such as commissioning and warranties, for a period following the completion of construction.

## **VI. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA**

The City is seeking a highly qualified architectural firm or joint venture, 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 the Architect and/or the Team. A Selection Committee composed of representatives from the Building Services Department and the Houston Public Library will review the SOQs. The criteria used to evaluate the RFQ responses will include the following:

- A. Completeness of submittal response: SOQ follows the prescribed format and contains all information requested in RFQ (maximum 10 points).
- B. Strong, established, and proven working relationships with Team members, as indicated in Item 6 on Form 255 and described further in Section 3 Narrative (maximum 5 points).
- C. Experience in similar or relevant projects by Team firms, as shown in Forms 254 and 255 and Project Briefs (maximum 5 points).
- D. Experience in similar or relevant projects by individuals who would be assigned to this project, as shown in Forms 254 and 255 (maximum 10 points).
- E. Experience by firms and individuals with library projects, as shown in Forms 254 and 255 and Project Briefs (maximum 10 points).

- F. Project experience by firms and individuals with the City or other governmental agencies or institution, as shown in Forms 254 and 255 and Project Briefs (maximum 5 points).
- G. Track record of meeting deadlines and working within a budget, as described in Section 3 narrative and as shown on Project Briefs (maximum 5 points).
- H. Demonstrable systems and processes in-house for insuring quality and timely performance on projects, as explained in Section 3 Narrative (maximum 5 points).
- I. Familiarity with current LEED™ standards and the certification process, including LEED-accredited Team personnel, as described in Section 3 Narrative (maximum 5 points).
- J. Understanding of City's needs and appropriateness of Team's approach to this project, as described in Section 3 Narrative (maximum 10 points).
- K. Applicability and quality of References, as provided in Section 4 Testimonials (maximum 5 points).

## VII. 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, Monday, September 11, 2006. Late submittals will not be accepted for any reason. All submittals must be labeled on the outside with the Respondent's name and the name of the project.

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 (1/2") thick. Pages shall be no larger than letter-size (8 1/2" 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, binding, dividers and the like are not required nor wanted. **NOTE:** One of the six (6) copies shall be labeled "ORIGINAL" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

**Outside Cover and/or first page:** This shall contain the name of the SOQ ("Statement of Qualifications for Architectural Services Relating to Library Capital Improvements for the Houston Public Library, Houston, Texas"), the name of the Respondent, and the submittal date. Remember to label the one copy, with original documents in it, "ORIGINAL" on the cover.

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

B. **Section 1 divider (Letters)**

1. *Transmittal Letter:* The first page following the divider shall be a one-page letter transmitting the SOQ to Issa Z. Dadoush, P.E., Director of Building Services Department. The transmittal letter shall say that the signer of the document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of all firms proposed for the Team. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.
2. *MWBE Letter (s):* Following the transmittal letter shall be a one-page letter from each City-certified MWBE firm included on the Team, indicating that firm's desire to be included on the Team and indicating a general statement of the scope of services that firm will perform if the Team is selected. **NOTE:** The scope of services proposed by the firm must match the service for which that firm is certified by the City. At least one copy of each of these letters shall contain the original signature of a partner, principal or officer of the MWBE firm.

C. **Section 2 Divider (Team Organization & Experience)**

1. *List of Team Members:* On one page, list the Team member firms along with the primary responsibilities (e.g. Structural Engineer, MEP Engineer, etc.) they will have on the Team. Please indicate the lead firm. 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 engagement.
2. *Organization Chart:* The next page shall be a simple organization chart of the Team, showing the reporting structure of the people proposed to do the work.
3. *SF-255, Architect-Engineer and Related Services Questionnaire for Specific Project:* Include a completed SF-255 for the proposed Team. Include all Team members under Block 6 and include a completed SF-254 (A-E and Related Services Questionnaire) for each Team member. Under Block 9, list all work performed for any government agency.
4. *Project Brief:* The Respondent shall select three projects from Block 8 of the SF-255, to highlight, as best representing the Team's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information, which shows the capability of the proposed Team to provide the range of services that are required by this project. The work described must have been performed within the past eight years. At least one of the projects shall be a major (i.e. \$3 million or

more in construction cost) facility for a governmental entity. Minimally, each brief shall contain:

- a. Project Name and Location
  - b. Year Project Completed (or “In Design” or “Under Construction”) and brief explanation regarding steps A/E took to maintain project schedule
  - c. Short Description of Services Provided
  - d. Name of Lead Design Firm and current telephone number and/or email address
  - e. Name of Client and/or Owner/Operator and current telephone number and/or email address
  - f. Name of General Contractor and current telephone number and/or email address
  - g. Construction Cost and brief explanation regarding steps A/E took to adhere to Owner’s budget.
5. *Graphic Information:* If the Respondent includes photographs, drawings or other graphical information about any of the three projects, the back of the project brief, the facing page or 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. Section 3 Divider (Narrative)**

1. *Narrative:* The Respondent shall provide, on three pages or less, a narrative that describes:
  - Team’s track record of meeting deadlines and working within a budget;
  - Team’s systems and processes for insuring quality and timely performance on projects;
  - Team’s familiarity with current LEED™ standards and the certification process, including LEED-accredited Team personnel;
  - Team’s understanding of the City’s needs and Team’s approach to this project;
  - Team’s working relationship.

#### **E. Section 4 Divider (Quality of Service)**

1. *Testimonials:* Respondents may include up to three one-page letters from clients and/or general contractors that they have worked with on previous projects. At least one copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the Team member or members.

## **VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Houston for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. Respondents 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.
- C. **INTERVIEWS** – After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
- D. **INQUIRIES** – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **COST OF SOQS** – The City of Houston 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.
- 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; a specific scope of work, fees, insurance coverage's, 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.
- G. **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 SOQ 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.

- H. 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 of Houston. More detailed guidance is available on request. 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
- I. The City of Houston reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (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.

Phil Golembiewski, P.E.  
City Engineer  
Building Services Department

**ATTACHMENT 1**  
**CONSTRUCTION MANAGEMENT (CM) SERVICES**

The Construction Manager (CM) shall provide overall management of the construction phase for the Project. The CM shall cooperate and coordinate with the Contractor and the City in carrying out their services and assign a Project Manager (PM) to be responsible for the following:

- a. PM shall be responsible for coordinating, conducting, recording the pre-construction meeting and distributing the meeting minutes to all applicable parties.
- b. PM shall be responsible for evaluating merits of claims related to Project, and maintain Project records to support this effort.
- c. PM shall review and make recommendations regarding the Contractor's proposed schedule of values for use in processing payments. PM shall check and approve and prepare the Contractor's (monthly) and final request for payment.
- d. PM shall keep record copies of all tests performed during construction of Project and inform the City about the test results.
- e. PM shall verify that all records, certificates, guarantees, warranties, and releases required from the Contractor are transmitted to the City, at the completion of Project.
- f. PM shall administer the preparation and processing of change orders, maintain a file of all field orders, directives, time extensions, requests for proposals, proposals and change orders. PM shall evaluate and negotiate change orders.
- g. PM shall monitor Contractor's approved schedule to determine if the Contractor can complete all work items within the time allowed by their contract. PM shall notify both the Contractor and the City when a revised schedule is necessary.

- h. PM shall review all administrative submittals required by the Contract Documents including but not limited to the Schedule of Values, Construction Schedule, Trench Safety System, Safety Program, Use of Facilities, etc.
- i. PM shall maintain a correspondence log for all incoming and outgoing transmittals between the Contractor and Architect for Requests for Information (RFIs), Request for Proposals (RFPs) and submittals.
- j. PM shall assist the City by conducting and documenting all regularly scheduled progress meetings at the project site with the Contractor and City.
- k. PM shall inform the City of any problems encountered in accomplishing the work and facilitate a timely resolution between all the parties affected by the event or item in question.
- l. PM shall assist the City in processing the documents required for final completion, acceptance and closeout for Project.

ADDITIONAL CM/INSPECTION: The CM shall perform construction inspection services during construction of the Project. Such services shall consist of on-site inspections of the material, structures, equipment and workmanship used by the Contractor such that Project is constructed in compliance with the Contract Documents and according to good construction practices. The CM shall observe and report to the City, if in their opinion the Contractor is using or proposing to use construction methods, which may adversely affect the finished work. The CM shall assign a construction site inspector to work in concert with the PM and be responsible for the following:

- a. Provide a written report of daily on-site observations concerning the progress and quality of the construction work. Report any observed deviations from the Construction Documents in a timely manner to the PM to minimize potential delays to the Contractor's work schedule.
- b. Inspect and observe the Contractor's activities to verify that the work complies with Contract drawings and specifications. Check for compliance with approved submittals. Inspect and count materials on-hand and stored, whether on-site or off-site, intended for use on the Project. Inspect and observe the Contractor's work to verify that all authorized changes are

properly incorporated in the Project. Document these observations in Inspection Report and advise the PM of any deviations from the Contract requirements. Inform the PM of any failure of the Contractor to take corrective measures to place such work in compliance.

- c. Verify that the Contractor establishes and maintains procedures for safety of all work, personnel and equipment involved in the Project in accordance with applicable Federal, State and Local safety codes. Immediately inform the Contractor and the PM of any unsafe or hazardous situation.
- d. After receiving notice from the Contractor that the testing laboratory is scheduled to perform on-site testing, the site inspector shall verify that the materials or activities being tested meet the minimum contract requirements.
- e. Site inspector shall have knowledge of the approved submittals, shop drawings and samples that have been reviewed by the Architect, and verify that such documentation is followed during construction.
- f. Review the Contractor's work and locations for possible adverse affects on the City's activities adjacent to the construction site and inform PM of any conflicts.
- g. Attend progress meeting with the Contractor, the City, the Architect. PM to review construction progress, quality problems, construction delays, staffing requirements and status of materials and equipment deliveries.
- h. Take and keep photographic or video records during the construction phase to augment the written daily reports on work being performed or any other significant activities or deficiencies observed on the job site.
- i. Verify the quantities contained in the Contractor's application for payment requests and transmit the results of your audit to the PM.
- j. At least twice per month, review the Contractor's set of as-built record drawings to verify they accurately reflect the Contractor's progress to date and either show or reference any approved changes. Inform the PM immediately, if the Contractor fails to properly maintain and update the required set of as-built plans.

POST CM SERVICES: CM shall provide the following after Substantial Completion of Project:

- a. Assist City with inspection, analysis and documentation relating to warranty items during first year after Project is found Substantially Completed.
- b. Perform warranty walkthrough before expiration of one-year Contractor's warranty.
- c. Forward to City for archiving all the documentation processed during construction phase of Project.