

ISSUE DATE: May 28, 2014

TO: Interested Architecture Firms

FROM: M. James Hemenes, PLA, ASLA, Parks & Recreation Director
City of Pflugerville, Texas

SUBJECT: Request for Statements of Qualifications
Pfluger, Gilleland & Heritage Parks Buildings Improvement Project

The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ's) from qualified consulting architecture firms **for professional architectural services associated with preliminary design, including construction cost estimates of the Pfluger, Gilleland & Heritage Parks Buildings Improvement project**. Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOQ by 5:00 p.m., Friday, June 13, 2014**, to the person listed below. The submission deadline for questions, clarifications, or **requests for general information will be 4:00 pm: Tuesday, June 10, 2014**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or requests for general information are to be **in writing via email** or other mail carrier to the City's Project Manager.

A committee consisting of City of Pflugerville staff will rate the SOQ's relative to the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. The firm with the highest rated SOQ will be recommended to City Council for consultant selection.

Any questions and correspondence should be directed to:

M. James Hemenes, PLA, ASLA
Parks & Recreation Director
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589
(512) 990-6357
Fax: (512) 990-0932
jamesh@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than the individual listed above, or his designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS
City of Pflugerville
Pfluger, Gilleland & Heritage Parks Buildings Improvement Project

I. INTRODUCTION

A. General Information

The City of Pflugerville is requesting SOQ's from qualified consulting architecture firms to complete preliminary design, including construction cost estimates for the following project:

Pfluger, Gilleland & Heritage Parks Buildings Improvement Project

There is no expressed or implied obligation for the City of Pflugerville to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The City reserves the right to issue alternate RFQ's for the tasks associated with the Final Design and Construction Phase Services upon completion of the Preliminary Design tasks.

B. Submittal Requirements

To be considered, **4 (four) hardcopies** and **one (1) electronic copy** of the SOQ must be received, as outlined in section III of this RFQ, by **June 13, 2014**. The City of Pflugerville reserves the right to reject any or all SOQ's submitted.

C. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of City of Pflugerville staff. During the evaluation process, the City of Pflugerville reserves the right, where it may serve the City of Pflugerville's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are included in this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. The committee will recommend the firm with the highest rated SOQ to City Council for consultant selection.
5. City Council will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with City staff may only be available if time permits and will be by appointment with the Parks & Recreation Director.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Pflugerville is soliciting the services of qualified consulting architecture firms to accomplish the project outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this Request for Statement of Qualifications.

B. Scope of Work to be Performed: Technical Expertise

The City of Pflugerville will require the selected firm to:

1. Prepare preliminary architectural plans/report including a preliminary Architect's opinion of probable construction cost for three different park structures.
 - a) Pfluger Park Restroom Replacement – Replacement of an existing restroom structure located in Pfluger Park that is both outdated and undersized for the level of use that the park receives.
 - b) Gilleland Creek Pool House Replacement – Replacement of an existing structure in Gilleland Park that was significantly damaged during the 2013 Halloween Flood. The structure previously served as offices for Parks Operations personnel, offices for Summer Camp personnel, as well as entry gate, concessions, storage and a mechanical room for the adjacent swimming pool. Most of these uses will remain.
 - c) Historic Kenneth Bohls House TAS/ADA & Building System Improvements – Renovation of an existing historic house that was moved to Heritage Park. Improvements are necessary to bring the structure in compliance with TAS/ADA requirements, applicable Building Codes and make it usable for City use. Exact use is yet to be determined.
2. Said preliminary design documents shall take into account topographic and boundary surveys, applicable flood plain limits with water surface elevations and utility locations. *The City of Pflugerville will provide this information.*
3. Design this project in accordance with the City of Pflugerville's 2011 Edition of the Unified Development Code and any and all other applicable City, State and Federal Codes.
4. Have extensive knowledge and expertise in the areas of design for parks & recreation and historic structures and work with municipal, state and federal agencies.

List of Exhibits

The following exhibits have been completed which are related to the proposed project. This is being made available to interested consulting architecture firms as part of the project background.

1. Exhibit "A" – Project Information
2. Exhibit "B" – SOQ Evaluation Criteria

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, three (3) copies and one (1) cd of materials that demonstrate their experience in performing a project of this scale and complexity. **Documentation should be limited to 15 single-sided pages and include the items below. Statement of Interest Letter and Resumes do not count in the 15 page limit.**

1. City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be a registered Architect in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.
2. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
3. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
4. Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
5. City is interested in team's (including sub consultants) experience within Central Texas and the City of Pflugerville, as may be evidenced by existence of local offices or work in the area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:
 - Site development and/or building permit requirements
 - Area construction costs and practices
 - Public awareness and involvement in project development in the Pflugerville area.
6. City is interested in team's organizational structure, their understanding of the

project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.

Submittals shall EITHER be mailed to:

M. James Hemenes, PLA, ASLA, Parks & Recreation Director
C/O Ms. Sabrina Schmidt, Purchasing
City of Pflugerville
P.O. Box 589
Pflugerville, TX 78691-0589

OR submittals shall be delivered to:

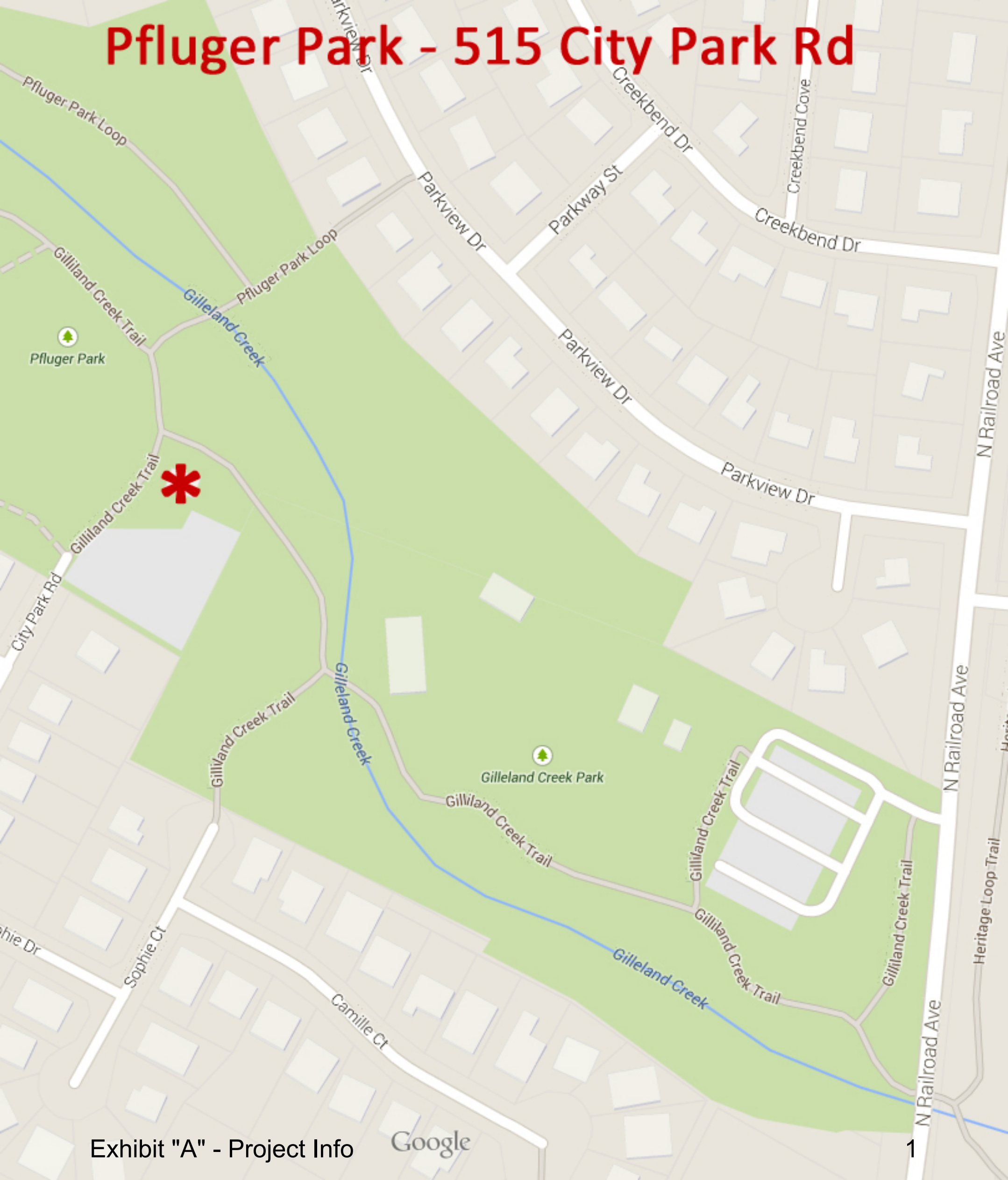
M. James Hemenes, PLA, ASLA, Parks & Recreation Director
C/O Ms. Sabrina Schmidt, Purchasing
City of Pflugerville
100 East Main Street, Suite 100
Pflugerville, TX 78660

All submittals must be received no later than 5:00 p.m., Friday, June 13, 2014.

IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the City.

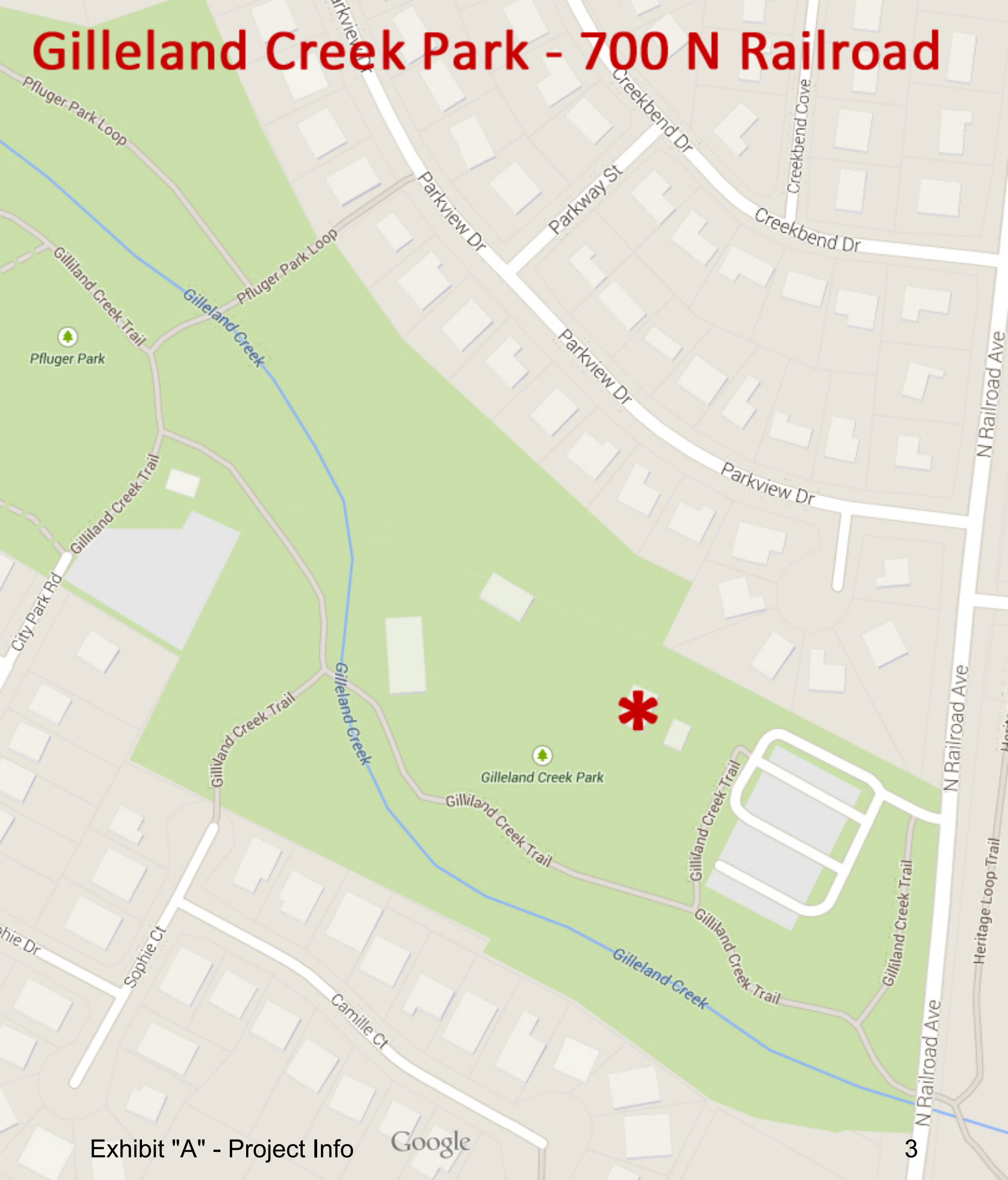
Pfluger Park - 515 City Park Rd





Pfluger Park Restrooms

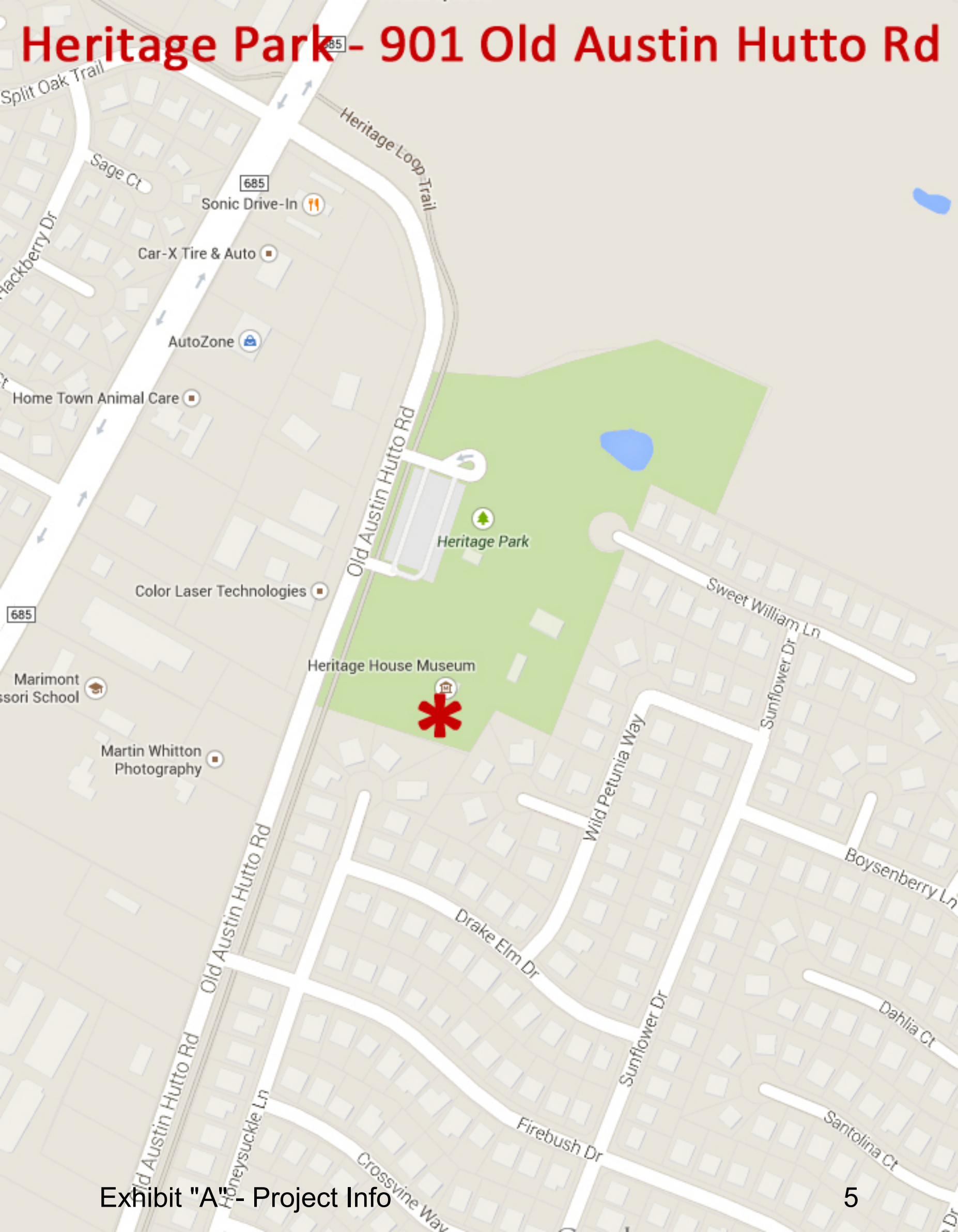
Gilleland Creek Park - 700 N Railroad





Gilleland Creek Pool House

Heritage Park - 901 Old Austin Hutto Rd







PROFESSIONAL SERVICES CONSULTANT SELECTION EVALUATION CRITERIA

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Pflugerville. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. **Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

Consideration Item 1: Experience of Project Manager, Project Principal and Firm(s) (Past 10 Years)

City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be a Registered Architect in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.

10 Points Maximum

Consideration Item 2: Experience and Availability of Proposed Staff

Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.

15 Points Maximum

Consideration Item 3: Prime Firm's Comparable Project Experience (past 5 years)

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

20 points Maximum

Consideration Item 4: Subconsultant Firms' Comparable Project Experience (past 5 years)

Areas of subconsulting which will be evaluated are identified in the project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs,

budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

15 points Maximum

Consideration Item 5: Team's Experience with the City of Pflugerville (Central Texas)

City is interested in team's (including subconsultants) experience within Central Texas and the City of Pflugerville, as may be evidenced by existence of local offices or work in the area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:

- Site development and/or building permit requirements.
- Area construction costs and practices.
- Public awareness and involvement in project development in the Pflugerville area.

10 Points Maximum

Consideration Item 6: Project Approach

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.

30 Points Maximum

Consideration Item 10: Interview (Optional)

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

25 Points Maximum