

ISSUE DATE: April 2, 2014

TO: Architecture Firms

FROM: Tom Word, Assistant City Manager
City of Pflugerville

SUBJECT: Request for Statements of Qualifications
Public Works Field Operations and Maintenance
Building Design Services RFQ

The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ's) from qualified architecture firms for professional architectural services associated with the **design of a building for the Public Works Field Operations and Maintenance staff**. 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., Monday, April 21, 2014** to the person listed below. The submission date for questions, clarifications, or **requests for general information will be 2:00 pm, Friday, April 18, 2014**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via email** or other mail carrier to the City's Project Manager listed below.

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. This may include interviewing one or more firms by the selection committee. The firm with the highest rated SOQ inclusive of the interview, when applicable, will be recommended to City Council for consultant selection.

Any questions and correspondence should be directed to:

Mr. Tom Word
Assistant City Manager
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589
(512) 990-6400
Fax: (512) 989-1052
tomw@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than Mr. Tom Word 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
Public Works Field Operations and Maintenance Building Design Services

I. INTRODUCTION

A. General Information

The City of Pflugerville is requesting SOQ's from qualified architecture firms for professional architectural services associated with the design of a building to house the City's field operations and maintenance staff. 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 any phases of project development beyond the scope included in this RFQ to accommodate changes in the needs of the City and serve the best interests of the City.

B. Submittal Requirements

To be considered, **5 (five) hardcopies** of the SOQ must be received, as outlined in section III of this RFQ, by **Monday, April 21, 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 attached to 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 and/or City Manager for consultant selection.
5. City Council and/or City Manager 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 City's Project Manager.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Pflugerville is soliciting the services of a qualified architecture firm 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. Work with City Staff to develop a space plan for the new facility.
2. This project will include the design for site improvements, architectural and structural design of a new (approximately 8,000 square foot) Public Works Field Operations and Maintenance building that includes ADA compliance. All work performed by the architectural firms and consultants must be in compliance with existing applicable federal, state, and local codes, statutes, and requirements.
3. Project Goals include the following:
 - To create a high quality structure (interior and exterior) ;
 - The building should be designed to take advantage of materials and construction techniques to provide the most economical structure appropriate for the location of the building;
 - To create a flexible and adaptive interior that can respond easily to dynamic operational and technological requirements;
 - To provide economical, sustainable interior finish out; and
 - To provide practical government office space matching the finishes of the adjacent office buildings.

The City seeks to work with an architect that has a reputation for sound design with experience working on publicly-owned projects of significance. The ability to forecast cost, respect budgets, and meet deadlines are prime factors for consideration. The City will consider firms with reputations for designing buildings that can be operated and maintained economically. The firm must be able to apply and integrate the use of current technologies in the development and design of this project. Experienced personnel will need to be assigned to the project that have knowledge of state, federal and local regulations and building codes. PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND/OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one original and four copies of materials that demonstrate their experience in performing a project of this scale and complexity. Documentation should be limited to 12 single sided pages and include the information identified below. Statement of Interest Letter and Resumes do not count in the 12 page limit.

- A. Identification of the firm/team responding to the RFQ. Location of the headquarters office for the lead firm should be indicated, as well as the location of each lead firm/team member's office where work on this City of Pflugerville project will be performed (no more than 1 page).
- B. A brief description of each firm/team member should be provided along with a list of major services offered by each firm/team member (no more than 2 pages).
- C. A detailed work plan demonstrating the firm's/team's qualifications to satisfy all the technical areas identified in the section "Technical Expertise" above (no more than

3 pages).

- D. A representative list of clients with contact names (no more than 1 page).
- E. A representative list of projects of a scale and complexity similar to the project which is being considered by the City. The list should include the project location, description, project construction cost and dates (if applicable), services provided by your firm for the project, and an owner contact name (no more than 2 pages).
- F. The firm's proposed organizational flow chart detailing its interface with the City's project manager, reporting responsibilities, and team structure (no more than 1 page).
- G. List of key firm/team members proposed to work on the City project with a brief summary of their experience and their responsibilities for this project (no more than 1 pages)
- H. Provide a proposed schedule for delivery of the project.
Schedule – One (1) page schedule detailing how the project will be completed and submitted to the City by the deadline.

Submittals shall EITHER be mailed to:

Mr. Tom Word, Assistant City Manager
C/O Sabrina Schmidt
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589

OR submittals shall be delivered to:

Mr. Tom Word, Assistant City Manager
C/O Sabrina Schmidt
City of Pflugerville
100 East Main Street, Suite 100
Pflugerville, TX 78660

All submittals must be received no later than 5:00 p.m., Monday, April 21, 2014.

IV. ADDITIONAL MATERIALS

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



**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.**

| |
|---|
| <p>Consideration Item 1: <u>Experience of Project Manager and Project Principal (Past 10 Years)</u> <i>(Project Manager – 20 points; Project Principal – 10 points)</i></p> |
| <p>City is interested in the experience of the Project Manager and Project Principal, on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be registered as an architect in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.</p> |
| <p>30 Points Maximum</p> |

| |
|--|
| <p>Consideration Item 2: <u>Experience and Availability of Proposed Staff</u></p> |
| <p>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. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work.</p> |
| <p>15 Points</p> |

| |
|---|
| <p>Consideration Item 3: <u>Prime Firm's Comparable Project Experience (past 5 years)</u></p> |
| <p>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 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.</p> |
| <p>15 points maximum if subconsultants are used, otherwise, 30 points</p> |

| |
|---|
| <p>Consideration Item 4: <u>Subconsultant Firms' Comparable Project Experience (past 5 years)</u></p> |
| <p>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.</p> |
| <p>15 points maximum if subconsultants are used, otherwise, 0 points</p> |

Consideration Item 5: Team's Structure and Project Approach

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.

25 Points Maximum

Consideration Item 6: 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