



ISSUE DATE: April 18, 2012

TO: Recreational Facility Design Companies, or Interested Parties

FROM: Brandon Wade, City Manager
City of Pflugerville, Texas

SUBJECT: Request for Qualifications
Design & Project Management for Construction of New Skate Spots

The City of Pflugerville (City) is accepting Request for Qualifications (RFQ's) from qualified landscape architecture and engineering firms to design two neighborhood skate spots at specific locations in the City of Pflugerville. Enclosed for your consideration is a Request for 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 RFQ by 5:00 p.m., Thursday, May 10, 2012 to Sabrina Schmidt 100 E Main St. Suite 100, Pflugerville, TX 78660. Clearly marked RFQ for Design & Project Management for Construction of New Skate Spots. The submission deadline for questions, clarifications, or requests for general information will be 2:00 pm: April 26, 2012. Any requests received after this date will be returned. 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.

RFQ documents can be downloaded from the City of Pflugerville website www.pflugervilletx.gov

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

Any questions and correspondence should be directed to:

James Bowlin
Project Manager
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589
(512) 990-6357
Fax: (512) 990-0932
jamesb@pflugervilletx.gov

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

REQUEST FOR QUALIFICATIONS
City of Pflugerville
Skate Spots

I. INTRODUCTION

A. General Information

The City of Pflugerville is requesting RFQ's from qualified consulting Skate Spot Design Companies to complete two (2) Neighborhood Skate Spots. The city has determined that a need exists to develop these recreational facilities. Two (2) sites have been selected.

Each site is approximately five (5) acres in size and neighborhood situated.

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 RFQ 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.

B. Submittal Requirements

To be considered, 6 (six) hardcopies of the RFQ must be received, as outlined in section III of this RFQ, by May 10, 2012. The City of Pflugerville reserves the right to reject any or all RFQ's submitted.

C. Evaluation and Selection

RFQ'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 RFQ's at its earliest convenience after the submittal deadline date.
- 2) The RFQ'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 RFQ 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 City's Project Manager.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Pflugerville is soliciting the services of qualified consulting skate spot designers to

accomplish the project outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this Request for Qualifications.

B. Scope of Work to be performed: Technical Expertise

The selected firm must demonstrate in their Request for Qualifications the technical expertise required to accomplish the following scope of work:

1) Phase 1 – Schematic Study.

Develop schematic layouts depicting the site orientation and the features/ elements for each of the two skate spots. Cost estimates should be developed to assure the project completion within the budget of \$100,000 for all costs associated with this project.

2) Phase 2 - Construction Costs.

Upon receiving the City approval of the schematic layouts, prepare construction plans for the two skate spots using City of Pflugerville contract documents. Assist the City with advertising for construction bidding and evaluating the bids received.

3) Phase 3- Consulting Services.

Once the contract for construction is awarded, provide consultation for technical issues during construction as necessary.

List of Exhibits

Exhibits have been completed which are related to the proposed project. These are being made available to interested consulting engineering firms as part of the project background. These may be downloaded from the City's website at www.pflugervilletx.gov and will assist you in the preparation of your RFQ at no cost.

III. SUBMISSION OF REQUEST FOR QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one original and five copies 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 below. Statement of Interest Letter and Resumes do not count in the 15 page limit.

- A. Identification of the firm/team responding to the RFQ. If a team of firms is proposed, the lead firm should be identified. 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. Documentation demonstrating the firm's/team's qualifications to satisfy all technical areas which will be involved in the project.
- 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.

F. List of key firm/team members proposed to work on the project with a brief summary of their experience and responsibilities for this project (no more than 2 pages).

G. Submittals shall be mailed to:

Mr. Brandon Wade, City Manager
C/O Sabrina Schmidt
City of Pflugerville
P.O. Box 589
Pflugerville, TX 78691-0589

Or submittals shall be delivered to:

Mr. Brandon Wade, City Manager
C/O Sabrina Schmidt
City of Pflugerville
100 E Main Street Suite 100
Pflugerville, TX 78660

All submittals must be received no later than 5:00 p.m., Thursday May 10, 2012.

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 licensed as a professional engineer (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 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. Prime firm and sub consultants must commit that staff proposed in this submittal would be available for the proposed 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 sub consultants are used, otherwise, 30 points</p>

<p>Consideration Item 4: <u>Sub consultant Firms' Comparable Project Experience (past 5 years)</u></p>
<p>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</p>

consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

15 points maximum if sub consultants are used, otherwise, 0 points

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 sub consultants 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



Map Key

Subject Property



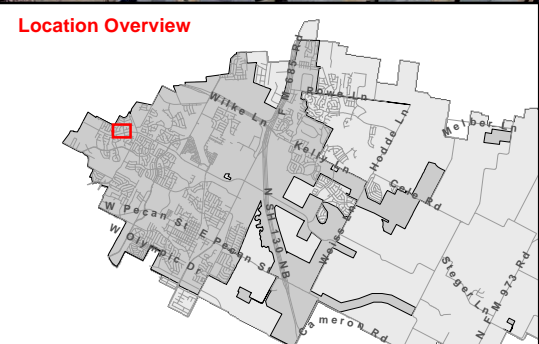
Park: Cambridge Heights

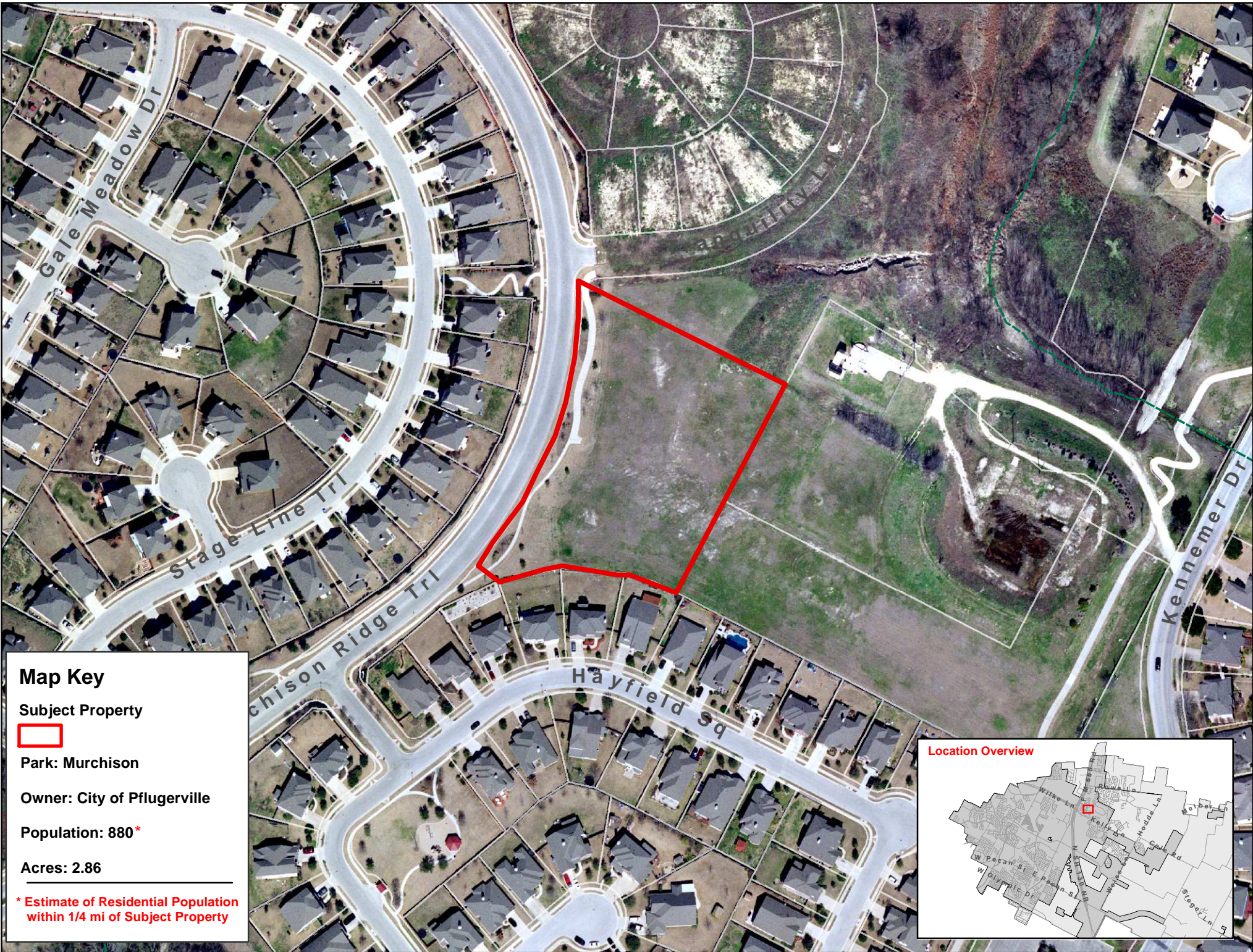
Owner: City of Pflugerville

Population: 1,808*


Acres: 4.73

* Estimate of Residential Population within 1/4 mi of Subject Property





Map Key

Subject Property


Park: Murchison

Owner: City of Pflugerville

Population: 880*

Acres: 2.86

* Estimate of Residential Population within 1/4 mi of Subject Property

