



City of Rockwall
The New Horizon

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
FOR LAW ENFORCEMENT CENTER PLANNING**

CITY OF ROCKWALL

March 2010

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
FOR LAW ENFORCEMENT CENTER**

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**CITY OF ROCKWALL
REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
FOR LAW ENFORCEMENT CENTER**

The City of Rockwall invites the submittal of responses to this RFQ from qualified firms interested in providing architectural services in connection with the planning for a new law enforcement center. Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ guidelines.

The City will receive responses to this RFQ at the offices of Lea Ann Ewing, Purchasing Agent, 385 S. Goliad, Rockwall, Texas 75087 until **2:00 pm on Monday, April 19, 2010**. The Request for Qualifications document may be obtained from Mrs. Ewing's office. Request for Qualifications documents will be mailed upon request; however, the City is not responsible to ensure timely delivery of mailed Request for Qualification documents.

Receipt of responses does not bind the City to any contract for said services, nor does it guarantee that a contract for the Project will be awarded.

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
FOR LAW ENFORCEMENT CENTER**

I. PURPOSE OF RFQ

The City of Rockwall, Texas (City) invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with a LAW ENFORCEMENT CENTER as herein outlined.

II. LOCATION

The City is proceeding with planning (as herein outlined) for a new law enforcement center to include both a police department and municipal courts facilities to be located in the City of Rockwall.

III. OBJECTIVES

The City proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning of the Project for a fixed price. Those firm(s) who participate in this RFQ process are sometimes referred to as “Respondents” and “Architects.” The City will give prime consideration to the Architect with significant, current experience in the development, design, and construction of police departments and municipal court facilities. The City reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

IV. SCOPE OF WORK

A. The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a Respondent with whom negotiations will proceed, a Scope of Work will be developed. The City anticipates a contract which will include programming, schematic design, production of computer generated renderings, and cost estimation; however, the City reserves the right to include additional project elements in the initial or subsequent professional services agreements as the City may (in its sole discretion) deem appropriate. The City will not use the standard AIA contract documents to secure the professional services herein described. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the City reserves the right to approve proposed sub-consultants that will be associated with the Project.

B. The City may use the services of a Construction Manager-at-Risk. The Construction Manager-at-Risk, if any, will serve as an integral team member from the inception of the programming and design efforts. Furthermore, the Construction Manager-at-Risk may be used, in conjunction with the design team, as the cost estimator, project scheduler, and the implication of phasing alternatives for the projects upon completion of plans sufficient to estimate the project. The Architect will coordinate and cooperate fully with the Construction Manager-at-Risk. Initial planning phase cost estimates will be provided by the Architect.

V. PROJECT FUNDING

Funding for the work described herein will be provided from various funding sources available to the City to be determined upon approval by the City Council. Funding sources for design beyond the services described herein have not yet been finalized.

VI. SELECTION PROCESS

Selection of firms will follow the proposal-interview process.

From a review of the statements of qualification received, the City intends to invite several firms to be interviewed before making a final selection of a firm for this project. If the City desires to interview a firm, that firm will receive notification of the date and time of the interview.

The City will use a Staff Evaluation Panel to initially evaluate the submittals. The statements of qualifications received will be one part of the selection process utilized by the City, together with the interviews, to determine if a consulting contract should be pursued. The Staff Evaluation Panel will recommend a short list to the City Council for their consideration. The Council may request that presentations be made in a City Council meeting to assist them in their decision.

The selected respondent then will negotiate with the City on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the City, negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

VII. EVALUATION CRITERIA

The Preliminary Evaluation Team will consist of: City Staff Representatives, Representatives of the Construction Manager if retained by the City at the time the Architect is selected.

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

A. Qualifications of Firm

Qualifications of firm, specifically as they relate to this Project.

B. Firm Experience on Similar Projects

Related project experience of the firm(s) and the individuals who would be assigned to this Project.

C. Available Resources to Complete Project

This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.

D. Responsiveness to the RFQ

This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.

E. Professional References

VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. No Gratuities – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of the Staff Evaluation Team, which are outside of the established process, should not be initiated.

B. All Information True – By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the City of Rockwall for consideration in the selection process may be excluded.

C. Interviews – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short-listed” should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent’s program approach but also on an appraisal of the design professionals who would be directly involved in the Project. “Short listed” respondents may be asked to make a presentation to the City Council. If a presentation to the Council is requested, it will be necessary that additional RFQ response submittals be provided by the “short listed” respondent.

D. Inquiries – Do not contact the Mayor and City Council or the Staff Evaluation Team to make inquiries about the progress of this selection process. Respondents will be

contacted when it is appropriate to do so. Process inquiries may be directed to Ms. Lea Ann Ewing, Purchasing Agent for the City.

- E. Cost of Responses** – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- 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 the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
- G. No Obligation** – The City reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City’s best interest; or (6) cancel the entire process.
- H. Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Texas.

IX. SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Submittals must be delivered to Ms. Lea Ann Ewing, Purchasing Agent, City of Rockwall, at the address set forth below at or before **2:00 pm on Monday, April 19, 2010**. All submittals must be labeled on the outside with the Respondent’s name, the name of the Project – “Rockwall Law Enforcement Center Project”. Late submittals may not be considered.

Five (5) copies of the response are to be addressed to:

Ms. Lea Ann Ewing
Purchasing Agent
City of Rockwall
385 S. Goliad
Rockwall, TX 75087

To enable the City to efficiently evaluate the responses, it is important that Respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.**

Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter size (8 ½” 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 and permanent binders are not required.

X. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

- **Divider #1: Letters**

The first page following the divider shall be a letter transmitting the response to the City and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

- **Divider #2: Firm Information**

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Years firm has been in business.
- d. Names of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm's philosophy.

- **Divider #3: General Company History/Qualifications**

- a. A brief history of the Architect and the services routinely provided in-house on municipal (or related) building projects.
- b. An organization chart that explains team member responsibilities.
- c. The resumes of all persons to be assigned to the project with their prospective roles identified.
- d. Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Texas.

- **Divider #4: Financial and Legal Status**

- a. Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
- b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- c. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
- d. All insurance coverage that the firm has which would be applicable to the work.

- **Divider #5: Experience and References**

- a. Discussion of Architect's experience in working with Government Agencies.
- b. List of all representative Municipal (and Governmental) projects, whether ongoing or completed, including references. Please begin with projects in Texas. For each, please provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Short description of project
 - iv. Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
 - v. Names, addresses and telephone numbers of general contractor and engineer
 - vi. Design and construction cost and whether or not it was within the project budget.
 - vii. Construction time and whether or not it was completed on time.
- c. List of all projects currently under contract.

- **Divider #6: Management and Organizational Approach** – on two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

- a. Please describe your firm's understanding of the project.
- b. Describe how the firm will organize to perform the services.
- c. Describe how the firm will solicit in the programming and design phases the interested stakeholders. This includes community residents, city council, staff and users.
- d. Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
- e. Describe the architectural team's approach to communication with the City and Construction Manager.
- f. Description of Architect's approach to code analysis and jurisdictional approvals.

*In the event that two or more architectural firms are collaborating, dividers 2-6 must be filled out for each company, with responsibilities clearly delineated between firms.