



# **CITY OF ROCKWALL**

**385 SOUTH GOLIAD  
ROCKWALL, TX 75087  
972-771-7700**

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **DESIGN-BUILD SERVICES FOR MUNICIPAL COURT AND POLICE DEPARTMENT RENOVATIONS**

**February 2012**

**REQUEST FOR QUALIFICATIONS (RFQ)  
DESIGN-BUILD SERVICES  
FOR MUNICIPAL COURT AND  
POLICE DEPARTMENT RENOVATIONS**

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**CITY OF ROCKWALL  
REQUEST FOR QUALIFICATIONS (RFQ)  
DESIGN-BUILD SERVICES  
FOR MUNICIPAL COURT AND  
POLICE DEPARTMENT RENOVATIONS**

The City of Rockwall invites the submittal of responses to this RFQ from qualified firms interested in providing design-build services in connection with **Municipal Court and Police Department Renovations**. 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 office of Lea Ann Ewing, Purchasing Agent, 385 S. Goliad, Rockwall, Texas 75087 until **2:00 pm on Friday, February 24, 2012**. The Request for Qualifications document may be obtained from Ms. Ewing's office or on the City's website at [www.rockwall.com](http://www.rockwall.com). Request for Qualifications document will be mailed upon request; however, the City is not responsible to ensure timely delivery of mailed RFQ 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. For additional information contact Lea Ann Ewing at 972-772-6418.

Rockwall County News

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**REQUEST FOR QUALIFICATIONS (RFQ)  
DESIGN-BUILD SERVICES  
FOR MUNICIPAL COURT AND  
POLICE DEPARTMENT RENOVATIONS**

**I. PURPOSE OF RFQ**

The City of Rockwall, Texas (City) invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firms interested in providing design-build construction services for Municipal Court and Police Department Renovations.

**II. LOCATION**

The City recently purchased 2 acres and an existing office building with approximately 7,000 square feet located in the City of Rockwall city limits. The site is located at 2860 SH 66. The City intends to renovate this facility for its Municipal Court operations and build additional parking. The Rockwall Police Department is located at 205 W. Rusk Street, just west of the downtown square. The existing police building is 2 stories and is 15,000 feet. The City intends to remodel certain portions of the existing building to maximize space and to expand into the approximate 3,000 square feet of space currently being used by the Municipal Court once it moves into its newly renovated space.

**III. OBJECTIVES**

The City proposes to retain a highly qualified, capable firm to act as the Respondent during the design and construction of the Project for a fixed price. The firm who participates in this RFQ process may be referred to as “Respondent”. The City will give prime consideration to the Respondent with significant, current experience in the development, design, and construction of similar projects. 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**

Background – The City of Rockwall completed a Comprehensive Facilities Master Plan in 2007. The plan showed both the Municipal Court and Police Department needing additional space by 2016. The selected Respondent will be required to perform the basic architectural, engineering and construction 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 Respondent will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. As an option, the City could consider providing site civil engineering services to the design-build contractor without charge. The Respondent is also required to identify and select the appropriate

sub-consultants; however, the City reserves the right to approve or disapprove proposed sub-consultants that will be associated with the Project.

The anticipated budget for this project is \$1,200,000.00. Cost saving alternatives submitted for the City's consideration (building systems, materials, and finishes) are of interest to the City and will be considered during contract negotiations.

## **V. SELECTION PROCESS**

The City will review and evaluate the statements of qualification received, and may invite 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 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.

## **VI. EVALUATION**

City Staff will evaluate the submittals and make a recommendation to the City Council for formal selection of the Respondent with which contract negotiations may be initiated.

## **VII. 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 those involved in the selection 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 may be interviewed to discuss the Respondent's program approach and design professionals who would be directly involved in the Project.
- D. Inquiries** – Do not contact the City to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries should be directed to Ms. Lea Ann Ewing, Purchasing Agent for the City, 972-772-6418 or [lewing@rockwall.com](mailto:lewing@rockwall.com).

- 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 Qualifications; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses; or (6) cancel the entire process.
- H. Non Discrimination** – The Respondent shall not deny employment to any person on the basis of race, creed or religion and will insure that all Federal and State laws pertaining to salaries, wages and operating requirements are met or exceeded.

## **VIII. 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 Friday, February 24, 2012**. All submittals must be labeled on the outside with the Respondent’s name, the name of the Project – “Municipal Court and Police Department Renovations”. Late submittals may not be considered.

Provide three (3) copies of the response delivered 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.**

## **IX. CONTENT OF SUBMITTAL**

Each response shall be submitted as outlined in this section. The first page shall be a letter transmitting the response to the City and stating that the Qualifications 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.

**A. General Company Information**

1. General Information

Firm name, address, and telephone number;  
Names of principles in the firm;  
Primary contact

2. History and Experience

How many years has your organization been in business?

Please describe the last 5 renovation construction projects of a similar scope that your organization has recently completed, giving the name and location of project, name of the entity, and date of completion.

**B. References**

Please provide references for at least three (3) previous projects completed within the last five (5) years.