



**REQUEST FOR QUALIFICATIONS
LANDSCAPE ARCHITECTURAL / ENGINEERING SERVICES FOR
HOERMANN PROPERTY PARK IMPROVEMENTS**

RFQ #34-2014-14
January 17, 2014

Prepared by
City of Seguin
Purchasing Department
and
Parks and Recreation Department

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1. GENERAL INFORMATION

1.1 Introduction

The City of Seguin (City) is seeking a qualified landscape architectural / engineering firm to provide design and construction administration services for the Hoermann Property Park Improvements project. This procurement is made per the Texas Professional Services Procurement Act.

1.2 Background

Seguin, the county seat of Guadalupe County, is located in South Central Texas on Interstate Highway 10, thirty-five miles east of San Antonio, Texas and 50 miles south of Austin, Texas. The City is home to approximately 25,000 residents. A council/manager form of government administers the City, with eight elected Council members, an elected mayor, and an appointed City Manager.

In November 2013, residents of the City of Seguin voted to approve \$5 million in bonds to fund the estimated costs of park facilities and improvements per the master plan at a new 48-acre community park on the west side of Seguin as well as amenities at other parks. The bond issue includes the project design, site preparation, infrastructure, utilities, parking, construction fees, etc. of the Hoermann property located on the southeast corner of San Antonio Avenue and North Vaughn Avenue.

1.3 Scope of Services

The services to be provided by the selected landscape architectural / engineering firm may include, but are not limited to, the design, surveying, plan and bid document preparation, specifications, reports, cost estimating and scheduling, construction administration, record-keeping and close-out services for the following park improvements:

- a. Splash/Spray Pad, approx. 6,000 sq. ft. using recirculated water
- b. Large inclusive / accessible Playscape
- c. Multi-Use Recreational/Athletic Fields, approx. 5 acres irrigated and sodded with sports turf
- d. Nature Trails, approx. 5,000 linear feet, possibly using cement stabilized base
- e. Lighted Basketball Court, approx. 75' x 50'
- f. Off-Road Bicycle Trails, approx. 1 acre
- g. Large and small picnic pavilions
- h. Large Restroom/Concession/Storage Facility, approx. 2,000 sq.ft., to service entire park
- i. Lighted Skate park, approx. 10,000 sq.ft. Design and construction of the skate park will be handled separately through a design build contract with a firm that specializes in skate park design and construction. The selected landscape architectural / engineering firm subject to this SOQ will do the design and construction documents needed for the infrastructure including

provision of a geotechnical engineering report, site preparation, drainage, electrical, water, parking, etc. and tying the skate park into the rest of the park via walkways. Services provided will be coordinated with City staff and the selected Design Build firm.

- j. Restroom facilities constructed replacing older outdated facilities at Max Starcke Park (2) and at Manuel C. Castilla Park (1) may be included in this scope of work.

1.4 Definitions

The following definitions are used in this Request for Qualification (RFQ):

- "Consultant" means the firm selected from this RFQ.
- "Department" or "City" means the City of Seguin.
- "Proposer" means a firm submitting a Proposal in response to this RFQ.
- "Proposal" means the response to the RFQ.

1.5 Clarification of the Specifications and Requirements

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Twila Wood, Purchasing Manager, PO Box 591, Seguin, Texas 78156; email: twood@seguintexas.gov. **Written questions must be received no later than January 31, 2014 at 5:00 p.m. local time.**

The City of Seguin issues this Request for Qualifications and is the sole point of contact during the selection process. **The Parks and Recreation Department for the City of Seguin will administer the contract resulting from this RFQ. The point of contact is Jack Jones, CPRP, Director of Parks and Recreation, 600 River Drive West, Seguin, Texas 78155. Office: (830) 401-2480. Fax: (830) 401-2481. E-mail: jjones@seguintexas.gov**

1.6 Proposed Schedule

Event	Date
RFQ issued	January 17, 2014
Written questions from Proposers due by	January 31, 2014 at 5 PM
Written addenda, if necessary, issued by	February 4, 2014
WRITTEN PROPOSALS MUST BE RECEIVED BY THE CITY OF SEGUIN	February 11, 2014 by 2:30 PM
Contract awarded (estimated)	mid-March 2014

1.7 Restrictions on Lobbying Activity

Respondents are prohibited from directly or indirectly communicating with City Council members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Bidders are prohibited from contacting City staff members regarding their qualifications or the award of a

contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the Bidder from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Purchasing Manager for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other city officers or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification of a Proposer. A lobbyist or a Proposer or any of their agents may not do any act or refrain from any act for the express purpose and intent of placing any City official under personal obligation to the lobbyist or Proposer.

2. Proposal Submission and Organization

2.1 Submitting the Proposal

The Proposer must submit one (1) original plus three (3) copies of the Proposal. Sealed Proposals should be addressed to the City Manager's Office, City of Seguin, 205 N. River Street, Seguin, Texas 78155, and will be received until 2:30 p.m., February 11, 2014. At 3:00 p.m. the name of all firms submitting a Proposal will be read publicly but no contents of the statements will be disclosed. Proposals will be evaluated at a later date. Proposals must be properly signed with a manual signature of an authorized representative of the firm. All Proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the Proposer's name and address and the following written information:

REQUEST FOR QUALIFICATIONS

Landscape Architectural / Engineering Services

Hoermann Property Park Improvements

City of Seguin RFQ #34-2014-14

To be opened at 3:00 p.m., February 11, 2014

Proposers mailing their Proposals must allow sufficient time for delivery of their Proposal by the time and date specified. Late Proposals will not be accepted.

2.2 Proposal Organization and Format

Proposal should be submitted on 8.5 by 11-inch paper bound securely. Proposals must contain, and be organized, as shown below. Each section should be separated by tabs.

1. Cover clearly displaying the title of the RFQ
2. Table of Contents
3. Transmittal letter of interest not to exceed one (1) page
4. Introductory letter, to include name of firm and contact information for the primary City contact with the firm
5. Response to General Proposal Requirements (Section 5 of this RFQ)
6. Proof of liability insurance and limits
7. Potential conflict of interest with other clients, if any
8. Reference Data Sheet(s)
9. Proposer Data Sheet

3. Public Information Notification

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1 et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential”. Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

4. PROPOSAL SELECTION AND AWARD PROCESS

4.1 Proposal Scoring and Selection

The purpose of the Proposal is to demonstrate the consultant’s qualifications, competence, capability and capacity to meet the City’s requirements. An evaluation team will review the Proposals and rank each based on the evaluation criteria specified below. The City may develop a short list of the respondents of interest and may arrange to interview them, before making a final selection. The City may require additional information after the review of the initial information received. The City of Seguin reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the Proposals, site visits if any, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

4.2 Evaluation Criteria

Evaluation of the Proposals received may consider, but shall not be limited to the following review criteria:

- **General Quality and Adequacy of Response (25%)**
 - Completeness and thoroughness
 - Understanding of the project
 - Responsiveness to terms and conditions
- **Organization, Personnel, and Experience (75%)**
 - Qualifications and experience of individuals who will perform and supervise the work requested by the City
 - Technical capabilities of the firm
 - Prior demonstrated experience in accomplishing similar projects
 - Knowledge and familiarity with Seguin
 - Demonstrated timeliness on similar projects
 - Firm’s history of ethics violations or board actions

4.3 Right to Reject Proposals and Negotiate Contract Terms

The City of Seguin reserves the right to reject any and all Proposals. The City of Seguin reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the

highest scoring Proposer, City of Seguin may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

5. GENERAL PROPOSAL REQUIREMENTS

The Proposer should respond to the following Proposal requirements:

5.1 Organizational Capabilities

- Give name and address of submitting organization and State in which incorporated or chiefly located.
- Identify a designated contact in your organization and list telephone number, fax number, and e-mail address.
- Provide the average number of employees of the firm presently, and over the past two years.

5.2 Understanding of Project

- Illustrate your understanding of the scope of work and related project activities.
- Describe your involvement with same or similar projects including project budgets.
- Describe construction administration experience on same or similar projects.

5.3 Staff Qualifications

- The Proposal must identify specific staff to be committed to this project. Describe the education, training and qualifications of the primary City contact and other key members of the firm who may be assigned work under the City agreement, particularly as they relate to this type of project.
- The present workload of the primary City contact, and availability of primary staff to attend public and staff meetings at various times
- Experience of the firm reflecting technical capabilities, project experience and funding experience in conjunction with municipal involvement projects, and addressing the scope of services
- Specific experience in designing and constructing park facilities improvement projects
- A list of proposed sub-contractors, if any, including their education, training and qualifications

5.4 Quality Control

- Provide a description/summary of the firm's quality control plan.

5.5 Litigation/Ethics

- Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.
- Provide detail of any ethics violations or board actions within the past five (5) years against the Proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.

6. Insurance

6.1 The Consultant will maintain professional liability insurance during the term of this agreement in an amount of not less than \$250,000 per person or claim and \$500,000 per

occurrence or annual aggregate and, if the policy is on a claims made basis, for a period of not less than five (5) years after the Project is complete, and provide proof of such continuing coverage. Consultant further agrees to provide proof of coverage as needed for prior acts back to the date of execution of this agreement if Consultant changes insurance carriers during this extended indemnity period.

6.2 Consultant will further maintain general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.

6.3 With respect to the above required liability insurances, the City will:

- a) Be named as additional insured for general liability insurance.
- b) Be provided with a waiver of subrogation, in favor of City.
- c) Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
- d) Prior to execution of the Agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by the City Attorney's Office.

7. Offer and Certifications

7.1 Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Statement of Qualifications, as stated in Section 5.

7.2 Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.

7.3 By submitting a Proposal the Proposer certifies that Proposer is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.

7.4 By submitting a Proposal, each Proposer certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision

REFERENCE DATA SHEET

REPRODUCE SHEET AS NECESSARY

- Provide the name, organization and phone number of three municipal clients who may be contacted who have worked with the proposed primary contact.
- Provide the name, organization and phone number of three clients with whom your firm has worked on similar size park improvement projects.

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Project Budget: _____

Services Provided: (Be sure to describe your involvement in the project: principal firm, multi-firm collaboration, sub-consultant)

PROPOSER DATA SHEET

1. Proposing Company Name: _____

City: _____ State: _____

Federal Employer Identification Number: _____

OR Social Security Number (if sole proprietorship): _____

Corporation YES NO

2. Proposal Contact Person

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

3. Mailing address where reimbursements are to be mailed and person the department should contact concerning billing.

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

See attached Master Plan



MASTER PLAN
COMMUNITY PARK

AUGUST 2013

