



REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL SERVICES FOR
PLANNING & DESIGN OF A NEW
ANIMAL SERVICES FACILITY**

**RFQ #18-2014-22
February 2014**

**Prepared by
City of Seguin
Purchasing Department**

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Sealed Statements of Qualifications addressed to the City Manager of the City of Seguin, Guadalupe County, Texas will be received at the Seguin City Hall, 205 North River Street, Seguin, Texas until **2:30 p.m. (CDST), Tuesday, March 18, 2014, for professional architectural services relative to the planning and design of an Animal Services Facility for the City of Seguin.** At 3:00 p.m. the name of all Vendors submitting a Proposal will be read publicly but no contents of the Statements will be disclosed. Any Statement received after closing time will be returned unopened.

Statements should be submitted to the Office of the City Manager, City of Seguin, 205 N. River, Seguin, Texas 78155, in an envelope no smaller than 8 ½" x 11" and clearly marked in the lower left hand corner:

REQUEST FOR QUALIFICATIONS

Animal Services Facility

City of Seguin RFQ Package No. 18-2014-22

To be opened at 3:00 p.m., March 18, 2014

Proposal Package #34-2014-14 is available on the City of Seguin website www.seguintexas.gov, or by request made to the City of Seguin Purchasing Department.

The City of Seguin reserves the right to reject any and all proposals, and to waive informalities. The City Council's decision will be final.

DOUGLAS G. FASELER
CITY MANAGER
City of Seguin, Texas

REQUEST FOR STATEMENTS OF QUALIFICATION
ARCHITECTURAL SERVICES FOR PLANNING & DESIGN OF
A NEW ANIMAL SERVICES FACILITY

1. GENERAL INFORMATION

1.1 Introduction

The City of Seguin (City) requires Architectural Services for the development of an Animal Services Facility. This procurement is made per the Texas Professional Services Procurement Act.

1.2 Background

The existing Seguin Animal Services facility was built over 40 years ago and is located at 809 S. River Street. The facility is landlocked with no opportunity of expansion. It is surrounded by a cemetery and adjacent to a waste water treatment plant which can present environmental issues that discourage citizens' use of the facility. The facility is undersized and beyond repair, lacking adequate ventilation, temperature control, plumbing, and noise control among other issues.

City Council has approved funding for a needs assessment study meeting the objectives below during the City's 2014 Fiscal Year. Further services will be based on future funding.

1.3 Objectives

The City envisions a new Animal Services Facility to accommodate increasing service demands.

The selected architectural firm will initially be charged with:

- identifying facility space and functionality needs in keeping with industry standards, State of Texas and other legal requirements and the unique needs of Seguin;
- providing preliminary conceptual plans and cost estimates;
- identifying and analyzing potential building sites and/or existing buildings for renovation, other than the existing Animal Services facility.

Services for actual design of the new building and subsequent construction management, if needed, will be awarded in a contract amendment, pending the outcome of the needs assessment, construction method decisions and availability of funding.

1.4 Scope of Services

The following services will be required:

- A needs assessment shall be conducted to determine current and future needs for space, storage, staff functionality, citizen accessibility, animal care, etc.
- The firm shall identify a minimum of three (3) potential locations for the new facility. These sites could be existing structures suitable for renovation, sites with buildings to be

demolished to make way for new construction, vacant land, or any combination of the above. An analysis of the site should include, suitability of lot size, lot location, accessibility, availability of utilities, traffic pattern, any drainage or environmental issues, etc.

- For each site the firm shall provide visual effects showing preliminary layouts, a footprint of the proposed building identifying its location on the site including parking areas for patron and vehicle accessibility.
- Provide a description and spatial relationships of all major services areas that include detailed square footage requirements, the functions that take place within each area, as well as the equipment, furniture, and storage needs and capacity to be served in each area.
- Provide a preliminary conceptual design that should address, but not be limited to, acoustics, equipment, technology, environmental controls, security, lighting, furnishings, seating, access to and from the site and compliance with local, state, and federal regulations regarding building and animal care facilities.
 - As part of the conceptual design, the firm will provide drawings that include preliminary floor plans, elevations and building sections.
 - For each identified site, the firm shall provide a preliminary opinion of the probable construction cost for each site.

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.

1.6 Proposed Schedule

RFQ issued	February 28, 2014
Written addenda, if necessary, issued by	March 14, 2014
WRITTEN PROPOSALS MUST BE RECEIVED BY THE CITY OF SEGUIN	March 18, 2014 @ 2:30 p.m.

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 proponent. A lobbyist or a proponent 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 proponent.

2. Proposal Submission and Organization

2.1 Submitting the Proposal

The Proposer must submit one (1) original plus four (4) 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., March 18, 2014.** At 3:00 p.m. the name of all firms submitting a proposal will be read publicly in the Council Chambers of City Hall 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
Animal Services Facility
City of Seguin RFQ No. 18-2014-22
To be opened at 3:00 P.M, Tuesday, March 18, 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. Submissions must contain, and be organized, as shown below. Each section should be separated by tabs.

- Cover clearly displaying the title of the RFQ
- Table of Contents
- Introductory letter, to include name and contact information for the primary City contact with the firm
- A narrative demonstrating that the firm understands the project
- A proposed work plan detailing the tasks to be completed as listed under Scope of Services
- A statement of the qualifications of the team, including work experience, organizational chart and personnel resumes. Resumes are limited to two pages per person
- History and background information concerning the firm, including number of years in business under this name and breakdown of personnel in the proposing office(s)
- A description of previous work similar to the request including a list of comparable clients where similar services have been provided, with dates services were provided and contact information
- Reference Data Sheets (minimum 3)
- 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,

- o sister or subsidiary companies, and proposed sub-contractors.
- o 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.
- Proof of Insurability
- Conflict of Interest Questionnaire

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 firm’s qualifications, competence, capability and capacity to meet the City’s requirements. An evaluation team will review the proposals submitted and rank each based on the evaluation criteria specified below. The City may require additional information after the review of the initial information received. Interviews may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. 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, 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** **30%**
 - o Completeness and thoroughness, responsiveness to terms and conditions
 - o Understanding of the project
 - o Degree of interest shown in undertaking the project

- **Organization, Personnel, and Experience** **70%**
 - o **Demonstrated experience in accomplishing similar projects**, especially involving site selection for public facilities
 - o Qualifications and experience of individuals who will perform and supervise the work requested by the City
 - o Demonstrated experience in visioning and consensus building on a local government level

- Knowledge and familiarity with local conditions
- Firm's history of ethics violations or board actions
- Demonstrated capability of firm to meet schedules and deadlines
- Demonstrated capability to complete projects without having major cost escalations, change orders or overruns

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.

4.4 Funding Out

The State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Should, during the term of this contract, funds be withdrawn by the funding authority, a Force Majeure shall be deemed to exist, and this contract may be terminated without penalty or recourse by either party.

5. Insurance

5.1 The Firm 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. Firm further agrees to provide proof of coverage as needed for prior acts back to the date of execution of this agreement if Firm changes insurance carriers during this extended indemnity period.

5.2 Firm 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.

5.3 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.

6. Offer and Certifications

6.1 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.

6.2 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.

6.3 By submitting a proposal the proponent certifies that Proponent 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.

6.4 By submitting a proposal, each proponent 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

PROVIDE AT LEAST THREE (3) REFERENCES
REPRODUCE SHEET AS NECESSARY

PROPOSER:

Provide client name, location, contact person, telephone number and appropriate information on contracted services that are similar to this solicitation document.

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, etc.)