

**Subject: Request for Qualifications for Architectural  
Services**

**For City Hall and Police Department Facilities**

**Due: May 30, 2019 at 2:00 PM CST**

**Forward submissions to:**

**City of Yoakum  
Attn: City Clerk  
PO Box 738  
808 Hwy 77A South  
Yoakum, TX. 77995**

**Tentative Award Date:  
June 11, 2019**



PO Box 738 • 808 Hwy 77A South •  
Yoakum, Texas 77995 •  
[www.cityofyoakum.org](http://www.cityofyoakum.org) • (361) 293-  
6321 • Fax: (361) 293-3318

Table of Contents

SECTION 1 - GENERAL INFORMATION & REQUIREMENTS..... 2

- 1.1 GENERAL INFORMATION ..... 2
- 1.2 PUBLIC INFORMATION ..... 2
- 1.3 TYPE OF CONTRACT..... 2
- 1.4 CLARIFICATIONS AND INTERPRETATIONS..... 2
- 1.5 SUBMISSION OF QUALIFICATIONS..... 3
- 1.6 POINT-OF-CONTACT..... 3
- 1.7 OWNER'S RESERVATION OF RIGHTS ..... 4
- 1.8 NO REIMBURSEMENTS FOR COSTS..... 4
- 1.9 ELIGIBLE RESPONDENTS..... 4
- 1.10 STATE REGISTRATION OF ENGINEERING FIRMS ..... 4
- 1.11 STATE REGISTRATION OF ARCHITECTURAL FIRMS ..... 4
- 1.12 PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL ..... 4

SECTION 2 - EXECUTIVE SUMMARY ..... 5

- 2.1 HISTORICAL BACKGROUND ..... 5
- 2.2 DESCRIPTION, SCOPE AND BUDGET..... 5
- 2.3 PROJECT PLANNING SCHEDULE ..... 5

SECTION 3 - REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS ..... 5

- 3.1 CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT ..... 5
- 3.2 CRITERION TWO: PRIME FIRM'S AVAILABILITY TO PROVIDE SERVICES ..... 6
- 3.3 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS ..... 6
- 3.4 CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES ..... 7

SECTION 4-FORMAT FOR STATEMENT OF QUALIFICATIONS..... 7

- 4. 1 GENERAL INSTRUCTIONS ..... 7
- 4.2 PAGE SIZE, BINDING, DIVIDERS AND TABS..... 8
- 4.3 TABLE OF CONTENTS..... 8

## SECTION 1 - GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: The City of Yoakum ("Owner") is soliciting Statements of Qualifications for selection of an Architectural Firm for preliminary design and cost estimation of the City Hall and Police Facilities ("Project") within the City of Yoakum, Texas in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications ("RFQ"). The proposed project is estimated to be approximately 7,000 square feet.

1.1.1. Collecting Statements of Qualifications in response to this RFQ is the first step in selecting an architectural firm. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by the Owner.

In the next step, the Owner will determine an initial ranking of the respondents. If the initial ranking of the respondents is reasonably conclusive, the Owner may make a "most qualified" selection based upon the written qualifications only. If not, then the Owner may conduct interviews with a "short list" of respondents.

1.1.2. The Owner may select up to five (5) of the top ranked qualified respondents to participate in an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will then rank the interviewed respondents in order to determine a single most qualified respondent.

1.1.3. After selecting the most qualified respondent, the Owner will negotiate the detailed professional services to be provided by the Architect and a suitable fee for those services. The Owner will request a fee proposal from the most qualified respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the services necessary for the scope of the Project. Potential respondents should be aware that, except in unusual cases, the Owner does not consider billable time incurred while traveling to and from the Project site, Owner's offices, City Council or committee meetings as necessary to the completion of the Project. Potential respondents whose offices are located such that such time-consuming travel will be regularly required in the performance of services for the Project should consider this policy when deciding whether or not to submit their Statement of Qualifications.

1.2 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

1.3 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of the Owner's Standard Agreement, a copy of which will be provided to all firms selected for interview or, in the case where no interviews are conducted, to the most qualified respondent.

1.4 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as addenda. It is the responsibility of all respondents to obtain this information in a timely manner. All such

addenda issued by the Owner before the proposals are due, are considered to be part of the RFQ, and respondents shall acknowledge receipt of each additional addendum in its qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing qualifications.

1.4.1 ADDENDA AND AWARD INFORMATION WILL BE ISSUED BY THE CITY OF YOAKUM FOR THIS RFQ VIA THE CITY'S WEBSITE AND EMAIL DIRECTLY TO THE QUALIFIED RESPONDENT.

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 The qualifications must be received **at the address specified** prior to the deadline. The Owner will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received by the City.

1.5.2 DEADLINE AND LOCATION: The Owner will receive qualifications up to the time and at the location described below:

**May 30, 2019 - 2:00 p.m.**  
Theresa A. Bowe  
City Clerk  
City of Yoakum  
PO Box 738  
808 Hwy 77A South  
Yoakum, Texas 77995

1.5.3 Submit an electronic version of the qualifications.

1.5.4 Submit five (5) identical copies of the qualifications. An original signature must be included on the respondent's "Execution of Offer" document submitted with each copy.

1.5.5 Qualifications received after the deadline in 1.5.2 will not be considered, and will be returned to the respondent unopened.

1.5.6 Qualifications must be enclosed in a sealed envelope (box or container) addressed to the point-of-contact person; the package must clearly identify the submittal deadline, "RFQ for Professional Architectural Services", and the name, return address and email address of the respondent contact on all envelopes.

1.6 POINT-OF-CONTACT: The Owner designates the following person as its representative and point-of-contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications to the point-of-contact person:

Kevin M. Coleman  
City Manager  
City of Yoakum

PO Box 738  
808 Hwy 77A South  
Yoakum, Texas 77995  
(361) 293-6321  
citymanager@cityofyoakum.org

All questions and requests for clarifications must be received by 5:00 p.m., Friday, May 23, 2019.

**1.7 OWNER'S RESERVATION OF RIGHTS:** The Owner may evaluate the qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all qualifications and re-solicit for new qualifications, or reject any and all submissions and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

**1.7.1 Funding for this Project is contingent on the citizens of the City of Yoakum, Texas, authorizing the issuance of the applicable funding. Should this not occur, the procurement will be terminated.**

**1.8 NO REIMBURSEMENTS FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

**1.9 ELIGIBLE RESPONDENTS:** Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants). The Owner will contact only the individual firm or formal organization that submits a qualification.

**1.10 STATE REGISTRATION OF ENGINEERING FIRMS:** Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers.

**1.11 STATE REGISTRATION OF ARCHITECTURAL FIRMS:** Respondents are advised that the Texas Board of Architectural Examiners requires that any entity providing engineering services to the public must register with the Texas Board of Architectural Examiners.

**1.12 PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL:** Respondents are advised that Texas Government Code section 2270.002 prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

## SECTION 2 - EXECUTIVE SUMMARY

2.1 HISTORICAL BACKGROUND: The City of Yoakum was founded in 1887 and incorporated in March 1989. The City today is comprised of 2,906.610 acres (5 square miles) with approximately 40 miles of public streets. The population is estimated to be 5,815 with approximately 3,000 homes and 200 businesses. Yoakum is unique in many ways. The citizens, along with their elected and appointed officials are dedicated to preserving the rural environment and maintaining the natural beauty of the area.

2.2 DESCRIPTION, SCOPE AND BUDGET: The scope of work is expected to include:

2.2.1 Inventory, condition study and code compliance issues of existing space within city hall, police administration and public works buildings.

2.2.2 Outline of space needs of current and future staff of the departments housed within those buildings, as well as council, court, and general meeting space.

2.2.3 Outline potential options to house staff within current buildings, including cost estimation of needed rehabilitation and retrofits.

2.2.4 Assuming the demolition of all or portions of the existing police administration building, outline of potential options to house staff within remaining existing buildings and cost estimates of new construction to house remaining city functions on property currently owned by the City.

2.3 PROJECT PLANNING SCHEDULE: Key project planning schedule milestones are:

2.3.1 RFQ Released May 1, 2019

2.3.2 RFQ Submittal Deadline May 30, 2019

2.3.3 Interview respondents (if necessary)

2.3.4 City Council selects most qualified respondent June 11, 2019

2.3.5 Owner and Selected Respondent negotiates fees and contract details

2.3.6 Owner executes agreement

2.3.7 Schematic design begins

2.3.8 Schematic design presented to City Council

2.3.9 Schematic design approved by City Council

## SECTION 3 - REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete Statement of Qualifications responding to all questions in Section 3 and formatted as directed in Section 4. Incomplete qualifications will be considered non-responsive and are subject to rejection.

### 3.1 CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT

(Maximum of two (2) printed pages per question)

3.1.1 Provide a statement of interest for the Project, including a narrative describing the prime firm's and project team's unique qualifications as they pertain to this project.

3.1.2 Provide a statement on the availability and commitment of the prime firm and its principal(s) and assigned professionals, including all consultants to undertake the Project.

3.1.3 Provide a brief history of the prime firm and each consultant proposed for the Project.

3.1.4 Provide a graphic representation of the Project team, identifying the prime firm and each consultant proposed for the Project. The graphic representation shall depict current workloads and commitments for other projects for the prime and its consultants, as well as the time resource and commitment for the prime and its consultants for this Project.

### 3.2 CRITERION TWO: PRIME FIRM'S AVAILABILITY TO PROVIDE SERVICES

3.2.1 Provide the following information for the prime firm:

- Legal name of the company as registered with the Secretary State of Texas
- Address of the office that will be providing the services
- Number of years in business
- Type of operation (individual, partnership, corporation, joint venture, etc.)
- Number of employees by skill group

3.2.2 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a contract with the Owner.

### 3.3 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

3.4.1 List a maximum of five (5) projects for which you have provided services that are most directly related to this Project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method and description
- Color images
- Original construction estimate and final construction cost, including change orders
- Final project size in gross square feet
- Type of construction (new, remodel, expansion, etc.)
- Actual start and finish dates for design
- Planned versus actual dates for schematic design, design development and 95% construction documents
- Actual notice to proceed and substantial completion dates for construction
- Description of professional services prime firm provided for project
- Name of Project Manager
- Name of Project Architect
- Name of Project Designer

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the Project, including telephone number and email.
- Contractor's name and representative who served as the day-to-day liaison during the preconstruction and/or construction phase of the Project, including telephone number and email. References shall be considered relevant based on specific project participation and experience with the respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

### 3.4 CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

3.4.1 Describe the prime firm's design philosophy, methodology and its process for integrating institutional standards into design.

3.4.2 Describe the prime firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of construction documents and quality assurance during the construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed in response to Criteria 3.3.

3.4.3 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for municipal facilities, including police facilities.

3.4.4 Describe your cost estimating methods for the design and construction phases.

3.4.5 Describe the way your firm develops and maintains work schedules to coordinate with the Owner's project schedule.

3.4.6 Describe your project team's approach to assuring timely completion of this project, include methods you will use for schedule recovery if necessary.

## SECTION 4-FORMAT FOR STATEMENT OF QUALIFICATIONS

### 4.1 GENERAL INSTRUCTIONS

4.1.1 Qualifications shall be prepared in order of stated criterion, providing a concise, straightforward description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements and understanding of the Owner's needs.

4.1.2 The Statement of Qualifications shall be a maximum of 30 printed pages and could be entirely adequate with considerably fewer pages. The cover, table of contents and divider sheets do not count as printed pages.

4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and may be subject to rejection.

4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner and are subject to the Public Information Act.

4.1.5 The Owner will not compensate respondents for any expenses incurred in qualifications preparation or for any presentations that may be made. Respondents submit qualifications at their own risk and expense.

4.1.6 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the Owner's best interest.

4.1.7 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the questions in the qualifications; however, it is essential to reference the question number with the corresponding answer.

4.1.8 Failure to comply with all requirements contained in this RFQ may result in the rejection of the qualifications.



#### 4.2 PAGE SIZE, BINDING, DIVIDERS AND TABS

4.2.1 Qualifications shall be printed on letter size (8 1/2" x 11") paper and collated.

4.2.2 Separate and identify the response to each of the criteria in Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

#### 4.3 TABLE OF CONTENTS

4.3.1 Submittals shall include a "Table of Contents" and page numbers for each part of the qualifications.

**END OF REQUEST FOR QUALIFICATIONS**