



City of Rockwall
The New Horizon

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR PROFESSIONAL SERVICES FOR A
FACILITIES PLANNING STUDY
RFQ No.: Q2024-001**

CITY OF ROCKWALL

November 2023

CONTACT

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Purchasing Agent
385 S. Goliad
Rockwall, Texas 75087

**REQUEST FOR QUALIFICATIONS (RFQ)
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**REQUEST FOR QUALIFICATIONS (RFQ)
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The City of Rockwall invites the submittal of responses to this RFQ from qualified firms interested in providing professional services in connection with a FACILITIES PLANNING STUDY. 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 Misty Farris, Purchasing Agent, 385 S. Goliad, Rockwall, Texas 75087 **until 2:00 pm on January 17, 2024**. Any response received after **2:00 PM, local time, on January 17, 2024**, will be automatically rejected and returned to the proposer unopened. The Request for Qualifications document may be obtained from Ms. Farris' office or online at <http://www.rockwall.com/finance.asp> under the finance and purchasing section. 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 response 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 PROFESSIONAL SERVICES FOR A FACILITIES PLANNING STUDY

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 professional services in connection with a FACILITIES PLANNING STUDY as herein outlined.

II. LOCATION

The City is proceeding with a FACILITIES PLANNING STUDY (Study) to be located in the City of Rockwall.

III. OBJECTIVES

The City proposes to retain a highly qualified, capable firm to act as the Consultant. The firm that participates in this RFQ process is sometimes referred to as “Respondent” and “Consultant.” The City reserves the right to negotiate with one or more parties and is not be obligated to enter into any contract with any Respondent on any terms or conditions.

IV. SCOPE OF WORK

Background Information

Future Facilities Expansion Planning – As the City continues to grow, staffing needs will parallel that growth and additional space will be needed in the future. A long-term (10-20 Year) facilities plan should be considered at this time. The projects to be studied in this plan are:

City Hall – This facility was completed in 2002 and is approximately 95% of its capacity overall and is currently at capacity or will be at capacity in certain areas within the next few years.

Municipal Service Center – As development continues and the City acquires additional service areas, staff, equipment and storage space will be needed at the City’s Municipal Service Center. A long-term master plan for the use of this site should be considered at this time or consideration must be given to ultimately relocate this facility in the future.

New Fire Station 1 / Fire Administration Offices / Future Reuse of former Fire Station 1 – Fire Administration is currently located at Fire Station 1 along with three firefighters on shift at all times. This facility is at its maximum capacity and living quarters, kitchen, and equipment storage areas are undersized for what is currently needed. The Fire Marshal’s Office is located at another site in the City. The Consultant will be tasked with evaluating potential sites for a new Fire Station 1 site in the City and reprogramming of the current Fire

Station 1 space to ultimately accommodate Fire Administration and the Fire Marshal's Office.

New Police Station – As the population continues to grow, more police personnel will be added and additional space will be needed. While some expansion capability exists at the current police station, space will be at maximum capacity in the near future. The City now uses a secondary site in the southern portion of Rockwall where multiple divisions of the Rockwall Police Department are now based. The Consultant will be tasked with developing a preliminary site plan on land currently owned by the City.

Downtown Parking - Downtown Rockwall is thriving as a destination for dining, shopping, and entertainment. The Consultant will be tasked with evaluating the current parking inventory compared to demand, provide a report on their findings, and any recommendations on potential future public parking opportunities if the results warrant additional downtown public parking.

Other City Facilities - additional City facilities may be added to the scope once a successful candidate is selected.

The Consultant will be required to provide the following minimum services:

- Programming – review of the current department personnel and related space requirements. Verify departmental adjacencies and future growth trends in developing a comprehensive needs assessment.
- Site Analysis – using the information gathered in the programming phase, propose options for adding the new facilities. Prepare site layout plans to illustrate the concepts and functionality of the proposed site design, including evaluation of adjacent structures.
- Cost Estimating – prepare an accurate cost estimate of probable construction cost for the proposed buildings and site enhancements. This estimate would include the total project price including consulting fees, utilities and infrastructure related to the site as well as the actual building construction costs and any and all other costs associated with the project.

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 project continuation, design, and construction have not yet been determined.

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, the firm will receive notification of the date and time of the interview.

The City will use an Evaluation Panel to evaluate the submittals. The statements of qualifications received will be one part of the selection process utilized by the City, together with the interview, to determine if a consulting contract should be pursued.

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 Evaluation Team will consist of the City Manager and designated City Staff representatives of various departments of the City. 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 Rockwall City Council and the 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.
- D. Inquiries** – Do not contact the City or the 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. Misty Farris, Purchasing Agent for the City no later than January 17, 2024.
- 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. Misty Farris, Purchasing Agent, City of Rockwall, at the address set forth below at or before **2:00 pm on January 17, 2024**. All submittals must be labeled on the outside with the Respondent’s name, the name of

the Project – “ROCKWALL FACILITIES PLANNING STUDY”. Late submittals will not be considered.

Six (6) copies of the response are to be addressed to:

Ms. Misty Farris
Purchasing Agent
City of Rockwall
385 S. Goliad
Rockwall, TX 75087

The City will not be responsible in the event that the U.S. Postal Service or any other carrier system fails to deliver the sealed proposal to the City by the given deadline above.

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, binding, dividers, etc. are not required.

There is no express or implied obligation for the City of Rockwall to reimburse Respondents for any expenses incurred in preparing their response to this request and the City will not reimburse Respondents for these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Until the final award by the City of Rockwall City Council, the City reserves the right to reject any and/or all qualifications, to waive technicalities contained in the proposal and to accept any proposal deemed most advantageous to the City. City also reserves the right to reject all proposals and to re-advertise, or otherwise proceed when in the best interest of the City. Award of a contract is contingent upon the budgeting and appropriation of funds for continuation of the professional services contemplated by this Request for Qualification.

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, including title, phone number and email address.
- f. Organizational description.
- g. Description of firm's philosophy.
- h. Discuss any impending changes in your organization that could impact the delivery of services

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

- a. A brief history of the Firm's services 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 members of the Firm'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 Firm'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 Firm's team approach to communication with the City and Construction Manager.
 - f. Description of the Firm's approach to code analysis and jurisdictional approvals.

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