

REQUEST FOR QUALIFICATIONS
FOR
THE CITY OF LAGO VISTA POLICE
BUILDING AND SITE DEVELOPMENT



City of Lago Vista, Texas
City Hall
5803 Thunderbird
Lago Vista, Texas 78645

PRE-RFQ SUBMITTAL CONFERENCE: 2 PM March 22, 2010.
City Hall

RFQ SUBMITTAL DEADLINE: 5PM April 12, 2010.

RFQ NO 2010-1

TO WHOM IT MAY CONCERN:

The City of Lago Vista, Texas is pleased to present a **Request for Qualifications (RFQ)** to parties interested in submitting qualifications to construct and site develop a new Police Building (“Project”). This project will be developed and delivered using the Design-Build format as permitted by Chapter 271, Section 271.119 Local Government Code.

The City of Lago Vista will make the RFQ is attached and will be available to any interested party at the following address:

City of Lago Vista Development Services Department
5803 Thunderbird
Lago Vista, Texas 78645

The RFQ will also be published on the following website:
<http://www.lagovistatexas.org>. Interested parties are responsible for monitoring the website for information concerning the RFQ and any addenda issued.

The City of Lago Vista will not accept any RFQ submittal by facsimile, electronic transmission or any method other than stated in the RFQ.

The City of Lago Vista reserves the right not to issue a Request for Proposal (RFP) and to cancel or modify this solicitation at any time if it deems, in its sole discretion, that such measures are in Lago Vista’s best interest.

The City of Lago Vista will use a two step process to select a Design-Build contractor. This RFQ represents the first step and the Request for Proposal (RFP) is the second step. The RFP will be issued to the top most qualified Design-Build Teams as determined by The City of Lago Vista.

The City of Lago Vista looks forward to reviewing your RFQ submittal and to working with the selected team in the successful development of this Project.

Sincerely,

Frank Robbins
Assistant City Manager

THE CITY OF LAGO VISTA, TEXAS
REQUEST FOR QUALIFICATIONS
RFQ No. 2010-1

**CONSTRUCTION OF THE
CITY OF LAGO VISTA NEW POLICE BUILDING
AND SITE DEVELOPMENT**

**The City of Lago Vista, Texas
Development Services Department
5803 Thunderbird
Lago Vista, Texas 78645**

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INTRODUCTION

The City of Lago Vista, Texas (hereafter referred to as the "City") is issuing a Request for Qualifications (RFQ) to solicit interest from prospective, qualified teams for the construction of a new Police Building and site development for the building (hereinafter referred to as the "Project"). The RFQ submittal must include the RFQ Letter of Interest form (included in this RFQ), a statement of qualifications, a conceptual project plan, and a preliminary quote of maximum probable cost.

The City is issuing this RFQ in accordance with applicable laws which allow an agreement with a private entity that offers the best value to the City to design and construct the "Project". The "Project" will be completed on city owned real property.

The City reserves the sole right to terminate this process, to not issue a Request for Proposal (RFP), to not award an RFP, and to cancel or modify this solicitation process at any time. In no event will the City or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related costs. The prospective Design-Build Teams shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The RFQ submittals will become the property of the City.

RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION

Sealed RFQ submittals must be received and time stamped by 5:00 PM, local time April 12, 2010.

Sealed RFQ submittals will only be received at the following location:

**CITY OF LAGO VISTA DEVELOPMENT SERVICES
5803 THUNDERBIRD
LAGO VISTA, TEXAS 78645**

It is the sole responsibility of the team to ensure that the sealed RFQ submittal arrives at the above location, (US Postal Mail is not received at this address), by the specified deadline regardless of the method chosen by the team for delivery. A faxed or electronically transmitted RFQ submittal will not be accepted in response to the RFQ.

PRE-SUBMITTAL CONFERENCE

There will be a Pre-Submittal Conference held at Lago Vista's City Hall Council Chambers located at 5803 Thunderbird, Lago Vista, Texas on March 22, 2010 at 5 PM. The conference agenda will include a presentation of the proposed project, a question and answer session, a guided tour of the project site and a discussion on project delivery method. This may be the only opportunity for prospective teams to view the project site and city staff questions prior to the RFQ submittal. Attendance at the Pre-Submittal Conference is optional.

Point of Contact – The City designates the following persons, as its representative and Point of Contact for this RFQ. Teams and all interested parties in this Project shall restrict all contact with other City of Lago Vista staff and direct all questions regarding this RFQ to the Point of Contact:

Frank Robbins
Project Manager
Assistant City Manager
Phone: 512-267-1993
E-mail: frobbins@lago-vista.org

Tim Haynie
City Representative
City Engineer
1010 Provident Lane
Round Rock, Texas 78664
Phone: 512-837-9463
E-mail: tim.haynie@haynieconsulting.com

The City encourages the team have HUB participation.

Design-Build Teams do not need to identify all their HUB participants with the RFQ submittal. However, to be deemed a qualified team, and to be considered for the RFP Phase, the team should include in the RFQ submittal an expressed commitment to fulfilling the HUB goal of 15% in their response to the RFP, should they be selected to receive the RFP. For more details regarding HUB Program and requirements please visit the Texas Building and Procurement Commission website: www.tbpc.state.tx.us.

DESCRIPTION OF PROJECT

The City is issuing a REQUEST FOR QUALIFICATIONS (RFQ) as the first step to select a team for a project to construct a new Police Building (see attachment A) of about 7,000 square feet and develop the site for the police building (see Attachment B) to replace the existing facilities.

The building and site should be planned for the expansion of the building to about 18,000 square feet in one story.

The construction of a new Police Building will include a police building on about 2.83 acres of land located on Dawn Drive (see Attachment A). This property will be the site of the new Police Building and includes a small animal control kennel and a vehicle impound yard as well as a surface parking lot.

The new facilities will include the following components in their final designs:

- I. Patrol
- II. Common Staff Area
- III. 911 Dispatch
- IV. Emergency Management
- V. Records Copy and File Area
- VI. Criminal Investigations
- VII. Adult and Juvenile Holding Area
- VIII. Police Chief Office
- IX. Public Areas
- X. Property Room
- XI. Information and Technology Area
See attachment B

In general, the scope of work includes site clearing, grading, site improvement work, surface parking, and necessary infrastructure. Construction will include all the necessary buildings and associated facilities, parking areas, roadway work, water detention and quality facilities all necessary foundation work, substructure work, excavation, drainage, tree survey, landscaping, utility extensions and coordination, and erosion and sediment control work items. Construction administration and management, including quality control and quality assurance will be the responsibility of the Design-Build Team. The City will have staff and consultants providing on-site construction administration and inspections services for quality assurance.

The city will extend water and sewer lines to the site and may construct the road, drives and parking lot on the site.

Exterior Architecture. A Municipal Complex Design Committee has been formed. The Team should expect at least one meeting with this committee to review final elevations of the building.

The committee has reviewed a number of buildings and chosen a hill country flavor. Teams may see the buildings that the committee liked best.

Architectural design features the team should incorporate include:

1. Roof. Metal. Gently sloped. Hail resistant, not necessarily standing seam. Silver/aluminum color but not reflective.
2. Contrast roof and wall colors.
3. At least 75% of the walls should be limestone of different size and color from light brown, tan to off-white. Not bright white.
4. Split face block where walls are not visible from public.
5. Massive, covered entrance with monumental columns of stone.
6. Windows on the front where holding area is located will be a design challenge and can not be broken.
7. Minimize wood for maintenance purposes.

All requirements pertaining to the preparation and approval of the environmental documents, permits, water quality, and public involvement issues must be in accordance with state, city and federal regulations, policies and procedures. The Project facilities must comply with the latest editions of all applicable building and site development codes and regulations.

The Preliminary Project Cost Estimate for this Project is \$1,300,000. This includes all design and construction costs for the Design-Build Team. The City may participate using its own resources in water and wastewater line construction, asphalt site work, consultant fees, furniture, relocation, and owner-provided equipment costs associated with this Project.

Preliminary Project Planning Schedule

If the Design-Build Team determines construction dates can be accelerated or need to be extended, please note this on your RFQ submittal with your Conceptual Project Plan.

<u>Milestones</u>	<u>Dates</u>
• Issue RFQ	March 3, 2010
• RFQ Pre-submittal Conference	March 22, 1010
• RFQ Deadline	April 12, 2010
• Council Short-list teams for RFP	May 6, 2010
• Issue RFP	May 10, 2010
• RFP Due	May 24, 2010
• Team Interviews	June 1 to June 10, 2010
• City Council Selects Team	June 17, 2010

- Request Guaranteed Maximum Price and Contract June 18, 2010
- City Council Appropriating Funds and Approving Contract July 1, 2010
- Notice to Proceed July 2, 2010
- Substantial Completion TBD

QUALIFICATION CONTENT REQUIREMENTS

The RFQ submittals must include all items listed below to be considered complete. The RFQ submittal should be placed in a separate sealed envelope, or package and identified with the RFQ deadline and RFQ number, 2010-1 in the lower left-hand corner, and a return address in the upper right-hand corner. The weighted percentage of each section is shown in () below.

The RFQ Submittal must include the following to be evaluated:

- RFQ Letter of Interest (see form on pp 16-18)
- Executive Summary (2 pages max.)
- Team and Key Personnel Qualifications (40%)
- Financial Qualifications (10%)
- Conceptual Project Development Plan Including Cost Factors (40%)
- Legal Qualifications (10%)

The City will evaluate all RFQ submittals and the City will select a shortlist it deems most qualified to receive the RFP, based on the criteria outlined herein. The City will schedule one-on-one interviews with the Design-Build Teams who qualify to receive the RFP. The short-list of teams will be posted at the same City website where the RFQ is posted.

The City will not bear liability for any costs incurred in the preparation and submission of an RFQ Submittal. The City is not authorized to compensate participants who submit proposals.

Receipt of all Addenda to this RFQ, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFQ submittal. All Addenda shall become part of the requirements of this RFQ. Failure to acknowledge receipt of an Addendum may result in rejection of the RFQ submittal. All Addenda will be posted at same websites as the RFQ (reference page 1).

The City reserves the right to request further documentation or information, and to discuss an RFQ submittal for any purpose in order to answer questions or to provide clarification.

The City reserves the right to reject any and all RFQ submittals. The City reserves the

right to conduct studies and other investigations as necessary to evaluate the RFQ submittal and complete interviews with the Design-Build Teams, as part of the evaluation phase.

Your RFQ submittal may not be changed, amended or modified after the deadline.

EVALUATION CRITERIA

In evaluating the RFQ submittals, The City is particularly interested in the Design-Build Teams that demonstrate timely, functional and cost effective methods to accomplish the design and construction of the facilities. The City expects the RFQ submittal to provide adequate information about the Design-Build Team's organizational structure and all designated key personnel who will be involved in the Project. The Design-Build Team should include in their RFQ submittal specific Project related experience and an overall project development plan presenting their strategy on delivering the best Project with sufficient information to evaluate the "most qualified" teams.

Each Design-Build Team shall submit five (5) copies of its RFQ submittal on letter (8 1/2 x 11) sized white paper and spiral bound or three ring binder with all pages sequentially numbered and in a sealed package.

Each RFQ submittal should be as clearly marked on the cover and should be concise as possible. Any additional information may be submitted in a separate document marked Appendix. A weighted percentage for each evaluation criteria has been established as noted in parenthesis below, and the team must include, at a minimum, the following information as part of its RFQ submittal:

I. DESIGN-BUILD TEAM / KEY PERSONNEL QUALIFICATIONS (40%)

- A. Demonstrate through clear documentation that the Design-Build Team possesses the qualifications necessary to perform the work. Clearly present the Design-Build Team's experience, including success in delivering similar projects of this kind, complexity and magnitude. Demonstrate knowledge, ability and experience of the team to effectively deliver the project on time, within the scope, and on budget. Describe the Design-Build Team's experience working together on previous, similar projects (no more than 5 projects).
- B. The Design-Build Team must include the extent and depth of experience of the key personnel. The RFQ submittal should include all potential developer responsibilities demonstrated by the experience of the Design-Build Team members, management team

and all key personnel listed.

- C. Submit key members' resumes. The City will be especially interested in the resume of the Design-Build Team's Project Manager. Resumes should include project descriptions, applicable client references, location and address summaries. Awards, licenses, registrations and certifications shall be submitted in a separate volume labeled "Appendix." Standard corporate brochures and marketing material may be included as additional information in an "Appendix."
- D. The Design-Build Team must demonstrate that sufficient qualified and knowledgeable staff (both prime and sub-providers) are available, or will be available upon commencement of the contract.

II. FINANCIAL QUALIFICATIONS (10%)

Provide as a minimum the following:

- A. Current financial statements of the Design-Build Team and equity members for the three most recent fiscal years, audited by a certified public accountant in accordance with generally accepted accounting principals (GAAP). If audited financial statements are not available, the financial statements must be certified as true, correct and accurate by the chief financial officer or treasurer of the entity.

Financial Statements should include:

- 1. Opinion Letter (if audited financial statements are provided). If a Design-Build Team is a joint venture or a partnership, separate letters for the individual equity participants are acceptable, as is a single letter covering all equity participants.
 - 2. Balance Sheet.
 - 3. Income Statement.
 - 4. Statement of changes in cash flow.
- B. Information on any material changes in financial condition for each equity owner for the past three years. Material changes may include but are not limited to:
 - 1. Default or bankruptcy involving the entity or related business entity within the same corporation, or parent corporation.
 - 2. The sale, merger or acquisition of 10% or a substantial shareholder equity that in any way involves or affects the entity

providing goods or services in this proposal or a related business entity within the same corporation or parent corporation.

3. A change in tangible net worth of 10% of the shareholder's equity.
4. Inability to meet conditions of loan or debt covenants by the affected entity, a related business unit or parent corporation which will require a waiver or modification of agreed financial ratios.
5. Coverage factors or other loan stipulation.
6. Additional credit support from shareholders or other third parties. If no material changes have occurred, provide a letter from the chief financial officer or treasurer so certifying.

The Design-Build Team is responsible for identifying any information it believes is entitled to confidentiality under the Public Information Act, Texas Government Code, Chapter 552, by placing the word "Confidential" on the applicable pages.

III. CONCEPTAL PROJECT DEVELOPMENT PLAN (40%)

- A. Describe the Design-Build Team's general approach and strategy to advancing project development, the results expected from implementations of the project development plan and the critical factors for the Project's success. Schematic Design proposals are not part of this submittal.
- B. Provide a synopsis of the Design-Build Team's implementation plan to design and construct the Project. Submit a conceptual development, implementation plan, and schedule based upon current levels of information, including construction start dates, final acceptance dates, and other major milestones. The Project Schedule included shows dates to beat for construction. Roles and responsibilities must be clearly defined, including the use of major subcontractors and sub consultants.
- C. Describe the authority and/or limitations of the proposed Design-Build Team's Project Manager.
- D. Describe the level and nature of The City's participation sought by the Design-Build Team in connection with the project development and implementation.
- E. Describe the material, equipment, and qualified personnel resources available to the Design-Build Team which it can and it will commit to the Project. Discuss the current work backlog of each participant and the capacity to perform the work.

Clearly state the turnover history of key personnel during course of similar projects listed in your submittal.

- F. Based on knowledge of the area and the Project, as outlined herein, provide a list of factors, if any, that will impact the Project, including potential economic and environmental factors.

IV. LEGAL QUALIFICATIONS (10%)

- A. The Design-Build Team must identify and explain any significant anticipated legal issues which the Design-Build Team must resolve in order to carry out the Project and its obligations.
- B. Provide a list and brief description, including the resolution, of each arbitration, litigation or dispute proceedings during the last five years involving the Design-Build Team, or any other organization that is under common ownership with the Design-Build Team.
- C. Describe any construction or renovation projects that resulted in assessment of liquidated damages or stipulated damages in excess of \$25,000 during the last five (5) years. Describe the causes, time delays, and dollar amounts assessed. This includes all liquidated damages or stipulated damage assessments at any time during a project, not just final completion penalties. If such damages were assessed but through settlement or negotiations, were not paid, they need not be included. However, any unresolved instances of assessed liquidated or stipulated damages, currently subject to negotiations or challenge, should be included.
- D. The Design-Build Team certifies that the lead or managing entity is not currently delinquent in the payment of any taxes or certain debts owed in accordance with Texas government Code, Section 2252.903, concerning contracting with persons who have debts or delinquencies.

Based on the evaluation criteria outlined above, the “most qualified” Design-Build Teams will be selected to participate in the Request for Proposal (RFP) Phase that may lead to the award of the contract to the highest ranked proposer with the “best value” to the City. Participation in the interview phase is not assurance that you will receive the contract award.

The contract will be awarded on the basis of evaluation scores prepared by the City Manager, subject to approval of the City Council.

THE CITY OF LAGO VISTA, TEXAS

RESERVATION OF RIGHTS

In connection with the RFQ, RFP, and Project, The City reserves all rights (which rights may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ or the subsequent RFP in whole or in part at any time prior to the execution of a contract by the City, without incurring any cost obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ Submittal Due Date, the factors and/or weights of factors the City will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ Submittal Due Date.
5. Investigate the qualifications of any Design-Build Team under consideration and require confirmation of information furnished by a team.
6. Require additional information from a Design-Build Team concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City declares in writing that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject any and all submittals, responses and RFQ submittals received at any time.
9. Terminate evaluations of responses received at any time.
10. Appoint evaluation committees to review RFQ submittals or response, make recommendations and to seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the Design-Build Teams responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the

understanding and evaluation of the responses to this RFQ.

13. Disclose information contained in an RFQ submittal to the public as described herein, or referenced in this RFQ.
14. Authorize Design-Build Teams to substitute firms and/or key personnel until such time as the City declares in writing that a particular stage or phase of its review has been completed and closed. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Disqualify any Design-Build Team which changes its RFQ submittal without City authorization.
17. Exercise any other right reserved or afforded to the City under this RFQ. The City reserves the right to modify the process in its sole discretion to address applicable law and/or the best interest of the City.

The selected Design-Build Team shall, in consultation with the City develop the budget and logistical information needed to complete and finalize the Project's work. The Design-Build Team will be responsible for project oversight and administration, and furnish all services, including construction administration needed to complete the Project. However, the City reserves the right to hire an independent project manager and inspector responsible for oversight of the Project on behalf of the City.

The City shall not, under any circumstances, be bound by or liable for any obligations with respect to the Project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City and then only to the extent set forth.

RFQ LETTER OF INTEREST

Police Building

Team: _____

Response Date: _____

The City of Lago Vista, Texas
Development Services Department
5803 Thunderbird
Lago Vista, TX 78645

Attn: Frank Robbins (City Representative)

The undersigned (“Design-Build Team”) submits the following information and qualifications (this “**RFQ Submittal**”) in response to that certain Request for Qualifications dated as of (as amended by any **RFQ Addenda**), issued by the City of Lago Vista, Texas **to design and construct the Lago Vista Police Building and develop the site of the Police Building (the “Project”)**.

Enclosed, and by this reference incorporated herein and made a part of this RFQ, are the following:

- RFQ Letter of Interest Form
- Executive Summary (2 pages max.)
- Team and Key Personnel Qualifications
- Financial Qualifications
- Conceptual Project Development Plan
- Legal Qualifications

Design-Build Team acknowledges receipt, understanding and full consideration of all materials posted on The City of Lago Vista’s website <http://www.lagovistatexas.org> with respect to the Project and any Addenda.

Design-Build Team understands that the City is not bound to shortlist any Team and may reject any RFQ Submittal the City receives.

Design-Build Team further understands that all costs and expenses incurred by it in preparing this RFQ and participating in this process will be borne solely by the Design-Build Team, and that the RFQ submittal materials will become the property of the City and will not be returned by the City.

The Design-Build Team agrees that the City will not be responsible for any errors, omissions, inaccuracies or incomplete statements in this RFQ. Design-Build Team accepts all terms of the RFQ submittal process by signing this Letter of Interest and making the RFQ Submittal.

This RFQ shall be governed by and construed in all respects according to the laws of the State of Texas.

Design-Build Team's Name

Design-Build Team's primary Address:

(No.) (Street) (Floor or Suite)

(City) (State or Province) (Zip or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization

Signature block for corporation or limited liability company:

By: _____

Print Name: _____

Title: _____

Signature for partnership or joint venture:

By: _____

Print Name: _____

Title: _____

Add signatures of additional general partners or members as appropriate.

Signature block for partnership or joint venture:

By: _____

Print Name: _____

Title: _____

Signature block for attorney in fact:

By: _____

Print Name _____

Attorney in Fact

ATTACHMENT “A” PROPOSED SITE FOR POLICE BUILDING

*The proposed location is a 2.83 acre site which is located at Dawn Drive near the elementary school.

ATTACHMENT "B"
CONCEPTUAL INTERNAL LAYOUT