

REQUEST FOR QUALIFICATIONS

FOR

THE CITY OF LAGO VISTA LIBRARY EXPANSION AND REMODELLING



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

PRE-RFQ SUBMITTAL CONFERENCE: 2 PM January 3, 2012
City Hall
5803 Thunderbird
Lago Vista, Texas

RFQ SUBMITTAL DEADLINE: 5PM January 24, 2012

RFQ NO 2011-1

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 expand the library into an attached fire station and remodel the existing library. 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 Library RFQ is attached and will be made 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 the city at its sole discretion deems 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. 2011-1

EXPANSION AND REMODELLING
CITY OF LAGO VISTA LIBRARY

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 design build teams, qualified for the construction of library expansion within the fire station that is attached to the existing library and internal remodeling of the existing library (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

RFQ submittals must be received by 5:00 PM, local time January 24, 2012.

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 January 3, 2012 at 2 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 ask 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

Jan Steele
City Representative
City Librarian
Phone: 512-267-3868
E-mail: lvlibrary@austin.rr.com

HUB

The City encourages the team to 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

Scope of Work

The City is issuing a REQUEST FOR QUALIFICATIONS (RFQ) as the first step to select a team for a project to construct an expansion and remodeling of the existing library. The project will not entail additional building area, but is within existing buildings. The library expansion of about 2000 sq. ft. will be in an attached fire station and there will be remodeling of the existing library space which is about 3,100 sq. ft. See Attachment B which is a conceptual internal arrangement prepared by library staff and members of the Library Board.

Exterior Architecture. The project is part of a phased expansion of the library and city hall. The next phase of the library expansion is planned to be a significant expansion of about 9,000 sq. ft. on city owner property toward the existing city hall. The city also plans to expand the city hall and council chamber in the direction of the library. Dates for these expansions have not been determined.

The new police station across the street (Municipal Complex Way) from the library was the first building constructed as part of a long range plan for the municipal complex that includes the above mentioned expansions. The police station architecture and exterior materials should be taken into account in the exterior architecture of the library expansion into the fire station.

The limited budget (\$180,000) of the library expansion may not enable changes to the existing library façade.

One of the tasks for the selected team is to produce exterior facades for the fire station and conceptual exterior concepts that show the existing (new) police station, the elevations for the library expansion into the fire station, and elevations for the future library expansion and city hall expansion. The existing city hall exterior will be changed when city hall expands. This task would show how the new façade on the library expansion would fit into a conceptual design of the later expansions.

Interior Design. See Attachment B for existing and proposed interiors.

Priorities (not in order) for the expansion and remodeling include the following:

1. Provide more seating space for in-house users to read, use laptops, do research, work on reports and homework, etc.
2. Enlarge the children's area.
3. Enlarge the area for more public computers.

4. Improve and expand library staff office and work areas and provide that space to maximize visibility of daily activities to include computer, children and book stack activities.

5. Provide additional storage area.

6. Provide flexible space for meetings, class room/training, conference, possible performance of at least 1,200 sq. ft. with adjacent furniture storage, kitchen area and bathrooms.

7. Consolidate HVAC equipment.

The city will favorably consider a team with library interior design experience and expertise.

The Team should expect at least one meeting with the library expansion committee to review final elevations, internal layouts, and pricing for particular elements of the expansion and remodeling.

There may be a “value building” phase that could result in changes to the conceptual layout in Attachment B in order to maximize limited funds.

No site work is anticipated other than the extension of a sidewalk and parking lot improvements. These improvements will be accomplished by the city.

All requirements pertaining to the preparation and approval of the environmental documents, permits, and public involvement issues must be in accordance with state, city and federal regulations, policies and procedures. The Project facilities must comply with applicable 2006 International Code Congress Codes and applicable NFPA documents.

BUDGET

The budget for this Project is \$180,000. 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 if necessary, asphalt and sidewalk site work, 3-D interior design, furniture, and owner-provided equipment costs associated with this Project.

Performance and payment bond. A performance and payment bond will be required.

Fees. All city fees will be waived.

PRELIMINARY SCHEDULE

<u>Milestones</u>	<u>Dates</u>
• Issue RFQ	December 5, 2011
• RFQ Pre-submittal Conference	January 3, 2012
• RFQ Deadline	January 24, 2012
• Council Short-list teams for RFP	February 16, 2012
• Issue RFP	February 20, 2012
• RFP Due	March 5, 2012
• Team Interviews	March 12-March 22, 2012
• City Council Selects Team	April 5, 2012
• Request Guaranteed Maximum Price and Contract	April 6, 2012
• City Council Appropriating Funds and Approving Contract	April 20, 2012
• Notice to Proceed	April 21, 2012
• Substantial Completion	TBD

QUALIFICATION CONTENT REQUIREMENTS

The Qualification submittals must include all items listed below to be considered complete. The Qualification submittal should be placed in a separate envelope or package and identified with the RFQ number, 2011-1 in the lower left-hand corner, and a return address in the upper right-hand corner.

Submit five (5) copies on letter (8 1/2 x 11) sized white paper in spiral bound or three ring binders with all pages sequentially numbered.

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
- Financial Qualifications
- Conceptual Project Development Plan/Schedule
- Cost Factors and Preliminary Maximum Probable Cost
- Legal Qualifications

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 on the same City of Lago Vista website as the RFQ.

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.

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

The Qualification submittal should be as concise as possible.

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 project. 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.

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 within budget. Describe the Design-Build Team's experience working together on previous, similar projects (no more than 5 projects).
- B. Submit key members' resumes. The City will be especially interested in the resume of the Design-Build Team's project manager and interior designer. Resumes should include project descriptions, applicable client references, location and address summaries, and awards.

Standard company brochures and marketing material may be included as additional information in an "Appendix."

- C. 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 principles (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.
 7. Ability to acquire performance and payment bond for the project.

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.
- 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.

Roles and responsibilities of the Team 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 the 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 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

Library Expansion and remodeling

Team: _____

Response Date: _____

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

Attn: Frank Robbins

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 Library Expansion and Remodeling (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: _____

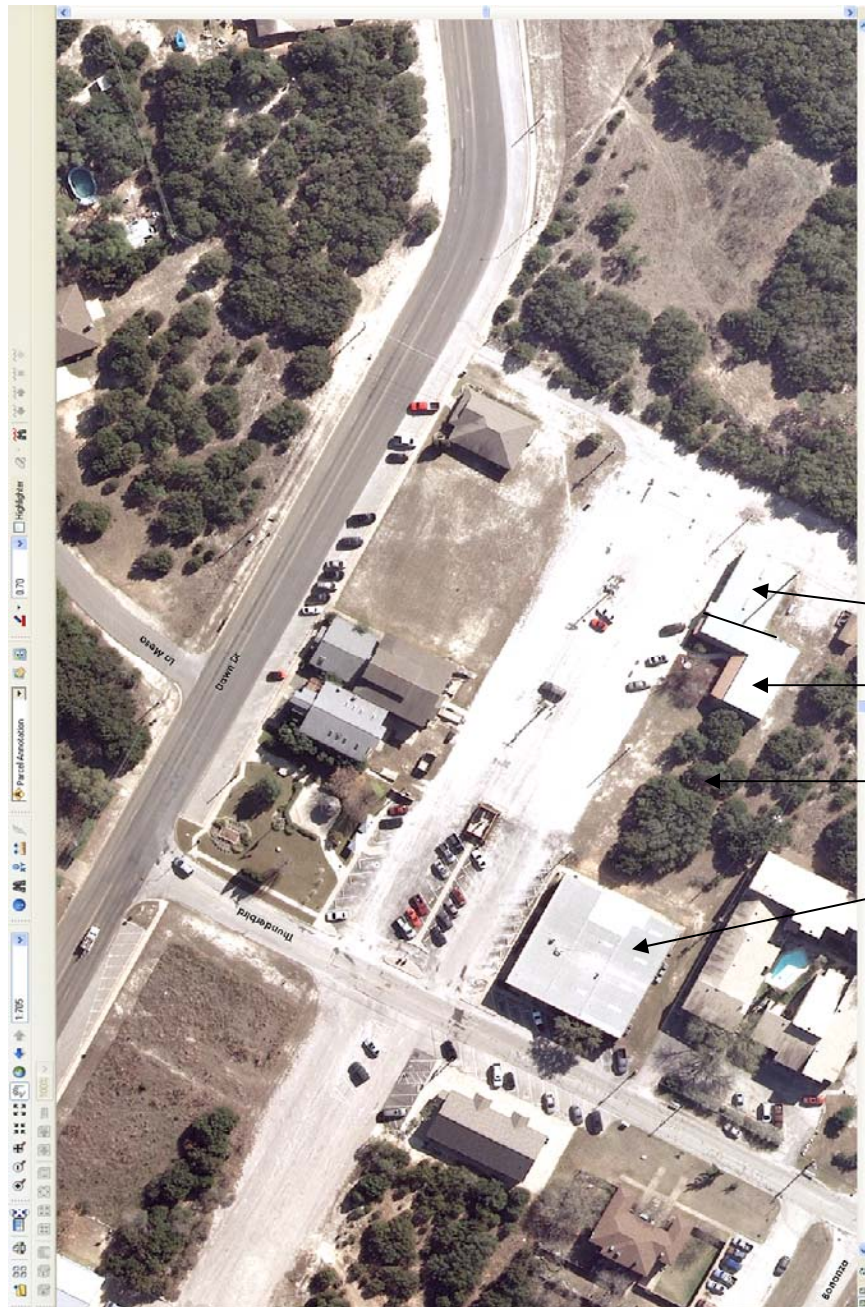
Signature block for attorney in fact:

By: _____

Print Name _____

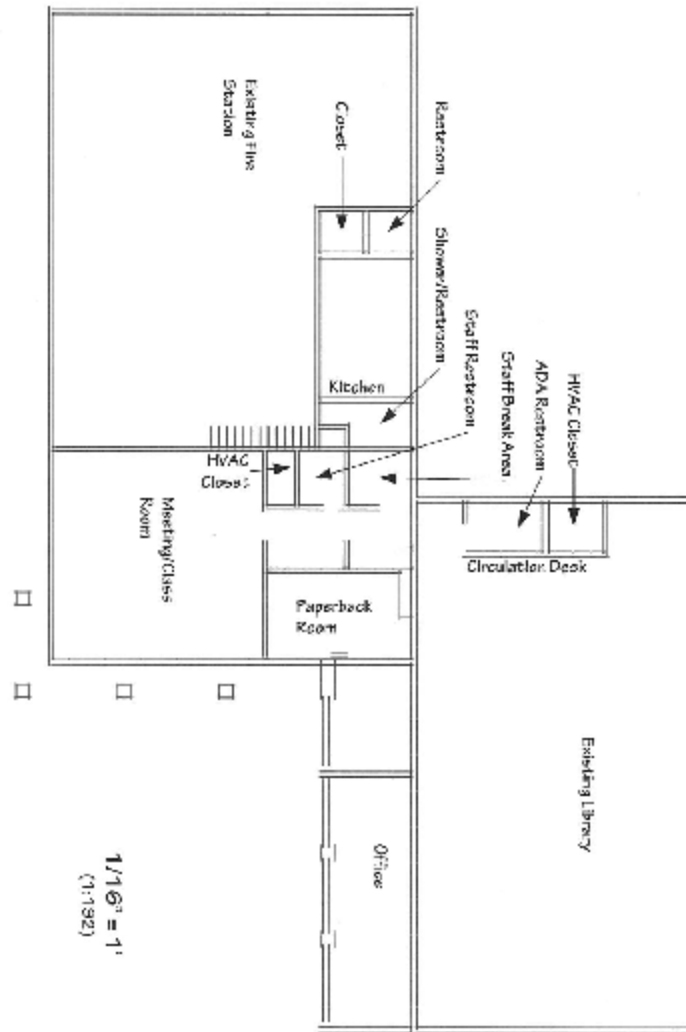
Attorney in Fact

ATTACHMENT "A"
Proposed Site For Library Expansion

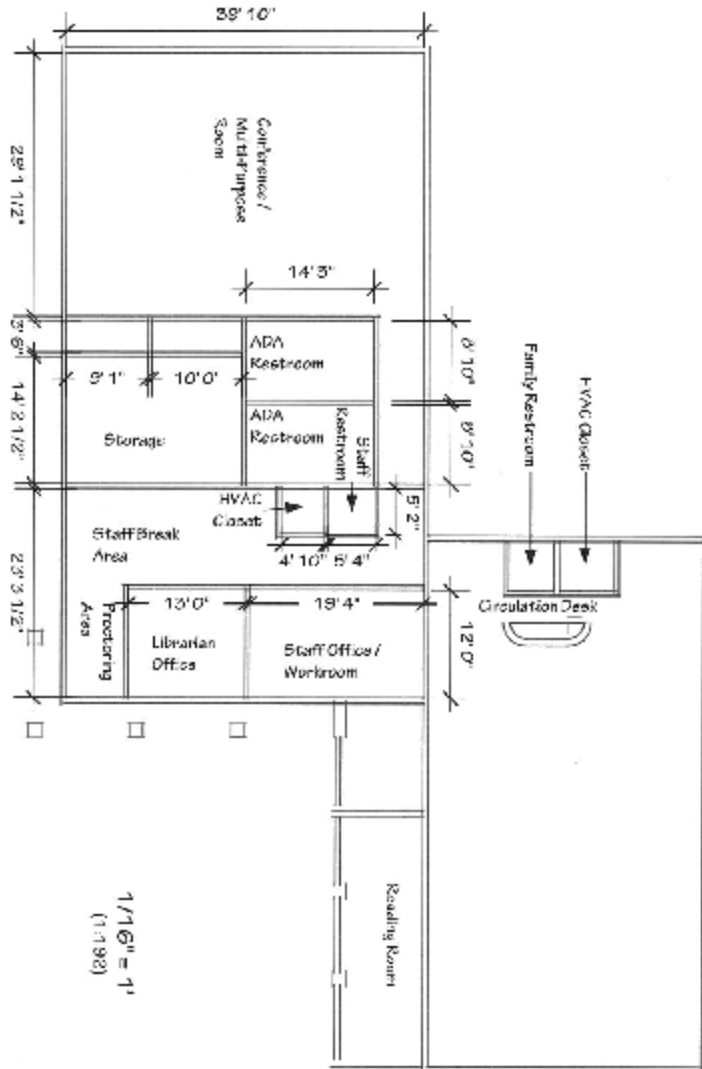


- Old Fire Station
- Library
- Future Expansion
- City Hall

**ATTACHMENT “B”
CONCEPTUAL INTERNAL LAYOUT**



01	Q	DRAWN BY CM	PROJECT Library Expansion	ISSUE 11.08.11	CLIENT Lago Vista Public Library 5803 Thunderbird Lago Vista, TX 78645 Tel: 512.267.3868	
		DESCRIPTION Existing Floorplan				



02	a	DRAWN BY CM	PROJECT Library Expansion	ISSUE 11.08.11	CLIENT Lago Vista Public Library 5803 Thunderbird Lago Vista, TX 78645 Tel: 512.267.3668	
		DESIGN PHASE Preliminary Floorplan				