



**REQUEST FOR STATEMENTS OF
QUALIFICATIONS FOR PROFESSIONAL
SERVICES FOR VETERANS' MEMORIAL
PARK EXPANSION
April 19, 2022**

The City of Elgin (City) invites the submittal of responses to this Request for Statement of Qualifications (RFQ) from qualified firms interested in providing professional services in connection with the design and construction of Veterans' Memorial Park Expansion. The City will give prime consideration to the firm with significant, current experience in the management of projects similar to the park expansion. Veterans' Memorial Park Expansion will occur in the 200 block of Depot Street and Central Avenue in downtown Elgin. It is located adjacent to the new Elgin Police Department station that will be constructed at 202 Depot Street, Elgin, Texas. The project will incorporate playground, splash pad, covered stage and outdoor classroom, sidewalks, covered multipurpose area, lighting, site furnishings, fencing, , signage, storage, restroom, associated site preparation and drainage. This project is part of the Five Year Capital Improvement Plan for the City. The City is committed to maintaining facilities that meet the needs of the staff and citizens. They should be professional, attractive, efficient, functional, clean, safe, and accessible. Providing quality facilities for all citizens of the City is of high priority. Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ. **The City will receive responses to this RFQ until 4:00 p.m. Central Standard Time on May 17, 2022, at the Elgin City Hall located at 310 North Main St., P.O. Box 591, Elgin, Texas 78621.** The City reserves the right to reject any or all Statements of Qualifications and to waive informalities. The RFQ is available on the City's web site or may be obtained from the City of Elgin City Secretary's Office. IT IS UNDERSTOOD that Respondents are prohibited from directly or indirectly communicating with City Council members regarding the Respondent's qualifications or any other matter related to the eventual award of a contract for the services requested under this RFQ. Respondents are prohibited from contacting City staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff or committee member. Any violation will result in immediate disqualification of the Respondent from the selection process.

CITY OF ELGIN
REQUEST FOR QUALIFICATIONS RFQ –
VETERANS’ MEMORIAL PARK EXPANSION

I. INTRODUCTION

- A. The City of Elgin is soliciting Statements of Qualifications (“Qualifications”) from qualified firms for professional services for Veterans’ Memorial Park Expansion.
- B. Construction of new Veterans’ Memorial Park Expansion is expected to begin in 4th quarter 2022 with the release of site work, utilities, and foundations packages, and to be completed in May 2023. The target dates represent the City's project goals and will be finalized with input from the selected firm.
- C. Based on the evaluation criteria established for the Veterans’ Memorial Park Expansion , each properly submitted Qualifications will be reviewed, evaluated, and ranked by the Review Committee, consisting of city staff, and representatives from the Parks & Recreation Advisory Board, Main Street Board and Historic Review Board. The evaluation and ranking of the Statements will be completed approximately within thirty (30) days after the proposal submission deadline. During the evaluation process, the Review Committee and/or the City reserve the right, where it may serve the City's best interest, to request additional information or clarifications from respondents. At the discretion of the City or the Review Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Also, at the discretion of the City or the Review Committee, past performance reference checks may be made on references submitted by the respondents. Based on this ranking, the Review Committee will select up to a maximum of five of the top ranked firms.
- D. By submitting its Qualifications in response to this RFQ respondent accepts the evaluation process as outlined in this section and acknowledges and accepts that determination of the most qualified firm(s) offering the best value to the City may require subjective judgments by the City.
- E. 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 after the solicitation is completed and contract executed with selected firm.
- F. There is no expressed or implied obligation for the City of Elgin to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

- G. The City reserves the right to retain all Qualifications submitted and to use any ideas in the submission regardless of whether that submission is selected. Submission of Qualifications indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between the City and the firm selected. It is anticipated that the selection of a firm will be completed no later than July 5, 2022.
- H. Questions and correspondence concerning this RFQ should be directed in writing to the following individual:
- Amy Miller, Community Services
Director, City of Elgin
P.O. Box 591
Elgin, Texas 78621
Email: amiller@ci.elgin.tx.us
- I. Any clarification or interpretation of the RFQ, if made, will be made only by written addendum issued through the City Secretary's Office. A copy of any such Addendum will be mailed or delivered to each person submitting Qualifications. Addenda to the RFQ may be issued in response to a request for clarification or objection, or for any other reason the City considers advisable. Once issued, an addendum becomes a part of the RFQ documents.
- J. It is the respondent's responsibility to check the City's website at www.elgintx.com to determine if the City has issued any addenda. The City will not be responsible for any other explanation or interpretation of the RFQ made or given prior to the award of the contract.
- K. Submittal - To be considered, one (1) original, five (5) copies, and an electronic copy of the typewritten Qualifications must be submitted by the time and date indicated herein. The original signature must be in ink and must be signed by an officer or agent of the firm who is empowered to contractually bind such firm. The Qualifications must be submitted by **4:00 p.m. Central Standard Time on May 17, 2022**, in a sealed container clearly marked "RFQ for Professional Services for Veterans' Memorial Park Expansion" to the City Secretary's Office, Elgin City Hall 310 North Main St., P.O. Box 591, Elgin, Texas 78621. Qualifications that fail to comply with the terms of this RFQ may be considered non-responsive. It is the Respondent's sole responsibility to assure that its Qualifications are delivered at the proper time and place. Qualifications that for any reason are not so delivered will not be considered. Late Qualifications will be returned to the Respondent unopened. Qualifications by telegram, telephone, e-mail, facsimile reproduction, and transmission will not be considered.

II. SCOPE OF SERVICES

The selected firm will serve as integral team members along with City representatives and will provide professional services for this project including, but not limited to preparation of Design, Construction Documents, Bidding and/or Negotiation, Closeout Documents, and Contract Administration Services, if required, and any other items

necessary to successfully develop the Veterans’ Memorial Park Expansion project. The ability to design and coordinate construction documents, forecast cost, respect budgets, assess geological and environmental information, foresee and correct conflicts mitigating change orders, provide accurate and detailed closeout documents, and meet deadlines are prime factors for consideration. The City will consider a firm with a reputation for designing a park that can be operated and maintained economically. The firm shall provide its approach, view, and proposed schedule for the Project. Experienced personnel will need to be assigned to the Project that have knowledge of state, federal, local regulations, and building codes. PERSONS OR FIRMS PRACTICING ARCHITECTURAL SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

III. PROPOSED TIMELINE

Event	Date
RFQ issued	April 19, 2022
Written questions from Responders due by	May 3, 2022
Written addenda, if necessary, issued by	May 6, 2022
STATEMENT OF QUALIFICATIONS MUST BE RECEIVED BY THE CITY OF ELGIN	May 17, 2022
Evaluation complete (estimated)	June 17, 2022
Selection of firm (estimated)	July 5, 2022

IV. EVALUATION CRITERIA

Evaluation of Qualifications received may consider but shall not be limited to the following review criteria.

- Firm Information [3 points]
- Project Team / Qualifications [15 points]
- Experience [20 points]
- Park Specific Expertise [10 points]
- Management and Organizational Approach [16 points]
- Project Approach / Philosophy [19 points]
- References [15 points]
- Administrative Requirements [2 points]

V. CONTENT OF SUBMITTAL

Each Statement of Qualifications shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project (“RFQ for Professional Services for Veterans” Memorial Park Expansion” the name of the Respondent, contact information and the submittal date.

Please provide an opening letter indicating your interest in this project, and briefly describe what you believe makes your company a suitable candidate to be selected as the firm for this project. Limit this introduction to two (2) pages.

A table of contents should be next, followed by tabbed dividers separating each of the following eight (8) sections.

Please provide the following information in the sequence and format prescribed below. Supplemental materials providing additional information may be attached, if limited to three (3) pages, but the information requested below is to be provided in this format.

Divider #1: Firm Information [3 points]

- a) Firm name, addresses, and telephone numbers of all firm offices.
- b) Names of principals in firm.
- c) Primary individual to contact.
- d) Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- e) Years firm has been in business.
- f) Years organization has been in business in construction in its current capacity.
- g) Organizational description.
- h) Description of firm's philosophy.

Divider #2: Project Team / Qualifications [15 points]

- a) A brief history of the services routinely provided in-house on municipal / civic projects.
- b) An organizational chart that explains team member responsibilities.
- c) The resumes of all persons to be assigned to the project with their prospective roles identified. Have the proposed personnel worked on similar type projects, and have they demonstrated the ability to coordinate and demand quality work?
- d) Briefly describe the rationale for the key team members for this project, and what qualities and attributes they possess that will ensure the success of this project.
- e) List all related awards and recognition that the key team members of the have received.
- f) List of all major projects your organization has in progress, giving the location of project, owner, contract amount, percent complete and scheduled completion date. Address any staffing conflicts with proposed team for this project with ongoing projects / workload.

Divider #3: Experience [20 points]

- a) Discussion of firm's experience in working with Government / City agencies.
- b) List and describe all of the municipal projects you have provided professional services for, whether ongoing or completed, over the last seven (7) years that are comparable in size and complexity to this Veterans' Memorial Park Expansion Project.

Divider #4: Parks / Project Specific Expertise [10 points]

- a) Experience in Park facilities in the last ten (10) years (include size and construction cost).
- b) Experience on similarly related projects and/or similar complexity.
- c) Previous experience on projects with the City of Elgin and/or Central Texas.

Divider #5: Management and Organizational Approach [16 points]

- a) Describe how the firm will organize to perform the services.
- b) Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality, and cost control.
- c) Description of firm's approach to code compliance and all submissions required for approval by all regulatory agencies having jurisdiction.

Divider #6: Project Approach / Philosophy [19 points]

- a) Please describe your firm's understanding of the project.
- b) Describe your organization's concepts for working in a team relationship with the Owner during the design and construction of major projects.

Divider #7: References [15 points]

Provide letters of reference from three (3) clients for which you have provided professional services comparable to this project. Preferably these references will be projects from the last five (5) years. Letters of reference must include the name of the company or governmental entity, correct contact names, telephone numbers, and email addresses. Respondents are to notify references of potential calls and authorize them to discuss the nature, value, and level of satisfaction with your work. The person from whom the letter of reference is provided must be familiar with the services/work your firm provided.

Divider #8: Administrative Requirements [2 points]

- a) Licensing: List jurisdictions and trade categories in which your firm is legally qualified to do business and indicate registration or license numbers, if applicable.
- b) List jurisdictions in which your firm's legal or trade name is currently registered.

VI. EVALUATION PROCEDURES

- A. Review of Proposals - The Project Selection Committee will use a point formula during the review process to score proposals. Each member of the Selection Committee will first score each proposal by the criteria described in Sections 1 through 8 above. The Selection Committee will review and discuss these evaluations to arrive at a final score

for each firm. At this point, firms with the highest final scores will be selected for further consideration.

- B. Oral Presentations - Oral presentations may be requested and will be evaluated by a scoring system similarly based on selection criteria for the Qualifications component. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's Qualifications. The City may make such investigations as may be deemed necessary to determine the ability of the Respondent to furnish and provide the required services to the City as outlined in this RFQ and provide all such information and data for this purpose as the City may reasonably request.
- C. Right to Reject Qualifications- Submission of Qualifications indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between the City and the firm selected. The City reserves the right without prejudice to reject any or all Qualifications.
- D. Final Selection - The City will select the most highly qualified firm according to the published selection criteria and the ranking evaluation. After preliminary selection of the firm with the highest total score, the City will enter into contract negotiations with the selected firm. After contract negotiations have been completed the Selection Committee will forward their recommendation to the City Council for approval.

VII. PROJECT PRINCIPAL CONTACT

The firm's principal contact for the project with the City will be the Community Services Director, or a designated representative. The Community Services Director will coordinate the assistance to be provided by the City to the firm.

VIII. OFFER AND CERTIFICATIONS

- A. Submission of Qualification constitutes an offer which shall remain open and irrevocable for a period of ninety (90) days from the due date for submitting the Qualifications.
- B. Submission of Qualifications indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.
- C. By submitting Qualifications, the Respondent certifies that Respondent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three-year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three-year period been terminated on a public contract for cause or default.
- D. By submitting Qualifications, each Respondent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

Exhibit A
Veterans' Memorial Park Expansion
Site Plan
Adopted by City Council April 5, 2022

