



Pedernales Fire Department

REQUEST FOR QUALIFICATIONS

Design Services for Fire Station 801

NOTE TO PROPOSERS

Travis County Emergency Services District No. 8, the Pedernales Fire Department ("Department"), seeks qualifications statements from highly qualified, licensed, and experienced Architectural and Engineering firms or individuals to provide design services for Fire Station 801 ("Proposal"). Facility visits will be conducted as part of this Request for Qualifications ("RFQ").

The Department appreciates the time and effort of all the highly qualified, licensed, and experienced architectural and engineering firms or individuals preparing and submitting a Proposal ("Proposers").

Please note that all Proposals must be submitted in a sealed envelope labeled: **Proposal – Design and Construction Services for the Pedernales Fire Department. Proposals must be received NO LATER THAN 2 P.M. (Central Standard Time) on Friday, December 30, 2022. Proposals are to be mailed or delivered to:**

Pedernales Fire Department
Attn: Chief Troy Wenzel
801 Bee Creek Road
Briarcliff, TX 78669

TABLE OF CONTENTS

	Page
NOTE TO PROPOSERS	1
TABLE OF CONTENTS	2
GENERAL SPECIFICATIONS.....	3-5
SCOPE OF WORK	6
QUALIFICATIONS	7
PROPOSAL ADMINISTRATIVE REQUIREMENTS	8
PROPOSAL EVALUATION PROCESS/SCORING	9
REFERENCE FORM	10-11
PROPOSER ADDENDUM ACKNOWLEDGEMENT.....	12
CONFLICT OF INTEREST QUESTIONNAIRE	13
INSURANCE REQUIREMENTS	14

GENERAL SPECIFICATIONS

Please read the requirements/specifications thoroughly and be sure that the Proposal offered complies with all requirements/specifications noted. Any variation from the stated requirements/specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your Proposal. If no exceptions are noted, and you are the successful Proposer, the Department will require that the service(s) be provided as specified in this RFQ.

The selected Proposer must at a minimum perform the functions indicated under the Scope of Work section of this RFQ. The selected Proposer may recommend alternate or additional services to those indicated under the Scope of Work based on the Proposer's expertise and experience, but any recommendations must be noted in the Proposal as additional or alternately proposed services. Any additional services not specifically addressed in the Proposal may be negotiated and agreed upon prior to entering into contract.

(1) INTRODUCTION AND BACKGROUND

The Department provides fire and emergency medical responses from three strategically located fire stations. The Department plans to renovate Fire Station 801 ("Station") in FY 2023 to better fit the Department's needs. The Department published this RFQ to seek design services for this renovation.

The Station's original design was based on a volunteer workforce and the Station does not have adequate space for a full-time workforce. The Station is two-stories in height, and the second floor is used as the Department's administrative office. Currently, there is limited office space available and the Department cannot increase its administrative staff. The areas of the Station that need to be expanded are the kitchen, dining, and dayroom areas for additional crew and the second floor for additional administrative staff. Additionally, the Department desires to add a fifth bay to use as a fitness area.

(2) SUBMITTAL

Proposals shall be submitted in sealed envelopes as noted on Page 1. Three complete hard copies of the Proposal are required. No copies will be returned. Late Proposals will NOT be accepted and will be returned unopened to the Proposer. Failure to meet the requirements of this RFQ may be grounds for disqualification, at the Department's discretion.

(3) RIGHT TO REJECT/AWARD

The Department reserves the right to reject any or all Proposals and to waive any or all informalities or technicalities. The Department may select the Proposal it deems to be the best qualified and most advantageous to the Department.

(4) LIST OF EXCEPTIONS

Each Proposer shall attach a list of any exceptions to the RFQ's specifications/requirements to its Proposal.

(5) COMMUNICATIONS/INTERPRETATIONS

All Proposer communications, including questions and interpretations or clarifications of the requirements/specifications of any portion of this RFQ should be submitted in writing via mail or email by Thursday, December 22, 2022 at 2 PM CST, to:

Pedernales Fire Department
Attn: Chief Troy Wenzel
801 Bee Creek Road
Briarcliff, TX 78669
Troy.wenzel@pedernalesfd.org

Please refer to Paragraph (9) entitled "Addenda and Modifications" for further details and information.

(6) CONFIDENTIAL INFORMATION

Any information the Proposer deems confidential should be clearly noted on the pages where confidential information is contained. However, Proposers should note that the Department cannot guarantee that it will not be compelled to disclose all or part of any information deemed confidential by a Proposer. The Department is subject to the Texas Public Information Act and information in the Department's possession becomes public record, with few exceptions to disclosure.

(7) CONFLICT OF INTEREST

CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE: Chapter 176 of the Texas Local Government Code, as amended, requires that any vendor or person considering doing business with a local governmental entity disclose any affiliation or business relationship that might cause a conflict of interest with the local governmental entity in a Conflict of Interest ("COI") Questionnaire. A copy of the COI Questionnaire is attached to this RFQ as a matter of convenience but can also be located by visiting www.statutes.legis.state.tx.us; Code- Local Government; Chapter-176.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT.

(8) FORM 1295 – CERTIFICATE OF INTERESTED PARTIES

In compliance with the Texas Government Code, Section 2252.908, **the successful Proposer must complete Form 1295** – "Certificate of Interested Parties"; and must provide a signed printed copy of the form and a separate certification of filing. The form can be found at www.ethics.state.tx.us.

(9) ADDENDA AND MODIFICATIONS

Any changes, additions, or clarifications to the RFQ will be made by addendum. Any Proposer in doubt as to the true meaning of any part of the RFQ may request an interpretation or clarification from the Department's Fire Chief. Such requests should be sent in writing to Chief Troy Wenzel at Troy.wenzel@pedernalesfd.org. At the request of the Proposer or in the Fire Chief's discretion the interpretation/ clarification will be made by written addendum. All addenda issued with respect to this RFQ shall be considered official changes to the original documents. It shall be the Proposer's responsibility to ensure that they have received all addenda in respect to this project. Furthermore, Proposers are advised that they must recognize, comply with, and attach a signed copy of each addendum as part of their submitted Proposal. The Proposer(s) signature on each addendum shall be interpreted as the Proposer's "recognition of and compliance with" official changes as outlined by the Department. A Proposer's failure to receive any such addendum or interpretation will not relieve such Proposer from its terms and requirements.

(10) PROPOSAL EVALUATION

A selection committee will evaluate and rank the written Proposals. After the committee's review, it will make a recommendation to the Board of Commissioners of Travis County Emergency Services District No. 8 ("Board"). The committee's selected Proposal will be subject to Board approval. If negotiations prove unsuccessful with the initially selected Proposer, the next highest ranked Proposer will be contacted. The Department reserves the right to reject any and all Proposals.

(11) PROPOSAL PREPARATION COSTS

The Department will not be held liable for any costs incurred by any Proposer for work performed in the preparation of and production of a Proposal or for any work performed prior to execution of contract.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SCOPE OF WORK

This RFQ requests responsive Proposals from highly qualified, licensed and experienced architectural firms or individuals to provide fire station and facility design services that fulfill the current and future needs of the Department. It is anticipated that these needs will consist of evaluation and renovation of the Station. The successful Proposer will provide the Department with a full range of professional planning and design services including:

(1) Existing Facility Evaluation

- a) Work with Department staff and stakeholders to develop condition assessments of existing facilities.
- b) Review the existing buildings and building sites.
- c) Review existing mechanical/electrical/plumbing systems.
- d) Evaluate facilities based on current International Building Code and NFPA requirements.
- e) Review previously conducted facility assessments where applicable.

(2) Program Development

- a) Assess current programs/services provided and projected operations and facility needs.
- b) Work with Department staff and stakeholders to develop a program for each project.
- c) Provide information substantiating program requirements.

(3) Concept Design

- a) Develop conceptual design options for the facility with staff and stakeholder involvement.
- b) General description of the strengths and weaknesses of the developed concepts.
- c) Refine preferred concept scheme if necessary.
- d) Concept designs shall include the following:
 - 1) Strategic vision for facility expansion, renovation and/or replacement
 - 2) Site plan
 - 3) Floor plan
 - 4) Exterior character of building(s)
 - 5) Current facility condition

(4) Cost Estimating

- a) Prepare detailed construction cost estimate based on preferred concept design scheme.
- b) Provide detailed total cost projection, including estimated construction costs, consultant costs, jurisdictional fees, contingencies, and other owner costs.
- c) Provide information substantiating estimated costs.
- d) Provide a cost benefit analysis for any project design that would require the total replacement of the facility.
- e) Identify recommended priority of improvements based on the project findings and Department needs.

QUALIFICATIONS

A **cover letter** should be included with the Proposal identifying one contact person by name, address, telephone number, and email address, to be designated as the Proposer's customer service representative. The cover letter should briefly outline how the Proposer will meet the Department's needs as specified in this RFQ.

Proposals should include a **historical summary** of the Proposer's experience in conducting fire service facility design and construction review and **key business data** about the Proposer.

The Proposer will **identify the staff** (including any and all subcontractors) that will provide the services defined in this RFQ. Each Proposal should:

- Identify a Project Manager as a primary contact with the Fire Chief for the duration of the project, and a consistent point of contact for scheduling meetings and other work scope matters.
- Please indicate the members of your project team who are sub-contractors (if any) to your organization. Include the ratio of staff to subcontractors in your proposed project team.
- Provide a short resume for each of the key architectural and engineering project staff members as appendices. Resumes should be no longer than one page and should contain the following information about each project team member:
 - Position with the firm and work location
 - Years with the firm
 - Education, Licenses, and Certifications
 - Work experience related to purpose of the RFQ

Proposals shall outline proven practices and procedures that will be used to perform the services. Proposers shall provide customary architectural and interior design services based upon a mutually agreed-upon program and schedule. The selected Proposer will provide full design services including serving as architect/engineer of record and providing (at a point to be determined) a firm, fixed price for design services. As outlined in the Scope of Work section of this RFQ, services will include:

- Architectural Services
- Interior Design Services
- Landscape Architecture Services
- Management of all design and design-related activities including self-performed work and work of sub-contractors
- Estimated construction cost projection for proposed designs

The Proposal should **identify three current, major clients**, particularly other fire departments and/or governmental entities, preferably for which it has provided other services in addition to professional architectural services. Utilizing the Reference Form provided (Pages 10-11), include contact names and telephone numbers.

PROPOSAL ADMINISTRATIVE REQUIREMENTS

To be considered responsive, Proposals must include the information requested. To facilitate evaluation, Proposals should be organized in the order as shown below. (Double-sided copying and use of recycled paper is encouraged).

Proposal Information Order:

- Information as listed under Qualifications
- Reference Form (pages 10-11)*
- Proposer Addendum Acknowledgement (page 12)*
- Conflict of Interest Questionnaire (page 13)*
- Insurance Requirements (page 14)*

** Cover, Section Tabs, Cover Letter and above items not applicable to the Proposal page count*

To the extent possible, Proposals should be prepared on 8 1/2" x 11" paper and be bound or stapled. Proposals should not exceed 15 double sided pages (each double-sided page counts as one page). Supplemental information may be attached to Proposals as appendices.

Proposers are advised that the Department Evaluation Committee's ability to conduct a thorough evaluation of Proposals is dependent on the Proposers' ability and willingness to submit Proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is the Proposers' responsibility.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PROPOSAL EVALUATION PROCESS/SCORING

Proposals will be evaluated and rated by an Evaluation Committee and will be scored using the following criteria and associated points system. The Evaluation Committee will contact Proposer references to help verify the Proposers' ability to perform the Scope of Services outlined herein.

Scoring Criteria and Points

ITEM	POINTS
♦ Proposer's Qualifications & Expertise in all aspects of the Scope of Work	33.4
♦ Proposer's ability to deliver the services as specified in the Scope of Work	33.3
♦ Proposer's Scope of Work Experience specifically with fire stations and fire training facilities	33.3

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

REFERENCE FORM

REFERENCE ONE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	
REFERENCE TWO	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

REFERENCE FORM CONTINUED

REFERENCE THREE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PROPOSER ADDENDUM ACKNOWLEDGEMENT

Proposer has read and fully understands this RFQ and has asked questions and received satisfactory answers from the Department regarding any provisions of this RFQ for which clarification was desired.

Proposer must initial next to each addendum posted to verify receipt:

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Proposer ~ Please Fill In and Sign Below:

Name of Firm/Company: _____

Agents Name: _____

Agents Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone & Fax Numbers: _____

Email Address: _____

Authorized Signature: _____

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p><small>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</small></p> <p><small>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</small></p> <p><small>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</small></p> <p><small>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</small></p>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px;">Date Received</div>	
<div style="border: 1px solid black; padding: 2px;"> 1 Name of person who has a business relationship with local governmental entity. </div>		
<div style="border: 1px solid black; padding: 2px;"> 2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. <small>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</small> </div>		
<div style="border: 1px solid black; padding: 2px;"> 3 Name of local government officer with whom filer has employment or business relationship. </div> <div style="border: 1px solid black; padding: 10px; margin-top: 5px;"> <div style="text-align: center; margin-bottom: 10px;"> <hr style="width: 50%; margin: 0;"/> Name of Officer </div> <p><small>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</small></p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p> </div>		
<div style="border: 1px solid black; padding: 2px;"> 4 </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <hr style="width: 80%; margin: 0;"/> Signature of person doing business with the governmental entity </div> <div style="width: 45%;"> <hr style="width: 80%; margin: 0;"/> Date </div> </div>		

Adopted 06/29/2007

INSURANCE REQUIREMENTS

Proposer agrees to maintain and require its subcontractors to maintain, at all times, the following coverage at no less than the limits indicated:

Professional Liability ~ Engineers, Architects, Construction Managers, including Design/Build Contractors
\$1,000,000 per occurrence *

* This coverage must be maintained for at least two years after the project is completed

Proposer's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to the Department. The coverage must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon 30 days prior written notice thereof to the Department.