



**REQUEST FOR QUALIFICATIONS
CITY OF DALLAS DEPARTMENT OF EQUIPMENT AND BUILDING SERVICES
DESIGN/BUILD SERVICES**

Issue Date: June 17, 2009

REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

The City of Dallas Equipment and Building Services Department, Design & Construction Division is soliciting Statements of Qualifications from design/build teams interested in providing design/build services for its Fiscal Year 2009-2011 projects. Qualified teams may indicate their interest by submitting their qualifications as indicated in this Request for Qualifications (RFQ).

II. BACKGROUND

The City of Dallas, Department of Equipment and Building Services, Design and Construction Division is charged with the delivery of building maintenance, building repair and minor construction projects. The purpose of this request is to evaluate firm qualifications to deliver types of design/build services typically used by the Design and Construction division in typical projects. This qualification process will expedite the selection of teams for projects to be originated in Fiscal Years 2008-2009 thru 2010-2011.

Typical projects include the following Scopes of Services:

A. CNG Station Installation:

Design and build a private Compressed Natural Gas (CNG) time-fill station to service twenty five (25) new CNG sanitation vehicles. This turnkey project includes design, build, operate, maintain and fuel supply. The CNG fueling station is to be constructed and in operation within 90 calendar days of the notice to proceed.

B. EECBG Projects:

It is the intent of this contract to provide a comprehensive energy evaluation and renovation to maximize total energy savings. The energy evaluation and renovation will make mechanical, electrical, and plumbing (MEP) upgrades to the following facilities based upon useful life/replacement of mechanical equipment, replacement of energy-efficient light fixtures, control system upgrades, and usage of energy efficient filtration system for mechanical equipment. The contractor will be responsible for identifying the most energy efficient upgrades to yield maximum savings.

C. MLK Community Center Renovations:

This project is anticipated to contain the following: Roof replacement at various buildings, HVAC repairs/replacement at various buildings. Structural repairs, parking lot repairs and interior improvements at various buildings.

D. Police Property Warehouse HVAC:

The contractor will provide a turnkey installation of the supplemental Police Property Warehouse HVAC system and turnkey renovation of the Drug Vault HVAC system. Include electrical considerations. Design/Build guaranteed Maximum project cost must not exceed \$460,000.00.

E. West Dallas Multipurpose Center Renovations:

This project is anticipated to contain the following: HVAC repairs/replacement, fire sprinkler and alarm replacement, and various interior improvements.

Typical design/build services required in the delivery of projects include: architectural services, mechanical, electrical, and plumbing engineering services, structural engineering, roof consulting services, "LEED" consulting services, generator sizing and engineering, energy consulting services, building commissioning and re-commissioning services, and general construction services.

III. DEFINITIONS

- A. The "Team" shall refer to those firms or joint ventures that participate in this RFQ process.
- B. The "Design-Build Contractor" shall refer to the successful firm, joint venture, or entity, including their sub-consultants, responsible for performing architecture/engineering and construction under one single contract.
- C. The "Owner" shall refer to the Director of Equipment and Building Services, or his designated representative.

IV. SCOPE OF SERVICES

The scope of consulting services will vary according to the individual needs of each project. Under most circumstances, consultants will be expected to provide professional design services for the following phases of the project:

- A. Design Phase
 - 1. Schematic Design
 - 2. Design Development
 - 3. Construction Documents
- B. Bidding Phase (minimal)
- C. Construction Administration Phase

* Cost estimates may be required as a deliverable in completion of each design phase.

V. TEAM SELECTION PROCESS

- A. Interested design/build teams are requested to submit a Letter of Interest and Statement of Qualifications, along with all required documents listed in Sections V thru VIII of this RFQ.
- B. These documents will be evaluated in accordance with the criteria listed in Section V. A short list of firms will be established for interviews based on the evaluation of each consultant or consultant team's credentials, plus thoroughness and relevance of the responses in each firm's submittals.
- C. City staff will recommend selection of the best qualified firm to deliver the project scope of work.
- D. Following appropriate City management approval, the City will begin contract negotiations with the recommended team for the specific services needed for the project.
- E. Upon successful completion of negotiations, recommendations will be forwarded to the City Manager or City Council as appropriate for contract authorization. If negotiations are not successful, staff will move to the next ranked consultant for the specific project under consideration.
- F. The Consultant Selection Committee for team interviews will be composed of City staff from the Department of Equipment and Building Services and the Office of Business Development & Procurement and other client departments deemed appropriate.

VI. STATEMENT OF QUALIFICATION REQUIREMENTS

Respondents interested in submitting a Statement of Qualifications shall do so in the following format. Submittals are to be organized in a 1", 3-ring binder in an 8 ½" x 11" format. Submittals shall be organized into the Sections listed below. The submittal should not exceed 50 pages, not including the cover, table of contents, tabs, and divider sheets.

A. OUTSIDE COVER

1. Title of this RFQ
2. "City of Dallas – Equipment and Building Services, Design and Construction"
3. Team name

B. SECTION 1 – SUMMARY

1. Title Page, consisting of the following information:
 - i. Title of this RFQ
 - ii. "City of Dallas – Equipment and Building Services, Design and Construction"
 - iii. Team name
 - iv. Primary contact for the submittal
 - v. Street address (post office boxes are not acceptable)
 - vi. Telephone number
 - vii. Fax number
 - viii. E-mail address, if applicable
 - ix. Web address, if applicable
 - x. Date of submission
2. Cover letter with a brief statement of the teams understanding of the work to be accomplished, signed by individuals with signature authority of the representative Teams
3. Table of contents that clearly identifies the material by section and page number

C. SECTION II – GENERAL INFORMATION ABOUT THE TEAM(S)

1. Name of teams, date of formation, home and branch locations
2. Current addresses of the offices listed, with telephone and fax numbers
3. Date of opening Dallas office, if applicable
4. Background of teams and description of services offered
5. Licenses held by the team members
6. Technical resources available (CAD capabilities, TAB services, etc.)
7. Bonding capacity
8. Current capacity to manage the project

D. SECTION III – PROJECT EXPERIENCE

1. Submit a list of projects illustrating comparable experience undertaken within the last five years. Include the following detailed information:
 - i. Project name
 - ii. Project address
 - iii. Project owner
 - iv. Reference name, address, and telephone number
 - v. Completion date (actual or projected)
 - vi. Original construction budget and final construction cost
 - vii. Architect/Engineer of record
 - viii. Brief description of project, including building uses, total square footage, number of buildings, number of stories, etc.
 - ix. Statement showing how this project relates to this RFQ
 - x. Design awards and/or building accreditations

2. Description of any other experience that demonstrates the teams resources or expertise. Include any related experience from previous firms. Please clearly differentiate projects completed under prior firms, including the firms name, location, and contact person.
 3. Provide any brochures or other marketing literature that may be appropriate in describing your capabilities for this assignment.
- E. SECTION IV – TEAM ORGANIZATION AND EXPERIENCE
1. List of team members including:
 - i. Name of Owners or Principals, and contact person for this project.
 - ii. Project Managers that will oversee the project.
 - iii. Resumes for all key personnel who will be assigned to this project, including licenses. Indicate any individuals who have previous experience on similar projects.
 - iv. Listing of sub-contractors who will be utilized, their role for the project, and main contact person.
 2. Organization Chart
 - i. Show a simple organizational chart, showing the reporting structure of the persons proposed to do the work, and their primary roles.

VII. SECTION V – MISCELLANEOUS

- A. Teams current contracts
1. Status of each team member's current contracts with the City of Dallas.
 2. Obligations that pose a potential conflict of interest.
 3. Persons or firms who have current claims or participation in litigation against the City of Dallas may not be considered. Those firms with persons having potential conflict of interest shall identify and cure such conflict prior to consideration of the work.
- B. City of Dallas Contract
1. Certification that the teams will enter into the standard City of Dallas contract, if selected as a consultant.
 2. Reference Attachment "D".
- C. Business Inclusion and Development
1. It is the policy of the City of Dallas to provide opportunities to Minority and/or Women-owned Business Enterprises (M/WBE). The current goal for participation in all A/E services contracts is 25.66%. The City of Dallas, Business Inclusion and Development Plan is available at the following website address: http://dallascityhall.com/business_development/business_inclusion_development.html. Your Statement of Qualifications must address the means by which you propose to comply with the goal.
 2. Composition of team and participation of Minority and/or Women-owned Business Enterprises (M/WBE). The contracted firm will be required to meet or exceed the above listed level of participation, or to establish that it has made good faith efforts to do so.
 3. Include proposed M/WBE form (see attached sample)
 4. Reference Attachment 'C'
- D. Insurance Requirements
1. The successful team will be required to purchase and maintain, during the term of the contract, insurance as assessed by the Office of Risk Management.
 2. Include current sample certificates of insurance illustrating minimum City of Dallas requirements.
 3. Insurance requirements are established on a project by project basis.

VIII. EVALUATION CRITERIA

- A. Response to the Request for Statement of Qualifications:
 - 1. Requested information included and thoroughness of response.
 - 2. Clarity and brevity of response.
- B. Business Inclusion and Development (BID) Plan
- C. Insurance Coverage
- D. Status of each firm's current contracts with the City of Dallas
- E. The City's determination of the team's capability to undertake and complete projects successfully and within the allotted time and budget.
- F. Team's capabilities, resources and responsiveness
 - 1. Staffing size, current workload, availability
 - 2. Staff's areas of expertise.
 - 3. Experience with other similar projects.
 - 4. History of meeting deadlines.
 - 5. History of staying within budget.
 - 6. Expertise of project manager and project team.
 - 7. Past performance on City and other contracts.
 - 8. Current financial capability and business practices.
- G. Team's approach to the project
 - 1. Approach proposed adequately answers questions.
 - 2. Proper attention given to critical issues.
 - 3. Appropriateness of resources being committed to project.
 - 4. Familiarity with circumstances surrounding a project.
- H. Team's current contracts
 - 1. Obligations that pose a potential conflict of interest
 - 2. Current City contracts in effect.
- I. Prior and current litigation and claims history, including litigation and claims history with City.

IX. PROPOSED CONSULTANT SELECTION PROCESS/SCHEDULE

Distribute Requests for Qualifications	June 17, 2009
* Letters of Interest & Qualification Statements due	July 2, 2009
Identify Qualified Consultants (Short List) for identified and future projects	July 8, 2009
Mail Request for Proposals (for currently identified projects)	July 15, 2009
Request for Proposals due	July 27, 2009
Interviews	August 5, 2009
Consultant Selection for Currently Identified Projects	August 6, 2009
Negotiate Contract(s)	August 17, 2009
Award by Council	September 23, 2009
Start Design	October 8, 2009
Complete Design (depending on size and scope of project)	January 14, 2010

* Submittals received after 2:00 PM on Thursday, February 26, 2009 will not be considered.

X. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded.
- B. The City of Dallas assumes no responsibility for any costs incurred by the Respondent as part of the RFQ/RFP process, or for any costs incurred prior to the execution of a formal contract. In addition, the Respondent acknowledges and agrees that all documentation and/or materials submitted with the RFQ shall remain the property of the City of Dallas.
- C. The City of Dallas reserves the sole right to the following, should it be deemed to be in the City's best interest:
 - 1. Accept or reject any or all RFQ's.
 - 2. Evaluate the qualifications submitted.
 - 3. Waive any irregularities therein.
 - 4. Select candidates for the submittal of more detailed qualifications.
 - 5. Alter the selection process in any way.
 - 6. Postpone the selection process for its own convenience at any time.
 - 7. Accept or reject any individual sub-consultant that a Respondent proposes to use.
- D. This RFQ and the interview process shall in no way be deemed to create a binding contract or agreement of any kind between the City of Dallas and the Respondent. If this RFQ results in a contract offer by the City, a specific scope of work, fees, insurance coverage's, and other contractual matters will be determined during contract negotiations. The City's standard form of consultant agreement will for the basis of the contract between the parties.
- E. All responses shall be held confidential from other parties by the City of Dallas to the extent allowable by law until after the selection process is completes. Respondents should be aware that at the completion of the selection process, the contents of their submittal are subject to the provisions of the Texas Open Records Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the submittal.
- F. Please do not contact the City of Dallas during the selection process to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so.
- G. Respondent's past performance and history of complying with Minority and Women Owned Business Enterprises goals and how they were accomplished: (15 points)
Provide a statement that the firm will comply with the City of Dallas Business Inclusion and Development (BID) Plan. (See Attachment)
 - 1. Submit a copy of the company's affirmative action plan and/or policy. Submit documentation showing history of M/WBE utilization on previous contracts.
 - 2. Provide firm(s) team make up including the M/WBE firms.
 - 3. Provide evidence of acknowledgement of the City's Business Inclusion and Development (BID) Policy by signing the BID affidavit that demonstrates intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project. (see attachment)
 - 4. Provide Ethnic Workforce Composition Report

XI. CONTACT

Six copies of each respondent's Statement of Qualifications are required. These should be received by 4:00 PM, Friday, July 27, 2009, and be directed to:

Samuel Tan, Project Manager
Department of Equipment and Building Services/Design and Construction
1500 Marilla Street, 6BN
Dallas, Texas 75201

If you have any questions, please contact Mr. Tan at (214) 671-8082

XII. ATTACHMENTS

The following attachments are provided for additional information.

Attachment A – Standard City of Dallas Design-Build Contract

Attachment B – Insurance Requirements (may vary per project)

Attachment C – City of Dallas Business Inclusion and Development Plan Package

Attachment D – Agreement to enter into standard City of Dallas contract