

Request for Qualifications

RFQ769-9-657JB

June 8, 2009

Re: Request for Qualifications
IDIQ Landscape Architectural Services
University of North Texas System

The University of North Texas System (UNTS) requests qualifications for Landscape Architectural Design and Professional Services for an Indefinite Delivery/Indefinite Quantity (IDIQ) Contract. The IDIQ Request for Qualifications (RFQ) allows UNTS to pre-qualify vendors for specific Professional Services. UNTS may elect to contract with multiple vendors as a result of this RFQ. In order to assist with new projects, UNTS will assess the selected firms on a rotational basis and qualifications necessary for a given project. The selected firms may be awarded projects that are managed by UNTS or by any of its component institutions. This is a solicitation for Professional Services for a single project or multiple projects over the period of the next three (3) years with two (2) additional one-year option periods. The cumulative total of the fees paid under a contract, including any option years, shall not exceed \$900,000.

The scope of a contract will include project landscape design services, related technical studies, outdoor space analyses, installation inspection, and other miscellaneous professional landscape design services related to UNTS facilities and its component institutions.

Firm-fixed price IDIQ contracts will result from this solicitation, including profit, overhead, and hourly rates for anticipated services and for use in negotiating firm-fixed price delivery orders. When a qualified firm is selected for a project, the firm will be required to provide a proposal for the specific project based on the firm-fixed pricing in the IDIQ agreement. Anticipated annual escalations or surcharges must be identified and agreed to when the firm-fixed pricing is established.

A copy of the proposed IDIQ Agreement to be used by all qualified firms is attached. Responding firms should carefully review this agreement before submitting qualifications. It is the Owner's intention to present all firms with the same IDIQ Agreement. Proposed changes to the IDIQ Agreement will not be considered by the Owner.

I. Scope of Services

The scope of professional services may require but not be limited to: site and existing conditions surveys, design, planning, and estimation services for new landscape construction, repair, and maintenance projects.

II. Submission Requirements

The responses should address each of the following areas in the same order in which they are set forth below:

A. Firm Data

1. General Qualifications;
2. Name, Address(es) of Firm;
3. Firm Profile. i.e.
 - i. Firm size (professionals by discipline) current and one year ago

- ii. Type of firm (partnership, professional corporation, etc.)
- iii. Firm history
- iv. Age
- v. Areas of specialty/concentration: focus on any previous IDIQ work the firm has performed and types of individual projects

B. Description of Firm

- 1. Identification of the single point of contact for the firm, to include name, title, phone number, and e-mail address;
- 2. Identification of key firm personnel;
- 3. Organizational chart illustrating reporting lines, names and title for key participants proposed by the firm;
- 4. Resumes for each individual on the team and identification of that person's role in this project; list any education, registrations, and sustainable landscape design background that may be relevant.

III. Relevant Experience and Capabilities

- A. Relevant experience and capabilities will be judged through a review of management processes of similar contracts or programs; however, greater consideration will be given to recently completed projects. The key areas of interest for which project data and photographs should be provided are projects including those services as described in this RFQ above.
- B. Provide detailed data for similar contracts or programs on which the firm has been involved in providing services which best illustrate current experience and capabilities relevant to this IDIQ. For each contract or program, please provide the following information:
 - 1. Contract name and location;
 - 2. Brief description of contract responsibilities including:
 - i. Sampling of individual projects
 - ii. Range of size and scope of individual projects
 - 3. Owner's name, address, contact person, and telephone number;
 - 4. Identification of proposed personnel involved in the submitted contract or program along with explanations of their role;
 - 5. Contract or Program Cost Data.
 - i. Cap amount of similar services contract (\$)
 - ii. Annual volume amount of services (\$/yr.)
 - iii. Term of contract (yrs.)

- C. For all other relevant information to the scope and for each member of the landscape architectural team (as appropriate) provide services and owner contact information which further illustrates or supports experience and capabilities relevant to this IDIQ.

D. Approach:

1. Most pertinent consideration in this agreement's type of contract - State briefly what you believe to be the most pertinent considerations and challenges that must be addressed in delivering projects or products under this agreement. You may wish to include sketches, diagrams, analyses or other tools that will help you illustrate your firm's points.
2. Unique qualifications – State why you believe your firm is qualified to skillfully address the issues that you believe will be relevant to the types of projects or products handled under this agreement.
3. Methods of team organization and communication – Discuss how your firm would coordinate the development of landscape design solutions, the production of agreement documents, and administration. Be specific with regard to internal and external communications, quality assurance/quality control, cost estimating capabilities, specification system and responsible individuals including their location (e.g. on-site or specific office). Also discuss the commitment level of your firm to attend regular individual project meetings.
4. Experience with and/or ability to work within an interactive review process - Explain how well your proposed team has performed on past contracts or programs of this type which have included significant involvement from student groups, faculty and staff and an interactive decision making process.
5. Discuss your firm's experience with sustainable landscape (LEED) design projects.

IV. Historically Underutilized Businesses (HUB)

Plan for participation of Historically Underutilized Businesses (HUB):

- A. It is the policy of the University of North Texas System to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB). Specific subcontracting opportunities will be dependent on each project. A HUB Subcontracting Plan (HSP) is not due with your firms' response to this RFQ. When a qualified firm is selected for a project, the firm will be required to provide a HSP for the intended subcontracting opportunities for the project. The HSP must be submitted along with the proposal for the project. This applies to all projects, regardless of size of scope, awarded via this IDIQ.

V. Selection Procedure/Description of Process

The selection procedure starts after the RFQ is posted on the Electronic State Business Daily on the date listed in Section VI. Following this stage the selection process is as follows:

- A. Qualifications are due on or before 2:00 p.m. on the date listed in Section VI. Proposals received after this deadline will not be accepted. Responses must be limited to no more than 15 pages, not including tabs and table of contents. All documents should be submitted in 8-1/2" x 11" page size with no fold out pages. Provide twelve (12) copies of your submittal: one (1) copy bound, one (1) copy loose and ten (10) individual copies, in a single PDF file, on CDs/DVDs (labeled with firm's name and solicitation number) to:

For overnight carrier or personal delivery:

Jason Bodine
University of North Texas
University Services Building
Purchasing and Payment Services
2310 N I35E
Denton, TX 76205

For USPS (could delay delivery up to 4 or 5 business days as all such deliveries are to a central location at the University that requires further routing):

1155 Union Circle #310499
Denton, TX 76203-5017

Emailed or faxed responses will not be accepted

- B. It is expected that the Owner may elect to short-list firms for formal interviews. These firms will be notified on or about the date listed in Section VI.
- C. If formal interviews are conducted, they will take place on or about the date listed in Section VI.
- D. The selected firms will be notified on or about the date listed in Section VI.
- E. The UNTS expects to reach an agreement with firms shortly after notification.
- F. The UNTS reserves the right to reject any or all qualifications at any point during this selection process.

VI. Selection Schedule Summary:

The schedule for selection is as follows:

RFP Posted on the Electronic State Business Daily	06/08/09
Qualifications Received	06/29/09
Notify Firms of Short List	07/09/09
Notify Selected Firms	07/13/09

VII. Evaluation Criteria:

Firms will be ranked and selected on the basis of experience and qualifications primarily using the following criteria:

- A. Landscape design experience of those individuals named to the project teams;
- B. Quality of past and current landscape projects using the IDIQ delivery method;
- C. The experience and capacity (current workload and availability) of the individuals assigned to your team;
- D. Landscape design process and procedures, project management procedures, quality assurance process and procedures, specific project approach (workplan/schedule), and technical support capabilities;
- E. Quality and responsiveness of the submittal;
- F. The ability to respond quickly to issues during the duration of the individual projects and the agreement term.

VIII. Questions

Please address your questions concerning this RFQ to:

Jason Bodine
University of North Texas
Phone: 940-565-3200; Fax: 940-369-7852
E-mail: jason.bodine@unt.edu

Do not contact any other individuals from the University or UNTS. This may result in disqualification.