

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
CITY OF CANYON CIVIC COMPLEX

The City of Canyon intends to enter into an architectural services contract with a state-registered architectural firm qualified to provide professional design services on a project involving a feasibility analysis, comparing the design and construction of new City Hall facilities to the remodel/adaptive reuse of the Randall County Courthouse for City Hall. Any such service(s) obtained will be procured pursuant to Chapter 2254, Subchapter A of the Texas Government Code, and 43 T.A.C. §§ 9.30 – 9.40. The following outlines this request for qualifications.

1. Scope of Work – The architectural services contract will encompass the following specific goals, and all project-related services to attain these goals.
 - a. Space Needs Analysis. This task shall work with City Staff to determine the anticipated staffing space needs for the next 50 years, evaluate that proposed need with the available space in City Hall as it currently exists, and make recommendations as to future needs.
 - b. The existing City Hall building will be utilized as Emergency Services, to house the Police and Fire Departments. All other departments will move to the new City Hall. This would include City Manager's office, Public Works, Code Enforcement, Business and Finance, Human Resources, Parks, and City Commission Chambers.
 - c. The City is interested in evaluating options for a new City Hall. We believe there are multiple options to consider, but we will rely on the selected architect to inform us if he/she sees other options. We see:
 1. Convert the Randall County Courthouse into City Hall with adequate space for the future for the departments referenced in item b above.
 2. Construct a new City Hall at an appropriate location in downtown Canyon.
 3. Remodel/Adapt the existing City Hall with expansion into the existing Fire Department and construct a new Fire Station.
 - d. A Feasibility Study will be required, comparing the options.
2. Scope of Services
 - a. Conceptual design for the conversion of existing City Hall into an Emergency Services facility.
 - b. Conceptual design for a new City Hall, including proposed location and necessary land acquisition.
 - c. Conceptual design for the adaptive reuse of the Randall County Courthouse
 1. Note: The Texas Historical Commission will be a stakeholder in this process. Even though they do not expect and will not require full historic restoration, all proposed improvements will be subject to THC approval.
 - d. Guidance in the development of the project's final scope of work
 - e. Final Design plans and specifications
 - f. Procurement of the necessary regulatory agency clearances and approvals
 - g. Preparation of the bid packets
 - h. Administration of the bidding process
 - i. Conducting inspections of the work throughout the progress of the project
 - j. Contract Administration

i. Other special services

Based on the information provided in this RFQ, please specify from the responding firm's perspective, the actual tasks that will have to be performed under each of the above-listed elements.

3. Statement of Qualifications - The City wants to contract with a competent architectural firm, registered to practice in the State of Texas, which has a demonstrated experience in the following areas:

- Structural rehabilitation/renovation/restoration projects;
- Working on historic structures listed on the National Register;
- Working on projects falling within the purview of the Texas Historical Commission
- Projects located in this general region of the state.
- Design and Construction of New Municipal or Government Office Facilities

As such, please provide with your response a list of past and present clients, as well as resumes of all relevant staff and/or sub-contractors who will or may be working under you on this project should you receive an architectural services contract award. The City of Canyon encourages firms interested in working on this project to consider using local design expertise whenever practical. Local knowledge will benefit the design process and quite possibly create cost efficiencies for both the design firm and the City.

4. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
1. Related Experience	55
2. Work Performance	25
3. Capacity to Perform	15
4. Familiarity with the goals and objectives of the Texas Courthouse Preservation Program	<u>5</u>
Total Possible	100

Definition of Criteria:

Related Experience: speaks to the level of experience (past/present projects) the responding firm or individual has with working on similar projects.

Work Performance: speaks to the level of satisfaction that the responding firm's present/past client's display for the firm's/individual's present and past performances.

Capacity to Perform: speaks to the experience, training and background that the responding firm's staff have (those who would be directly involved with this project) and/or the capacities of the other design team members which would make them suitable for this project.

Familiarity with the requirements of the Texas Courthouse Preservation Program: speaks to the knowledge the proposer demonstrates of the Texas Courthouse Preservation Program and of the goals and objectives that the Texas Historical Commission has set forth for that program.

IV. Deadline for submission – 2:00 pm, June 15, 2012

Please submit ten (10) copies of the proposal to:

Mr. Randy Criswell
City Manager
City of Canyon
301 16th Street
Canyon, Texas 79015

At a minimum, responses to this RFQ will include the following:

1. A list of tasks, which in the opinion of the responding firm, should be completed in order to accomplish the elements described under the Scope of Work and Scope of Services sections of this RFQ;
2. A description of the responding firm's qualifications to address the items listed under the Statement of Qualifications section of this RFQ;
3. A listing of present/past clients or projects for whom or on which the responding firm has served as the principle design agent for the project(s);
4. If known, a listing of the responding firm's staff, including their resumes, who would be assigned to work with the City on this project along with the sub-consultants who would serve on the responding firm's design team; and
5. Any other information the responding firm feels to be appropriate for inclusion in his/her qualifications for this project.

V. Additional Information:

Proposals must be no more than 25 pages in length.

The City of Canyon assumes no liability for any costs related to the development of a response to this RFQ in the event this effort does not result in the execution of an architectural services contract with the responding firm.

Additional information can be obtained by contacting Randy Criswell, City Manager. Email address is rcriswell@canyontx.com, telephone is 806-655-5000.