

**REQUEST FOR QUALIFICATIONS
CITY OF LIVE OAK
FACILITIES MASTER PLAN**

Purpose of the Request for Qualifications

The City of Live Oak, Texas (City) is requesting written statement of qualifications from Architectural-Engineering (A-E) Firms to provide professional consultant services for the preparation of a comprehensive Facilities Master Plan.

Professional A-E Firms who participate in the RFQ process may hereinafter be referred to as “Respondents” or “Firms”. The City reserves the right to select and negotiate with one Respondent and shall not be obligated to enter in any contract with any Respondent on any terms or conditions.

Background

The City of Live Oak has facilities located on three tracts of land. City buildings at 8001 Shin Oak Dr. on 14.8-acres includes: City Hall/Council Chambers, three Public Works Maintenance Buildings, Public Works Equipment Yard, Fleet Maintenance Shop, Animal Control building, Fire Department, Development Services Building, and Police Dispatch Center. The Justice Center Building is located on 5.12-acres at 8022 Shin Oak Drive across from City Hall. Both tracts have some undeveloped land for potential new construction totaling 7.28-acres. The City Swimming Pool Recreation Area on 2.8-acres at 7901 Shin Oak Dr. includes a Swimming Pool, a Clubhouse, a Scout Hut Building, Restroom and Office Building, and a Cashier Office Building at the pool entrance.

SCOPE OF SERVICES

The following services shall be included, but are not limited to:

- Conduct a facility condition assessment of the City facilities listed in to identify existing deferred maintenance items, determine their facility condition index and conduct a 10-year life cycle analysis by building systems to forecast annual maintenance budgets.
- Perform a Needs Assessment by interviewing selected City Staff to determine the current and future staffing and space requirements for improving operational efficiencies.
- Prepare a space plan for each facility and associated site requirements.
- Conduct Blocking Sessions with selected City Staff to develop conceptual floor and site plans for efficient layout to best serve citizen and City staff needs.
- Develop a facility master plan to include conceptual floor and site plans for building additions, renovations, repurposing and/or new construction and include a phased funding schedule for implementation (1–2-year, 5 year and 10 year) along with the associated probable project costs.

SELECTION PROCESS

The City will use an evaluation panel to review Respondent's Statements of Qualifications (SOQs). From that review, the City intends to establish a rank order beginning with the best qualified firm. The City may begin negotiations with the Top Ranked Firm or choose to interview a shortlist of top-ranking firms. Those firms will receive notification of the date and time of the interview if applicable.

The City will attempt to negotiate a professional services contract with the Top Ranked Firm. If a contract cannot be successfully negotiated with that firm, the City will end contract negotiations and solicit a proposal from the next ranked firm. The target date for official award of the contract is October 10, 2023.

The City will not provide compensation or defray any cost incurred by any firm related to the response to this request. The City reserves the right to reject any or all Statement of Qualifications (SOQs), accept the SOQ deemed most qualified based on the evaluation criteria, waive any irregularities or informalities in the SOQs received, and to revise the project schedule as circumstances require.

EVALUATION CRITERIA

The criteria that will be used to evaluate the responses are:

- Qualifications and Demonstrated Competency for Facility Master Plans (30%)
- Project Approach (30%)
- Experience, Record of Performance, References (25%)
- Staffing, Availability, and Workload Capacity (15%)

SUBMISSION REQUIREMENTS

Sealed submittals are required. Submittals shall be delivered to the office of the City Secretary, 8001 Shin Oak Dr., Live Oak, Texas 78233 **no later than Thursday August 31, 2023 at 10:30 AM Central Time**. All submittals must be labeled on the outside with the Respondent's name and the name of the Project. The City will not consider late submittals.

An original (signed and marked as such), and one digital copy of each response is required.

Each response shall be submitted as outlined in this section. Responses received that are not in this prescribed format may not be evaluated. The response shall include an outside cover and/or first page, displaying the following information:

Firm Name

Statement of Qualifications for Facility Master Plan

A table of contents shall be next, followed by tabbed dividers separating each of the following sections:

1. Cover letter and Executive Summary: (1 page, maximum)

- Introduction
- Legal name of firm, date of formation
- Contact person
- Legal business description (individual, corporation, joint venture, etc.)
- Statement of availability and commitment of the firm
- Statement of interest including a narrative and unique qualifications
- Signature of authority authorized to enter into a contract

2. Financial and Legal Status (1 page, maximum)

- Include documentation associated with the firm's Workman's Compensation, liability, errors and omissions or other insurance coverages that may be applicable to the work
- List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- Provide proof of Professional Registrations that the Respondent is duly authorized and registered to practice in the State of Texas.

3. Staffing (5 pages, maximum to include resumes; limit resumes to only key personnel for this project)

- Organizational chart for personnel who may be engaged in the project
- Certification, licensure or registration information required by the State of Texas
- Educational background, relevant project experience and any other information demonstrating the competence and qualifications of those directly responsible for the management and delivery of proposed work

4. Workload Capacity and Availability (2 pages, maximum)

- Ability to dedicate the necessary resources to the work
- Proposed timeline of estimated services
- History of accomplishing services within established time and budget (by project, listing accuracy of estimated costs and conformance to project schedule)
- Ability to handle multiple projects simultaneously at various stages of development
- Work plan and contingency plan; ability to sustain loss of a key team member without compromising project quality, schedule or budget.

5. Project Experience and References: (5 pages, maximum)

- Overview and brief history of the firm including experience with facility needs assessment for municipalities.
- Verifiable examples of at least five (5) similar projects completed in the State of Texas, with emphasis on projects within the past five (5) years, including
 - project/study name, location, and name of project manager

- firm's role in the project/study
- detailed synopsis of services provided
- date of completion or project/study status
- client name and contact person including email

6. Project Approach: (2 pages, maximum)

- Describe the Firm's understanding of providing professional services in the respective disciplines for this project.
- Describe your firm's approach to delivering the services including procedures and methods associated with scheduling, coordination, analysis, quality assurance and control, documentation and reporting.
- Include how your firm will work with the City's staff in a collaborative manner

7. Completed Conflict of Interest Questionnaire (FORM CIQ)

To enable the City to efficiently evaluate the responses, it is IMPORTANT that respondents follow the required format in preparing their responses.

RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. **No Gratuities-** Respondents shall not offer gratuities, favors or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be considered a bribe and grounds for exclusion from the selection process and possible legal action.
- B. **All Information True-** Respondent represents that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, shall be subject to exclusion from the selection process.
- C. **Cost of Responses-**The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- D. **No Obligation-** The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting responses, should it be deemed in the City of Live Oak's best interest; or (4) cancel the entire process.
- E. **Insurance-** The awarded firm shall provide and maintain Professional Liability Errors and Omissions Insurance coverage in the sum of not less than Three Hundred

Thousand Dollars (\$300,000) per occurrence and Five Hundred Thousand Dollars (\$500,000) aggregate. Certificate of Insurance, satisfactory to the City, showing compliance with this requirement and all other requirements shall be furnished to the City before any services are performed.

- F. **Conflict of Interest Questionnaire (Form CIQ)** - Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any person or business, and their agents, who seek to contract or enter into an agreement with City of Live Oak, Texas, to file a Conflict-of-Interest Questionnaire (FORM CIQ). **Respondents shall include a completed Conflict of Interest Questionnaire (FORM CIQ) within their Submittal.**
- G. **H.B. 89-** Pursuant to Texas Government code 2270.001, Respondent certifies that 1) They do not boycott Israel currently; and 2) They will not boycott Israel during the term of the contract the Respondent has with the City of Live Oak, Texas.
- H. **Disclosure of Interested Parties Form 1295-** Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the City Council requires the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the successful Respondent at the time of signed contract submission.
- I. **Inquiries-** All questions regarding this RFQ shall be submitted by email to the following email address: jwhittlesey@liveoaktx.net Please note RFQ name and number for reference.
- J. Any addenda to this RFQ shall be published on the City website. Respondents may provide an email address to receive addenda or other information.
- K. Exhibit A. An example of the City Professional Services Agreement.

Exhibit B. Aerial views of the facilities included in the scope of the master plan.

