



**REQUEST FOR QUALIFICATIONS**

**FOR**

**ARCHITECTURAL SERVICES FOR  
THE  
DESIGN AND CONSTRUCTION  
OF A NEW POLICE BUILDING**

**January 2020**

**Responses will be accepted until 2:00 p.m. CDT, February 27, 2020**

**Attention: Kaylynn Holloway, City Secretary  
City of Bee Cave  
4000 Galleria Parkway  
Bee Cave, Texas 78738**

## **INTRODUCTION AND PROJECT DESCRIPTION:**

As of March 2019, the City's population is estimated at 13,355; 8,243 within City limits and 5,112 within the ETJ. The City's population growth projects a population of approximately 15,000 people within the City limits by 2038. A new police facility will be required to handle the department's current needs and growth well into the future. The City of Bee Cave has recently undertaken a Needs Assessment and Site Analysis Study that has identified the current Bee Cave Police Building site as the preferred location for the new police facility. The current police staff will have to be temporarily relocated, their current building torn down and a new facility built on the property. The Needs Assessment and Site Analysis will be available to the selected firm prior to contract negotiations. The City of Bee Cave (hereinafter referred to as "City"), Texas, is accepting responses to the Request for Qualifications (RFQ) from firms or teams (Consultant) to design the City's new Police Building.

The City proposes to retain a highly qualified and capable firm to act as the Architect during the design and construction of the project and will give prime consideration to the Architect with extensive experience in the development, design, and construction observation of police specific buildings similar in size and scope to this project. The City reserves the right to negotiate with the selected firm and is not obligated to enter into any contract with any Respondent on any terms or conditions.

## **CURRENT FACILITY BACKGROUND:**

The current facility housing the Police Department was built in 1998 as a combination City Hall and Municipal Court building and was later taken over and modified for the police department's needs. It is located at 13333-A Hwy 71 West, Bee Cave, TX 78737. The current facility houses 19 sworn staff and one additional staff member. Bee Cave Police is a Recognized Agency through the Texas Police Chiefs Association Recognition Program.

## **SCOPE OF WORK:**

The new police facility is expected to be an approximately 17,600 SF two-story building that will include offices for administrative use, evidence processing and storage, records retention area, holding for short-term temporary detention of arrestee's, investigations area, interview and interrogation rooms, training classroom that may be shared with other City staff or users, briefing room, men's and women's locker rooms, fitness room, conference and meeting rooms to accommodate various sized groups, vehicle processing area, bike storage, a municipal court payment window, and one court office, as well as sufficient on site secure parking, and other areas as necessary.

## **SCOPE OF WORK CONSULTATION SELECTION:**

Proposals will be reviewed by a committee for the purpose of identifying and recommending the firm that offers the best qualifications and experience, at the City's sole discretion and judgement.

In evaluating the proposals, the City will consider the following factors:

- Completeness of the proposals and compliance with the required format
- Project understanding, scope and approach to develop the project efficiently
- Experience in designing police buildings
- Quality of past projects
- Project references

## SUBMITTAL REQUIREMENTS AND GENERAL INFORMATION:

Submittals should be sealed in an envelope marked with “**RFQ – Architectural Services for New Bee Cave Police Building**” on the outside lower left-hand corner of the envelope. The submittal envelope must also have the Consultant’s name and complete return address on the outside of the envelope.

All interested firms must submit five (5) copies of their proposals and one electronic PDF copy, no later than 2:00 p.m., on February 27, 2020, addressed to:

Bee Cave City Hall  
4000 Galleria Parkway  
Bee Cave, TX 78738  
Attn of: Kaylynn Holloway, City Secretary

1. Submittals received after this time and date may be rejected as non-responsive. Submittals that do not meet the requirements outlines in this RFQ may, at the City’s discretion, be deemed non-responsive. Submittals which are delivered by telephone, facsimile (fax), or electronic mail (e-mail) will not be acknowledged or considered.
2. All questions concerning this RFQ will be directed to Kevin Sawtelle, City Engineer, in writing only at [ksawtelle@beecavetexas.gov](mailto:ksawtelle@beecavetexas.gov). Please refer to the below (item #12) schedule for applicable deadlines to submit any questions related to this RFQ.
3. The City encourages the Submitter’s RFQ to include qualifications for the entirety of the design team, including, but not limited to, engineering (site/civil/infrastructure) services, interior design services, landscape architect services, etc.
4. Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner on the City website as addenda. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due, are considered to be part of the RFQ, and respondents shall acknowledge receipt of each additional addendum in its qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda prior to the deadline listed below (Item #11). Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing qualifications.
5. No lobbying of selection committee members, City staff, or City Council members will be permitted during the RFQ process.
6. Each responding firm certifies by submission of its qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or local department or agency.
7. The City reserves the right to terminate this process at any time and no guarantee is expressed or implied that obligates the City to contract services for the proposed project. The City shall not be liable to any firm for costs associated with responding to the RFQ or any costs associated with negotiations.
8. The City anticipates using the services of a Construction Manager-at Risk for project delivery. The Construction Manager-at-Risk, will serve as an integral team member near the beginning of the design development efforts. Furthermore, the Construction Manager-at Risk may be used, in conjunction with the design team, as the cost estimator, project scheduler, and implication of phasing alternatives for the projects upon completion of the plans, sufficient to estimate the project. The Architect will coordinate and cooperate fully with the Construction Manager-at-Risk.

9. Any contract resulting from this solicitation will be in the form a standard AIA Owner/Architect contract with modifications by the City and as negotiated with the selected firm.
10. A selection committee will review proposals. During the selection process, the committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from responders. After review of proposals and prior to final ranking, the committee may, at its discretion, select a firm or conduct interviews with the short-listed firm(s). The Committee's decision will be submitted to the City Council for consideration. The City Council's decision on the recommended firms are ratified by resolution and will include instruction to staff to begin contract negotiations with the "top" ranked firm.
11. Receipt of all addenda to this RFQ, if any, must be acknowledged by attaching a signed copy of each addendum to the RFQ submittal. All addenda shall become part of the requirements of this RFQ. Failure to acknowledge receipt of an addendum may result in the rejection of the RFQ submittal. All addenda will be posted at the same website as the RFQ
12. The anticipated timelines for this RFQ are listed below. Applicants will be notified of any change to the deadline for questions or deadline for SOQ submittal.

**RFQ Timeline (Estimated):**

RFQ Issued:	January 19, 2020
Deadline for Submittal of questions:	February 14, 2020
RFQ Submittal Deadline:	February 27, 2020
Evaluation Process Completed:	March 3, 2020
City Staff Conducts Interview (if necessary)	March 4-6, 2020
City Council Authorizes Staff to Negotiate Contract(s)	March 10, 2020

**FORMAT FOR RESPONSE TO RFQ:**

The submitted response to this RFQ should be as concise as possible while adhering to the format and information requirements described below. Please limit your response to a maximum of twenty (20) letter-sized (8 ½" x 11") single-sided pages, excluding the cover letter, resumes, and any relevant certification/legal information. Font size of 11 or larger is required, with margins (top, bottom, left and right) no smaller than 3/4 inch. The submitted response shall be divided into the following sections:

Cover Letter

Section I — General Information

Section II — Project Organization

Section III — Experience and References

Section IV — Project Approach and Methods

Section V — Summary

Appendix A — Resumes

## **Cover Letter**

A cover letter is not required, but if included, shall not exceed one page

## **Section I — General Information & Insurance/Legal Status**

Provide the following information about each firm (including any sub-consultants) participating in the project:

- Name and address of firm
- Project contact name, telephone number, and email address
- Type of firm
- Number of years in business
- Texas office locations and address of the firm performing the work on this project
- Types of consulting services proposed for this project by your firm.
- Staff
  - Total number of employees
  - Number of Texas licensed professional architects

Provide the following insurance/legal information about each firm participating in the project:

- Proof of Insurance – Worker’s Compensation; Commercial General Liability Insurance of at least \$1,000,000; Professional Liability Insurance; Business Automobile Liability of at least \$1,000,000
- Jurisdictions, disciplines, and trade categories which your organization(s) is legally qualified to do business within the State of Texas. (Indicate registration or license numbers, if applicable)
- List any actions taken by any regulatory agency of government or involving the firm(s), its agents, or employees with respect to any work performed.

## **Section II — Project Organizations**

Provide the following information about each firm (including any sub-consultants) participating in the project:

- Relationship of firms (if more than one) — explain what each firm will contribute to the project. Include an Organizational Chart.
- Key personnel assigned to project and organizational relationship
  - Principal-in-charge
  - Project Manager
  - Project Architect
  - Other key personnel
  - Abbreviated resume for each individual identified as key personnel above, including the following items: specific qualifications, office location, background, experience, and project responsibilities.

## **Section III — Experience and References**

The intent of this section is to obtain information related to a maximum of six projects within the past ten years that will illustrate the consultant's ability to perform services required for this project. The projects referenced should be directly related to Police Buildings, or other emergency service facilities, and any projects directly associated with the key personnel identified in Section II should be noted. For each Project, provide the following information:

- Project name and location
- Name, address, and telephone number of customer contact familiar with the project
- Project description
- Scope of services provided
- Indicate involvement of key personnel recommended for this project
- Original Substantial Completion date of project and actual date
- Construction cost at original contract start and final cost at end of construction

#### **Section IV — Project Approach and Methods**

Discuss the following as related to the proposed project:

- Approach to planning, design, and project management; include communication procedures, approach to problem solving, cost estimating, quality control, and other similar factors.
- Describe your firm's experience working with the CM@R project delivery method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed Maximum Price (GMP) and to maintain the GMP throughout the design and construction process.

#### **Section V — Summary**

In no more than three pages, summarize your submittal and add any other comments that you feel would make your firm uniquely qualified to participate in this project. Describe why your firm should be selected.

#### **Appendix A — Resumes**

Resumes may be included as an appendix and shall be limited to no more than two (2) pages per person and twenty (20) pages total. Resumes should be provided for each firm ((including any sub-consultants) participating in the project

## **THE CITY OF BEE CAVE, TEXAS RESERVATION OF RIGHTS**

In connection with the RFQ and Project, the City reserves all rights (which may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel the RFQ, in whole or in part at any time before the execution of a contract by the City, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the City will consider in evaluating the SOQs and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its SOQ and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City of Bee Cave declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and SOQs received.
9. Terminate at any time, evaluations of responses received.
10. Seek assistance of independent technical experts and consultants in the SOQ evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.

13. Disclose information contained in an SOQ to the public as described herein, or referenced in this RFQ.
14. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an SOQ, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Disqualify any firm that changes its SOQ without the City's authorization.
17. Exercise any other right reserved or afforded to the City under this RFQ. The City reserves the right to modify the process in its sole discretion to address applicable law and/or the best interest of the City.

The City shall not, under any circumstances, be bound by or liable for any obligations with respect to the Project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City, and then only to the extent set forth.



