



**REQUEST FOR QUALIFICATIONS**

**FOR**

**CAPITAL IMPROVEMENT  
PROFESSIONAL SERVICES FOR  
THE  
DESIGN AND CONSTRUCTION  
OF A PUBLIC LIBRARY  
BUILDING AND POLICE  
DEPARTMENT / PUBLIC SAFETY  
BUILDING**

**April 2023**

**Responses will be accepted until ## p.m. CDT, May #th, 2023**

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

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## INTRODUCTION AND PROJECT DESCRIPTION:

### Bee Cave Public Library Building:

As of March 2021, the City's population is estimated at 14,265; 8,879 within City limits and 5,386 within the ETJ. The City's population growth projects a population of approximately 15,000 people within the city limits by 2038. A new **Public Library** will be required to handle the department's current needs and growth well into the future. It is also notable that the Bee Cave Public Library serves communities beyond the city and ETJ, such as Lakeway, Spicewood, Steiner Ranch, Oak Hill, and others. The City of Bee Cave has tentatively selected a tract in the local development here forth referred to as "Revival Tract", for the site of the new Public Library building. This location is subject to change as programming is developed. As design and construction is underway, the current library staff will remain in the existing public library within Bee Cave City Hall.

### Bee Cave Public Safety Building:

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 undertaken a Needs Assessment and Site Analysis Study previously for the design and construction of a new police department building. The Needs Assessment and Site Analysis will be available to the selected firm prior to contract negotiations. The directly adjacent Lake Travis Fire Rescue ("LTFR") Station #603 will join the Bee Cave Police Department in the design and construction of this new building and the facility should be considering a Joint Facility, known as Bee Cave Public Safety Building. A needs assessment for LTFR will need to be performed and included in the programming and planning of the joint facility. Both the Police Department and LTFR will remain in their existing building through the course of design and construction. Site location of the new facility is provided as attachment " x

"

The City proposes to retain a pool of highly qualified and capable firms to perform Professional Services during the Phase 2 Environmental Site Assessment, Design and Construction of the project and will give prime consideration to the firms with extensive experience in the include Surveying/Platting, Geotechnical, Environmental, Construction Materials Testing, Traffic Engineering, Commissioning, Hazardous Materials Consulting, Air Quality Testing & Monitoring, Roofing, Building Enclosure Commissioning Services and Testing & Balancing of specific buildings similar in size and scope to this project. The City reserves the right to negotiate with the selected firms and is not obligated to enter any contract with any Respondent(s) on any terms or conditions.

## CURRENT FACILITIES BACKGROUND:

The current facility housing the Public Library was built in 2007 as a combination of City Hall, Municipal Court, and Public Library building. It is located at 4000 Galleria Parkway, Bee Cave, TX 78738. The current facility houses 12 library staff. Bee Cave Public Library is an accredited Family Place Library (since 2017) and supports over 300 community programs. In 2019 it was estimated that over 100,000 people visited the library, with almost 12,000 attending community programs.

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 78738. 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.

The current facility housing Lake Travis Fire Rescue (#603) was built in 1994, and remodeled 2011. The current square footage is approximately 5900 SF and houses 5 staff. The current facility has 2.5 bays, living quarters, a kitchen, and an office.

## SCOPES OF WORK:

The Public Library is expected to be an approximately 24,000 SF single-story, or, multi-story building that will include offices for administrative use, shared desk station(s) for circulation staff, separate work area for technical services, programming work area (craft prep), checkout desks on both floors, reference desks on both floors, floor and shelf space for 45k+ volumes, laptop docking work stations, family restrooms on all floors, public-access meeting rooms, large public conference room, outdoor and indoor book return, family area/reading room, separate teen program area, large storage area for programming supplies and excess volumes, quiet reading room, individual study rooms, usable outdoor spaces for reading, working, or programming. A unique play feature for children, including a play area with "Thinkery" elements. Sound studio, and stage integrated into the space. As well as all elements necessary. The design will also consider sustainability components, integration of public art or the city's branding, and an option for food or beverage purchases.

The new public safety building is expected to be an approximately 20,000-24,000 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, living quarters and lounge, drive through fire-truck bays, full kitchen(s), conference and meeting rooms to accommodate various sized groups, a municipal court payment window, and one court office, as well as sufficient on site secure parking, associated site work including but not limited to a detention/retention pond, roads, landscape improvements, and other areas as necessary.

## PROJECT SCHEDULE

The tentative Architectural/Engineering Design and Construction Documents Services Schedule for the Project ("Schedule"), starting with Schematic Design and ending with the release of Bid Documents is Ten (10) months, including an early procurement package. This schedule is subject to change.

The current estimated Construction Schedule for **Substantial Completion** of the *Library Building and Public Safety Building* is no more than sixteen (16) months after issuance of the Notice-To-Proceed with construction. This Schedule may be adjusted based on Preconstruction Services or proposal negotiations with the CMAR. Project Closeout and Warranty Period will also be a part of the overall Project Schedule

## SOLICITATION

**The City of Bee Cave** is seeking submissions from qualified professional services consultants with proven experience in **Public Library Building and Police Department / Life Safety Building**. These professional services are for new construction projects for future Capital Improvement Programs or as requested on an Indefinite Delivery, Indefinite Quantity (IDIQ) Basis. These projects will include planning and new construction.

The professional services needed will include Surveying/Platting, Geotechnical, Environmental, Construction Materials Testing, Traffic Engineering, Commissioning, Environmental Phase I & II Services, Hazardous Materials Consulting, Air Quality Testing & Monitoring, Roofing and HVAC Testing & Balancing, and Building Enclosure Commissioning Services.

### SERVICE MARKET SELECTIONS

Respondents may team as they deem necessary to respond to this RFQ by (A.) responding to one or more of the eleven (11) Service Markets individually or by (B.) submitting as a Prime Consultant and clearly identifying all Subconsultants and their proposed assigned Service Market(s).

- A. Respondents are required to indicate one or more of the eleven (11) Service Markets of projects listed above for which to submit firm project information. The Respondent shall select up to eleven (11) of the firm's projects to highlight in detail as representing the firm's project experience. This maximum number of (11) of the firm's projects is a total for all categories. For example, a firm may submit one (1) project for each of the eleven (11) categories or submit any combination without exceeding eleven (11) total projects for this RFQ. All the projects must have been completed by the prime design/consulting firm. The work described must have been performed within the past ten (10) years.
- B. The Prime Consultant and all its Subconsultants should be clearly identified along with the responsibilities of each and their respective Service Market. The successful Respondents may utilize the services of Specialty Subconsultants on those portions of the work that under normal practices are performed by specialty firms. Based on the proposed organizational structure, additional procurement requirements may apply. The successful Respondents shall not award any portion of the work to a firm that is not included in the RFQ response submitted by a Prime Consultant without written approval of the COBC. The acceptance of any and all Subconsultants shall reside with the entity of the successful Prime Consultant Respondent it is contracted with, and their decision shall be final. The successful Respondent shall be fully responsible for the performance, acts, errors and omissions of his subcontractors and persons directly or indirectly employed thereby.

Graphic Information: The Respondent may include photographs, plans, or other graphical information about any up to five (5) projects. When printed from the electronic file, this information shall not exceed one page per project.

## EVALUATION FACTORS

The evaluation committee will conduct a comprehensive, fair, and impartial evaluation of responsive proposals received. Each proposal timely submitted will be analyzed to determine overall responsiveness and completeness as defined in the RFQ, including its scope section and in the instructions on submitting a proposal section. Failure to comply with the requirements of the RFQ or submission of an incomplete proposal may deem a proposal non-responsive and may, at the discretion of the Evaluation Committee, be eliminated from further evaluation.

If the evaluation committee has reasonable grounds to believe that a vendor is unable to perform the required services or delivered the required goods to the satisfaction of the City of Bee Cave, Bee Cave reserves the right to disqualify a proposal. Some indicators (but not a complete list) of vendor performance concerns are: past vendor performance; the vendor's financial resources and ability to perform; the vendor's experience or demonstrated capability and responsibility; and the vendor's ability to provide a reliable on-going business relationship and the maintenance of on-going agreements and support.

Following the review and scoring of responsive proposals, the evaluation committee will make a recommendation to the City of Bee Cave Council for contract award(s).

The selection committee may select one or more consultants or prime consultants to submit fee proposals based on their respective scope of work narrative. In the event of referenced shortlist, the Consultant shall obtain and make available fee proposals from qualified Subconsultants for those services. The fee shall be considered by the City and no such agreement exists until a contract is executed between the parties for the negotiated fee.

EVALUATION FACTORS	WEIGHT
1. Firm Experience and Qualifications Firm Years in Business Percentage of Licensed Professionals	25%
2. Relevant Project Experience Match of Experience to Project(s)	20%
3. Project Manager / Staff Experience and Qualifications Match of Experience to Project(s) Experience with Multiple Phased Projects	15%
4. Past Performance as Evaluated by Clients / Owners Past Performance on all Library and Police Department/Life Safety Projects or <i>Similar</i>	25%
5. Quality of Services Schedule Adherence Standards Adherence Reporting and Communication	15%
TOTAL	100%

All interested firms must submit five (5) copies of their qualifications and one electronic PDF copy via USB drive, deadline at xxxxx p.m., on xxxxx, **xxxxx, 2023**, addressed to:

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

#### SPECIFIC INSTRUCTIONS AND INFORMATION

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. The City of Bee Cave has contracted with Turner & Townsend Heery to act as its Project Manager and Owners Designated Representative (ODR). Turner & Townsend Heery will be the Single Point of Contact for all issues related to the design and construction of the new facility. In this capacity, Turner & Townsend Heery will oversee the development of scope, budget and schedules associated with the project and provide guidance to the Owner for issues related to the construction of the new facility. The Consultant will coordinate and cooperate fully with the ODR.
3. All questions concerning this RFQ will be directed to Chelsea Maldonado, Turner & Townsend Heery Project Manager at [Chelsea.Maldonado@turntown.com](mailto:Chelsea.Maldonado@turntown.com) Please refer to the below **(Item #13)** schedule for applicable deadlines to submit any questions related to this RFQ.
4. The City encourages the Submitter's RFQ to include qualifications for the entirety of the Professional Services team
5. 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 qualifications 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 #13). 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.
6. No lobbying of selection committee members, City staff, or City Council members will be permitted during the RFQ process.
7. 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.
8. 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.

9. 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. All owner consultants will coordinate and cooperate fully with the Construction Manager-at-Risk.
10. Any contract resulting from this solicitation will be in the form an **Owner/Consultant Master Services Agreement** as modified and negotiated with the selected firm. See section 'City of Bee Cave Standard Forms', subsection 'Master Service Agreement Examples'.
11. A selection committee will review all submittals. 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 submittals 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 is ratified by minute order and will include instruction to staff to begin contract negotiations with the "top" ranked firm.
12. 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
13. 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.
14. Certificate of Liability Insurance (ACORD Form) and Insurance Verification Form: All prospective vendors must provide both a Certificate of Liability Insurance (ACORD form) and an Insurance Verification Form signed by the insurance agent/broker. The sample ACORD form provided herein displays the types of coverage and limits required of all vendors by COBC's Risk Management department. Both forms must be included in the "**Response Attachments**" tab.
15. IRS FORM W-9 (Rev. 10-2018): Vendor must download this form, complete it, sign the form and include it under the "**Response Attachments**" tab. Vendors must ensure that the Legal Name and the Taxpayer Identification Number (TIN) entered on this form matches exactly with the information referenced in their IRS income tax return.
16. Financial Information: Provide a statement of the Respondent's financial stability and ability to fulfill the obligations of the contract(s) that may be awarded. Provide a copy of financial statements for the past three (3) years. Provide a description of all pending litigation instituted by or against the Respondent.



## REQ RESPONSE AND PROPOSAL INFORMATION

### **RFQ Timeline (Estimated):**

RFQ Released:	XXXXXXX , 2023
<b>Pre-Proposal Conference</b>	<b>XXXXXXX , 2023</b>
Deadline for Submittal of Questions:	XXXXXXX , 2023
RFQ Submittal Deadline:	XXXXXXX , 2023
Evaluation Process Completed:	XXXXXXX , 2023
City Staff Conducts Interview (if required)	XXXXXXX , 2023
City Council Authorizes Staff to Negotiate Contract(s)	XXXXXXX , 2023*

*\*Date subject to change in consideration of interview necessity and changes in council meeting dates*

Proposals Submission Deadline: Proposals consisting of five (5) copies and one electronic PDF copy via USB drive will be received before the **deadline xxxx, xxxxx, 2023, at xxxx p.m.** Central Standard Time (CST). Proposal packages will be addressed to:

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

Pre-Proposal Conference(s): Pre-Proposal Conferences will be held in conjunction with this Solicitation as indicated below.

- **XXXXX, XXXXX , 2023, XXXX AM/PM. virtually via Zoom — Email Chelsea Maldonado, Turner & Townsend Heery Project Manager at Chelsea.Maldonado@turntown.com by XXXXX, XXXXXX X, 2023 at XXXX p.m. CST to receive an invitation**

Submitting proposals prior to the Pre-Proposal Conference is not recommended, and such proposals may be rejected by the City. Proposals may be opened and reviewed as received but will be done in a manner that avoids disclosure to competitors. Contents of proposals will remain confidential during the negotiation period. A formal public opening will not be held unless required by applicable law.

Vendors are strongly encouraged to attend the Pre-Proposal Conference. The conference will start promptly at the stated time and be moderated by the Category Specialist/Manager. General rules of business meeting protocol will be observed during the meeting. Admittance for individuals arriving late is at the discretion of the Category Specialist/Manager. If an individual is admitted late, questions already discussed will not be revisited during the remaining portion of the conference.

Individuals attending the Pre-Proposal Conference may be required to sign an attendance roster. In addition to their name and company name, each person may be asked to supply an email address and telephone number, if needed. This attendance roster will be posted as an Addendum on the City's [https://www.beecavetexas.gov/business/current\\_bids\\_rfp\\_s](https://www.beecavetexas.gov/business/current_bids_rfp_s) portal along with the solicitation and other related documents.

Retracting Proposals: Once submitted, the City of Bee Cave will not return any physical proposals (including USB drive) to vendors. A proposal that has been submitted may be withdrawn in writing prior to the deadline for submission of proposals.

Late Proposals: Responses submitted after the due date and time noted in this solicitation shall not be considered. The time and date stamp clock of the City shall be the official date and time of receipt. It shall be the sole responsibility of the vendor to ensure that the proposal is received by the City by the specified deadline. There shall be no exceptions to these requirements.

Demonstrations/Interviews: At the City's discretion, one or more Vendors may be invited to demonstrate their solution(s) and/or system(s) and interview, based on a City pre-defined agenda and timeline. Said Vendors will be notified by e-mail if the City determines that such demonstrations and interviews are desired. Vendors shall demonstrate their competence, qualifications, and ability to satisfy the City's solicitation requirements.

Discussions/Negotiations; Best and Final Offers: Discussions/negotiations may be conducted with Vendors who are deemed to be within the final competitive range; however, the City of Bee Cave reserves the right to make one or more contract awards without discussions/negotiations. The competitive range, if any, will be determined by the City and will include only those proposals that the City determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, Vendors may be required to submit a best and final offer. The best and final offer may be required as early as 24 hours after completion of negotiations/discussions. Best and final offers must be received by the date/time provided during discussions/negotiations or the originally submitted proposal will be used for further evaluation and recommendation for contract award.

Retention of Proposals: All proposals submitted in response to this solicitation are the property of the City of Bee Cave.

Award: To the discretion of The City of Bee Cave one or more contracts (vendors) maybe awarded as result of this RFQ based upon the evaluation of the submitted proposals.

## SCOPE OF WORK CONSULTATION SELECTION:

Submittals 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 submittals, the City will consider the following factors:

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

## SUBMITTAL REQUIREMENTS AND GENERAL INFORMATION:

Submittals should be sealed in an envelope marked with **"RFQ – Capital Improvement Professional Services — Survey/Platting, Geotechnical, Commissioning, Testing and Balancing and Other Related Services for the New Bee Cave Public Library and New Bee Cave Public Safety 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.

The most highly qualified firm Respondents will be placed in a pool of qualified consultants. Individual project assignments will be made by Construction Services for the following Professional Services Consulting Service Markets (categories):

Service Market 1: Surveying/Platting Services	Service Market 6: Air Quality Testing & Monitoring
Service Market 2: Geotechnical Services	Service Market 7: Roofing Inspections
Service Market 3: Construction Materials Testing	Service Market 8: HVAC Testing and Balancing
Service Market 4: Traffic Engineering	Service Market 9: Commissioning
Service Market 5: Hazardous Materials Consulting	Service Market 10: Environmental Services Service Market 11: Building Enclosure Commissioning Services

## SERVICE MARKET SPECIFICATIONS

### Service Market 1: Surveying/Platting Services:

- Boundary Survey Information
- Topographic Survey
- Platting
  - o General
    - Services must include all documentation as required for City of Bee Cave building permits.
    - Prepare maps or drawings in Owner compatible Auto CAD or latest version software format.
    - For each prepared survey, and other deliverables, provide electronic copy to

Owner and Architect/Engineer; provide one original mylar to Owner. Any printing requested by Owner shall be ordered by Registered Land Surveyor (RLS) through Owner's printing company at Owner's cost.

- Precision of the survey shall be based on the positional accuracy concept. Establish the boundary of the property within an error of closure of 1:10,000. Locate structures within the boundary within 0.2' positional accuracy.
- Drawings shall note all dimensions in feet (0.1 for tenths and 0.01 for hundredths).
- Unless otherwise approved by Owner, drawing sheet size shall be 30" x 42" with left side binding margin.
- Indicate NORTH arrow on each survey; include a legend of symbols and abbreviations on each document.
- Boundary, topographic and utility information shall be combined on the same drawing, unless otherwise requested. When a boundary survey is prepared initially, subsequent information shall be combined on a composite drawing.
- Indicate elevation datum on each drawing using NAVD 2022 (1988 Adjusted or latest adjustment) or as required by authorities having jurisdiction.
- RLS shall sign and seal each document and state that to the best of the Registered Land Surveyor's knowledge, information, and belief, all information thereon is true and accurately shown and meets all registration requirements.
- A reproduction of the recorded subdivision plat that created the Owner's subject lot, block, or parcel.
- A property description describing the subject Owner's parcel. If, in the opinion of the RLS, the description furnished or obtained is insufficient to fully define the extent or location of the parcel to be surveyed due to ambiguity or calls for adjoining deeds, prior recorded survey plats, etc., it is the duty of the COBC (unless agreed upon by all parties) to furnish the additional information requested by the RLS. This is not to be construed to indicate that the RLS has an obligation to research the title of record.
- Relevant data provided by the COBC regarding special circumstances, such as unrecorded easements, judgements or Court decrees that may influence the location of boundaries of the survey.
- A reproduction of the Township Plat and pertinent Monument Records if the survey is of a section or aliquot part of a section.
- It is the responsibility of each professional RLS to monitor his/her work and that of those working under his/her supervision, so that the methods used to perform the survey and produce the plat and/or report will be of such quality that the accuracy, precision, and positional tolerance of the final product delivered to the COBC will equal or exceed that which would be provided by another competent surveyor under similar circumstances. All field data, including electronic field notes, shall be retained in a legible and orderly fashion that will be understandable to other surveyors.

o BOUNDARY SURVEYS

Include the following information on each boundary survey:

- Dimensions, bearings, or angles, including curve lengths, radii, and delta angles, shall be clearly shown in respect to each property or boundary line.
- Unless otherwise prohibited by law, where no monument exists, set permanent iron pin (monument) or other suitable permanent monument at property corners; drive pin adequately into ground to prevent movement and mark with wood stake; state on the drawing(s) whether corners were found or set and describe each.
- Include in the legal description any measurements indicated in recorded deeds for comparison with actual observed information.
- Reconcile or explain any discrepancies between survey and recorded legal description.
- Provide property area in square feet, if less than one acre, or in acres (to .001 acre) if over one acre.
- Identify jurisdiction and width of adjoining street and highway width and rights-of-way and pavement material.
- For properties under zoning controls, indicate zone type and jurisdiction.
- Provide plotted location of structures on the property. State character and number of stories. Dimension to property line and other buildings.
- Identify any encroachments both directions across property lines.
- Describe fences and walls in height and materials. Identify party walls and locate these with respect to property lines.
- Indicate recorded or otherwise known easements and rights-of-way, and owner of right.
- Describe possibilities of prescriptive rights-of-way and the nature of each.
- Present anticipated street widening and source of information for planned improvement.
- Provide individual lot lines and block numbers and street addresses of buildings.
- Indicate sidewalks, curbs, gutters, and drives on block.
- Provide building line and setback requirements, if any. Indicate “no setback” if setback does not exist.
- Provide names of owners of adjacent property
- Indicate perimeter outline only of thickly wooded areas for a “boundary only” survey. See tree documentation requirements below for topographic surveys.

o FULL SURVEYS

Add the following information to a boundary survey for a full survey: Topographic Information

- Traffic signals, all street signs, and pavement traffic markings in connection with boundary streets

- Indicate each streetlight, utility service pole, boxes, and equipment.
- Minimum of one permanent site benchmark for each 4 or less acres; description and elevation shall be to nearest .01'.
- Contours at 1-foot intervals; error shall not exceed one-half contour interval.
- Spot elevations on a 50' square grid on pedestrian and landscape areas plus maximum high and low elevations. Interior spot elevations on roads shall be on a 50' grid plus maximum high and low elevations of pavement.
- Spot elevations on street shall be on cross-sections at 50' intervals (right-of-way to right-of-way at 100' stations and half sections at 50' stations).
- Spot elevations on paving or other hard surfaces shall be to the nearest .01 foot and on other surfaces to the nearest .10 foot.
- Plotted location of structures, man-made and natural features; floor elevations at each main entrance of buildings on property; elevation of nearest manhole
- Location of fire hydrants available to property
- Location of flood ways, 100-year flood zone and 500-year flood zone and extent of each document source of information; indicate "NOT IN FLOOD ZONE" if entire property is outside of any floodway or zone
- Mean elevation of water in any excavation, well or nearby body; flood level of streams
- Extent of watershed onto property; probability of storm runoff overrunning the site
- Locations of test borings, if ascertainable, and elevation of top of holes
- Trees of 2 inches and over (caliper at 3 feet above ground), locate within 1 foot tolerance and indicate species
- For thickly wooded areas, indicate perimeter of wooded area and confirm any allowed exception to individual tree size, location, and species requirements in item 14 above; Owner may elect to increase caliper size of trees to be documented in wooded areas.
- Location, size, elevation of elevated piping, insulated piping, conduit, pipe racks and supports, except those above building roofs

o UTILITY INVESTIGATION

- Future plans of city, utility districts, and municipal utilities, when such information is discovered in routine information gathering
- Location and size of water main and gas mains serving or on the property, valves, meters, based on available plans and existing surface fixtures
- Location of electrical and telephone services, based on available plans and existing surface fixtures
- Location, size, depth and direction of flow of sanitary sewers, storm drains and culverts serving or on property; location of catch basins, manholes, and inverts of pipe at each, based on available plans and existing surface fixtures
- Name of operating authority of each utility

#### Service Market 2: Geotechnical Services:

- Services must include all documentation as required for City of Bee Cave building permits.
- Description of subsurface soil conditions at the site, including the location of any known earthquake faults, mines, walls, or anything else that might affect the proposed building.
- Review of site geology and how it will impact allowable soil values.
- Logs of exploratory borings summarizing the soil conditions encountered and the results of the laboratory testing as well as a plan indicating the number and location of the borings and elevations related to a common benchmark or datum, and depth.
- Recommendations of suitable foundation systems for structure.
- Influence of foundation construction on existing foundations and recommended mitigation measures as required.
- Allowable soil bearing values for mat foundation embedded in native soils at grade. Include values for the following load cases: dead plus live, dead plus live plus wind/seismic.
- Static modulus of subgrade value for developing vertical soil springs for the following load cases: dead plus live, seismic.
- Recommendations for site slab-on-grades such as sidewalks, drives, or streets, including recommended procedures for subgrade preparation and criteria for testing subgrade preparations for compliance with the specified procedures.
- Design values for cantilevered site retaining walls including allowable and ultimate bearing pressures, active pressure, passive pressure, coefficient of friction, other surcharge criteria, appropriate combinations of resisting elements and methods of surcharge loading.
- Evaluate necessary groundwater control measures to be taken during construction.
- Evaluate necessary groundwater control measures to be taken after construction is complete (permanent dewatering, etc.).
- Provisions for the control and drainage of surface water.
- Estimate of potential impact of expansive soils and mitigation methods as required.
- Presence of alkali or other deleterious material in sufficient quantities to affect concrete or steel either during construction or after completion.
- Suitability of site excavated material for use as fill or backfill material and general availability of suitable off-site fill.
- Backfill and compaction requirements for excavated material and for engineered fill.
- All work as typically offered by Geotechnical Firms.

#### Service Market 3: Construction Materials Testing:

- Provide all testing and inspection as required by the Texas Building Code, the contract, and additional test or inspections required by the City of Bee Cave.
- Provide qualified personnel at the site(s)
- Ascertain compliance of materials and mixes with the contract and specification requirements.
- Attend pre-construction and progress meetings when requested.
- Perform all work in conformance with the requirements of all applicable laws, codes, ordinances, and regulations
- Structural testing and special inspections
- Soils analysis, compaction testing, and excavations
- Masonry testing and inspection including grout inspections
- Specified inspecting, sampling, and testing of products in accordance with specified standards and report all compliant and non-compliant test findings
- Earthwork Inspections
- Foundation Inspections
- Concrete Inspections
- Structural Steel Inspections

- Fireproofing Inspections
- Engineering site visit and report review
- Prepare, cure, store, and transport project samples to a laboratory in compliance with applicable standards.
- All tasks in relation to construction materials testing services as required and/or requested by the City of Bee Cave.

#### Service Market 4: Traffic Engineering:

- Determine appropriate level of Traffic Study required.
- Work should be completed by a Licensed Civil Engineer.
- Identify the adequacy of the existing street right of way to accommodate any changes resultant of the proposed development/redevelopment.
- Develop mitigation measures for if significant adverse impacts are identified.
- Determine the appropriate traffic impact category for the proposed development.
- Generate site traffic using the methodologies found in the current edition Institute of Transportation Engineers (ITE) publication, Trip Generation.
- Participate in preliminary scoping meetings with the City of Bee Cave.
- Prepare a proposal of scope for the Traffic Impact Analysis (TIA).
- Develop plans for construction zone traffic control.
- Develop detour route plans.
- Study Horizon shall be Opening Year, each phase of the proposed development and Full Build-Out Year when applicable.
- Provide electronic and bound copies of analysis report.
- Provide 24-hour approach volumes at major and site access intersections.
- Provide peak AM and PM hour approach volumes at major site access intersections.
- Analyze existing, background, and project Traffic Conditions Level of Service (LOS) and Delay.
- Capacity analyses shall be performed within the determined analysis area.
- For each analysis horizon, utilize the total project traffic volume including site generated traffic and the background traffic.
- Background traffic shall include traffic from other proposed developments within the analysis area and horizon.
- Tabulate overall intersection LOS and delay for each approach and individual movements.
- Include analysis of queue spillbacks and capacity of left and right turn lanes.
- Traffic Impact Analyses will be required for each Phase of the proposed project development.
- To the extent practical, use Texas Manual on Uniform Traffic Control Devices (TxMUTCD) approved signs and pavement markings.
- Collect all data required to develop a base map of existing conditions which can be used for the design process.
- Coordination with the TxDOT (Texas Department of Transportation) and address Pedestrian Crossing Guidelines
- Address Traffic Signal Synchronization and Special Event Guidelines
- The Traffic Engineering Study shall comply with requirements of the most recent versions of the Texas Manual on Uniform Traffic Control Devices (TMUTCD), Transportation Research Board Highway Capacity Manual (HCM), AASHTO A Policy on Geometric Design of Highways and Streets ("Green Book"), and other standards of traffic engineering practices, as appropriate.
- The traffic data collection schedule shall be coordinated and approved by the City Traffic Engineer.
- All tasks in relation to traffic engineering services necessary to survey and research to identify safe and efficient traffic flow.



#### Service Market 5: Hazardous Materials Consulting:

- Asbestos-Related Consulting Services
  - Services must include all documentation as required for City of Bee Cave building permits.
  - Provide State of Texas, Division of Occupational Safety and Health, Certified Asbestos Consultant(s) (CAC) or Certified Site Surveillance Technician(s) (CSST), for asbestos-related services.
  - Review sites and scope of work and/or specification and plans for proposed construction activities to determine the type of work that will occur on the project.
  - Meet with City of Bee Cave Project Manager (ODR) and where applicable, other consultants, to perform on-site inspections of the locations involved in the project to determine where asbestos containing materials may be present or are near the work and could be impacted, because of the project.
  - Inspections shall include accessing inaccessible spaces and the collection of bulk samples of suspect materials not identified as positive or negative for asbestos content.
  - Sampling to be conducted in accordance with EPA/AHERA established sampling protocols and asbestos analysis shall be performed by an accredited laboratory.
  - Lead-Related Consulting Services Provide staff with State of Texas, Department of Health Services Lead Certification to perform lead-related services.
  - Review sites and scope of work and/or specification and plans for proposed construction activities to determine the type of work that will occur on the project.
  - Meet with City of Bee Cave Project Manager (ODR) and where applicable, other consultants, to perform on-site inspections of the locations involved in the project to determine where lead-based paint may be present or are in close proximity to the work and could be impacted, as a result of the project.
  - Hazardous Materials Consulting Services Perform a visual evaluation of potential hazardous chemicals and/or ballasts to determine the need for additional mitigation efforts required for safe demolition.
  - The Consultant is to visit the project site and determine what materials require sampling. The Consultant is to take bulk samples of all materials that are suspected to be hazardous including all unmarked containers containing unknown substances. The following items may require sampling: Paint, window caulking, waterproofing; PCB Ballasts; Mercury thermostats and light switches; Cooling units, air conditioners and water fountains; and other suspect items.
- Assessment Reports and Abatement Plan
  - Prepare an Assessment Report for each project and in the case of projects involving site acquisition, subsections by each property parcel including a description of the site conditions, details of the site inspection/investigations, site drawings indicated sampling locations, site photographs and laboratory results with a summary of all identified asbestos, lead, or hazardous materials.
  - Prepare recommendations and an abatement plan with an estimate of costs for abatement of the materials that will impact the project/parcels.
  - The abatement plan shall include an Abatement Scope of Work and Abatement Technical Specifications to be included in the Project Bid Documents.
  - Review and approve the contractor's abatement and disposal plan for compliance with the plan.

- o Review and monitor the certifications and medical clearances for all personnel proposed or assigned to the job.
- Construction Phase
  - o Attend all necessary construction meetings during the course of abatement work.
  - o During construction, monitor abatement work to ensure compliance with the contract requirements and completion of the work by the abatement contractor.
  - o Review abatement contractor submittals.
  - o Provide on-site inspections with daily reports and photos of abatement work.
  - o Maintain on-site records and perform monitoring during all abatement work.
  - o Monitor abatement contractor's compliance with the plans, specifications and any regulations including but not limited to certification of abatement workers, ensuring proper containments, and confirmation of the removal of all asbestos, lead and hazardous materials.
  - o Assist the City of Bee Cave with problem resolutions associated with abatement work.
  - o Keep City of Bee Cave informed of abatement contractor's performance.
- Close-out Phase
  - o Verify the Uniform Hazardous Waste Manifest, when required, has been submitted and reviewed by OEHS for completeness a minimum of 48-hours prior to the date the waste is to be removed from the site.
  - o Consultant shall provide waste specific information for inclusion on the manifest. No hazardous waste may be transported away from a City of Bee Cave site without a manifest.  
Submit all original paperwork required to be maintained by the contract documents, this agreement, and by law to the City of Bee Cave.
  - o Upon completion of the abatement work, prepare a Closeout Abatement Report that documents all the activities performed, including copies of all sampling forms with results, daily reports, progress photos, correspondence, and any regulatory compliance forms.

#### Service Market 6: Air Quality Testing & Monitoring:

- Air quality monitoring and testing.
- Air monitoring and testing during abatement.
- Air monitoring and testing after remediation activities.
- Determination of levels of carbon dioxide, carbon monoxide, volatile organic compounds, mold, or other potential air quality inhibitors.
- Collect samples per environmental guidelines to confirm that the environment is free of air quality inhibitors.
- Documentation and reporting of air quality of The City of Bee Cave facilities.
- All tasks in relation to Air Quality Monitoring and Testing services necessary to test, review, and report indoor air quality conditions.

#### Service Market 7: Roofing Inspections:

- Review Construction Documents including roof components, roof details and specifications.
- Review contractor's submittals.
- Participate in pre-construction and pre-installation meetings.
- Observe the progress of the work during construction for compliance with construction documents.

- Review the contractor's recommendations, evaluate them and submit them to The City of Bee Cave for final decision.
- Attend meetings as directed by The City of Bee Cave and report on the roof construction.
- Prepare field reports recording the project representative's time and activities related to the project, weather conditions, nature and location of the work being performed, verbal instructions and interpretations given to the contractor and specific observations.
- Random checks of materials delivered to the site to check for conformance with those specified.
- Test cuts where specified and deemed necessary.
- Assess the condition of the substrate prior to roof application.
- Recommend and document necessary maintenance, repairs and replacement of roofing.
- Record the weather each workday, including: temperature, rain or percentage of chance of rain and wind conditions.
- Provide quality assurance inspections at major phases of construction.
- Maintain ongoing roofing punch list items on the project.
- Provide a written report that summarizes all test data, observations, or other information as appropriate.
- Review Operations and Maintenance documents and warranties to ensure compliance.
- Inspect roofing conditions on existing facilities and provide a written report of the findings and possible solutions, if needed.
- Develop construction drawings and specifications, if needed, to upgrade, improve or replace damaged roofing.
- All tasks in relation to Roofing Inspection services necessary to maintain, repair, or replace roofing systems of facilities throughout The City of Bee Cave.

#### Service Market 8: HVAC Testing and Balancing:

- Provide a Scope of Work detailing the type of system for the selected project requiring HVAC Testing & Balancing Services.
- Provide all services necessary to investigate and inspect HVAC equipment for problems that relate to, but not be limited to, materials, workmanship, age, warranty, and deterioration.
- Review and comment on specifications, design submittals, and construction documents prepared by other consultants.
- Review, provide inspection services, and report on specific areas of construction when requested.
- Provide services, investigation, identification, analysis, and recommendation with costs for specific school facility problems or needs.
- Visit jobsites and make general inspections.
- Prepare reports noting discrepancies regarding equipment, installation, or placement. Subsequent reports will list corrections made from previous reports.
- Air distribution test and balance will include balancing of the air conditioning, ventilating, and exhaust systems to achieve the air quality specified.
- Perform full inspection of all mechanical systems to determine compliance.
- Hydronic systems testing and balancing will include balancing of condenser, chilled and heating hot water circulating systems to obtain water quantities, and temperature differentials through all system components.
- Make component performance analysis.
- Provide instruction of operation to the City of Bee Cave personnel.

- Any and all tasks in relation to mechanical heating ventilation and air conditioning systems testing and balancing services as required and/or requested by The City of Bee Cave.

#### Service Market 9: Commissioning:

- Provide Enhanced Commissioning Services, including but not limited to, mechanical, electrical, and plumbing verification during design, construction, equipment startup and building operation to ensure the building systems meet The City of Bee Cave's quality standards and established project requirements.
- Pre-Design Phase
  - o Assemble commissioning team, hold a scoping meeting, and identify and review responsibilities with commissioning team members.
  - o Develop a draft design-phase commissioning plan.
  - o Attend commissioning meetings as needed with project manager and design team.
  - o Assist Owner with developing Owner's Project Requirements. (OPR). Develop and review the design intent documentation for clarity and completeness, including language for the following systems: day lighting, HVAC, domestic hot water, emergency power and ATS, renewable energy, DDC controls, lighting controls, HVAC testing and balancing (if utilized).
- Design Phase
  - o Coordinate the commissioning work during design.
  - o Update the design phase commissioning plan.
  - o Perform focused reviews of the design, drawings, and specifications at various stages of development during schematic design, design development and contract document (60% CD and 95% CD phases).
  - o Review the development and updating of the Design Record documentation by design team members (Design Intent, Design Narrative, and Design Basis)
  - o The commissioning specification shall include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements, including formats; alerts to coordination issues; deficiency resolution; construction checklist and startup requirements; the functional testing process; specific functional test requirements, including testing conditions and acceptance criteria for each piece of equipment being commissioned.
- Construction Phase
  - o Review normal Contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews.
  - o Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.
  - o Oversee and review the training of the Owner's operating personnel. Review the preparation of the O & M manuals for commissioned equipment.
  - o Compile a Commissioning Systems Manual, which shall include: Owner's Project Requirements; Design Narrative and Basis of Design (by designer); Performance Metrics, if completed during design; space and use descriptions, single line drawings and schematics for major systems (by designer); control drawings, sequences of control (by contractor); and a table of all set points and implications when changing them, schedules, instructions for operation of each piece of equipment for emergencies, seasonal adjustment, startup and shutdown, instructions for energy savings operations and descriptions of the energy savings strategies in the facility, recommendations for re-commissioning frequency by equipment type, energy tracking recommendations, and recommended standard trend logs with a brief description of what to look for in them.

- Warranty Period
  - o Return to the site at ten(10) months into warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

Service Market 10: Environmental Services:

- The purpose of these services is to provide Phase I and Phase II Environmental Site Assessments ("ESA") for properties being considered for purchase by the City ("City of Bee Cave").
- The intended use of the report(s) is to support the decision-making process for purchasing property for ("The City of Bee Cave").
- Phase I Environmental Site Assessment
  - o Perform a limited Historical Chain of Title Search and Travis County Directory Review and evaluate the title information provided for the Subject Property.
  - o Conduct an on-site reconnaissance to visually observe changes to the Subject Property and identify, by physical evidence, the presence of possible adverse environmental conditions or wetlands.
  - o Coordinate with key on-site personnel and property representatives (if available) to obtain information relevant to the Subject Property and adjoining properties.
  - o Review historical data (air photography, land records, maps, etc.) to verify past uses of the Subject Property and adjoining properties. This readily available data will be used to check when the Subject Property first contained a structure or when the Subject Property was first used for residential, agricultural, commercial, industrial or governmental use.
  - o Identify immediate adjacent properties' current uses and status in order to ascertain their potential to act as sources of off-site contamination.
  - o Review up to date relevant Local, State and Federal regulatory agency databases to determine past violations, hazardous waste spills, and/or other reported environmental incidents that may have occurred on the Subject Property or in the immediate vicinity of the Subject Property.
  - o Prepare a written report detailing the Consultant's investigation and findings. Included in the report will be any suspected environmental degrading conditions as well as recommendations for further investigation if necessary. Consultant will provide three (3) copies of the final report to The City of Bee Cave.

- Phase II Environmental Site Assessment
  - The Phase II Environmental Site Investigation ("ESI") will involve performing subsurface investigation of the surrounding business activity that may pose some type of subsurface impact. These locations should be identified in the Phase I ESI.
  - Consultant will not encroach on any area outside the Subject Property, unless requested to do so by the City of Bee Cave.
  - Consultant will perform Geoprobe soil borings at locations to be determined by consultant to a depth of groundwater within the Subject Property perimeter.
  - Consultant will collect several soil samples from each boring and groundwater at the water table respectively.
  - To collect the most representative sample material, Consultant will perform field screening with a hydrocarbon detection instrument prior to collecting and placing the sample into a certified container.
  - At the end of the workday, all samples will be recorded in the field on a proper Chain of Custody, placed in coolers and properly preserved and submitted to an approved laboratory for analysis.
  - Analysis of all samples shall include Total Petroleum Hydrocarbons, and heavy metals, including Arsenic, Barium, Cadmium, Chromium, Lead, Selenium, Silver and Mercury.
  - Until final disposition, all Geoprobe soil boring residual material will be placed in fifty- five (55) gallon drums and delivered to a temporary holding facility identified by the City of Bee Cave. The final disposal of residual soil boring material will be based on the results of the sample analysis.
  - When requested by the City of Bee Cave, Consultant will perform a limited asbestos and mold investigation for improvements that may be on the Subject Property.
  - Upon completion of the Phase II ESI field activities and review of analytical results, Consultant will prepare a final Phase II ESI report with conclusions and recommendations for environmental services involving corrective actions and/or an action plan for the Subject Property, if needed. Consultant will provide three (3) copies of the final report to the City of Bee Cave.

Service Market 11: Building Enclosure Commissioning Services:

- Pre-Design Phase
  - Building Enclosure Commissioning Provider to work with the COBC's staff, assigned PM, Architect of Record (AOR)/Engineer, and CMAR GC as a team to develop Owner's Project Requirements (OPR)
  - Form the proposed BECxP / CxA+BE Team
  - Development and acceptance of initial Building Enclosure Commissioning Plan (BECxP)
  - Initiate and organize Kick-Off and future Project Meetings
  - Determine Commissioning (Cx) Scope and Budget for the Commissioning Process
  - Evaluate design concepts against OPR and the AOR's design intent (BOD, Basis of Design) in all phases
  - Determine Training Requirements (and update in all Phases)
- Design Phase

- o Develop and document BECxP / CxA+BE specification, establish BECxP / CxA+BE Team, and identify responsibilities
  - o Develop design concepts with the Architect of Record
  - o Review project drawings and specifications
  - o Brief the CMAR, A/E, PM, and Owner Teams
  - o Perform final review of permit and bid documents
  - o Develop construction checklists
- Pre-Construction Phase
  - o Verify material/assembly compatibility
  - o Evaluate submittals and shop drawings
  - o Review construction sequencing and scheduling
  - o Participate in Pre-Construction and Commissioning Meetings
  - o Perform material testing of alternative materials
  - o Oversee construction of mock-up and perform testing with documentation, observations, comments, and recommendations
  - o Perform hygrothermal computer modeling
- Construction Phase
  - o Verify and document field QA/QC programs
  - o On-site review and field testing of installations (i.e., Electronic/Air Leak Detections, Structural/Water/Static Pressure/Roof Membrane/Water Uplift Testing, Structural/Water Infiltration Failure Analysis, Thermal Imaging, Air Barrier Testing, Emergency Response)
  - o Finalize Cx Plan based on mock-up testing
  - o Integration of RFIs and Change Orders to the Cx Plan
  - o Provision and follow-up of on-going deficiency lists
  - o Attendance relevant site meetings
  - o Coordination of Commissioning Plan items to relevant parties
  - o Resolve disputes related to building enclosure performance
  - o Compile a Final Building Enclosure Commissioning Report, which shall include a full summary report with appropriate documentation including, but not limited to, the following information: A narrative describing the BECx items and issues discovered, a summary and list of enclosure systems and components included in the Cx program, a description of non-compliant conditions noted during site observations with follow up documentation on the means and methods to resolve the issues, summary results of building performance testing and field reports, and to identify key warranty areas and their expirations.
- Occupancy and Operations Phase
  - o Prepare for submittal of the Substantial Completion Document
  - o Completion of all Owner Project and Agreement Requirements or Documented Amendments
  - o Conduct Systems Training
  - o Finalization of Project Cx record with warranties and close-out documentation
  - o Update and distribute Final Project Cx Report

- o Verify applicable training procedures of building maintenance personnel
  - o Verify Schedule of Services during the Warranty Phase
  - o Update and distribute Building Enclosure Commissioning Report
  - o Verification of Cx Responsibilities for all work identified in the Cx Plan
  - o Direct & Verify Seasonal tests
  - o Coordinate Building Enclosure Contractor Call-back and Warranty Enforcement
- Warranty Period
  - o Return to the site at Ten (10) months into warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.



## **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 tabbed sections and divided into the following sections:

### **Tabbed 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

Appendix B — Response Attachments

### **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 meeting the requirements of the State of Texas; Commercial General Liability Insurance of at least \$1,000,000 per occurrence, Bodily Injury and Property Damage coverage shall be \$1,000,000; Professional Liability Insurance of at least \$1,000,000; Business Automobile Liability of at least \$1,000,000; Cyber Security Liability Insurance of \$1,000,000 per occurrence.
- 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
  - Senior Manager/Engineer
  - Project Manager/Engineer
  - Technician
  - 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 five (5) projects within the past ten (10) years that will illustrate the consultant's ability to perform services required for this project. The projects referenced should be directly related to library buildings, public safety buildings, or other community, municipal and education buildings, 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 (Key personnel having previously worked as a team on the referenced experience is preferred)
- 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 scope management; include communication procedures, approach to problem solving, quality control, and other similar factors.
- Describe your firm's experience working with the CMAR project delivery method and the assigned project types. Discuss your method of working with the CMAR, Architect and Project Manager as a team member to deliver a project and to maintain the budget scope throughout the design and construction process.

#### **Section V — Summary**

In no more than three (3) pages, summarize your submittal and add any other comments that you feel would make your firm uniquely qualified to participate in the project(s).

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.

#### **Appendix B — Response Attachments**

## **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 Statement of Qualifications (SOQ) 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 a 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.

## **City of Bee Cave Standard Forms and Documents**

- Master Services Agreement Examples
  - Land Survey
  - Geotechnical Engineering
  - Enhanced Commissioning
  - Construction Materials Testing
  - Traffic Engineering
  - Hazardous Materials Consulting
  - Environmental Phase I & II Services
  - Air Quality Testing & Monitoring
  - Roofing
  - Testing & Balance
  - Building Enclosure Commissioning Services