



# GARLAND

---

**REQUEST FOR QUALIFICATIONS (RFQ)**

**FOR**

**PROFESSIONAL DESIGN SERVICES  
LOU HUFF PARK IMPROVEMENTS**

**RFQ # 1188-22**

CITY OF GARLAND  
PURCHASING & CONTRACT ADMINISTRATION DEPARTMENT  
200 N. FIFTH ST., 2<sup>ND</sup> FLOOR  
GARLAND, TX 75040

**PRIOR TO: 3:00 P.M. ON OCTOBER 18, 2022**

**ADVERTISEMENT DATE: SEPTEMBER 29, 2022**

**RFQ FOR  
PROFESSIONAL ENGINEERING SERVICES  
LOU HUFF PARK IMPROVEMENTS**

**TABLE OF CONTENTS**

- I. ADVERTISEMENT
- II. PURPOSE
- III. PROJECT OVERVIEW, DESCRIPTION AND OBJECTIVES
- IV. PROFESSIONAL SERVICES REQUESTED
- V. PROJECT DELIVERABLES
- VI. PROJECT SCHEDULE AND FUNDING
- VII. PROCUREMENT PROCESS
- VIII. SUBMITTAL CONTENT REQUIREMENTS
- IX. EXHIBITS

EXHIBIT 1: AIA CONTRACT FORM B201

EXHIBIT 2: AIA CONTRACT FORM A101

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
PROFESSIONAL SERVICES  
LOU HUFF PARK IMPROVEMENTS**

**Bid No. 1188-22  
Closes October 13, 2022 @ 3PM**

**I. ADVERTISEMENT**

Refer to Notice to Bidders by Purchasing Department.

**II. PURPOSE**

The City of Garland is seeking to identify a highly qualified firm (Consultant) to provide Architectural and Engineering Services for the planned improvements at **Lou Huff Park located at 515 E. Avenue B**. This Request for Qualifications (RFQ) describes the project, anticipated scope of services, consultant selection process, and minimum information that must be included in a Response in the form of a Statement of Qualifications (SOQ).

**Careful review of the proposed project deliverables is strongly encouraged.**

**III. PROJECT OVERVIEW, DESCRIPTION AND OBJECTIVES**

The City is seeking to procure planning, design, construction administration services, and/or project management to implement park improvements through this RFQ. The City desires to engage in community outreach with the surrounding neighborhoods to ascertain public input from regular visitors of this park to incorporate amenities desired by the community. The Garland City Council approved funding through the American Rescue Plan Act of 2021, which provides funding for the project.

A selected Consultant will be contacted by the City to negotiate the terms of a professional service agreement. For the purpose of familiarizing interested consultants with standard City of Garland contract language, a sample contract is attached. Please note that this contract template has been prepared by the City Attorney's Office and the terms and language expressed are not subject to change. The language in the sample agreement should be considered unalterable for the purpose of those evaluating interest in submitting an SOQ and working with the City of Garland. The City of Garland also requires that a certificate of insurance be provided at the time of entering into an agreement.

#### **IV. PROFESSIONAL SERVICES REQUESTED**

The City proposes to retain a qualified, capable landscape architecture consultant to serve as the prime consultant of the design team to perform the planning and design for this project. The selected firm will be required to provide a range of Architectural and Engineering services as necessary and applicable for the site planning, space programming, design, and construction administration of the project. Firms must exhibit the required knowledge, qualifications, and expertise to deliver such professional services.

The design team will be expected to reference the adopted Strategic Master Plan for the Parks, Recreation and Cultural Arts department for inclusion of major design elements for the park development. The below list of amenities is intended to be a starting point for conceptual purposes but is subject to change pending the community outreach phase of design. The project improvements may include:

- Demolition of existing building(s)
- Building renovation/repurpose
- Permanent restroom building
- FUTSAL court with spectator area
- Loop trail
- Basketball court resurfacing
- Sports lighting
- Picnic area
- Shade structure(s)
- Large outdoor grill
- Retaining wall
- Site furnishings
- Landscape and irrigation
- Site utilities
- Paving
- Other amenities as determined

The available construction budget for this project is approximately **\$ 3,750,000.**

## **V. PROJECT DELIVERABLES**

The deliverables anticipated with this project will include but not be limited to exhibits, plans, specifications, memoranda, and reports as necessary to complete a fully executed park development project through all phases of the project life cycle including but not limited to conceptual planning, community outreach, detailed design, and construction administration.

## **VI. PROJECT SCHEDULE AND FUNDING**

It is anticipated the consultant will complete the design process within **270** calendar days, calculated from the time the contract is executed.

Firms may propose an alternate schedule for consideration based upon what is considered reasonable to complete the project, with preference given to firms able to shorten the duration.

The project is funded by American Rescue Plan Act of 2021, the Coronavirus Local Fiscal Recovery Fund (CLFRF), which provides emergency funding for eligible local governments.

## **VII. PROCUREMENT PROCESS**

### **A. City Publishes RFQ**

The request for qualifications (RFQ) is the first step in a multi-step process aimed at identifying a qualified professional service consultant to work with the City of Garland on this project. The RFQ details the requirements for responses, deadlines, and directions. The guidelines for these competency requirements are described in the following sections.

### **B. Evaluation**

The respondent shall provide the following information with the RFQ response. Identify each Section of the SOQ by use of a divider sheet with an integral tab for ready reference. The selection will be based upon the following criteria:

#### **Section One – General Information (0 Points)**

- 1.1 Firms shall submit a letter of transmittal, limited to two pages, that includes:
- 1.2 A brief summary of the Firm's qualifications and interest in providing the services outlined by this RFQ. State why you feel your firm is qualified for this project.

- 1.3 The names, titles, addresses, email address and telephone numbers of the individual(s) who are authorized to make representations on behalf of the Firm.
- 1.4 A statement that the person signing the transmittal letter is authorized to legally bind the Firm.
- 1.5 Identification of a single point of contact to respond to any questions regarding the RFQ submission, including: Name, business addresses, business and fax telephone numbers and email addresses of the proposed principal contact person regarding all contractual matters relating to the RFQ.
- 1.6 Include a statement relating to existing facilities owned or business operations which present a potential conflict of interest between the Firm and the City of Garland.
- 1.7 Name and address of business entity submitting the SOQ.
- 1.8 Length of time in business and Firm history.
- 1.9 Name and location of major office(s) or related facilities.

## **Section Two – Qualifications of the Team (20 Points)**

Firms shall include information related to the following:

- 2.1 Discuss the Team's working relationship on previous projects (up to five projects). For each project listed, include information on the roles and responsibilities of the various disciplines, including but not limited to landscape architecture, architecture, engineering, programming, cost estimating, and any other proposed team member. (The term "team" shall include the Firm and consultants under contract to the Firm that are required for the successful delivery of the project.)
- 2.2 Describe pertinent information relating to the Team's experience, prior work completed with the City of Garland, competence, reputation, and capability in providing services outlined by this RFQ.
- 2.3 Discuss your track record of meeting deadlines and working within a budget.
- 2.4 Describe systems and processes for ensuring quality and timely performance that the Team will implement on this project.

## **Section Three – Project Personnel (20 Points)**

- 3.1 Provide an organizational chart showing the project team structure outlining duties and responsibilities for this project.
- 3.2 Provide resumes of key in-house and consultant personnel to be assigned to this project. For the landscape architect, architects, engineers, and cost estimator, indicate their length of time with their respective firm and overall experience and qualifications. Highlight their experience with similar project types. Include three representative examples of similar projects that support your selection of the Project Personnel for their roles in this project.

## **Section Four – Project Approach (20 Points)**

- 4.1 Describe the Firm's design philosophy. Describe the key elements to develop a program for a multi-million dollar park re-development project that includes renovation and repurpose of an existing building within an engaged community.
- 4.2 Provide a statement of the Firm's understanding of the scope of work, including the completed facility's primary and secondary functions.
- 4.3 Outline your Team's work plan. Discuss the two or three most critical issues in renovating and repurposing existing park facilities.
- 4.4 Show what approach you will use during the programming phase of this project.
- 4.5 Discuss the most important issues in site planning within Lou Huff Park.

### **Section Five – Representative Projects (30 Points)**

The Statement of Qualifications shall include information for three to five representative projects completed recently by the Landscape Architecture firm, Architecture firm, respective Engineering firm(s).

#### Clarifications:

Accounting for possible teaming on past projects and/or the Firm's in-house capabilities, the SOQ may include as few as three or as many as 15 representative projects.

The Landscape Architect firm's and the design team's representative projects are not limited to those completed in a "prime" role (i.e., under direct contract to the project owner). Clarify contractual relationships as appropriate.

Provide the following information for each project as listed below (photographs are encouraged but not required):

- 5.1 Name, Location, Size, Design Time, and Project Description.
- 5.2 Design duration, date of project completion (construction), initial and final construction contract amounts, and an explanation for difference in initial and final contract amounts (i.e., cause of any change orders).
- 5.3 Description of the professional services provided. List any special services, technology, or specialty consultants used, including their roles and responsibilities.
- 5.4 Provide projects – preferably of a similar scope and construction budget as this project – that demonstrate the Team's creativity and represent the standard of quality that would form a basis of expectations for this project.
- 5.5 Explanation as to why these projects were selected as an example.
- 5.6 Provide up to three issues that were critical for each project and describe how the issues were resolved.
- 5.7 Provide a statement(s) regarding how these projects were innovative.
- 5.8 Identify any notable projects that have received recognition or awards and explain why the project received the recognition or awards.

### **Section Six – Client References (10 Points)**

- 6.1 Provide client references for five representative projects, preferably completed within the past five (5) years, by completing the Reference lines in the attributes



section of this bid. Each provided reference should be able to speak to their experience with your firm's provision of professional services over the course of the project, from project initiation through warranty management.

### **C. Selection of Qualified Consultants**

After the closing date for this RFQ, the City will assemble a Selection Committee of individuals determined to be agency stakeholders who are qualified professionals with the knowledge or capabilities needed to review and evaluate all responsive submissions. Upon review and evaluation of responsive SOQs, the highest-scoring firm(s) may be scheduled for a Presentation/Interview. Key members of each Firm's proposed team must participate in the Presentation/Interview portion of the evaluation. The firms not selected will not receive notification. The City reserves the right to determine that no qualified submittals have been received and reject all submittals.

The firm selected through this RFQ will work collaboratively with City staff, the program manager, and other consultants to facilitate the planning and execution of the project. The criteria on which the City makes its determination will not be based on any amount of proposed fees, but will be based on the firm's abilities, experience, and other qualifications.

### **D. Negotiate Professional Design Service Contract**

The contracted scope of work will be negotiated with the selected firm based on the services proposed by the firm and/or required by the City. A firm may propose to utilize in-house staff to provide the services directly, propose to assemble a team of consultants, or propose to joint venture with one or more other entities.

The selected consultant will be contacted to negotiate a professional service contract. In the event that the selected consultant and the City of Garland cannot agree on a contract fee or scope, negotiations with that consultant will be formally ended and resume with the next most qualified consultant. A sample contract is attached to this RFQ; refer to Exhibit 2 in Section IX.

### **E. Contract Approval**

The City of Garland City Council will take into consideration contracts with a value of \$100,000 or more that have been negotiated and approved by the Parks Department. City Council Regular Meetings typically occur on the first and third Tuesday of each month. All other contracts with design values less than \$100,000 will be approved by City Management.

## **VIII. SUBMITTAL CONTENT REQUIREMENTS**

A Statement of Qualifications (SOQ) should be submitted electronically through Ion Wave using the following link <https://garlandtx.ionwave.net>. Acknowledgment of the City of Garland's standard terms and conditions and completion of related forms will be completed electronically via Ion Wave.

### **FACSIMILE OR EMAIL SOQs WILL NOT BE ACCEPTED**

This RFQ provides the information necessary to prepare and submit an SOQ. The SOQ shall be prepared simply and economically, providing a straightforward, concise description of the Firm's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Electronic responses shall be formatted to letter-size (8-1/2" x 11") or tabloid (11" x 17"), if needed. Separate and identify each criteria response of this RFQ by inserting a cover sheet. Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.). Statements of Qualifications shall be a maximum of sixty (60) printed pages. The cover, table of contents, section divider pages, and appendix of contract exceptions/deviations do not count toward the page limit.

## **EXHIBIT 1**

## **PSA CONTRACT FORM**