

City of Round Rock
Request for Statement of Interest and Qualifications
For
Architectural and Engineering Services for the
Round Rock Public Library

General

The City of Round Rock seeks the services of qualified consultants for professional architectural services and design services related to the following: New Construction of a Multi-Story Public Library

The new construction of the Public Library will be built on City-owned property located at 500 North Mays Street, Round Rock, Texas.

Professional services for this project include, but are not limited to Programming, Schematic Design, Design Development, Construction Documents, Bidding and/or Negotiation, Closeout Documents, and Contract Administration Services.

Project development will also include the preparation of a schematic design, all required permitting, identification of utility conflicts, required utility adjustments and installation, coordination with utility companies, public involvement, and any other items necessary to successfully develop the project.

Technical Expertise

The City of Round Rock seeks to work with a team that has a reputation for award-winning innovative design with experience working on publicly-owned projects of significance. The ability to design and coordinate construction documents, forecast cost, respect budgets, assess geological and environmental information, respond to RFI's in a timely manner, foresee and correct conflicts mitigating change orders, provide accurate and detailed closeout documents, and meet deadlines are prime factors for consideration.

The City of Round Rock will consider firms with reputations for designing buildings that can be operated and maintained economically. It is essential that the firm be experienced in design and functionality of public libraries. The firm should be proficient with building information modeling and using that model to coordinate design and construction. The firm should provide its approach, view, and proposed schedule for this particular project. The firms must be able to apply and integrate the use of current and cutting-edge technologies in the development and design of this project. The firms must also be sensitive to the environmental concerns in the development of the project. Experienced personnel will need to be assigned to the project that have knowledge of state, federal and local regulations and building codes. PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND/OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

Selection Process

A selection committee comprised of City of Round Rock stakeholders will review the responses to this RFQ and will select a firm to be recommended to the City Council for the design of the project. The selection committee may develop a short list not to exceed five firms to be interviewed by the committee before a recommendation is made for City Council approval. The interview process is an option that may occur depending on the original review by the selection committee.

The City of Round Rock will not provide compensation or defray any costs incurred by any firm relating to the response to this request. The City of Round Rock reserves the right to negotiate with any and all persons or firms. The City of Round Rock also reserves the right to reject any or all RFQ(s), or to accept any RFQ deemed most advantageous, or to waive any irregularities or informalities in any RFQ received, and to revise the process schedule as circumstances require.

Point of Contact

All responses to this Request for Statement of Interest and Qualifications, as well as any questions, clarifications, or requests for general information are to be directed to:

Richard Will
Building Construction Manager
General Services Department
City of Round Rock
email: richardwill@roundrocktexas.gov
Phone: 512-341-3311

Submission Requirements

Interested and qualified firms or teams are invited to submit one original and four copies of their Statement of Qualifications that demonstrates their experience in performing projects of this scale and complexity. **Documentation should be limited to twenty pages and should include:**

- Identification of the firm/team responding to the RFQ. If a team of firms is proposed, the lead firm should be identified. Location of the headquarters office for the lead firm should be indicated, as well as the location of each lead firm/team member office where work will be performed for the project.
- A brief description of each firm/team member should be provided along with a list of major services offered by each firm/team member.
- A summary demonstrating the firm's/team's qualifications to satisfy all the technical areas identified in the section "Technical Expertise" above.
- List of key firm/team members proposed to work on the City of Round Rock project with a brief summary of their experience.
- A reference list of clients with contact names and phone numbers.
- A reference list of projects of a scale and complexity similar to the project which is being considered by the City of Round Rock. The list should include the project location, description, original estimated construction cost and actual, date of construction, original proposed schedule and actual, services provided by your firm for the project, design team members, construction team members, owner contact name, and phone number.

- From the reference list of projects, discuss in detail the publicly-owned project your firm has completed that you believe most closely matches the effort which will be required for these projects.
- Provide a proposed schedule for the delivery of the project.
- Review Scoring Sheet attached to RFQ and provide all information for the selection committee to properly score the RFQ that is submitted by your firm.

Submittals may be mailed or delivered to:

**Richard Will
Building Construction Manager
City of Round Rock
221 East Main Street
Round Rock, Texas 78664**

All mailed or delivered submittals will be time and date stamped upon delivery and must be received no later than 3:00 pm, July 6, 2017.

Or email submittals may be mailed to:

buildingconstruction@roundrocktexas.gov

All email submittals must be sent with a delivery receipt and must be received no later than 3:00 pm, July 6, 2017. An email submittal may contain PDF documents or a link to download the submittal.

Schedule

The following is the proposed schedule for the selection process:

- June 10, 2017 – Advertise, mail, or e-mail Request for Qualifications
- July 6, 2017 – Deadline for Receipt of Statement of Interest and Qualifications to be delivered to 221 East Main Street, Round Rock TX 78664 or emailed to buildingconstruction@roundrocktexas.gov
- July 24, 2017 – Selection Committee shall select up to five firms for interviews
- August 8, 2017 – Interviews conducted by Selection Committee
- August 15, 2017 – Selection Committee selects its recommendation for the best qualified for City Council Consideration
- October 26, 2017 – Selection Committee's recommendation and Architectural agreement for City Council's consideration and approval
- November 2, 2017 – Notice to proceed given to Architectural Firm



Request for Qualifications Evaluation Criteria Form

Criteria	Score
	100
Lead Firm/Team's Qualifications and Technical Expertise Are all areas of the required Technical Expertise covered?	40
<ul style="list-style-type: none"> ➤ Construction Design Experience <ul style="list-style-type: none"> ○ Planning & Design of Municipal Buildings (10) ○ Expertise to Specific Project (10) ➤ Design and Construction Management <ul style="list-style-type: none"> ○ Project Management Framework or Methodology (4) ○ Quality Control; Elimination of Plan Discrepancies (4) ○ Contract Administration (4) ○ Relationships and Management with General Contractors (4) ○ Close Out Documentation and Accuracy (4) 	
Project Approach and Schedule	15
<ul style="list-style-type: none"> ➤ Is the project approach described adequately? (5) ➤ Are all project steps identified and in a logical order? (5) ➤ Is the schedule realistic and does it meet the City's needs? (5) 	
Client List with References Listed (CORR will call previous clients to score the next three items)	25
<ul style="list-style-type: none"> ➤ Have they performed local projects (local is defined as the Austin-Round Rock MSA) and is the client contact information provided? (10) ➤ Are there municipal clients listed with contact information? (10) ➤ Are the projects presented equal or greater in complexity, scope, and dollar value when compared with the proposed project? (5) 	
Lead Firm/Project Team's Key Personnel	20
<ul style="list-style-type: none"> ➤ Has the project manager demonstrated commensurate experience in managing projects of a similar size and type? (10) ➤ Has the team work together before to successfully complete similar projects of size and scope? (10) 	
Compliance with Administrative Requirements and Information Requested (e.g., on time, complete, meets requirements, etc.)	0 to -10