

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL ARCHITECTURAL / ENGINEERING / PARKING CONSULTING SERVICES**

Related to the

**DESIGN AND CONSTRUCTION OF A
DOWNTOWN PARKING STRUCTURE PROJECT
FOR THE
CITY OF MCKINNEY TEXAS**

**RFQ No. 15-16 RFQ
ISSUED
Thursday, November 20, 2014**

**A Pre-Submittal Conference is scheduled for
10:00 a.m. CST, Tuesday, December 2, 2014**

**Submittals will be accepted by mail or hand delivery no later than
2:00 p.m. CST, Thursday, December 11, 2014, to:**

Lisa Littrell, Purchasing Manager
1550 South College Street, Building D
McKinney, Texas, 75069

Respondents must submit their Statement of Qualifications (SOQ), the signature page, and all additional documents. It is requested that respondent provide one (1) original and four (4) hardcopies of all documents in a sealed envelope and manually signed in ink by a person having the authority to submit firm's information and qualifications, as well as one (1) electronic copy on CD/DVD/USB in PDF format.

The City of McKinney is always conscious and extremely appreciative of your time and effort in the preparing of this information. Requests for information/clarification should be directed to:

Abri Sterlacci, Contract Administrator
City of McKinney
1550 South College Street, Building D
McKinney, Texas 75069
P.O. Box 517
McKinney, Texas 75070
asterlac@mckinneytexas.org
972-547-7582 Phone

RFQ No. 15-16 RFQ

TABLE OF CONTENTS

SECTION I – INTRODUCTION	Page 3
1.1 Background and Special Concerns	Page 3
1.2 Statutory Requirements	Page 4
1.3 Qualifications Being Sought	Page 4
1.4 Selection Process	Page 5
1.5 Scope of Work	Page 6
SECTION 2 – NOTICE TO RESPONDENTS	Page 9
2.1 Request for Qualifications Notice	Page 9
2.2 Pre-Submittal Conference	Page 9
2.3 Submittal Format	Page 9
2.4 Submittal Deadline	Page 9
2.5 Place for Submission	Page 9
2.6 The City’s Contact	Page 10
2.7 Inquiries and Interpretations	Page 10
2.8 Selection Procedure	Page 11
2.9 Public Information	Page 11
2.10 Respondent's Acceptance of Evaluation Methodology	Page 11
2.11 Respondent’s Commitment	Page 11
2.12 Respondent’s Eligibility	Page 12
2.13 Key Events Schedule	Page 12
2.14 Insurance Requirements	Page 12
SECTION 3 – SUBMITTAL REQUIREMENTS	Page 14
3.1 General Instructions	Page 14
3.2 Preparation and Submittal Instructions	Page 15
3.3 Pricing	Page 16
3.4 Submittal Checklist	Page 16
SECTION 4 – RESPONSE LETTER TO RFQ NO. 15-16 RFQ	Page 17
SECTION 5 – RESPONDENT’S QUESTIONNAIRE FOR RFQ NO. 15-16 RFQ	Page 18
SECTION 6 – OVERALL SITE PLANS	Page 21

SECTION 1

INTRODUCTION

1.1 Background and Special Concerns:

- A. Background: The City of McKinney, Texas (“City”) is seeking an Architectural / Engineering / Parking Consulting Services firm (the “A/E/PC”) to perform typical and complete professional services related to the design and construction of a Parking Structure Project to be located in the historic district of downtown McKinney.
- B. Project Phases: These professional services will be contracted for and awarded by Council in two phases with Phase 1 as Site Evaluations on two individual sites. Phase 2 of the project will include complete Architectural / Engineering / Parking Consulting services related to the design and construction of the Downtown Parking Structure on the selected site. The A/E/PC will work with the City entities, staff and any appropriate consultants.

Layout of the Downtown Parking Structure Project: The Downtown Parking Structure will consist of a parking garage with anywhere from approximately 330 to 930 parking spaces depending upon the number of parking levels (i.e. either 3 levels or 4 levels); recommended site size (i.e. between approximately 1 acre and 2 acres) and whether potential non-residential uses on the ground level are recommended or not. The Downtown Parking Structure will have an architectural façade in keeping with the historic downtown. The two sites for evaluation are labeled as Potential Site 2 and Potential Site 3 from a previous parking study and an aerial view of each with approximate size highlighted is included in Section 6.

- C. Special Concerns: In seeking an A/E/PC, the City is looking for a well-qualified professional services firm with significant and successful prior experience in site evaluations, as well as, in the design and construction of parking structures comparable to the proposed project.
- 1) The A/E/PC will work with the City staff and other consultants during the site evaluations phase to master plan and develop schematic designs and cost estimates for both sites with a recommendation for a particular site as the deliverable for this first phase.
 - 2) It is the City’s intent that upon successful completion of the Site Evaluation Services (Phase 1) and with required approvals that the A/E/PC will provide the remainder of the Architectural / Engineering / Parking Consulting Services (Phase 2) for the Project. City Council review and approval would be required for Phase 2 and the continuation of professional services by the chosen A/E/PC firm.
 - 3) The A/E/PC will then develop conceptual designs; further the selected concept during design development; develop their plans and

specifications during the production of construction documents; and provide construction administration during the construction of the project.

- 4) The A/E/PC will work to ensure the feasibility and constructability of the project design, and to assist in bringing the estimated construction cost of the project within the approved project budget through value engineering, the selection of building systems and materials, cost estimating, scheduling, and other means, without adversely affecting the capacity and quality of the project.

1.2 Statutory Requirements for a Professional Services Contract under Chapter 2254 – Professional and Consulting Services of the Texas Local Government Code and City Requirements:

- A. Requirements: The City is accepting qualifications for a professional consulting services contract, pursuant to Section 2254 *et seq.* of the Texas Local Government Code, in accordance with the terms, conditions, and requirements set forth in this RFQ. Firms submitting Statements of Qualifications shall be referred to as “Respondents”.
- B. Architects and Engineers: The Architect or Engineer member of the A/E firm will prepare construction documents for the project and will have full responsibility for complying with all legal requirements, including those of Chapter 1051, Subtitle B of the Texas Occupations Code (Regulation of Architecture and Related Practices) and Chapter 1001, Subtitle A of the Texas Occupations Code (Regulation of Engineering and Related Practices).

1.3 Qualifications Being Sought:

- A. Qualifications Being Sought:
 - 1) Demonstrated capability, as a company, to perform the Architectural / Engineering / Parking Consulting services based upon successfully completed similar projects without legal or technical problems
 - 2) Capability to provide the resources, including financial, equipment and staffing, necessary to meet project requirements
 - 3) Past performance on similar projects with this or other local municipality on construction of publicly funded projects
 - 4) Qualifications and experience of the team members proposed to manage the project for Respondent as evidenced by the resumes of the proposed personnel. Only those personnel who will be directly involved in and assigned to this project shall be submitted with their role clearly indicated
 - 5) Quality of references from past clients of Respondent regarding their performance on parking structures of similar scope, size and quality

- B. Submittals: The requirements for the statements of qualifications submittals are described in Section 3 of the RFQ.

1.4 Selection Process:

- A. Selection Process: The time period for responding to the RFQ is set out in Section 2.13 of the RFQ. The City shall evaluate Statements of Qualifications (SOQ) and select an Architectural / Engineering / Parking Consulting firm in two steps.

- 1) In step one, the City has prepared this Request for Qualifications (RFQ) and will evaluate each respondent's experience, technical competence, and capability to perform, the past performance of the respondent's team and members of the team, and other appropriate factors submitted by the team or firm. Cost-related or price-related evaluation factors will not be used. Each respondent must certify to the City that each engineer or architect that is a member of its team was selected based on demonstrated competence and qualifications in the manner provided by Section 2254.004, Government Code. The City shall review written responses and rank Respondents on demonstrated competence, qualifications, and responsiveness to the RFQ. A maximum of three respondents may be asked to submit additional information and, if the City chooses, to interview. Finalists will be notified within fourteen (14) days of the submittal date.

Scoring (100 point scale):

- 50 points Firm and Individual Qualifications
 - Firm's number of years in business, size and staffing
 - Firm's experience on parking structure projects of similar scope, size and quality
 - Experience of proposed personnel on similar projects and as a project team
 - Experience of proposed sub-consultants
- 20 points Capacity to Perform Work
 - Workload and availability to meet schedule
 - Project management plan
 - Project organization chart and proposed specialty sub-consultants
 - Knowledge of McKinney codes and ordinances including historic district requirements
- 20 points References
 - Quality of previous design and project documentation
 - Meeting schedules and meeting budgets
 - Timeliness and quality of responses during construction administration
 - Communications and cooperation
- 10 points Proposed Site Selection Schedule

- 2) In step two, and within 60 days after RFQ submissions, the City shall evaluate the information submitted by the respondents on the basis of the selection criteria stated in this RFQ and the results of an interview, if desired. The City may request additional information regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the respondent to meet schedules, costing methodology, or other factors as appropriate. Consideration may also be given to any additional information and comments at the selection phase if it reflects on the Respondent's qualifications to perform the Project. The City shall select the A/E/PC firm that submits the proposal offering the best value for the City on the basis of the published selection criteria and on its ranking evaluations. Unless the City rejects all submittals, the City will authorize negotiations with the first-ranked Respondent. If the parties cannot negotiate a successful agreement, the City will terminate negotiations with the first-ranked Respondent, and commence negotiations with the second-ranked Respondent in the same manner. If an agreement is not reached, the City will proceed with this process, in order of ranking, until an agreement is reached or all submittals are rejected. The City reserves the right to reject any and all submittals.
- B. Agreements: The successful Respondent will enter into a Professional Services Agreement ("Agreement") for Site Evaluation Services for phase 1 of the project. For phase 2 of the project an AIA B101 – Standard Form of Agreement between Owner and Architect with City modifications and associated General Conditions would most likely be utilized.
- C. Insurance: Prior to execution of the Agreement, the A/E must show ability to provide the City required insurance. See Section 2.14 Insurance Requirements.

1.5 Scope of Work:

- A. Project Scope, Schedule: Information about scope and schedule follows:
- 1) Scope of Work: The total scope of services for both phases of the project is to provide professional architectural, engineering and parking consulting services, including but not limited to architecture, landscape architecture and interior design, along with civil, parking, structural, mechanical, plumbing, electrical, audio/visual, security and telecommunications engineering, related to the Downtown Parking Structure Project. The following are some of the tasks assumed necessary to complete this project within each phase of the project.

- a) Phase 1 – Site Evaluations and Recommendations (initial contract to be executed)
 - i) Meet with City staff to review the scope of the project, establish evaluation parameters and become familiar with any concerns and the existing conditions
 - ii) Previous parking studies, municipal code analyses, historic district overlay and zoning information, civil site surveys, and the like will be provided to the successful firm
 - iii) This phase of work will include either the inclusion of a traffic study or the coordination with a separate traffic consultant in order to provide opinions of the pros and cons between the two sites as related to effective traffic management generated by a parking structure located in areas that are primarily serviced by local streets
 - iv) Proposed modifications to the existing transportation network to address any potential impact related to the parking structure, along with opinions of probable cost, will be required in the final report
 - v) Schematic layouts of possible and optimal parking configurations, with and without non-residential uses, with varying degrees of architectural facades, along with opinions of probable costs for a variety of a total number of parking spaces, will be required in the final report
 - vi) The final report shall include recommendations addressing the two sites from both the pedestrian and vehicular perspective with detailed options, and implications of those options, with supporting documentation while considering the needs of the various potential parking groups including the downtown merchants, employers, employees, visitors, special events attendees and the like
- b) Phase 2 – Complete Architectural / Engineering / Parking Consulting Services (amendment to initial contract to be executed upon required approvals)
 - i) Provide master planning for the project as needed in conjunction with existing and potential future projects at the site
 - ii) Provide multiple design concepts for a Downtown Parking Structure
 - iii) Provide estimates that include all elements of the design listed separately

- iv) Provide design development services, construction documents services, bidding and negotiating services and construction administration
- c) The design will include the following elements, at a minimum:
 - i) Site work including landscape architecture, fencing, lighting and furnishings
 - ii) Site utilities – water, sanitary, storm sewer and detention, electrical, gas and telecommunications
 - iii) Driveways and parking structure – all disciplines of work including but not limited to architectural, civil, structural, mechanical, plumbing, electrical, telecommunications, access control, security, audio visual and specialty consultants
 - iv) General areas including elevators, support areas, storage areas, security, technology and potential non-residential use spaces
 - d) Conduct site visits of various Downtown Parking Structures with City staff within the Dallas / Ft. Worth metroplex area that represent similar projects designed by their firm
 - e) Conduct public input meetings with citizens and boards to aid in the design if desired
 - f) Present design concepts and selected designs in a variety of public forums
- 2) Following selection, the A/E firm's architects and / or engineers shall develop the design, submitting all design elements for review and determination of scope and code compliance to the City before construction.
 - 3) An engineer shall have responsibility for compliance with the engineering design requirements and all other applicable requirements of Chapter 1001, Occupations Code. An architect shall have responsibility for compliance with the requirements of Chapter 1051, Occupations Code.
 - 4) The A/E/PC will work with the City, prior to construction, to ensure the feasibility and constructability of their design, and that the cost of construction of the project is within the estimated Construction Budget through value engineering, the selection of building systems and materials, cost estimating, scheduling, and other means.
 - 5) The work does not include inspection services which will be provided by the city, but does include project observation services.

- 6) The construction materials testing services necessary for City's acceptance of the Project will be performed under a separate contract with an independent provider engaged directly by the City.
 - 7) The A/E/CP firm shall supply a signed and sealed set of "As-Built" construction documents and specifications for the project at the conclusion of construction in both hard copy and electronic format. Drawings shall be provided in "dwg" format, as well as, either in "pdf" or "tiff" format.
- B. Design Work: The overall potential sites are currently being reviewed by the City and arials of each are included in Section 6 at the end of this document. This document is included for informational purposes only and no warrantee or guarantee is implied or expressed by the City.
- C. Schedule: Time is of the essence and the A/E/PC shall provide a proposed design schedule with this submittal. This Schedule may be adjusted as a result of negotiations on submittals or actual services proposed by the A/E/PC.

SECTION 2

NOTICE TO RESPONDENTS

2.1 Request for Qualifications Notice:

The City of McKinney, Texas (the "City") is accepting submittals for an A/E contract, pursuant to Section 271.119 *et seq.* of the Texas Local Government Code, in accordance with the terms, conditions and requirements set forth in this Request for Qualifications ("RFQ").

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFQ CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2.2 Pre-Submittal Conference:

A pre-submittal conference will be held at **the time and date listed in Section 2.13**. The conference will be held at the City of McKinney Purchasing Department located at 1550 D South College Street, McKinney, Texas 75069. The purpose of this conference is to discuss with potential Respondents the services to be provided and for potential Respondents to ask questions arising from their review of the Request for Qualifications. This pre-submittal conference is for informational purposes only. Answers furnished will not be official until verified in writing by the issuing office or department. Copies will be provided to all persons attending and registering at the conference.

2.3 Submittal Format:

Responses must comply with the submittal requirements set out in Section 3 of this RFQ.

2.4 Submittal Deadline:

The City will accept responses to this RFQ until **the time and date listed in Section 2.13**, after which time all responses timely received will be publicly opened, and the names of the Respondents read aloud. Responses received after the submittal deadline will not be considered.

2.5 Place for Submission:

Responses must be submitted to the City of McKinney Purchasing Department by mail or hand delivery as follows:

Lisa Littrell, Purchasing Manager
1550 South College Street, Building D
McKinney, Texas 75069
P.O. Box 517
McKinney, Texas 75070

It is the responsibility of each Respondent to ensure responses are submitted in a timely manner. The City is not responsible for delays in mail delivery or failure of couriers to deliver responses prior to the expiration of the submission deadline. The City shall not be obligated to reimburse any expenses incurred by any Respondents in preparing their response.

The City of McKinney cannot guarantee, due to internal mail delivery procedures that any qualifications sent priority mail will be picked up from the post office by city mail employees and delivered to the Purchasing Department by the closing date and time. It is recommended that qualification deliveries be made either in person or via an alternate delivery method ensuring delivery to the physical address. Respondent shall bear full responsibility for ensuring that the qualifications are delivered to the specified location by due date and time.

2.6 The City's Contact:

Any questions or concerns regarding this Request for Qualifications shall be directed to the City of McKinney contact by email only:

Abri Sterlacci
Contract Administrator
asterlac@mckinneytexas.org

The City specifically requests that Respondents restrict all contact and questions regarding this RFQ to the above named individual.

2.7 Inquiries and Interpretations:

Responses to inquiries which directly effect an interpretation or change to this RFQ will be issued in writing by addendum and mailed or faxed to all parties recorded by the City as having received a copy of the RFQ. Requests for interpretation or changes to this RFQ must be received by the City's contact person listed in Section 2.6 above by the time and date listed in Section 2.13 below. All such addenda issued by the City prior to the last date that submittals are required to be received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of such in its response. Firms receiving this RFQ other than directly from the City are responsible for notifying the City that they are in receipt of a submittal package and are to provide a name and address in the event an amendment is issued. It is the obligation of the Respondent to make sure that it has received all addenda prior to submission of its response. Respondents may obtain information on all addenda issued to the date of inquiry from the City's contact person listed in Section 2.6 above.

Only those responses to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarifications will be without legal effect, and shall not be binding on the City. The Respondent must acknowledge receipt of all addenda in its response.

2.8 Selection Procedure:

The procedure for selecting the A/E/PC is described in Section 1.4 of this RFQ.

2.9 Public Information:

The City considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is awarded.

Respondents are hereby notified that the City strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

2.10 Respondent's Acceptance of Evaluation Methodology:

WAIVER OF CLAIMS: Each Respondent by submission of a response to this RFQ waives any claims it has or may have against the City, its consultants, and their respective employees, officers, members, directors and partners; The City's Representative and its employees, officers, members, directors and partners; and the City, its employees, officers and elected officials, agents, representatives, that are connected with or arising out of this RFQ, including, the administration of the RFQ, the RFQ evaluation, and the selection of qualified Respondents to receive a Request for Qualifications. Submission of qualifications indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City during the determination of qualification. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

2.11 Respondent's Commitment:

Respondent understands and agrees that the City has the ability to terminate its selection process at any time, and to reject any and all responses, or any and all submittals, and that the City has made no representation, written or oral, that it will award a contract for this Project. Furthermore, Respondent recognizes and understands that any cost incurred by the Respondent which arises from Respondent's submittal of a response to this Request For Qualifications, or any subsequent submittal to the City's future Request for Proposal for Architectural / Engineering Services, if applicable, shall be the sole responsibility of Respondent.

2.12 Respondents Eligibility:

Only individual firms or formal joint ventures may respond to this RFQ. Two firms may not respond jointly unless they have formed a joint venture. (This does not preclude a Respondent from having consultants.)

2.13 Key Events Schedule:

The tentative timeline established by the City for its selection process is:

Issue Request for Qualifications: Thursday, November 20, 2014
Pre-Submittal Conference: 10:00 am CST, Tuesday, December 2, 2014
Interpretation/ Request Deadline: 2:00 pm CST, Thursday, December 4 2014
Issue Addendum: 5:00 pm CST, Monday, December 8, 2014
RFQ Deadline: 2:00 pm CST, Thursday, December 11, 2014
Interviews, if needed: week of December 15, 2014
Recommendation to Award: week of January 5, 2015

This timeline is subject to change by City.

2.14 Insurance Requirements:

- A. Insurance: The successful Respondent will be required to obtain the insurance described below. Before commencing work, the Architectural / Engineering Firm (A/E) shall, at its own expense, procure, pay for and maintain the following insurance written by companies approved by the state of Texas and acceptable to the City of McKinney. The A/E shall furnish to the City of McKinney Purchasing Coordinator certificates of insurance executed by the insurer or its authorized agent stating coverage, limits, expiration dates and compliance with all applicable required provisions. Certificates shall reference the project/contract number and be addressed as follows:

RFQ No. 15-16 RFQ FOR A/E SERVICES
DOWNTOWN PARKING STRUCTURE
City of McKinney
c/o EBIX BPO
PO Box 257, REF. 72-483
Portland, MI 48875-0257
(Fax: 517-647-7900)

- 1) Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined single limits of \$1,000,000 per-occurrence, \$1,000,000 Products/Completed Operations Aggregate and \$2,000,000 General Aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis.

- 2) Workers' Compensation insurance with statutory limits; and Employers' Liability coverage with minimum limits for bodily injury: a) by accident, \$100,000 each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.
- 3) Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000 per occurrence.
- 4) Professional Liability Insurance to provide coverage against any claim which the Firm and all firms engaged or employed by the Firm become legally obligated to pay as damages arising out of the performance of professional services caused by error, omission or negligent act with minimum limits of \$1,000,000 per claim, \$2,000,000 annual aggregate.

NOTE: If the insurance is written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than *thirty-six (36) months* following completion of the contract and acceptance by the City of McKinney.

B. Endorsements: With reference to the foregoing required insurance, the Firm shall endorse applicable insurance policies as follows:

- 1) A waiver of subrogation in favor of City of McKinney, its officials, employees, and officers shall be contained in the Workers' Compensation insurance policy.
- 2) The City of McKinney, its officials, employees and officers shall be named as additional insured on the Commercial General Liability policy, by using endorsement CG2026 or broader .
- 3) All insurance policies shall be endorsed to the effect that City of McKinney will receive at least thirty (30) days' notice prior to cancellation, non-renewal, termination, or material change of the policies.

C. Ratings: All insurance shall be purchased from an insurance company that meets a financial rating of B+VI or better as assigned by A.M. Best Company or equivalent.

SECTION 3

SUBMITTAL REQUIREMENTS

3.1 General Instructions:

- A. Respondents should carefully read the information contained herein, and submit a complete response to all requirements and questions as directed.
- B. Responses and any other information submitted by Respondents in response to this RFQ shall become the property of the City.
- C. The City will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law. Respondents submit qualifications and other submittal information in response to this RFQ at their own risk and expense.
- D. Responses which are incomplete or qualified with conditional clauses, or alterations, or items not called for in the RFQ documents, or irregularities of any kind, are subject to disqualification by the City, at its option. The City reserves the right to waive any irregularity or informality in a response or submittal.
- E. Each response should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.
- F. The City makes no guarantee that an award will be made as a result of this RFQ or any subsequent RFQ, and reserves the right to accept or reject any or all submittals, waive any formalities, irregularities, or minor technical inconsistencies, or delete any item/requirements from this RFQ or contract when deemed to be in the City's best interest. Representations made within the submittal will be binding on responding firms.
- G. Failure to comply with the requirements contained in this RFQ may result in a finding that the Respondent is not qualified and is ineligible to submit a submittal in response to any subsequent RFQ.
- H. Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified. (This does not preclude a Respondent from having consultants.)

3.2 Preparation and Submittal Instructions:

- A. Respondents must complete, sign and return the attached Response Letter to RFQ, Section 4, as part of their submittal. Respondent's company official(s) authorized to execute such submittals on behalf of Respondent must sign submittals. Failure to sign and return these forms will subject your submittal to disqualification.
- B. Responses to this RFQ should consist of answers to required questions in Section 5 Respondent Questionnaire. It is not necessary to repeat the question in your response; however, it is essential that you reference the question number with your response corresponding accordingly. In cases where a question does not apply or if unable to respond, reference the question number and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Briefly explain your reason when responding N/R.
- C. Page Size, Binders and Dividers:

Submittals must be typed on letter-size (8-1/2" x 11") paper. The City requests that submittals be submitted in a three (3) ring binder. Please print on both sides of the paper; all components of the submittal, including responses to the requested information, the response letter, the responses to the questionnaire and the like will count towards the page count limit. Covers, table of contents and divider tabs or divider tabs with photos and without additional data will not count towards the page count limit. Preprinted material should be referenced in the submittal and included as labeled attachments. Tabs for ease of reference should divide sections. Number each side of each page consecutively, including letters of interest, brochures, licenses, resumes and supplemental information. Submittals must be limited to 30 pages. For clarification, one sheet of paper printed on both sides of the sheet will count as 2 pages. Provide the number of copies of the submittal specified in Section 3.2, E. **Any submittals exceeding the 30-page limit may be disqualified.**
- D. Pagination:

All pages of the submittal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.). Attachments should be numbered or referenced separately.
- E. Number of Copies:

Submit a total of one (1) original, so labeled, and four (4) complete hardcopies of the entire response, along with an electronic copy on CD/DVD/USB in PDF format. An original signature must appear on the original hardcopy response. The electronic copy must contain a scan of the document with the original signature.

F. Submission:

- 1) Show the Request for Qualifications number and submittal date in the lower left-hand corner of your sealed submittal envelope (or box or container).
- 2) The materials submitted must be enclosed in a sealed envelope (or box or container); the package must show clearly the submittal deadline; the RFQ number must be clearly visible; and name, telephone number and the return address of the Respondent must be clearly visible on the outside of the sealed envelope (or box or container).
- 3) Late submittals properly identified will be returned to Respondent unopened. Late submittals will not be considered under any circumstances.
- 4) Telephone ("PHONE") submittals are not acceptable when in response to the Request for Qualifications.
- 5) Facsimile ("FAX") submittals are not acceptable when in response to this Request for Qualifications.
- 6) Internet ("E-mail") submittals are not acceptable when in response to this Request for Qualifications

3.3 Pricing:

- A. Submittals shall not include proposal of fees, pricing or other compensation.
- B. Pricing will be solicited from firms qualified by the City at a later time.

3.4 Submittal Checklist:

Respondents are instructed to complete, sign and return the following documents as a part of their submittal. Failure to return these documents may subject your submittal to disqualification.

Respondent's Responses to Requested Information
Signed and Completed Response Letter to RFQ (reference Section 4)
Respondent's Responses to Questionnaire (reference Section 5)

SECTION 4

RESPONSE LETTER TO RFQ NO. 15-16 RFQ

Lisa Littrell, Purchasing Manager
1550 South College Street, Building D
P.O. Box 517
McKinney, Texas 75069

Ms. Littrell;

This response is being submitted by the undersigned, on behalf of the Respondent

_____.

The person signing this response on behalf of the Respondent represents to the City that:

- 1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- 2) He/she has full authority to execute this Response on behalf of Offerors.
- 3) Offeror has received the Addenda to this RFQ, specifically, Addenda numbered _____ and dated _____.

Executed this _____ day of _____, 2014.

RESPONDENT:

By: _____

Name: _____

Title: _____

Attachment: Responses to Respondent's Questionnaire

SECTION 5

RESPONDENT'S QUESTIONNAIRE FOR RFQ NO. 15-16 RFQ

Respondents are required to submit a complete response to each of the below listed items. Responses requiring additional space should be brief and submitted as an attachment to the Respondent's Questionnaire.

1. Legal name of the company:

Authorized point of contact for the company:

Name: _____ Cell phone: _____

Telephone number: _____ Email: _____

Address of office that would be providing service:

Number of years in Business: _____

Type of Operation: Individual _____ Partnership _____ Corporation _____

Number of Employees: _____ Annual Sales Volume: _____

2. State whether you will provide a copy of your company's financial statements for the past two (2) years, if requested by the City.

3. Provide a financial rating of your company and any documentation (e.g. a Dunn & Bradstreet analysis), which indicates the financial stability of the company.

4. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

5. Provide any details of all past or pending litigation or claims filed against your company arising out of or in connection with your company's performance under a contract for architectural and/or engineering services. Describe how such suit or claims were resolved.

6. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
7. Does any relationship exist between your company and any of City's entities, officers or employees whether by relative, business associate, capital funding agreement or any other such kinship? If yes, please explain.
8. What difficulties do you anticipate in serving the City; how you plan to manage these; and what assistance will you require from the City? Describe your firm's past performance on other contracts for the City.
9. Provide details regarding any special services or product characteristics, or other benefits offered, or advantages in the City selecting your company.
10. Provide a minimum of three and a maximum of five projects with photos for which your firm has provided / is providing Architectural / Engineering / Parking Consulting Services which are most related to this project. In determining which projects are most related, consider: same or related use of facilities related size and complexity; whether the project consisted of an expansion of an existing facility or new construction; how many members of the proposed team (and their role) worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related projects listed first.
11. For each of the listed projects, provide the following information: construction cost (original Budget, GMP and final construction cost), current phase of development, estimated (or past) completion date, type of professional services provided, delivery method (CM at risk with GMP, CM-agency, design/build, general contractor – sealed proposals, general contractor - competitive sealed proposals), Owner's contact person and telephone number, and other design professionals names and locations.
12. Describe your cost control methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For one of the projects listed in response to this Section, provide examples of how these techniques were used and what degree of accuracy was achieved.
13. Describe the way your firm develops and maintains project schedules. How often do you update schedules? For one of the projects listed in this response, provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them.
14. Describe your company's quality assurance program, what are your company's requirements, and how are they measured? In particular, describe the way your firm maintains quality control during the design and construction phases. For one of the projects listed in this response, provide specific examples of how these techniques were used.
15. Provide customer reference letters from public entities with which Respondent currently has contracts and/or has previously provided design/build services of equal type and scope within the past ten (10) years. **DO NOT ONLY USE REFERENCES FROM CURRENT CITY OF MCKINNEY OFFICIALS AND / OR STAFF.**

SECTION 6

PREVIOUS PARKING STUDY POTENTIAL SITES



1 inch equals 300 feet

OVERALL SITE PLAN – PROPOSED SITE 2



OVERALL SITE PLAN – PROPOSED SITE 3



ADDENDUM NO. 1

**PROFESSIONAL ARCHITECTURAL / ENGINEERING / PARKING CONSULTING
SERVICES**

Related to the

**DESIGN AND CONSTRUCTION OF A
DOWNTOWN PARKING STRUCTURE PROJECT
FOR THE
CITY OF MCKINNEY TEXAS**

**RFQ No. 15-16 RFQ
ADDENDUM NO. 1
ISSUED
Monday, December 8, 2014**

CITY OF MCKINNEY CONTACT

Abri Sterlacci, Contracts Administrator
1550 South College Street, Building D
McKinney, Texas 75069
asterlac@mckinneytexas.org

**Submittals will be accepted by mail or hand delivery no later than
2:00 PM CST, Thursday, December 11, 2014, to:**

Lisa Littrell, Purchasing Manager
City of McKinney
1550D South College Street, Building D
McKinney, Texas 75069
P.O. Box 517
McKinney, Texas 75070

***PLEASE SUBMIT FIVE (5) HARD COPIES OF YOUR SUBMITTAL,
ONE ORIGINAL AND FOUR COPIES, AS WELL AS ONE ELECTRONIC
COPY ON CD/DVD/USB IN PDF FORMAT.***

***ANY SUBMITTAL RECEIVED WITHOUT THE FIVE (5) HARD COPIES AND
ONE (1) ELECTRONIC COPY WILL BE CONSIDERED NONRESPONSIVE.***

RECEIPT OF ADDENDUM NO. 1 MUST BE ACKNOWLEDGED IN BID

**RFQ NO. 15-16 RFQ
ADDENDUM NO. 1**

This Addendum is hereby made a part of the Request for Qualifications documents to the same extent as if it were originally included therein. The following clarifications shall be made to the Request for Qualifications and shall become a part of, and attached to, the Request for Qualifications documents.

This addendum is issued in response to questions received from prospective responders.

1. The type of contract anticipated is discussed in RFQ Section 1.4.B and will be discussed in further detail with the top ranked firm.
2. Geotechnical engineering services along with construction material testing services will be contracted for separately and directly with the City.
3. See RFQ Section 3.2 for Preparation and Submittal Instructions. As a clarification, please provide each copy of the submittal in a separate 3 ring binder.
4. It is anticipated that the Downtown Parking Structure Project will be complete sometime in calendar year 2016 with no specific goals for a timeframe of the year; the start of construction has not been determined and will be decided with the successful firm in conjunction with the entire project team.
5. RFQ Section 5, Question 15 is revised as follows:
 15. Provide customer reference letters from public or private entities with which Respondent currently has contracts and/or has previously provided architectural / engineering / parking consulting services of equal type and scope within the past ten (10) years. **DO NOT ONLY USE REFERENCES FROM CURRENT CITY OF MCKINNEY OFFICIALS AND / OR STAFF.**
6. The downtown parking structure is intended for the use of the public in general, whether they are downtown merchants, employees, visitors or citizens.
7. Because of the disparity in potential sizes for the garage, per RFQ Section 1.1.B there will be between 330 and 930 parking spaces and either 3 or 4 levels, there is not an established budget at this time.
8. Both stairs and elevators should be included in the design for the parking structure, but it has not been determined whether or not the top level of the parking structure will have covered parking.
9. RFQ Section 1.5.A.1)a) states that there are potential non-residential uses that may be included in the design and any zoning requirements, including maximum heights, for the potential site will be given to the selected firm.
10. The City of McKinney has no specific requirements for HUB or DBE participation.
11. Although the City of McKinney strongly believes in sustainable design, there are no specific requirements for any form of LEED certification.

12. As stated in RFQ section 3.4, a complete submittal will include any information requested or required in the RFQ document along with the completed Response Letter in Section 4 and the completed questionnaire in Section 5.
13. The construction delivery method has not yet been determined, but will most likely be either Construction Manager at Risk or Competitive Sealed Proposals.
14. The funding mechanism for this project has been approved through a combination of sources from both the McKinney Community Development Corporation (MCDC) and the City of McKinney; a future bond election is not required to fund this project.
15. The successful firm will have significant and successful experience in the design of parking structures with architectural facades.
16. The evaluation and interview team from the city will most likely included staff members of the Development Services, Engineering, Planning and Purchasing departments.
17. Interviews for the top ranked firms will most likely occur on either the afternoon of Thursday, December 18th or the morning of Friday, December 19th.

END OF ADDENDUM NO. 1