

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

Related to the

**DESIGN AND CONSTRUCTION OF
FIRE STATION # 9
CITY OF MCKINNEY TEXAS**

**RFQ No. 16-15RFQ
ISSUED
September 20, 2015**

**A Pre-Submittal Conference is scheduled for
2:00 p.m. CDST, September 29, 2015**

**Submittals will be accepted by mail or hand delivery no later than
2:00 p.m. CDST, October 8, 2015, 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 respondents provide one (1) original and four (4) hard copies 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 in PDF format on CD, DVD or USB (PDF copy must have signature included).

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 in writing by email to:

Abri Sterlacci, Contract Administrator
City of McKinney
asterlac@mckinneytexas.org
972-547-7582

RFQ No. 16-15RFQ

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SECTION 1

INTRODUCTION

1.1 Background and Special Concerns:

- A. Background: The City of McKinney, Texas ("City") is seeking an Architectural / Engineering firm (the "A/E") to perform typical and complete Architectural / Engineering services in conjunction with the design and construction of Fire Station # 9. The A/E will work with the City entities, staff and any appropriate consultants.
- 1) Layout of Fire Station # 9: The layout of Fire Station # 9 will be similar to the layout of the existing Fire Station # 7, located at 861 S. Independence Parkway, which is a one story structure of approximately 14,000 square feet with typical fire station amenities. An extension to Summit View Street will be included to the east of Lake Forest Drive the length of the site. See Section 6 for an overview of the approximately 2.5 acre fire station site.
 - 2) Features to be included in the Fire Station # 9 Project: The fire station will include a three vehicle drive through apparatus bay, a day room, kitchen and dining room, dormitory areas, locker rooms and bathrooms, bunker gear rooms, exercise rooms, cascade room, appropriate offices, a community room and the like. Site work will included the required street extension design as well as all utilities and the appropriate number of parking spaces. See Section 1.5 for a detailed list of potential amenities.
- B. Special Concerns: In seeking an A/E, the City is looking for a well-qualified professional services firm with significant and successful prior experience in the design and construction of fire stations that are comparable to the proposed project.
- 1) The A/E will work with the City staff and any other consultants during the schematic design phase to develop multiple conceptual designs, to further the selected concept during the design development phase, to develop their plans and specifications during the construction documents phase and to provide construction administration during the construction phase of the project.
 - 2) The A/E 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 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 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 for the project for Respondent as evidenced by the resumes of the proposed personnel. Only those personnel who will be directly involved in this project shall be submitted with their role clearly indicated.
 - 5) Quality of references from past clients of Respondent regarding their performance on design of fire stations 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 will evaluate Statements of Qualifications (SOQ) and select an Architectural / Engineering firm in two phases.

- 1) In phase 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. Top ranked 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 fire station 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
- 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 Design Schedule

- 2) In phase 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 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 an Architectural / Engineering Firm Agreement ("Agreement") with the City, (AIA B101 – Standard Form of Agreement between Owner and Architect) with City modifications and associated General Conditions.
- 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 scope of services is to provide professional architectural and engineering services, including but not limited to architecture, landscape architecture and interior design, along with civil, structural, mechanical, plumbing, electrical, audio/visual, security and telecommunications engineering, related to the Fire Station # 9 Project. The following are some of the tasks assumed necessary to complete this project.
 - a) Meet with City staff to review the scope of the project, establish design standards and parameters and become familiar with any concerns

- b) Provide multiple design concepts for Fire Station # 9
- c) Provide estimates that include all elements of the design listed separately
- d) Provide design development services, construction documents services, bidding and negotiating services and construction administration
- e) The initial phase of the project will include the following elements, at a minimum:
 - o Fire Station of approximately 12,000 to 15,000 square feet including:
 - 3 vehicle, double stack, drive though apparatus bay
 - Public lobby and restrooms
 - Community training room
 - 2 to 3 offices and a study
 - Storage areas
 - Full service kitchen with individual pantries and refrigerators
 - Dining room
 - Day room
 - Locker rooms and bathrooms
 - Dorm rooms
 - Officer quarters
 - Laundry room
 - Bunker gear room
 - Exercise room
 - Cascade room
 - Decontamination room
 - Tool and equipment storage rooms
 - MEP equipment and an emergency generator
 - IT / Data room
 - Mezzanine storage
 - Outdoor cooking area
 - o Site work required including landscaping, signage, fencing and lighting
 - o Site utilities including water, sanitary, storm sewer and detention, electrical, gas and telecommunications
 - o Driveways and parking lots
 - o Street extension design
- f) Conduct site visits of various fire stations with City staff within the Dallas / Ft. Worth metroplex area that represent similar projects designed by their firm
- g) Present multiple 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 shall have the responsibility for compliance with all applicable federal, state and local codes, standards and regulations.
 - 5) The A/E 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.
 - 6) The work does not include inspection services which will be provided by the city, but does include project observation and construction administration services.
 - 7) 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.
 - 8) The A/E 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, in "pdf" and "tiff" formats.
- B. Design Work: An aerial of the overall site for Fire Station # 9 is 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 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.

SECTION 2

NOTICE TO RESPONDENTS

2.1 Request for Qualifications Notice:

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 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 South College Street – Building D, 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 in writing by email to the City of McKinney contact:

Abri Sterlacci, Contract Administrator
City of McKinney
asterlac@mckinneytexas.org
972-547-7582 Phone

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 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:	September 20, 2015
Pre-Submittal Conference:	2:00 pm CDST, September 29, 2015
Interpretation / Request Deadline:	2:00 pm CDST, October 1, 2015
Issue Addendum:	October 5, 2015
RFQ Deadline:	2:00 pm CDST, October 8, 2015
Interviews, if needed:	week of October 19 th
Recommendation to Award:	week of November 2 nd

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 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 and contract number and be addressed as follows:

RFQ No. 16-15RFQ FOR A/E SERVICES
FIRE STATION # 9
City of McKinney
ATTN: Abri Sterlacci
P.O. Box 517
McKinney, Texas 75070
Or email to:
Asterlac@mckinneytexas.org

- 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 \$1,000,000 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. (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 printed on both sides of the paper and that each copy be submitted in separate three (3) ring binders. 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 sheet consecutively, including letters of interest, brochures, licenses, resumes and supplemental information. Submittals must be limited to 30 pages, and for clarification, one sheet of paper printed on both sides of the sheet will count as 2 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those 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 hard copies of the entire response, along with an electronic copy in PDF format on CD, DVD or USB. An original signature must appear on the original hard copy response. Signatures must also appear on the electronic copy.

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. 16-15RFQ

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. Respondent has received the Addenda to this RFQ, specifically, Addenda numbered and dated _____.

Executed this _____ day of _____, 2015.

RESPONDENT:

By: _____

Name: _____

Title: _____

Attachment: Responses to Respondent's Questionnaire

SECTION 5

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

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: Name: _____

Title: _____ Phone: _____

Email: _____ Mobile: _____

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 or Bank 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 five and a maximum of ten projects with photos for which your firm has provided / is providing Architectural / Engineering 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 construction services provided (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 the name and telephone number of the project architect.
12. Describe your firm's project management plan, including a listing of all applicable federal, state and local codes, standards and regulations that will be utilized.
13. Describe your cost control methods for the design phase. How do you develop cost estimates? For one of the projects referenced in your experience, provide examples of how these techniques were used and what degree of accuracy was achieved.
14. Describe the way your firm develops and maintains design schedules. How often do you update schedules and how do they compare from original to actual?
15. 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 both the design and construction phases. For one of the projects listed in response to this Section, provide specific examples of how these techniques were used.
16. Provide customer reference letters from public entities with which Respondent currently has contracts and/or has previously provided Architectural / Engineering services of equal type and scope within the past ten (10) years. **DO NOT ONLY USE REFERENCES FROM CURRENT CITY OF MCKINNEY OFFICIALS.**

SECTION 6

OVERALL SITE PLAN FIRE STATION # 9

