



City of Dallas

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL CONSULTING SERVICES
FOR
ROOF REPLACEMENT AND REPAIRS AT THE FAIR PARK AUTOMOBILE
BUILDING AND VARIOUS OTHER FAIR PARK AND PARK AND RECREATION
DEPARTMENT BUILDINGS.

City of Dallas
Park and Recreation Department

ISSUED: MAY 3, 2018

DUE: JUNE 1, 2018



TABLE OF CONTENTS

SECTION 1 – GENERAL INFORMATION	2
SECTION 2 – BUILDING HISTORY.....	3
SECTION 3 – SCOPE OF SERVICES	3
SECTION 4 – SUBMITTAL REQUIREMENTS	5
SECTION 5 – SELECTION CRITERIA WEIGHTING.....	7
SECTION 6 – BUSINESS INCLUSION AND DEVELOPMENT.....	7
SECTION 7 – SCHEDULE	8
SECTION 8 – ATTACHEMENTS.....	8

SECTION 1 – GENERAL INFORMATION

The City of Dallas, represented by the Park and Recreation Department (PARC) – Facility Development Division, is seeking qualified Roofing Consulting firms to provide professional services for the Facility Improvements to several building roofs in the 2017 City of Dallas bond program.

The buildings involved are as follows:

RECREATION CENTERS

1. Beckley Saner Recreation Center - 114 W. Hobson Ave, Dallas, TX 75224
2. Kiest Recreation Center - 3080 S. Hampton, Dallas, TX 75224
3. K. B. Polk Recreation Center - 6801 Roper, Dallas, TX 75209
4. Southern Skate - 2939 e Ledbetter Dr., Dallas, TX 75216
5. Umphress Recreation Center - 7616 Umphress, Dallas, TX 75217
6. Anita Martinez - 3212 N. Winnetka, Dallas, TX 75212
7. Jaycee Zaragoza - 3114 Clymer, Dallas, 75212
8. Campbell-Green - 16600 Parkhill Dr., Dallas, TX 75230
9. Harry Stone Recreation Center - 2403 Millmar, Dallas, TX 75228
10. Fretz Recreation Center - 6950 6950 Beltline, 75240
11. Timberglen Gym. - Timberglen Rd., Dallas, TX 75287
12. Walnut Hill Gym. - 10011 Midway Rd., Dallas, TX 75229
13. Fireside Recreation Center - 8601 Fireside, Dallas, TX 75217
14. Kidd Springs Recreation Center - 711 W. Canty, Dallas, TX 75208
15. Lake Highlands - 9940 White Rock, Dallas, TX 75238
16. Reverchon Recreation Center - 3505 Maple Rd., Dallas, TX 75219

FAIR PARK:

17. Automobile Building - 1010 1st Ave. Dallas, TX 75210
18. Magnolia Lounge – Fair Park (2021) - 1121 1st Ave, Dallas, TX 75210
19. Embarcadero Building - 1229 Admiral Nimitz Circle, TX 75210
20. Centennial Building - 1001 Washington St., Dallas, TX 75210 (at the Esplanade Pl.)

Park and Recreation may choose two or more firms for the projects. One firm will be selected to provide professional services for the replacement and repairs of the Automobile Building Roof and other Fair Park buildings. The second firm, or more, would be selected for the remainder of the buildings listed.

The scope shall include, initial roof investigation. After the initial investigation, the consultants shall provide documents for Construction/Repairs. Some of the buildings listed above may not get worked on, depending on overall scope and available budget.

The consultant selected from the Automobile Building, shall consider the attached 2015 Roof Inspection Report by KPOST Company.

The estimated total Construction Budget: \$2,500,000.00

Note: The firms selected for this project may not be able to also be a prime or sub-consultant on the Program Management Team for Parks and Recreation and Fair Park Propositions for the 2017 Bond Program.

City of Dallas Contact Information and RFQ Website: Any inquiries or concerns regarding the specified Request for Qualifications procedures or processes shall be directed to the RFQ website: <http://www.dallasparks.org/465/Construction-Opportunities/>. Please utilize the registration and questionnaire forms on the website.

Pre-Submittal Conference: There will be a pre-submittal conference on **Wednesday, May 16, 2018 from 10:00 a.m. to 12:00 p.m.** at Conference Room of the Tower Building, at the Fair Park; 3809 Grand Avenue, Dallas, TX 75240. Attendance is strongly encouraged.

Submittal Due Date: Qualification Statements are due on **Friday, June 1, 2018, by 1:00 p.m.** to the City of Dallas Business Development and Procurement Services Department, Room 3FN, City Hall, 1500 Marilla, Dallas, Texas 75201.

SECTION 2 – BUILDING HISTORY

Not used.

SECTION 3 – SCOPE OF SERVICES

Automobile Building:

Refer to the attached, 2015 Roof inspection Report by KPOST Company. Successful consultant for the Automobile building shall consider the recommendations of KPOST Roof Inspection report as well as the consultant's own field investigation findings.

Other Fair Park Buildings:

The roof repairs at other Fair Park Buildings shall depend on the consultants' field investigation.

Other Park and Recreation Buildings:

Work at the listed Recreation Center buildings will be in accordance with the EBS-AECOM Building Assessment Survey, for each building. The Survey is available for download at <http://www.dallasparks.org/465/Construction-Opportunities/>.

Other services shall include, but not be limited to:

- Meeting all applicable codes and regulations.
- Attain approvals from historical regulatory agencies, including the city of Dallas Landmark Commission and Texas Historical Commission, if required.
- Acquire building permit.
- Cost Estimate
- Provide all required insurance.

Refer to Item No. IX of this RFQ for the anticipated schedule.

Respondents submitting proposals shall have demonstrated experience in roofing design of facilities of this type and size.

3a. -Definitions

As used in this Request for Qualifications (RFQ), the terms have the meanings set forth below:

- A. "Roof Consultant Firm" means a partnership, corporation, or other legal entity or team that includes an engineer or architect and roofing consultant qualified to engage in building construction in Texas.
- B. "Owner" means the City of Dallas

The Scope of work includes provision of Construction Documents, Construction Procurement and Construction Administration Services for the Roof Replacement and Repairs.

The final design services resulting from this selection process will be determined by the City and the selected firms. The professional services for this project are to include Roof investigation and Construction documents for Roof Replacement and Repairs. A sample of the Architect's Contract is attached to this RFQ.

SECTION 4 – SELECTION PROCESS

The selection process will consist of the selection of two or more Consultants through the “*Qualification Statement*”. The City’s selection committee will review all the submitted Qualification Statements, per the criteria listed in the RFQ. The Qualification Statements will be evaluated and the City’s selection committee will rank the firms in order of preference for determination of the most qualified firm for the Project based on the evaluation criteria established in this Request for Proposals. The top two or more highest ranked firms will be asked to submit a fee proposal to begin contract negotiations. One firm will be selected for the Fair Park projects and the other firm or more will be selected for the Recreation Center projects.

Acceptance of evaluation methodology: By submitting its Qualification Statement in response to this RFQ, the respondent accepts the evaluation process and acknowledges and accepts that determination of the most qualified firm may require subjective judgments by the selection committee.

Public information: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation is completed and contract executed with selected firm.

Firms associating with other firms to bring specific expertise and experience to the Project are encouraged.

The City of Dallas is not responsible for the non-receipt of Submittals sent by mail or courier. Respondents are cautioned to submit a complete response to all requirements.

After the issuance of this RFQ, the Park and Recreation Department reserves the right to amend it, waive any requirement or irregularity, request modifications to submittals or reject any and all qualification statements for any reason provided that all firms are treated equally.

SECTION 5 – SUBMITTAL REQUIREMENTS

Submittals should be prepared simply and economically, providing a straightforward, concise description of the Respondent’s ability to meet the requirements for the Project. Elaborate bindings, colored displays, promotional materials and so forth are not desired. Emphasis should be on completeness and clarity of content.

Respondents are requested to provide their submittals in vertical 8.5” x 11” format in 1” three-ring binders with the name of the Project, *Request for Qualifications (RFQ) for Professional Consulting Services for Roofing Replacement and Repairs at the State Fair Park and other Park and Recreation Department Buildings*, and the prime firm’s name on the front cover and edge. Submit **one original** and **five photo copies** of the Qualification Statement. Submit an electronic version as one PDF file on a flash drive or CD.

Submittals should be organized with tabs by the following:

1. Contact Sheet:

- Legal name of Firm
 - Date of firm formation
 - Date of opening primary home office, and, if applicable, any branch and local offices
 - Contact Person with phone number, fax number and e-mail address
 - Alternate Contact Person with phone number, fax number and e-mail address
 - Current address of office(s)
 - Identify office that will be providing services
 - Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
 - If firm is not located in Dallas, describe means to achieve a Dallas presence.
2. Specific expertise in areas pertinent to the project
3. Capabilities, resources and responsiveness:
- a. Staffing size, current workload, availability
 - b. Staff's areas of expertise.
 - c. Experience with other similar projects
 - d. History of meeting deadlines
 - e. History of staying within budget
 - f. Expertise of project manager and project team
 - g. Past performance on City and other contracts
 - h. Current financial capability and business practices
4. Approach to the project:
- a. Proper attention given to critical issues
 - b. Familiarity with circumstances surrounding project
5. Current contracts:
- a. Obligations that propose a potential conflict of interest
 - b. Current City contracts in effect
6. Women and minority-owned sub-consultant participation:
- a. Consultant's compliance with the City's Business Inclusion and Development (BID) Administration Guide (Attachment H) by submitting the information below. Forms can be found in Attachment I.
 - Submit a copy of the company's affirmative action plan and/or policy. If none, please state. = 1 point

- Provide evidence of acknowledgement of the City’s Business and Inclusion and Development Plan Policy by signing the BID affidavit that demonstrated intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project. (Form BDPS-FRM 203) = 2 points
- Submit your firm’s Ethnic Workforce Composition (Form BDPS-FRM 204) = 1 point
- Submit documentation showing history of M/WBE utilization on previous contracts (Form BDPS-FRM 205) = 4 points
- Provide team makeup, including the M/WBE firms (Form BDPS-FRM 206) which includes a significant number of diverse M/WBE firms in meaningful roles on the project. = 7 points. Provide:
 - The name, address and telephone number of each M/WBE
 - The description of the work to be performed by each M/WBE; and
 - The approximate dollar amount/percentage of the participation

7. Consultant’s proposed work plan, special concerns or techniques needed

8. Prior and current litigation and claims history, including claims history with the City

9. The following forms are required to be completed and included in the submittal:

- a. Certifications Form (Attachment D)
- b. Certification that you will enter into standard City of Dallas contract and maintain required City of Dallas insurance coverage if selected as a consultant (Attachment E)
- c. Acknowledgements of New House Bill 89 (Attachment F)
- d. Acknowledgements of Senate Bill 252 (Attachment G)
- e. Conflict of Interest Questionnaire (Attachment J)

Note: A sample contract (Attachment A), the insurance requirements (Attachment B) and the Disclosure of Interested Parties (Attachment C) are also attached to this RFQ for your reference.

SECTION 6 – SELECTION CRITERIA WEIGHTING

Specific expertise in areas pertinent to the project	25 points
Capabilities, resources and responsiveness	20 points
Approach to the project	15 points
Current contracts	5 points
Women and minority-owned sub-consultant participation	15 points
Consultant’s proposed work plan, special concerns or techniques needed	15 points
Prior and current litigation and claims history, including claims history	5 points
TOTAL POINTS	100 points

SECTION 7 – BUSINESS INCLUSION AND DEVELOPMENT

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises to the greatest extent feasible on the City’s construction, procurement, and professional services contracts.

The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts.

Provided below is the internet URL to the City of Dallas Business Development & Procurement Services – Business Inclusion & Development webpage containing additional information and editable forms

http://dallascityhall.com/departments/procurement/pages/business_inclusion_development.aspx

SECTION 8 – SCHEDULE

Issue Request for Qualifications	May 3, 2018
Pre-Submittal Conference	May 16, 2018
Submittals Due	June 1, 2018
Park Board Approval	August 2, 2018
Council Award	August 8, 2018
Begin Design	August 13, 2018

SECTION 9 – ATTACHMENTS

- A. Sample Architect’s Contract
- B. Insurance Requirements
- C. Disclosure of Interested Parties
- D. Certifications Form
- E. Certification that you will enter into standard City of Dallas contract and maintain required City of Dallas insurance coverage if selected as a consultant
- F. Acknowledgements of New House Bill 89
- G. Acknowledgements of Senate Bill 252
- H. Business Inclusion and Development (BID) Administration Guide
- I. BID Forms
- J. Conflict of Interest Questionnaire (Attachment J)