



City of Dallas

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ENGINEERING AND LANDSCAPE ARCHITECTURE CONSULTING SERVICES
FOR
PARK SITE DEVELOPMENT PROJECTS
IN
2017 BOND PROGRAM**

**CITY OF DALLAS
PARK AND RECREATION DEPARTMENT**



ISSUED: MAY 9, 2018

DUE: JUNE 8, 2018 AT 1:00 PM

CIZ 1726

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SECTION 1 – GENERAL INFORMATION

On November 7, 2017 the voters of Dallas approved ten bond program propositions. Proposition B was for Park and Recreation Facilities which totaled \$261,807,000. It is anticipated that the 2017 Bond Program will be implemented over a five-year period, with the first sale of bonds occurring in November 2018 and the remainder being sold each subsequent November until 2022. This RFQ will include selected projects scheduled for design in the 2018 and 2019 bond sales.

The projects covered in this RFQ are divided into the following 5 Groups:

Group 1

Specialty Projects (Landscape Architecture)

- a. Kidd Springs Park - Japanese Garden Restoration
Restoration of the existing Japanese Garden utilizing the original plans, substituting lower maintenance, water-wise, landscape materials. Includes the addition of an irrigation system. Scope will include meetings and coordination with an active Friends Groups, Texas A&M College Extension, Japanese Garden Experts, and other Stakeholders.
Estimated phase 1 construction budget: \$408,000

- b. Kiest Park – Memorial Tree Grove (Landscape Architecture)
Addition of Phase 1 of a system of low stone walls and spiral walkways emanating from a water feature in the middle, that form a system for the re-installation of historic plaques which honored civic leaders. Schematic Design has been previously provided to the City by the Friends Group. Scope will include meetings and coordination with an active Friends Group and other Stakeholders
Estimated construction budget: \$170,000

Group 2

Site Development (Landscape Architecture)

- c. Martin Weiss Park – Loop Trail (Est. const. budget: \$884,000)
- d. Westmount Park – Neighborhood Park development (Est. const budget: \$136,000)
- e. Maria Luna Dog Park (Est. const. budget \$760,000)
- f. Flag Pole Hill Park - Phase 1 Implementation (Est. const. budget \$750,000)
- g. BB Owen Park – Site Development (Est. const. budget \$170,000)
- h. Wagging Tail Park – New parking lot addition (Est. const. budget \$272,000)
- i. Bluffview Park – Park Improvements (Est. const. budget \$238,000)
- j. Glendale Park – Master Plan and Phase 1 Design (Est. const. budget \$272,000)
- k. Lake Highlands North Park – Sand Volleyball Court (Est. const. budget \$82,000)

Group 3

Playground Improvements (Landscape Architecture)

- l. Bonnie View Park – Playground Expansion (Est. const. budget \$102,000)
- m. Eloise Lundy Park – Playground Expansion (Est. const. budget \$102,000)
- n. MLK Park - Playground Replacement (Est. const. budget \$170,000)
- o. Daniieldale Park - Playground Replacement (Est. const. budget \$150,000)
- p. Willoughby Park – Playground Replacement (Est. const. budget \$136,000)
- q. Lindsley Park – Playground and Sidewalk (Est. const. budget \$282,000)

Group 4

Linear Trail Projects (Engineering)

- r. Elmwood Trail Phase 3 – from existing trail at Elmwood Pkwy to Polk to Gannon Park (Est. const. budget \$1,360,000)
- s. Coombs Creek Trail Phase 3 – from Hampton/Davis Road to Moss Park (Est. const. budget \$1,360,000)

Group 5

Erosion control/Drainage/Dam Safety (Engineering)

- t. Emerald Lake – Dam safety Improvements (Est. const. budget \$1,411,000)
- u. Brownwood – Creek erosion control and soccer field improvements (Est. const. budget \$408,000)

Group 6

Study for Basketball Courts in Downtown Perimeter at I-345 and Woodall Rodgers (Landscape Architecture)

- v. *Study options for temporary or permanent basketball courts in areas under elevated bridges. Study area includes the area east and north of downtown. Review proposed options with TXDOT to ascertain feasibility. Provide conceptual design and cost estimates for viable options.*

Consulting firms interested in more than ONE project Groups/categories must specify in the RFQ for consideration to each category – refer to the Project Preference Form (Appendix H).

The Qualification Statements will be evaluated and appropriate number of firms will be shortlisted for project consideration based on the score with respect to the criteria for each type of project. The City reserves the right to group any of the projects in any manner and assign to most qualified firms based on further evaluation to achieve efficiency and cost savings.

The firm 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.

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:

<https://tx-dallasparks.civicplus.com/497/Site-Development-RFQ>

Please utilize the registration form on the website to submit questions.

Pre-Submittal Meeting: There will be a pre-submittal conference on Friday **May 18, 2018** at **2:00 p.m.** at City Hall, 1500 Marilla, Room 6FN, Dallas, TX 75201. Attendance is strongly encouraged.

Submittal Due Date: Qualification Statements are due on *Friday, June 8, 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 – SCOPE OF SERVICES

The scope of work will include design services, cost estimates, and preparation of construction documents related to the projects scheduled for design in the first and second year of the 2017 Bond Program implementation schedule. The scope of design work may include Civil Engineering, and Landscape Architecture designs, Geotechnical testing, Environmental assessment and mitigation, and, earth work, erosion control and soil stabilization, pollution prevention, and tree and existing condition topographic and boundary surveys, archeological exploration and other professional and technical services may be included as (sub-)consultants in the team.

Depending on the project scope, the ideal design team could include: Landscape Architecture, Geotechnical, Environmental, Structural and Civil Engineering. List the proposed sub-consultants under consideration for the team, including a brief description of their qualifications. Include an organization chart showing the relationship of the prime firm and sub-consultants. Identify persons on the design team with credentials listing applicable credentials and state of licensure. Include Minority/Women Business Enterprise (M/WBE) certification numbers as applicable.

The professional services for these projects may also include the Surveying, Geotechnical testing, Environmental and Archeological as special services necessary to complete the requirements of the finalized project scope. A sample of the City Professional Service Contract is attached to this RFQ and any agreement resulting from this solicitation is currently contemplated to utilize this Contract Form.

It is the desire of the City to select a design-oriented team, with strong technical and engineering design expertise capable of producing distinctive, creative, solutions and having the capacity and expertise to execute those design solutions.

SECTION 3 – SELECTION PROCESS

The Projects included in this RFQ are considered “**Simple Projects**” which utilize the RFQ only selection process. Projects in each group will be assigned to the firm(s) based on the evaluation criteria in this RFQ with respect to the requirements of the project. The City reserves the rights to expand the selection process to include Interviews if deemed necessary.

Acceptance of evaluation methodology: By submitting its Qualification Statement in response to this RFQ, submitters accepts the evaluation process as outlined in Section 6 and acknowledges and accepts that determination of the most qualified firm offering the best value to the City may require subjective judgments by the owner.

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. Submitters are cautioned to submit a complete response to all requirements.

Subsequent to 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, providing all firms are treated equally, and reject any and all qualification statements for any reason. The Park and Recreation Department further reserves the right to award the contract for this project as deemed in its best interest, and to request changes in the composition of any team. The form of contract to be used for this project shall be the standard City of Dallas Long Form Consultant Contract. The City will not entertain modifications to the contract.

SECTION 4 – SUBMITTAL REQUIREMENTS

Submittals should be prepared simply and economically, providing a straightforward, concise description of the Submitter’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.

Submitters are requested to provide their submittals in vertical format in white, 1” three-ring binders with the name of the Project, ***RFQ for Park and Recreation – 2018 Park Site Development Projects***, and the prime firm’s name on the front cover and edge. Submit **one original** and **five photo copies** of the Qualification Statement.

Submittals should be organized with tabs, as follows:

1. The project(s) for which the firm is interested in submitting their qualifications. Include Appendix H - *Project Preference Form* to indicate which projects the firm is interested in. Check the rows in the right-hand column to indicate project interest.

Provide **specific expertise, including examples of previous projects**, for the **Prime Firm** pertinent to the project(s) checked in Appendix H

2. Capabilities, resources and responsiveness:

1. Staffing size, current workload, availability
2. Staff's areas of expertise.
3. Experience with other similar projects
4. History of meeting deadlines
5. History of staying within budget
6. Expertise of project manager and project team
7. Past performance on City and other contracts
8. Current financial capability and business practices

3. Approach to the project:

1. Plan proposed adequately answers questions
2. Proper attention given to critical issues
3. Familiarity with circumstances surrounding project

4. Current contracts:

1. Obligations that propose a potential conflict of interest
2. Current City contracts in effect

5. Women and minority-owned sub-consultant participation:

1. Consultant's compliance with the City's Business Inclusion and Development (BID) Plan. Go to:

http://dallascityhall.com/departments/procurement/pages/business_inclusion_development.aspx to view the BID policy and download the forms.

- Submit a copy of the company's affirmative action plan and/or policy. If none, please state.
- 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)

- Submit your firm’s Ethnic Workforce Composition (Form BDPS-FRM 204)
 - Submit documentation showing history of M/WBE utilization on previous contracts (Form BDPS-FRM 205)
 - Provide team makeup, including the M/WBE firms (Form BDPS-FRM 206)
6. Consultant’s proposed work plan, special concerns or techniques needed
 7. Prior and current litigation and claims history, including claims history with the City
 8. The following forms are required to be completed and included in the submittal:
 1. All M/WBE forms per tab 5 above
 2. Certification that you will enter into standard City of Dallas contract and maintain required City of Dallas insurance coverage if selected as a consultant
 3. Conflict of Interest Questionnaire
 4. Acknowledgements of New House Bill 89
 5. Acknowledgements of Senate Bill 252

Note: Insurance requirements, sample contract and a blank certifications form may be found in the appendices of this RFQ.

SECTION 5 – EVALUATION CRITERIA

Submittals for each group of projects will be evaluated on the following evaluation criteria:

1. Qualifications, expertise to undertake the project	20 points
2. Project team organization for providing services required for the project	15 points
3. Staffing capabilities, current workload and availability	15 points
4. Project experience and approach specific to the project	15 points
5. Past performance on City contracts	10 points
6. Submitter’s compliance with M/WBE goals	15 points
7. Prior and current litigation and claim history with City or others	10 points
TOTAL POINTS	100 points

SECTION 6 – BUSINESS INCLUSION AND DEVELOPMENT PLAN

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 Plan page containing information and forms related to the BID Plan.

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

SECTION 7 – SCHEDULE

Steps	Dates
1. Issue Request for Qualifications	May 9, 2018
2. Pre-Submittal Conference	May 18, 2018
3. Submittals Due	June 8, 2018
4. Select most qualified firm	July 2018
5. Contract	August 2018
6. Begin Design	October 2018

SECTION 8 – APPENDICES

- A. Sample City of Dallas Consultant Contract
 - A1. Landscape Architecture
 - A2. Engineering
- B. Insurance Requirements
- C. Certifications Form
- D. Certification that you will enter into standard City of Dallas contract and maintain required City of Dallas insurance coverage if selected as a consultant
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- H. Project Preference Form

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