



DEPARTMENT OF PARK AND RECREATION
CITY HALL, 6FN
1500 MARILLA STREET
DALLAS, TEXAS 75201

ROOF RFQ: MINUTES OF PRE-SUBMITTAL MEETING AGENDA

RE: 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.

FROM: **Dallas Park and Recreation Department**

LOCATION: **3809 Grand Avenue, Dallas, TX 75210 – FAIR PARK**

DATE: 05/16/2018 | TIME: 10.00 am – 12.00 pm |

Minutes:

1. SIGN-IN SHEET: See attached
2. Summary of the Work
 - a. Scope of work: Currently, the successful consultant will develop the eventual scope from the field investigations and other information provided. Final scope of work would be a decision between consultant and owner depending on the budget.
 - b. Construction Documents: Successful consultant will provide construction drawings, as necessary, for Construction.
3. RFQ ADMINISTRATION: All RFQ documents are available online. Also, questions and enquiries shall be through online at:
<https://tx-dallasparcs.civicplus.com/498/Roof-RFQ-Auto-Bldg-Other-FP-PKR-Bldgs>

4. QUESTIONS:

Q1: The EBS Field Survey provided indicate a lot of information not related to Roofing. Are those in the scope of work?

Answer: No. The only section in the survey is the part patterning to roofing (B30 – Roof).

Q2: How long is the design period going to be?

Answer: Currently, the design period is anticipated to be 6 months. However, the length of the design period will be agreed upon between owner and eventual consultant, depending on the scope of work.

Q3: The RFQ documents say one Consultant will be selected for the Fair Park projects and another will be selected for the other Park and Recreation buildings. Does it mean that if one consultant is selected for Fair Park, they are not in the running for the rest of the roof RFQ?

Answer: If you are selected for Fair Park, you will not be selected for the rest of the RFQ. The submissions will be reviewed for all the projects. Then the decision will be made, depending on

experience and qualifications, who will be best fit for Fair Park. Another selection will be made for the rest of the Roof projects.

Q4: What is the MWBE goal?

Answer: The MWBE (BID) goal for professional Services is 36.3%

Q5: We are MWBE, do we still need to meet the 36.3% goal

Answer: Yes.

Q6: When is the last day to ask questions?

Answer: Last day to ask questions is 7 days before due date 5/25/2018. However, very important questions could still be submitted, through the website, after the last day to submit. Please note that questions submitted, after the last day to ask questions, may not get a response, depending on how close to due date.

Q7: Can one firm be prime, as well as a sub-consultant to another firm who is a prime, in this project?

Answer: One firm can be prime and a subconsultant in the same project.

Q7: Is complete roof replacement the only solution for the Automobile Building?

Answer: No. We rely on the Consultant to make recommendations, after scope investigations, on what the final solution would be.

5. Minimum Qualification: RFQ responding firms need to be led by an Architect or Engineer.

6. Project Schedule:

- | | |
|----------------------------|-----------------|
| - 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 |

7. Automobile Building Tour: There was a tour of the Automobile building led by Dee Ann Hirsch and Jason Maestas. Jason Maestas suggested using membrane roofing for the Automobile building, in lieu of the current built up roofing.

8. Site visit to other Buildings: Site visits must be scheduled with the project manager, prior to going to the site.

- No impromptu site visits

9. Communication Protocol: communications through the website. <https://tx-dallasparks.civicplus.com/495/SHRC-Replacement-RFCSP>

Thanks,
Vincent Ogbuehi, RA
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