

***Village of Volente
16100 Wharf Cove
Volente, TX 78641***

2017/2018 Construction of new Village Hall

Request for Qualifications

***Issue Date: April 31, 2017
Submission Deadline: May 15, 2017
Request to : City.Secretary@volentetexas.gov***

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1. Overview of the Requirement

The Village of Volente seeks Qualifications Statements from professional Architectural/Engineering firms to provide professional Architectural/Engineering services as described in this RFQ.

1) *The Project*

The Village of Volente is soliciting this Request for Qualifications for an Architect to lead the project for the Village to develop the location and the building for a new Village Hall office. The Village initially shared space with the Volente Volunteer Fire Department and Emergency Services District 14 in their fire station located within the Village along Highway 2769. In 2009 the Village outgrew the limited space at the fire station and leased office space at the corner of Highway 2769 and Lime Creek Road. The owner of this office building has granted a lease that expires at the end of April, 2018. The Village must now evaluate options for a new Village Hall including lease versus purchase and build. If the recommendation is to purchase and build, the project must evaluate and recommend whether to build from scratch or to use Modular Building structures. Finally the project would create a site plan for driveways, building pads, and utilities, and the building plans for the new structure.

2) *Who should respond*

The Village of Volente is looking to select an architectural firm in the greater Austin area to lead this project.

3) *The Village of Volente*

The Village of Volente was incorporated in 2003 and consists of 2 square miles of land along Lake Travis in Western Travis County on Highway 2769 with a combined population of 700.

4) *Requirements for Statement*

- a) Statements in response to this RFQ must include the completed Professional Services Questionnaire (Attachment 1) and any other information supplemental to the questionnaire that will aid in the evaluation.
- b)** The Qualifications Statement must include an organizational chart showing the organizational structure of the Project, a single point of contact for the Village, and a general explanation describing project leadership and reporting capabilities.
- c) The Statement must include the name, address, telephone number and email of the Respondent or the person in the Respondent's organization who is authorized to negotiate contract terms and render binding decisions on contract matters.
- d) The Village, at its sole discretion, expressly reserves the right to request any additional information from a Respondent that is deemed relevant to this RFQ.

2. Request for Qualifications Definitions (Optional Section)

It is always a good idea to include definitions for any terms that may have multiple meanings. For example, the term "culture" may be used in the context of diversity and multiculturalism, or it may be used in the context of the arts. To avoid confusion, the definitions section provides an opportunity to be clear about your objectives. It is best to write this section last. At that point you can read through and pull out the terms that may require definition or further explanation.

3. Request for Qualifications

3.1 Enquiries

All enquiries related to this RFQ are to be directed, in writing, to the contact person at the email address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon.

3.2 Closing Date

Complete hard copies and one electronic copy of each response must be received before 5:00 pm on May 15, 2017, at the address on the front cover of this RFQ. Responses must not be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and the project or program title.

3.3 Late Responses

Late responses will only be accepted if an extension is provided 24 hours in advance of the deadline by Village Council and Staff.

3.4 Qualifications Review Committee

The Qualifications Review Committee will be the Village of Volente Council consisting of the Mayor and five (5) council members.

3.5 Review and Selection

The Qualifications Review Committee will compare the submission of each applicant against the following

1. Mandatory Criteria
2. Similar projects with nearby municipalities
3. References given
4. Qualifications of the staff that will be working on this project

3.6 Signed Responses

The submission should be signed or submitted by a principal of the firm. If mailed, the signature should be on the submission. If emailed, the submission should come from the email account of a principal of the firm.

3.7 Acceptance of Responses

This RFQ is not a binding agreement to purchase goods or services. Responses to an RFQ are assessed in light of the qualification review criteria and, if chosen for the shortlist, the submitter will be invited to a review meeting with the Village of Volente Council.

4. Services

A selected and qualified respondent to this RFQ would be expected to provide the following services:

- a) Evaluation and selection of lease versus purchase, and the evaluation and selection of modular versus scratch construction.
- b) Site Development Plan including driveway, parking, building pad, utilities, and plans for water and wastewater.
- c) Creation of bid documents to select General Contractor for the building project.
- d) Creation of building requirements from interviews with Village council and staff.
- e) Complete set of building plans for the Village Hall.
- f) Creation of bid documents to select builder for Village Hall
- g) Oversight of project to meet budget and timeline.

5. Evaluation Criteria

Written submissions will be evaluated and scored. The scores received may be used to identify a "shortlist" of the Respondents. Criteria that will be evaluated are

- a) Years of experience in the field
- b) Experience with the type of project specified in this RFQ
- c) Proven capacity to deliver the project requirements on time and on budget
- d) Sample written reports or other required materials for the position from earlier projects.
- e) Awards

Additional information that the Village may consider in evaluating the Respondents are listed below:

- a) Local Office; Work to be performed locally
- b) Previous work done for the Village of Volente
- c) Financial Limitations; Financially Capable
- d) Recent Audit by a governmental entity
- e) Will workload impede firm's ability to complete this work on time?

6. Submission Requirements

Interested parties should include seven copies of the submission if submitted via mail, or one electronic copy of the following:

- a) A completed Professional Services Questionnaire (*see Appendix A, Item 1*)
- b) A statement of interest
- c) A resume outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
- d) A fee proposal for this project
- e) Three professional references

7. Conflict of Interest

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence, and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position. Conflicts of interest may be real, potential or perceived.

The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

8. Limitations

The following limitations or requirements exist for this project:

- a) Respondent should be a licensed architect in the State of Texas
- b) Respondent should articulate how they will provide assurance via licensed engineers for the soundness of the foundation, the design of the electrical and plumbing, and the air conditioning/heating systems.
- c) The Village of Volente reserves the right to reject all submissions should the Village decide not to go forward with this project.

Attachments:

1. Professional Services Questionnaire

QUESTIONNAIRE INFORMATION

This questionnaire is to be completed in its entirety. No modifications to the wording is permitted. Qualifications Statements submitted with Professional Services Questionnaires that are incomplete or incorrect, or that have been altered, are subject to rejection. It is the responsibility of Respondent to ensure that all persons on Respondent's team who will be performing architectural or engineering services on the Project comply with the requirements of Chapter 1051 and Chapter 1001 of the Texas Occupations Code, the statute governing the practice of those professions in Texas.

Section I of the questionnaire seeks information about the Respondent.

Section II of the questionnaire seeks information regarding any subconsultants that the Respondent may be utilizing on the project.

QUESTIONNAIRE DEFINITIONS

RESPONDENT: A single consultant or a joint venture of 2 or more firms responding to the RFQ as equals.

JOINT VENTURE: A legal entity formed between 2 or more firms to undertake an economic activity together and sharing the risk in formation. The firms agree to create, for a finite time, a new entity and new assets by contributing to this Project.

NOTE: A Joint Venture is not created when a Respondent simply engages a subconsultant.

SUBCONSULTANT: Firms that work on the Project through a contract with the Respondent.

SECTION I: TO BE COMPLETED BY RESPONDENT

PROJECT NAME	
NAME OF RESPONDENT	

ADDRESS OF RESPONDENT'S HEADQUARTERS	

DATE OF ORGANIZATION	
-----------------------------	--

(Month/Year)

NOTE: Provide Names and Dates of Predecessor Organization(s):	
NAMES	DATES

TYPE OF ORGANIZATION	
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(e.g., sole proprietorship, partnership, association, limited liability company, corporation)

BUSINESS TELEPHONE NUMBER(S)			
OFFICE		FAX	

LIST OF PRINCIPALS (NAMES)	TITLES	DEGREES

1) RESPONDENT'S STAFF

- A. LIST CURRENT NUMBER OF RESPONDENT'S FULL-TIME EMPLOYEES IN EACH CATEGORY, INCLUDING ALL STAFF WHEN A JOINT VENTURE: (Please designate the number of key staff registered/licensed in the State of Texas.)

POSITIONS	LOCAL OFFICE	NATIONAL OFFICE(S)
<i>Architects, R.A.</i>		
<i>Mechanical Engineers, P.E.</i>		
<i>Electrical Engineers, P.E.</i>		
<i>Civil Engineers, P.E.</i>		
<i>Structural Engineers, P.E.</i>		
<i>Geotechnical Engineers, P.E.</i>		
<i>Registered Public Land Surveyors</i>		
<i>OTHER PROFESSIONALS</i>		
<i>OTHER SUPPORT PERSONNEL</i>		
TOTALS		

- B. LIST NAMES OF RESPONDENT'S CERTIFIED PROFESSIONALS AND OTHER LICENSED PERSONNEL EMPLOYED FULL-TIME IN A PROFESSIONAL POSITION. INDICATE NUMBER OF YEARS OF EXPERIENCE MANAGING PROJECTS OF SIMILAR SIZE AND TYPE TO THE PROJECT UNDER CONSIDERATION. ATTACH PROJECT MANAGER'S RESUME(S) DESCRIBING SPECIFIC PROJECT-RELATED EXPERIENCE.

(Please list the Project Manager for this specific Project first on your list).

NAME	COLLEGE DEGREE	PROFESSIONAL REGISTRATION/LICENSE	PROJECT MANAGEMENT EXP.	TOTAL YEARS. EXP
PROJECT MANAGER:				

2) RESPONDENT'S TEAM EXPERIENCE

LIST BELOW (OR ON AN ATTACHMENT) ALL RELEVANT WORK PERFORMED BY THE MEMBERS OF THE RESPONDENT'S TEAM DURING THE PAST TEN YEARS THAT RELATES TO AND WILL CONTRIBUTE TOWARD THE SUCCESS OF THE PROJECT UNDER CONSIDERATION. (DO NOT INCLUDE SUBCONSULTANTS HERE).

Name and location of related projects within the last 10 years	Services Provided	Project Mgr. Name	Construction Project Cost	Client Contact Name and Phone No.

3) RESPONDENT'S OVERALL FIRM EXPERIENCE

INDICATE THE NUMBER OF RESPONDENT'S RELEVANT PROJECTS AND THE FEE DOLLAR VOLUME OF WORK DONE BY RESPONDENT'S LOCAL OFFICE OR ITS STAFF IN THE PAST THREE YEARS, THAT RELATES TO AND WILL CONTRIBUTE TOWARD THE SUCCESS OF THE PROJECT UNDER CONSIDERATION.

NO. OF PROJECTS	PROJECT TYPE	FEE DOLLAR VOLUME

4) TECHNICAL PLAN AND SCHEDULE

ATTACH RESPONDENT'S PROPOSED TECHNICAL PLAN TO ACCOMPLISH THE EFFICIENT IMPLEMENTATION OF THE WORK FOR THE PROJECT UNDER CONSIDERATION AND THE PROPOSED SCHEDULE FOR COMPLETION OF THE WORK. (Note the scheduling requirements as stated in Paragraph 4.3 OF THIS RFQ).

5) LOCAL OFFICE

___ YES, ALL OF THE WORK WILL BE PERFORMED BY PERSONS CURRENTLY EMPLOYED AT AND ASSIGNED TO THE LOCAL OFFICE(S), INCLUDING SUBCONSULTANT WORK AS SPECIFIED IN THE PROJECT MANAGEMENT CHART IN NUMBER 10 BELOW.

___ NO, PLEASE DESCRIBE BELOW THE WORK AFFECTED AND THE EXPERIENCE OF AND CIRCUMSTANCES REGARDING SUCH OTHER NON-LOCAL PERSONS/OFFICES AS ARE PROPOSED TO BE UTILIZED.

6) PRESENT WORKLOAD

LIST RESPONDENT’S PRESENT WORKLOAD (IF JOINT VENTURE FIRM, INDICATE FOR EACH FIRM).

NAME OF PROJECT	EST. PERCENTAGE REMAINING FOR CONT. WORK	STAGE OF ACTIVITY (PHASES)	LIMITATIONS REGARDING AVAILABILITY

7) PREVIOUS WORKLOAD WITH VILLAGE OF VOLENTE

LIST ALL VILLAGE OF VOLENTE PROFESSIONAL SERVICE AGREEMENTS AWARDED TO RESPONDENT’S FIRM IN THE LAST TEN YEARS. JOINT VENTURES MUST LIST ALL PROFESSIONAL SERVICE AGREEMENTS FOR EACH FIRM.

NAME OF PROJECT	YEAR AWARDED	STAGE & PERCENT COMPLETE

8) EEO PROGRAM

PLEASE COMPLETE THE FOLLOWING WORK FORCE REPORT FOR RESPONDENT'S LOCAL OFFICE CURRENT FULL-TIME EMPLOYEES:

NOTE: USE MOST RECENT PERSONNEL INFORMATION.

Full-Time Employees	Total No. of Employees *M *F	White		Amer. Indian		Black		Hispanic		Other	
		*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Professional											
Technical											
TOTALS											

* - Male or Female

9) FINANCIAL LIMITATIONS & CONSIDERATIONS

A. IF SELECTED FOR A PROJECT, DOES RESPONDENT'S FIRM HAVE SUFFICIENT FINANCIAL RESOURCES TO ADEQUATELY STAFF THE PROJECT TO COMPLETE IT WITHIN THE TIME SPECIFIED OR REQUIRED BY THE VILLAGE? LIST BANKING OR OTHER FINANCIAL INSTITUTIONS:

YES _____ NO _____

INSTITUTION	RELATIONSHIP

B. HAS RESPONDENT RECENTLY PERFORMED WORK IN CONNECTION WITH OR FOR A PUBLIC AGENCY GRANT PROJECT OR AN AGENCY OF THE FEDERAL OR STATE GOVERNMENT FOR WHICH AN AUDIT HAS BEEN CONDUCTED?

YES _____ NO _____

INDICATE BELOW THE AUDIT DATE AND THE AGENCY AND/OR PROJECT FOR WHICH THE AUDIT WAS CONDUCTED:

DATE	AGENCY	PROJECT

10) PROJECT MANAGEMENT CHART

ATTACH RESPONDENT'S PROJECT MANAGEMENT CHART SHOWING THE PROJECT TEAM MEMBERS, THEIR AREAS OF RESPONSIBILITY, AND THE PROJECT TEAM ORGANIZATIONAL STRUCTURE. SHOW SUBCONSULTANTS ON CHART WHERE APPLICABLE, BUT DO NOT INCLUDE THEIR EXPERIENCE IN THIS SECTION.

NOTE: BE SURE TO HAVE EACH SUB-CONSULTANT LISTED ON THE PROJECT MANAGEMENT CHART COMPLETE SECTION II.

11) LEGAL CONSIDERATIONS

A. DOES RESPONDENT HAVE AND GENERALLY CARRY PROFESSIONAL LIABILITY INSURANCE?

YES _____ NO _____

IF LIMITED, PROVIDE LIMITS: _____

B. HAS RESPONDENT'S FIRM OR ANY FIRM WITHIN THIS JOINT VENTURE WITHIN THE PAST 3 YEARS, BEEN INVOLVED IN A LAWSUIT INVOLVING THE PAYMENT OF FEES FOR COMPLETED WORK OR FOR DISAGREEMENT WITH OWNER/CONTRACTOR? GIVE DETAILS AS REQUIRED TO EXPLAIN PROBLEMS AND FIRM'S POSITION.

12) OBJECTIONS TO PROFESSIONAL SERVICES AGREEMENT (PSA) LANGUAGE

WITH ITS SUBMITTAL, RESPONDENTS MUST INDICATE ANY OBJECTIONS TO THE LANGUAGE AS STATED IN THE DRAFT PSA.

SIGN AND COMPLETE THE FOLLOWING:

SIGNATURE: _____

TITLE: _____ DATE: _____

SUBCONSULTANTS PROFESSIONAL SERVICES QUESTIONNAIRE

SECTION II: SUBCONSULTANT

NOTE: This questionnaire is to be completed in its entirety. No modifications to the wording is permitted. Qualifications Statements submitted with Professional Services Questionnaires that are incomplete or incorrect, or that have been altered, are subject to rejection.

PROJECT	
NAME OF FIRM	

ADDRESS OF SUBCONSULTANT'S HEADQUARTERS

DATE OF ORGANIZATION	
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BUSINESS TELEPHONE NUMBER(S)			
OFFICE		FAX	

SUBCONSULTANT EXPERIENCE

A. SUBCONSULTANT FIRM EXPERIENCE

LIST BELOW (OR ON AN ATTACHMENT) ALL RELEVANT WORK PERFORMED BY THE MEMBERS OF THE SUBCONSULTANT'S TEAM DURING THE PAST THREE YEARS THAT RELATES TO AND WILL CONTRIBUTE TOWARD THE SUCCESS OF THE PROJECT UNDER CONSIDERATION.

Name and location of related projects within the last 3 years	Services Provided	Project Mgr. Name	Construction Project Cost	Client Contact Name and Phone No.

B. SUBCONSULTANTS TEAM EXPERIENCE

LIST NAMES OF SUBCONSULTANT'S CERTIFIED PROFESSIONALS AND OTHER LICENSED PERSONNEL EMPLOYED FULL-TIME IN A PROFESSIONAL POSITION WHO WILL BE WORKING ON THIS PROJECT. INDICATE NUMBER OF YEARS OF EXPERIENCE MANAGING PROJECTS OF SIMILAR SIZE AND TYPE TO THE PROJECT UNDER CONSIDERATION. ATTACH RESUME(S) DESCRIBING SPECIFIC PROJECT-RELATED EXPERIENCE.

NAME	COLLEGE DEGREE	PROFESSIONAL REGISTRATION/LICENSE	PROJECT MANAGEMENT EXP.	TOTAL YEARS. EXP
PROJECT MANAGER:				

