



**REQUEST FOR QUALIFICATIONS
RFQ No. CIP 2018-004**

**PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES
FOR
New Municipal Facilities – Phase 1
North of 15001, Existing Police Department,
Town of Horizon City**

**By: City of Horizon - Planning Department
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STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS

The City of Horizon is seeking to contract with an architect/engineering service provider, registered in the State of Texas with experience in the following areas:

- Municipal Facility design to include
 - Police Department Facilities
 - Administrative Facilities for Public Works Department
 - Temporary Facilities for City Council Chambers and Municipal Court.
- Site Preparation to include on-site drainage, parking for employees, City-owned vehicles and public.

The City requests that all interested firms follow the below listed requirements. Failure to follow these requirements will affect the evaluation rating scores or may even disqualify a firm. The following are the requirements for SOQ submittals:

1. Horizon City staff will only open and review the Statement of Qualifications after the due date and time. It is the responsibility of the firm to assure compliance with these requirements.
2. The Statement of Qualifications shall be due on, but no later than, the due date and time specified in the RFQ. Firms that submit after the due date and time will be disqualified for this particular project. Horizon City shall notify the firm of the disqualification.
3. The Statement of Qualification shall consist of no more than ten (10) pages. Firms that submit SOQs that exceed ten (10) pages shall be disqualified for this particular project. The City of Horizon shall notify the firm of the disqualification.
4. The following will not be counted toward the ten (10) page limit:
 - Introductory letter
 - Cover sheets
 - Dividers
 - Statement of Non-Collusion
 - Certification Regarding Debarment
5. A page that has information on both sides of the pages shall be counted as two (2) pages toward the ten (10) page limit.
6. Only one signed copy of the Statement of Non-Collusion and the Certification Regarding Debarment is required.
7. The A/E firm shall submit seven (7) hardcopy sets and one (1) electronic copy on a CD or flash drive of the Statement of Qualifications. Firms that submit less than seven (7) hardcopy sets and one (1) electronic copy of the Statement of

Qualifications shall be disqualified. The City of Horizon shall notify the firm of the disqualification. City of Horizon staff shall discard extra SOQ's sets that exceed the seven (7) hardcopy sets and one (1) electronic copy.

8. **Evaluation Criteria:** Statement of Qualifications received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Understanding of Scope and Prior Related Experience	20
Technical Approach	40
Team Organization and Availability	20
Project Management and Quality Control	20
Total	100

To be deemed responsive, Statement of Qualifications must contain at a minimum the following:

- **Understanding of Scope and Prior Related Experience:** Provide firm’s understanding of the Scope of Work described herein. Briefly outline similar or related experience with the name and contact person and telephone number for each project. Information shall consist of a minimum of two (2) and not more than five (5) similar projects within the past five (5) years. The Town will evaluate the preparedness, experience, and capacity of the proposer to understand and deal with the requirements of the project. This includes prior experience in engineering planning and design of the project scope of work. The consulting firm shall not reiterate the tasks as outlined in the scope of work, except to summarize or reinforce its understanding of the scope for this project.
- **Technical Approach:** Provide a brief discussion on proposed technical solutions for the project. Suggestions or consideration of various alternatives are encouraged. Firms will be evaluated on their ability to address the project issues and objectives, within the page limitations indicated. Information provided may include, but is not limited to a brief discussion of such factors as: cost effectiveness of proposed design; understanding of existing problem (s) and key activities; understanding of system and components; understanding of federal, state, and local rules and regulations, laws and design standards; specialized problem solving skills that would be required in the project; degree of commitment to the Owner’s schedule; and if applicable, proposed use of innovative solutions and techniques.
- **Team Organization and Availability:** Provide a hierarchal Organizational Chart indicating the Project Team, which includes the names of proposed key project personnel, their area of responsibility, and relationships of sub-consultants. Proposed organization shall reflect where applicable,

planning, design, and construction phases of the project. Key personnel experience and strengths relative to the project shall be briefly discussed, but extensive staff resumes shall not be submitted. The Town will evaluate a firm's proposed staffing organization based on factors such as: efficient team structure; qualifications of the sub-consultants; and team members' prior performance with the Town. If any of the key personnel of the team should differ from what is presented in the SOQ, the Town must be notified in writing in advance of the proposed change for the Town's consideration.

- **Project Management and Quality Control:** Provide a brief discussion of the process and procedures in place and proposed for managing this project. Indicate the key items are the projects successful implementation and the proposed methods and organizational efforts to provide for constructability reviews and to ensure quality control in the project. The information provided may include a list of activities that may turn problematic as well as their proposed problem-solving process, and the organization of key activities and their emphasis. In addition, a firm's evaluation will be based in part by the proposed Project Manager's track record of successful project management and construction administration relative to scheduling, reporting, cost-control, quality of deliverable, and timely response to the Owner/Town.

9. **Selection of Consultants:** Materials submitted will be reviewed and if deemed necessary, interviews will be scheduled with prospective engineers in order to select the most qualified.
10. **Deadline for Submission:** Sealed Statement of Qualifications must be submitted to the City of Horizon, Planning Department, 14999 Darrington Rd., Horizon City, Texas 79928 by **3:00 PM, September 25, 2019**. Interested providers are responsible for verifying receipt of Statement of Qualifications.

The City of Horizon is an Equal Opportunity Employer and reserves the right to reject any and all proposals and to waive technicalities and formalities in this selection.