

PROJECT SCOPE

TITLE: Municipal Facilities
RFQ No: CIP 2018-004

LOCATION: North of Existing Police Department.
15001_Darrington Rd.
Horizon City, Texas

CONSTRUCTION

BUDGET: **Approximately \$4 Million**

GENERAL DESCRIPTION:

Horizon City seeks Statements of Qualifications from interested firms for the project described below. The successful firm will contract directly with Horizon City and will work cooperatively with the City and other project team members to successfully provide full scope of professional services required to complete the project requirements.

All prospective consultants must submit their Statement of Qualifications by or before the submittal deadline. Instructions for the Statement of Qualifications are included with this Request for Qualifications.

This Request for Qualifications (RFQ) provides information on the Project, the Minimum Scope of Professional Services required, and information to aid in preparing responses to this RFQ.

All inquiries regarding this Project and RFQ must be submitted in writing electronically to the following e-mail: mpadilla@horizoncity.org by **12 noon, MDT, September 11, 2019**. The City will evaluate inquiries, determine whether an Addendum is required and issue an appropriate response. All questions and responses and additional information will be included and issued in an Addendum.

Statements of Qualifications must be submitted by **3 PM, MDT, September 25, 2019**.

Scope of Services

Base Bid:

The Consultant shall provide architectural and engineering services to develop construction plans for the construction of a new Municipal Facility Complex to include a new Police Department Headquarters including a new dispatch center, administrative offices for the Public Works Department and temporary facilities for City Council Chambers and Municipal Court facilities which can be transformed into administrative space(s) after Phase 2 of the Municipal

Facilities project is completed by the City. The facilities are described in the attached planning and programming guide.

Site selection for the Police Department, Public Works Administrative Offices and temporary City Council Chambers and Municipal Court Chambers/facilities (Phase 1) were reconsidered by City Council on June 11, 2019. The site for these facilities is the City-owned parcel north of the existing Police Department facility and City Council Chambers/ Municipal Court facility located at 15001 N. Darrington Rd. Horizon City, TX. Also at their June 11, 2019 meeting, City Council determined the Administrative Offices for City Hall and the Municipal Court (Phase 2) would ultimately be located on a proposed Transit Oriented Development area along N. Darrington in currently vacant land.

Total square footage for the facility is estimated at to allow for projected growth in the community. This space is allocated as follows:

- 13,647 square feet for Police Department
- 2,050 square feet for temporary City Council/Municipal Court facilities
- 500 square feet for Public Works administrative offices.

The Consultant will use the planning and programming document to guide the design facilities. The Planning and Programming document will be available through the City's website at www.horizoncity.org. The Consultant will design facilities that address the security concerns for the different functions while designing facilities that are sustainable. Separate buildings are not required, but may be preferred to segregate discrete functions requiring separation by state law or security concerns.

Consultant will include a site review and recommendations, schematic design, production of computer generated renderings, and cost estimation. Consultant will be required to retain and be responsible for all basic engineering disciplines such as communications (dispatch center and communication tower), mechanical, electrical, plumbing, fire protection, landscape, architecture, civil engineering, and structural engineering for the scope of work.

All site work, including parking facilities for City-owned police and other vehicles, employees' vehicles and public will be included in the design. Site work will also include on-site drainage and evaluation of drainage into existing drainage structures on the site.

The proposed facility must meet all State and Federal accessibility standards. These standards must be evidenced in the preliminary and final architectural submittals as required by the USDA Rural Development funding program.

The final scope of work may incorporate elements the selected Consultant identifies in its review of the work and as part of contract negotiations.

Funding sources and requirements

Horizon City anticipates requesting funding from the U.S. Department of Agriculture (USDA) through the Rural Development Community Facilities funding program. The program requires the consultant to:

1. Develop a Preliminary Architectural Feasibility Report as detailed in the USDA Rural Development Instruction 1942-A using the format found in Guide 6. Generally, the Preliminary Feasibility Report must identify:
 - A. The need for the facility;
 - B. Existing facilities;
 - C. Building site - land required, suitability and site plan;
 - D. Cost estimate to include legal (bond counsel) {To be provided by the Owner}, architectural, construction, and contingencies;
 - E. Annual operating budget;
 - F. Maps identifying proposed project location;
 - G. Drawings indicating preliminary design and layout elevations
 - H. Photographs as necessary
 - I. Construction problems which may affect the cost of construction/project development.
2. Enter into an agreement using the following:
 - A. AIA Document B101-2007, Standard Form of Agreement between Owner and Architect required by the USDA/Rural Development/Rural Housing Service (RHS) regulations and policy. Attachment to AIA Document B101-2007 – Standard Form of Agreement Between Owner and Architect.
 - B. RD Instruction 1924-A, Guide 27, Attachment 1 must be physically attached to the AIA Document B101-2007.

USDA Community Facilities Project Guide – Updated February 2016, the Community Facilities Construction Documents Checklist, and the Community Facilities Bid Documents Checklist are available through the City of Horizon Website along with the preliminary Planning and Programming Document for use by proposers in developing their Statements of Qualifications.

1.0 SERVICES REQUIRED:

All work must meet USDA/Rural Development Community Facilities Program Requirements.

1.1 Investigation:

All investigations include but are not limited to geotechnical, utility coordination, SUE, topographic survey, and surface drainage runoff from the site and any drainage runoff from contributing streets.

1.2 Design:

The consultant shall comply with Horizon City's Building and Subdivision Codes and Regulations. Consultant shall coordinate with City staff when opportunities to incorporate LEED requirements exist. Horizon City will make a determination whether or not to incorporate those LEED design elements.

1.3 Bidding & Construction:

During the bidding process, the consultant shall assist the City with, but not limited to, the following items: determine bid period and date, distribute the bid package and any addenda, keep a plan holders list, respond to all questions from prospective bidders, attend a pre-bid conference, prepare addenda, evaluate bids, provide bid analysis, provide bid recommendation, and be present during City Council meeting to answer questions about the bid recommendation. The Consultant shall also provide recommendations concerning the acceptability of subcontractors. The bids shall be prepared and advertised as a **unit price** contract and selection of the bidders shall be a "low bid" selection. Federal procurement requirements must be met, including public advertising of bids in a newspaper of general circulation and a public bid opening must be held.

During the construction phase, the consultant shall assist the City with, but not limited to, the following items: responding to all questions from the contractor, providing advice and recommendation to the Owner, and producing a set of reproducible (24" x 36") record drawings ("as-builts").

1.4 Soils Investigation:

The designer shall provide a subsurface soil investigation study for the project that shall be submitted to the Owner for a review. Log boring information can be shown on construction documents with appropriate notes and disclaimers that will minimize change orders.

1.5 Surveys:

The designer shall provide all topographic and horizontal surveys for this project.

1.6 Environmental Issues:

Should the project require an environmental study, the Horizon City will employ an independent consultant. The designer shall not be responsible to provide asbestos, lead, mold, and other environmental surveys and/or studies. The designer shall be responsible to coordinate design efforts with the Horizon City consultant responsible to prepare environmental studies, if required.

1.7 Building Permits, Special Permits, and Other Land Use Permits:

The designer shall be responsible to comply with all local, state, and federal building codes. If USDA funding is secured, the designer shall be responsible to meet all USDA requirements for design and design submittals. The designer shall be responsible to submit required sets to Horizon City and to the USDA, if USDA funding is secured, for review and approval during final design phase period. The designer shall be responsible to obtain approval from the City and USDA before the construction documents are submitted for bid advertisement. It shall be the responsibility of the designer to follow up on the review and approval process with Horizon City. The designer shall not be responsible to pull required permit(s). The pulling of the permit(s) shall be responsibility of building contractor. Horizon City shall be responsible to review grading and drainage permit request and its compliance with Horizon City's grading and drainage permit requirements.

1.8 Storm Water Pollution Prevention Plan:

The designer shall prepare and provide storm water pollution prevention plan for the project. The designer shall be responsible to be knowledgeable on the storm water pollution prevention plan requirements. The storm water pollution prevention plan shall be submitted to Horizon City for review and approval.

1.9 Utility Coordination:

The consultant shall be responsible to coordinate design efforts with all affected utility companies. The purpose is to minimize utility relocation without compromising design standards. The consultant shall be responsible to obtain all available horizontal and vertical information on utility lines, valves, covers, manholes, etc. from the different utility companies during the preliminary design phase. These existing utility structures shall be shown on the preliminary design plan submittal. The consultant shall meet with all affected utility companies to discuss proposed design. Based on these coordination meetings and correspondence that is sent between the consultant and utility companies, the need and extent of relocation shall be determined. If a dispute arises, the consultant shall immediately set up a meeting between Horizon City and the utility company to resolve the dispute. The consultant, on behalf of Horizon City, shall request from all utility companies that they relocate all lines that conflict with new improvements. The consultant shall coordinate this effort with the utility companies and advise them of Horizon City's policy to minimize pavement cuts on new roadways. All correspondence and meeting minutes shall be submitted to Horizon City when each phase is due. Construction documents shall clearly show all existing and proposed utility lines and utility company contacts. All documents and coordination efforts by the designer shall be complete by or before the final design phase due date. The consultant shall submit all utility clearance letters from each of utility company by or before the project is advertised for bid.

1.10 Public Involvement:

The consultant shall be responsible for presenting schematic, preliminary, pre-final and final design to the Municipal Facilities Committee. The consultant shall be responsible for presenting any redesign efforts at any of these phases should Horizon City determine the design must be reconsidered.

The consultant shall be responsible to present the final design to the City Council and up to three (3) other public meetings as directed by the City.

1.11 Traffic and Pedestrian Control Plan:

The consultant shall be responsible to prepare traffic and pedestrian control plans for Horizon City-owned right-of-way in accordance with the current Texas MUTCD standards. The consultant shall provide and produce any special specifications that shall specify general requirements for the traffic and pedestrian control plan. Traffic and pedestrian control plans shall comply with national, state, and local codes and approval from Horizon City is required.

1.12 Construction Sequencing Plan:

The consultant shall be responsible to prepare a construction sequencing plan and submit it at all design phase submittals for review. Horizon City shall decide the sequence of which phases will be done first. The construction documents shall clearly direct the Contractor on the sequence of construction. Should the contractor request to deviate from the approved sequencing plan, the contractor must receive prior written approval for the modified sequencing plan from Horizon City, or its designated representative.

1.13 Construction Schedule:

The consultant shall meet with Horizon City to determine construction schedule for each phase, order of work, and which phases will be done concurrently. The meeting shall be held after pre-final plans are submitted but before Final Design Notice to proceed is issued. The information will allow consultant to prepare a current market cost estimate at the final design phase submittal.

2.0 PRODUCTS REQUIRED:

2.1 Drawings:

A. Preliminary Design:

Upon the completion of the preliminary design phase, the consultant shall submit six (6) copies and two (2) electronic copies of the preliminary design documents and cost estimates for approval. If the Owner does not approve the preliminary design, the consultant shall furnish two (2) copies and two (2) electronic copies of the resubmitted documents. Upon approval of the preliminary design, the consultant shall complete the Preliminary Architectural Feasibility Report as detailed on page 3 of this project scope.

B. Pre-Final Design

Upon completion of the pre-final design phase, the consultant shall submit six (6) copies and two (2) electronic copies of the preliminary design documents and cost estimates for approval. If the Owner does not approve the preliminary design, the consultant shall furnish two (2) copies and two (2) electronic copies of the resubmitted documents.

C. Final Design

Upon the completion of final design phase, the designer shall furnish to the Owner six (6) copies and five (5) electronic copies of final design documents and specifications for review. After the review, the designer shall submit to the Owner two (2) copies and two (2) electronic copies for the final revised design documents and specifications for final check. Upon the approval of the final design documents, the designer shall assist the City with distribution of the plans and specification to bidders. Electronic distribution of the bid package to prospective bidders is acceptable.

2.2 Specifications:

All specifications must include type of materials listed in the construction drawings, placement method and quality control and quality assurance testing. The specification shall correlate with **unit price** format. All specifications must comply with established specification standards and formats.

2.3 Cost Estimates:

The designer shall develop and submit the construction cost estimates. The construction cost estimate is expected to be within ten percent (10%) of the bid for base bid items expected from the lowest responsive, responsible bidder. The designer's final estimate shall consider all labor costs that shall be based on the City's current prevailing wage rates.

2.4 Design Analysis:

Design analysis shall include all engineering calculations for review by the Owner, governmental authorities, including the USDA, who may have jurisdiction over each construction contract, and public utilities.

2.5 Bidding:

The Consultant shall be responsible to answer all questions presented by bidders, attend pre-bid conference, participate in low bid process procurement, evaluate bidders, provide bid analysis, provide bid recommendation, and be present during City Council meeting to answer questions about bid recommendation. The Consultant shall be responsible to prepare bid addendums.

2.6 Construction Observation Services:

These services will be procured and rendered on a time and materials basis. The following are some of the construction services that may be required by the Consultant: The Consultant shall be present to answer questions at the pre-construction meeting. The Consultant shall be responsible to review, reject and/or approve submittals and shop drawings. The designer shall be responsible to provide written answers to request for information (RFIs). The Consultant shall be responsible to review and sign off on change orders. The Consultant shall perform site visits and provide written observation reports to the Owner. The Consultant shall participate on the punch list walk thru. The Consultant shall assure that ADA consultant perform inspection by or before punch list walk-thru. The Consultant shall sign-off on construction closeout documents. Inspection services are not included in this contract; however, the Horizon City may choose to contract the Consultant to perform inspection services under a separate contract. The Consultant shall provide both hard copies and electronic format CDs of the as-built plans, which include specifications and all attachments.

3.0 GENERAL REQUIREMENTS AND CRITERIA:

- 3.1 Design must meet all applicable City Codes and Ordinances.
- 3.2 Design must comply with all local, state, and federal laws and regulations, including, but not limited to the Americans with Disabilities Act, Architectural Barriers Act Accessibility Standards (ABAAS), and the Texas Accessibility Standards (TAS).
- 3.3 The Consultant shall submit all redlines to the Owner when plans and submittals are due.
- 3.4 Work to be coordinated with Horizon City Public Works and Planning Departments, City Engineer, USDA/Rural Development Office, Horizon Regional-Municipal Utility District (HR MUD), and all affected stake holders.

4.0 PROJECT SCHEDULE

Upon selection and contract execution, the selected consultant will develop a project schedule for the project design and submit for Town approval.