

REQUEST FOR QUALIFICATIONS

RFQ No. CIP 2021-003

**PROFESSIONAL ARCHITECTURAL/ENGINEERING
SERVICES FOR THE TOWN OF HORIZON CITY'S TOD**

**Transit Oriented Development Architectural Design
Standards for the Town of Horizon City**

By: Town of Horizon City - Planning Department
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This REQUEST FOR QUALIFICATIONS ("RFQ") from the Town of Horizon City invites the submittal of a Statement of Qualifications ("SOQ") from firms or persons interested in providing design services for the creation of Architectural Design Standards for the Town of Horizon City's Transit Oriented Development ("TOD"). By submitting a SOQ, the Proposer represents that he/she has carefully read the terms and conditions of this RFQ, all attachments, the Addenda, and agrees to be bound by said documentation. This RFQ is not an offer to enter into a contract, but merely a solicitation of persons interested in submitting a SOQ to the Town of Horizon City.

PROJECT OVERVIEW

General

The Town of Horizon City (the "City") is a relatively new community located south-east of El Paso and east of I-10, within El Paso County, Texas. The City wishes to develop architectural design standards for its TOD, to include: residential, non-residential, and landscape architectural standards.

Project Objectives

1. Establish a collaborative relationship between the City's team and the design team or person(s) hired to deliver quality design standards.
2. Establish a high level of quality and safety for the development.
3. Produce a mixed-income housing market.
4. Achieve a walkable and bikeable environment for residents and visitors.
5. Enhance and protect natural and cultural resources.
6. Achieve a comprehensive theme throughout the TOD that considers existing land uses abutting the subject area.

Scope of Work

After being selected, the successful Consultant will execute an agreement with the City to provide the following services and materials to fulfill the following scope of work.

1. The Consultant will work with the City's staff and its consultants to establish architectural design standards that will reflect a specific style and theme to assist in the establishment of the TOD's identity.
2. The following is a breakdown of the scope of work expected for this project:
 - a. Initial meetings with City staff to discuss the scope of design standards.
 - b. Attend two public open house meetings, one of which will be a scoping meeting and the other a representation of the draft standards that should include visual guides. The Consultant shall be available to answer questions from the public regarding the proposed architectural standards.
 - c. Provide public presentations to:
 - i. Horizon City's Planning and Zoning Commission – two (2) meetings are anticipated
 - ii. City Council – two (2) meetings are anticipated

- d. Provide any necessary changes to the design standards after the public open house events and the Planning Board and/or the City Council work sessions, where appropriate.

The final product that the Consultant will submit is a document that includes a set of architectural design standards and visual guides that can be incorporated into the City's Zoning Ordinance or a similar regulatory document. The proposed standards should complement the existing architecture of the City through the use of appropriate material, scale, and character. The standards should accommodate existing structures and new construction and should balance the need for concise and specific standards that can be clearly understood and implemented with the need for flexibility and creative leeway. The scope of work is anticipated to take approximately six (6) to nine (9) months based on public meetings and any necessary revisions to the architectural standards.

STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS

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

- Architectural design to include:
 - Residential Architectural Design
 - Non -Residential Architectural Design; e.g., commercial, institutional, and public uses
 - Landscape Architecture Design
 - Spatial Design
 - Holistic Design
- Design to include materials used, the enhancement of the native landscape, best architectural practices, missing -middle housing, mixed -income housing, architectural proportion and scale, and concepts regarding pedestrian connectivity.

The City requests that all interested A/E proposers follow the below listed requirements. Failure to follow these requirements will affect the evaluation rating scores or may even disqualify an A/E proposer. The following are the requirements for SOQ submittals:

1. City staff will only open and review the SOQ after the due date and time. It is the responsibility of the A/E proposer to assure compliance with these requirements.
2. The SOQ shall be due on, but no later than, the due date and time specified in the RFQ. A/E proposers that submit after the due date and time will be disqualified for this particular project. The City shall notify the A/E proposer of the disqualification.

3. The SOQ shall consist of no more than twelve (12) pages. A/E proposers that submit SOQs that exceed twelve (12) pages shall be disqualified for this particular project. The City shall notify the A/E proposer of the disqualification.
4. The following will not be counted toward the twelve (12) page limit:
 - a. Introductory letter
 - b. Cover sheets
 - c. Dividers
 - d. Statement of Non-Collusion
 - e. Certification Regarding Debarment
5. A page that has information on both sides of the pages shall be counted as two (2) pages toward the twelve (12) page limit.
6. Only one signed copy of the Statement of Non-Collusion and the Certification Regarding Debarment is required.
7. The A/E proposer shall submit seven (7) hardcopy sets and one (1) electronic copy on a CD or flash drive of the SOQ. A/E proposers that submit fewer than seven (7) hardcopy sets and one (1) electronic copy of the SOQ shall be disqualified. The City shall notify the A/E proposer of the disqualification. City staff shall discard extra SOQ's sets that exceed the seven (7) hardcopy sets and one (1) electronic copy.
8. **Evaluation Criteria:** SOQs 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, a SOQ must contain at a minimum the following:

- a. **Understanding of Scope and Prior Related Experience:** Provide A/E proposer's understanding of the Scope of Work described herein. Briefly outline similar or related experience with the name, email, and telephone number for the City's representative of each project included. Information shall consist of a minimum of three (3) and not more than five (5) similar projects within the past five (5) years. The

City will evaluate the preparedness, experience, and capacity of the A/E proposer to understand and address the requirements of the project. This includes prior experience in architectural design, planning, and design of the project scope of work. The A/E proposer 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.

- b. **Technical Approach:** Provide a brief discussion on proposed technical designs for the project. Suggestions or consideration of various alternatives are encouraged. A/E proposers 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 design theme and how the new design standards will mesh with existing development; understanding of existing culture and native landscapes; understanding of a mixed-income housing market; understanding of the pedestrian network and pedestrian connectivity; 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 City's schedule; and if applicable, proposed use of innovative solutions and techniques.
- c. **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, the planning and phasing 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 City will evaluate an A/E proposer's proposed staffing organization based on factors such as: efficient team structure; qualifications of the sub-consultants; and team members' prior performance with the City. If any of the key personnel of the team should differ from what is presented in the SOQ, the City must be notified in writing in advance of the proposed change for the City's consideration.
- d. **Project Management and Quality Control:** Provide a brief discussion of the process and procedures in place and proposed for managing this project. Key items therein shall include the project's successful implementation, 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, an A/E proposer'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, quality of deliverable, and timely response to the City.

9. **Selection of Consultants:** Materials submitted will be reviewed and if deemed necessary, interviews will be scheduled with prospective architects and engineers in order to select the most qualified.
10. **Deadline for Submission:** Sealed SOQs must be submitted to the City of Horizon, Planning Department, 14999 Darrington Rd., Horizon City, Texas 79928 by **2:00 PM MDT, Tuesday, May 11, 2021**. Interested A/E proposers are responsible for verifying receipt of SOQs.

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.