

# **REQUEST FOR QUALIFICATIONS**

**Northeast Police Department**

**For  
Construction Of  
Public Safety Building**

**DUE TO THE  
COMMISSION SECRETARY  
NORTHEAST POLICE DEPARTMENT  
100 KRUGER ROAD  
KRUGERVILLE, TEXAS 76227**

**BY  
October 12th, 2018  
10:00 A.M. CST**

## REQUEST FOR QUALIFICATIONS OVERVIEW

This is a Request for Qualifications (“RFQ”) issued by the Northeast Police Department for design-build construction firms in the State of Texas with municipal experience. The Northeast Police Department Commission desires to construct a new public safety building at a location to be determined. The project will be funded by cash reserves in the building fund. The project delivery method will be Bid and Build.

Qualification statements are being sought for construction services for this project, which includes but is not limited to the following:

Construct and finish out of a new public safety building. The proposed new building of approximately 5,000 square feet, will be constructed to accommodate the following functions: Administration, conference/training room, patrol room, up to ten (10) offices, storage, property room, exercise room, bathrooms, kitchen, controlled access parking for police vehicles, as well as additional components or details normally associated with a police department/ public safety building.

This announcement solicits expressions of interest and qualifications from construction firms who wish to be considered as the provider of professional services relating to construction phases of this addition.

The intent of the RFQ is to obtain qualifications and to publicize the availability of contracting opportunities for services described herein. The Northeast Police Department creates no obligation, expressed or implied, by issuing this RFQ or by receipt of any submissions pursuant hereto. Neither this RFQ nor any proposal submitted in response hereto is to be construed as a legal offer.

The selection process will be conducted in two phases.

Phase 1: The Department will evaluate each offeror’s qualifications, experience, technical competence, and capability to perform, the past performance of the offeror's team and members of the team, and other appropriate factors submitted by the team or firm in response to the request for qualifications, except that cost-related or price-related evaluation factors will not be considered.

Phase 2: Following Phase 1, the Department will qualify up to five firms. The Department may request additional information regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the offeror to meet schedules, costing methodology, or other factors as appropriate. Offeror’s will not be asked to submit detailed engineering or architectural designs as part of the proposal.

Following Phase 2, the Department will rank each proposal on the basis of the criteria set forth in this RFQ and will select the design-build firm that submits the proposal offering the best value for the Department on the basis of the selection criteria and on the Department's ranking evaluations.

No contract will be awarded without further discussion and negotiation with the responding firms. The award of any contract(s) as a result of this RFQ shall be at the sole discretion of the Northeast Police Department Commission. The Department reserves the right to reject any and/or all submissions, to waive informalities, or to accept any submission deemed advantageous to the Department. The Northeast Police Department will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request.

### **I. Confidential Information**

Respondents are advised that materials contained in their responses are subject to the Texas Public Information Act and after the execution of the contract, may be viewed and/or copied by any member of the public, including news agencies and competitors. The Northeast Police Department will not determine price to be confidential information.

### **II. Scope of Services and Project**

The selected firm will be responsible for all aspects of the construction of the project and firms providing architectural, engineering and specialized services will prepare responses reflecting an interdisciplinary approach. All responses received should specify the individuals who will have direct or overall responsibility, and which team members will be responsible for aspects of the project including, but not limited to, project scheduling, programming/planning, engineering, landscape, security planning, telecommunications planning, technology planning, budget development, cost estimating, public bidding, and construction administration.

The firm shall provide the Department with the types of services listed below.

#### **1. Schematic Design**

- Review Department's requirements for the project.
- Counsel on general plan of the project to suit the Department's needs.
- Meet with the Department's staff to discuss and review the project.
- Submit a statement of probable construction cost to assist the Department in determining the compatibility of the project needs and budget.

#### **2. Development**

- Reevaluate and adjust the statement of probable construction cost as appropriate.

3. Prepare Construction Documents

- Prepare, using the firm's architects/engineers, complete design documents and complete working drawings and specifications describing in detail all design elements and the work to be done to construct the project.
- Reevaluate and adjust the previous statements of probable construction cost as appropriate because of changes in scope or project requirements.
- Furnish a signed and sealed set of construction documents to the Department at the conclusion of construction.

4. Warranty

- Assist the Department with the administration of warranty issues and addressing post-occupancy matters following the construction phase and acceptance of the facility.

The initial budget for the project is \$1,250,00.00 or less. It is expected that the firm will be familiar with all applicable rules, regulations, building and safety codes, and guidelines.

III. Anticipated Schedule

The anticipated schedule for the Public Safety Building project is as follows:

Action	Approximate Date
Department Commission authorization of RFQ	July 19 <sup>th</sup> , 2018
RFQ responses due	October 12 <sup>th</sup> , 2018 10:00 AM
Interview firms	October 15 <sup>th</sup> , 2018
Commission approves contract	October 18, 2018

IV. Terms

The contract will be based on the Department's standard from Public Works Contract which is included as a part of the Design Criteria Package. The successful firm will be required to furnish payment, performance and 2-year maintenance bonds (exclusive of design services), furnish and meet construction schedules (time is of the essence), and to comply with all insurance, prevailing wage rate and other requirements of the contract.

## V. Response Submissions

Interested firms are invited to submit a response which should include a concise yet thorough collection of information identifying the project lead(s) and all proposed team members and describing the important attributes of each member of the team. The response should address the selection criteria described herein and any other information which the respondent believes is relevant to the selection process. The response should include examples of projects which are similar to this project or which address the selection criteria. The response should identify the key persons to be assigned to the project and include a statement of the availability and commitment level for each person which the respondent is committing to this project. Please see Attachment B for Response Format.

EACH OFFEROR MUST CERTIFY TO THE DEPARTMENT THAT EACH ENGINEER OR ARCHITECT THAT IS A MEMBER OF ITS TEAM WAS SELECTED BASED ON DEMONSTRATED COMPETENCE AND QUALIFICATIONS IN THE MANNER PROVIDED BY SECTION 2254.004, GOVERNMENT CODE (THE PROFESSIONAL SERVICES PROCUREMENT ACT”).

References to projects completed by team members while working for other firms must be duly noted.

Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

## VI. Response Deadline

Construction firms interested in providing these services to the Northeast Police Department shall submit **an original and three (3) copies of their written response in addition to one (1) electronic file copy, not to include submission by email, to:**

Selena Calverley, Commission Secretary  
Northeast Police Department  
100 Kruger Road  
Krugerville, TX 76227

Responses must be received no later than 10:00 a.m. CST on October 12<sup>th</sup>, 2018. Responses received after 10:00 a.m. CST on such date will not be considered... The outside of the package should be clearly marked:

**“RESPONSE TO REQUEST FOR QUALIFICATIONS FOR  
DESIGN-BUILD CONSTRUCTION SERVICES FOR  
PUBLIC SAFETY BUILDING”**

The Northeast Police Department desires a team approach and prefers not to receive qualification statements from landscape designers, engineers, surveyors, construction managers or planners individually. Each response should designate one person as the principal contact for the responding firm. Please provide the contact information for that person including email address.

Any questions regarding this RFQ can be submitted to Selena Calverley, Commission Secretary at [scalverley@northeastpolice.net](mailto:scalverley@northeastpolice.net) or 940-365-2029. Inquiries are not to be directed to any other staff member or other member of the Northeast Police Department or any other member of the Commission of the Northeast Police Department. Such action may disqualify the team from further consideration. Firms may not rely upon verbal responses to any inquiry.

## **VII. Selection Process**

The Northeast Police Department will assemble an evaluation team to review all of the responses in the following manner and process:

### PHASE 1

1. Each response will be equally evaluated on the basis of the Specific Criteria listed in Section VIII. Responses that do not meet the Criteria or that do not conform to the requirements of this RFQ will be rejected.
2. Based on the results of the evaluation, as many as five responses determined to be most advantageous to the Northeast Police Department taking into account all of the evaluation criteria, may be selected by the Northeast Police Department for further action.

### PHASE 2

1. Additional information may be requested of any or all of the five remaining firms regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the firm to meet schedules, costing methodology, and other factors as appropriate.
2. Interviews with the evaluation team may, at the Department's sole discretion, be requested of any or all of the firms. The Northeast Police Department reserves the right to interview and/or negotiate with additional respondents but is not obligated to do so.
3. The evaluation team will determine which respondent offers the best value, considering the selection Criteria and on the team's ranking evaluations.
4. Based upon the decision of the evaluation team, negotiations will be conducted with the highest ranking firm for a contract to perform the

professional services associated with this RFQ. If such negotiations are unsuccessful, negotiations will then be conducted with the firm ranked second, and so on until a contract can be successfully negotiated.

### **VIII. Evaluation Criteria**

Responses will be evaluated based upon the documented ability of the respondent to satisfy the requirements of this RFQ. The following are intended as minimum qualifications for evaluation:

1. Demonstrated ability to work with a similar entity, its professional and non-professional staff, in programming a site specific and similar facility. Expertise and past experiences of the firm in providing services on other projects similar in size, scope and features.
2. Experience and expertise with public bidding requirements, particularly with respect to expediting project completion.
3. Ability to coordinate and react to diverse project and program requirements, including ensuring on-time project completion.
4. Demonstrated knowledge and understanding of local conditions, geographic location of the project, and all pertinent codes and regulations.
5. Demonstration of compliance with any and all applicable provisions of the Americans with Disabilities Act and other State and Federal regulations.
6. Demonstrated experience and expertise in budget development and in estimating project costs. The respondent will demonstrate in response by provision of examples that reflect design teams best efforts to keep projects within budget (demonstrate by examples).
7. Demonstrated experience and expertise in construction contract administration, project representation/inspection, and ensuring contractor compliance.
8. Demonstrated experience in developing and managing an aggressive schedule and completing projects in a timely manner.
9. Demonstrated experience and expertise in providing quality assurance reviews, including interdisciplinary, architectural and engineering coordination.
10. Reputation with existing and former clients. (Provision of references)
11. Current workload and composition of team.





PUBLIC NOTICE  
NORTHEAST POLICE DEPARTMENT  
REQUEST FOR QUALIFICATIONS

The Northeast Police Department is seeking qualifications from construction services for the design, build, and finish of a public safety building. Copies of the requirements are available in the office of the Commission Secretary, 100 Kruger Road or website [www.northeastpolice.net](http://www.northeastpolice.net). Deadline for submitting proposals is Friday, October 12th at 10:00AM.

For further information regarding the requirements contact Selena Calverley, Commission Secretary, at 940-365-2029