

**REQUEST FOR QUALIFICATIONS
CITY OF JONESTOWN
FACILITIES PLAN**

Purpose of the Request for Qualifications

The City of Jonestown, Texas (City) is requesting a written statement of qualifications from Architectural Firms to provide professional consulting services for the preparation of a Municipal Facilities Plan.

Professional firms who participate in the RFQ process may hereinafter be referred to as “Respondents” or “Firms”. The city reserves the right to select and negotiate with one Respondent and shall not be obligated to enter into any contract with any Respondent on any terms or conditions.

Background

The City of Jonestown has facilities (city hall) located at 18649 FM 1431 in Jonestown including city offices for various departments, a space that serves as the city council chambers and the municipal court room, a library, a space the city leases to Travis County as a community center, and a space it leases to the United States Postal Service. The city would like to evaluate the functionalities of the existing spaces (approximately 17,000 square feet) and develop a plan for new or improved facilities to meet its needs going forward.

SCOPE OF SERVICES

The following services are being sought:

- Perform a facility needs assessment by interviewing selected city staff to determine the current and future staffing and space requirements for improving the city’s operational efficiencies and service delivery.
- Prepare a space plan for each facility or function.
- Conduct sessions with selected city staff to develop conceptual floor plans for efficient layout to best serve citizen and city staff needs.
- Develop a facility plan to include conceptual floor plans for new construction including a phased schedule for implementation if necessary.
- The guiding principles for all proposed facilities should be that they are welcoming to the community, efficient and effective, functional, flexible, healthy, safe, and fiscally responsible.
- The consultant will identify the estimated cost of proposed facilities.

- The final plan will be used to determine site development requirements in a subsequent site evaluation and selection study.

SELECTION PROCESS

The city will use an evaluation panel to review Respondent's Statements of Qualifications (SOQs). From that review, the city intends to establish a rank order beginning with the best qualified firm. The city may begin negotiations with the highest ranked firm or choose to interview a shortlist of top-ranking firms. Those firms will receive notification of the date and time of the interview if applicable.

The city will attempt to negotiate a professional services contract with the highest ranked firm. If a contract cannot be successfully negotiated with that firm, the city will end contract negotiations and solicit a proposal from the next ranked firm. The target date for official award of the contract is March 14, 2024.

The city will not provide compensation or defray any cost incurred by any firm related to the response to this request. The city reserves the right to reject any or all Statements of Qualification (SOQs), accept the SOQ deemed most qualified based on the evaluation criteria, waive any irregularities or informalities in the SOQs received, and to revise the project schedule as circumstances require.

EVALUATION CRITERIA

The criteria that will be used to evaluate the responses are:

- Qualifications and Demonstrated Competency for Facility Master Plans (30%)
- Experience, Record of Performance, References (30%)
- Project Approach (20%)
- Staffing, Availability, and Workload Capacity (20%)

SUBMISSION REQUIREMENTS

Sealed submittals are required. Submittals shall be delivered to the office of the City Administrator, 18649 FM 1431, Suite 4A, Jonestown, Texas 78645 no later than January 26, 2024 at 3:00 PM Central Time. All submittals must be labeled on the outside with "**Request for Qualifications for Facilities Plan**". The city will not consider late submittals.

An original (signed and marked as such), and one digital copy of each response

is required.

Each response shall be submitted as outlined in this section. Responses received that are not in this prescribed format may not be evaluated. The response shall include an outside cover and/or first page, displaying the following information:

Firm Name

Statement of Qualifications for Facility Master Plan

A table of contents shall be next, followed by tabbed dividers separating each of the following sections:

1. Cover letter and Executive Summary: (1 page, maximum)

- Introduction.
- Legal name of firm, date of formation.
- Contact person.
- Legal business description (individual, corporation, joint venture, etc.).
- Statement of availability and commitment of the firm.
- Statement of interest including a narrative and unique qualifications.
- Signature of authority authorized to enter a contract.

2. Financial and Legal Status (1 page, maximum)

- Include documentation associated with the firm's Workman's Compensation, liability, errors and omissions or other insurance coverages that may be applicable to the work.
- List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- Provide proof of Professional Registrations that the Respondent is duly authorized and registered to practice in the State of Texas.

3. Staffing (5 pages, maximum to include resumes; limit resumes to only key personnel for this project)

- Organizational chart for personnel who may be engaged in the project.
- Certification, licensure, or registration information required by the State of Texas.
- Educational background, relevant project experience and any other information demonstrating the competence and qualifications of those directly responsible for the management and delivery of proposed work.

4. Workload Capacity and Availability (2 pages, maximum)

- Ability to dedicate the necessary resources to the work.
- Proposed timeline of estimated services.
- History of accomplishing services within established time and budget (by project, listing accuracy of estimated costs and conformance to project schedule).

- Ability to handle multiple projects simultaneously at various stages of development.
- Work plan and contingency plan; ability to sustain loss of a key team member without compromising project quality, schedule, or budget.

5. Project Experience and References: (5 pages, maximum)

- Overview and brief history of the firm including experience with facility needs assessment for municipalities.
- Verifiable examples of at least five (5) similar projects completed in the State of Texas, with emphasis on projects within the past five (5) years, including:
 - Project/study name, location, and name of project manager.
 - Firm's role in the project/study.
 - Detailed synopsis of services provided.
 - Date of completion or project/study status.
 - Client name and contact person including email.

6. Project Approach: (2 pages, maximum)

- Describe the Firm's understanding of providing professional services in the respective disciplines for this project.
- Describe your firm's approach to delivering the services including procedures and methods associated with scheduling, coordination, analysis, quality assurance and control, documentation, and reporting.
- Include how your firm will work with the city's staff in a collaborative manner.

7. Completed Conflict of Interest Questionnaire (FORM CIQ)

To enable the city to efficiently evaluate the responses, it is IMPORTANT that respondents follow the required format in preparing their responses.

RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. **No Gratuities-** Respondents shall not offer gratuities, favors or anything of monetary value to any official or employee of the city for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be considered a bribe and grounds for exclusion from the selection process and possible legal action.
- B. **All Information True-** Respondent represents that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, shall be subject to exclusion from the selection process.

- C. **Cost of Responses**-The city will not be responsible for the costs incurred by anyone in the submittal of responses.
- D. **No Obligation**- The city reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting responses, should it be deemed in the City of Jonestown's best interest; or (4) cancel the entire process.
- E. **Insurance**- The awarded firm shall provide and maintain Professional Liability Errors and Omissions Insurance coverage in the sum of not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and Five Hundred Thousand Dollars (\$500,000) aggregate. A Certificate of Insurance, satisfactory to the city, showing compliance with this requirement and all other requirements shall be furnished to the city before any services are performed.
- F. **Conflict of Interest Questionnaire (Form CIQ)** - Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any person or business, and their agents, who seek to contract or enter into an agreement with City of Jonestown to file a Conflict-of-Interest Questionnaire (FORM CIQ). **Respondents shall include a completed Conflict of Interest Questionnaire (FORM CIQ) within their Submittal.**
- G. **H.B. 89**- Pursuant to Texas Government code 2270.001, Respondent certifies that 1) They do not boycott Israel currently; and 2) They will not boycott Israel during the term of the contract the Respondent has with the City of Jonestown, Texas.
- H. **Disclosure of Interested Parties Form 1295**- Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the City Council requires the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the successful Respondent at the time of signed contract submission.
- I. **Inquiries**- All questions regarding this RFQ shall be submitted by email to the following email address: sjones@jonestowntx.gov. Please note RFQ name for reference.
- J. Any addenda to this RFQ shall be published on the city website. Respondents may provide an email address to receive addenda or other information.