



# Architectural Consultant Services

## Fire Station No.1 Renovation/Remodel Project

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### **REQUEST FOR QUALIFICATIONS – RFQ No. T8101**

**QUALIFICATION STATEMENT DUE: 2:00 p.m., C.S.T., Thursday, July 7, 2022**

The City of Rosenberg (City) is seeking an Architectural consultant to prepare Architectural drawings and specifications for the Fire Station No. 1 Renovation/Remodel Project. The project is located at 1021 4th Street. The consultant will determine all existing conditions, develop preliminary schematic design options with cost estimates for approval, prepare all drawings and documents for bidding and construction, and coordinate the process through project completion with the City.

The City of Rosenberg is located approximately 35 miles southwest of Houston, in Fort Bend County. Rosenberg operates under a council-manager form of government, is culturally diverse and has a population of over 38,140.

The City will administer the design and construction. The City must comply with all applicable laws, regulations, statutes and executive orders that apply.

The existing Fire Station No.1 was constructed in 1951 and consists of four bays and quarters for shift personnel. The purpose of this project is to bring the building up to current code and to renovate/remodel the facilities to accommodate both male and female firefighters. The building is approximately 7,700 square feet and is made up of a two-story main brick structure with several one-story additions.

A mandatory site visit is scheduled for Wednesday, June 22<sup>nd</sup> from 1:30pm to 3:30pm for proposers to review existing conditions. Qualification Statements will only be accepted from proposers that are in attendance as determined by the City.

A relevant RFQ submission with information on similarly completed renovation/remodeled Fire Station projects should be included for the City to contact and visit.

### **CRITERIA FOR PROPOSAL ACCEPTANCE**

A contract will be awarded by the City to only a responsible firm or individual. In order to qualify as responsible, a prospective consultant must meet the following criteria as they relate to this request for qualifications:

1. Have the necessary experience, organization, and technical skill in the field of Architectural design related to Fire Stations;
2. Have the adequate technical and financial resources for performance;
3. Have a satisfactory record of performance in designing new, and renovation/remodeling of Fire Station projects;

4. Reasonableness of the approach in terms of the stated project objectives and description;
5. Successful respondent is to ensure compliance with all statutes and regulations applicable prohibiting discrimination, should this project receive federal assistance, including but not limited to Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and the Title II American with Disabilities Act of 1990.
6. Evaluation Criteria -The SOQ received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

	EVALUATION FACTORS	PTS
A	Qualifications (Education and certifications)	15
B	Relevant experience with Fire Station Renovation Projects	35
C	Response of References	10
D	Past Relationship	20
E	Familiarity and experience with regulating agencies	10
F	Location	10

**PROJECT DESCRIPTION**

Provide design, bid and construction administration phase related services for the project.

**PROJECT OBJECTIVES**

The City’s objectives in obtaining the Architectural documents include:

1. Address the renovation/remodel of Fire Station No.1;
2. Attend stakeholder meetings with Fire Department and city staff to develop preliminary schematic design options;
3. Develop preliminary options with corresponding cost estimates and present to City Council for consideration and selection, prior to the design phase;
4. Develop construction plans and specifications for the renovation/remodel of Fire Station No.1;
5. Prepare, submit and receive all required approvals from local, state and federal regulatory agencies and authorities, including but not limited to City of Rosenberg and TDLR as they may apply;
6. Prepare documents for bidding and award;
7. Provide necessary construction administration related services and inspections/observations throughout construction as required; and
8. Maintain proper records and assist the City with reporting to assure compliance with 2 CFR 200 procurement requirements if this project receives federal assistance.

**CONTENTS OF STATEMENT OF QUALIFICATIONS (S.O.Q.)**

**The consultant's S.O.Q. shall contain the following information:** Any S.O.Q. submitted without all of the information requested below will be considered as non-responsive. A maximum of forty (40) pages as twenty (20) double sided sheets, is requested.

- A. Submit information on the firm in the form of a corporate resume. May use all or part of form SF 330. (Rev 7/2021 or newer) but must provide all requested information in this SOQ.
- \*B. Submit current project activities of a similar nature with client names being undertaken by your firm (including dollar amount and contact persons).
- \*C. Submit any other pertinent information on the firm's ability to carry out the contractual responsibilities; including such things as equipment, use of sub-contracts, and special knowledge of the project area or activity being considered.
- \*D. Provide a list of persons, and their classification, who will be assigned to this job.
- \*E. Provide a resume of all employees who will be assigned to this project, including a listing of projects having similar work.
- F. Provide a detailed scope of work on how you propose to handle this type of renovation project. The scope of work should contain categories for initial site investigation, property survey if required, submission of preliminary schematic design options and corresponding cost estimates, construction drawings, technical specifications, coordination of construction contract documents and comprehensive tasks as may be required through the bid phase and contractor award. Construction Administration services as required.
- G. Provide a list of subconsultants to be employed (if known) and whether these firms are minority or female owned.
- H. Submit copy of the Certification for Contracts, Grants, Loans and Cooperative Agreements (Appendix).
- I. The S.O.Q. shall be signed by an individual authorized to bind the consultant and shall contain a statement to the effect that the S.O.Q. is a firm offer for a ninety (90) day (or more) period. It must include the name, title, address, and telephone number of individuals with authority to negotiate, and contractually bind the company, and also who may be contacted during the period of S.O.Q. evaluation.
- J. The consultant must submit a statement of the firm's equal employment opportunity policy.
- K. Provide Universal Identifier and System for Award Management (SAM) status. (SAM.gov)
- L. Provide Debarment and Suspension check. (SBA Form 1623) 10-88
- M. Provide Conflict of Interest Questionnaire. (CIQ Form)

\*NOTE: It is not necessary to re-list data already included on the SF 330 forms.

### **CONTRACT PRICE**

At the time of the negotiation of the contract, a payment schedule will be agreed upon between the City of Rosenberg and the Architectural consultant selected for the project. Complete payment will be tied to the successful completion of all work elements in the consultant's contract, to the City's satisfaction.

## **PROPOSAL RESPONSE**

**Six (6) double sided copies of the completed Qualification Statement must be received.** Five (5) copies are to be bound and one (1) copy to be free of binding along with an electronic format i.e. CD, flash drive, etc.

**Statements of Qualifications must be received by 2:00 p.m., C.S.T., Thursday, July 7, 2022, by the City Secretary for the City of Rosenberg at the following address:**

**Danyel Swint, TRMC, City Secretary  
City of Rosenberg  
P.O. Box 32 (Mail)  
2110 4<sup>th</sup> Street (Delivery)  
Rosenberg, Texas 77471-0032**

Qualification Statements should be clearly marked on the envelope, as follows:

***” Fire Station No.1 Renovation/Remodel Project RFQ T8101.”  
“Do not open in mail room”***

## **LIMITATIONS**

1. All reports, pertinent data, and materials shall be the sole property of the City of Rosenberg and may not be used or reproduced in any form without the explicit written permission of the City. All S.O.Q. submissions in response to this request for qualifications become the property of the City of Rosenberg.
2. All documents submitted, as part of the S.O.Q. will be deemed confidential during the evaluation process. Following award of a contract, if any, all S.O.Q. submissions shall become public documents.
3. This request for qualifications does not commit the City of Rosenberg to award a contract, to pay any cost incurred in the preparation of a S.O.Q. to this request, or to procure or contract for services. The City reserves the right to accept or reject any or all S.O.Q. submissions received as a result of this request, to negotiate with qualified consultants, or to cancel in part or in its entirety the request for qualification, if it is in the best interest of the City to do so.
4. The Project Coordinator may require the candidate selected to participate in negotiations concerning contract price or the nature and extent of technical services to be provided. The results of such negotiations shall be incorporated into the contract between the City of Rosenberg and the consultant.

## **GENERAL INFORMATION**

1. Melissa Peña, Program Director of Capital Projects, for the City of Rosenberg, will serve as Project Coordinator. Mrs. Peña may be contacted at the address below. Her phone number is 832.595.3590. E-mail address is [mpena@rosenbergtx.gov](mailto:mpena@rosenbergtx.gov).
2. In order to ensure fair and objective evaluation, all questions related to this request for qualifications should be addressed to the Project Coordinator. Contact with any other City employee or elected official is prohibited without prior written consent of the Project Coordinator. Candidates directly contacting other City employees or elected officials, without prior written consent, will risk elimination of their S.O.Q. from further consideration.

3. The prospective consultant must represent himself/herself solely by the written S.O.Q. All key consultant personnel to be involved in the project will be expected to attend oral presentations or interviews that are scheduled, if any.
4. The prospective consultant must meet with city staff, if requested; and attend city council meeting(s) if being recommended for the consulting contract.
5. No expenses associated with preparing or submitting this S.O.Q. will be reimbursed under the contract.
6. Pursuant to Texas Government Code 2252.908, the successful respondent must be able to provide The City of Rosenberg with a printed and executed original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City's inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission's website at <https://www.ethics.state.tx.us>. The City's identification number (Item 3 on Form 1295) for the successful respondent to fill out Texas Ethics Commission Form 1295 for RFQ No. T8101 will be **TXE-2022-8101**.

**APPENDIX**

**Certification for Contracts, Grants, Loans  
and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making for entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ date of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed or printed name)

\_\_\_\_\_  
(title, if any)

**Architectural Consultant Services  
 Fire Station No. 1 Renovation/Remodel Project  
 RFQ T8101**

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EVALUATION FACTORS**

<b>Architects Name</b>	<b>Maximum Points</b>
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<b>A. Qualifications (education and certifications)</b>		<b>15</b>
<b>B. Relevant experience in design, and construction of Fire Station Renovation/Remodel projects.</b>		<b>35</b>
<b>C. Response of References</b>		<b>10</b>
<b>D. Past Relationship</b>		<b>20</b>
<b>E. Familiarity and experience with regulating agencies</b>		<b>10</b>
<b>F. Location</b>		<b>10</b>

**Total Points      0      100**