



REQUEST for STATEMENTS OF QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES
FOR
DESIGN of Two Parking Garages:

- 1. Expansion of Existing Bexar County Parking Garage (approx. 500 spaces)**
- 2. New Parking Garage on Comal Street near Bexar County Jail (approx. 516 spaces)**

PRE-SUBMITTAL CONFERENCE: Monday, October 15, 2007, 1:30 p.m.
CONFERENCE LOCATION: Vista Verde Plaza, 233 N. Pecos, Ste. 420 San Antonio, TX

SOQ'S DUE: Monday, November 5, 2007, 3:00 p.m.
SUBMIT TO: Bexar County Infrastructure Services, Vista Verde Plaza Building,
233 N. Pecos, Ste. 420, San Antonio, TX
210/335-6700

Two different consultants may be selected, one for each garage, or one consultant may be selected to design both garages.

1. GENERAL INFORMATION

NOTE: An electronic copy of a reference documents will be posted on the website of Bexar County Infrastructure Services by October 5, 2007:

<http://www.bexar.org/bcinf/>

Bexar County Infrastructure Services Department invites qualified firms to submit qualifications for professional Architectural & Engineering services to create designs and bid packages for the bidding and construction of two parking garages.

A Parking Needs Assessment, Conceptual Designs and other pre-design services have been provided by Carter & Burgess for these two projects. The results of their studies are available to

qualified firms to use as reference material while preparing their Statement of Qualifications (SOQ). These materials will be posted on the website of Bexar County Infrastructure Services not later than close of business October 5, 2007.

1.1 BACKGROUND:

A Parking Needs Assessment and other pre-design studies were completed by Carter & Burgess between April and July, 2007 for the two proposed parking garages.

On South Flores Street at the downtown campus, the County owns and operates an existing 669 car parking garage, within which maximum capacity is reached by mid-morning on weekdays.

On Comal Street at the Adult Detention Center, the existing parking lot reaches its maximum capacity by early morning, at which time parking associated with the Detention Center extends into the surrounding areas as far away as ten blocks.

Expected benefits: Construction of the new parking garages is expected to:

- a. Provide for the deficit of needed parking at the downtown campus
- b. Alleviate the congestion on streets adjacent to the Adult Detention Center by eliminating a significant portion of on-street parking which is currently attributed to ADC-associated parking
- c. Provide a source of income that will support the cost of construction and operation of the garages.

To be considered for selection, interested firms (“Service Providers”) must submit an SOQ for the design services for the two Parking Garages.

1.2 PURPOSE: This Request for Qualifications (RFQ) provides licensed architectural and engineering professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) to Design documents and project definition, and create bidding packages for the construction of these new facilities. The projects will be funded by County general funds.

1.3 PROJECT LOCATIONS – San Antonio, Bexar County, Texas:

- a. **New downtown 500-car Parking Garage** – will be located at 227 So. Flores Street, immediately south of and adjacent to the existing Bexar County Parking Garage, in the downtown area.
- b. **New ADC 516-car Parking Garage** - will be located on Comal Street, adjacent to the Bexar County Adult Detention Center.

1.4 PROJECT DELIVERY METHOD: The delivery method is Design-Bid-Build. The design documents produced by the selected Service Provider should be based on and informed by the pre-design documents and studies completed between April and July, 2007.

1.5 This section intentionally not used.

1.6 ISSUING OFFICE: This RFQ is issued by Bexar County Infrastructure Services on behalf of the Bexar County Commissioners Court.

More information is available on the Bexar County Infrastructure Services Website:
<http://www.bexar.org/bcinf/> .

1.6.1 RIGHTS RESERVED: Bexar County expressly reserves the right to accept or reject any and all statements submitted.

This request for Statement of Qualifications does not commit Bexar County to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates Bexar County to award a contract or to pay any costs incurred in the preparation of a response. Bexar County specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of Bexar County.

1.7 EVALUATION OF SOQS: Bexar County will base its choice on demonstrated competence, **especially experience with creation of similar design documents on similar facilities for public agencies**, qualifications and evidence of superior conformance with other stated criteria. See list of weighted criteria in **Section 4 of this RFQ**.

1.8 MANNER OF AWARDING CONTRACTS: If contract(s) are awarded, Bexar County may award professional services contracts in the following manner:

- a. A separate contract for each proposed project described herein
- b. A contract for any combination of the proposed projects
- c. Additional contracts for related services

1.9 PROPOSED PROJECT SCHEDULE – 2007-2009:

Selection of Consultant – 2007-2008

October 5, 2007 – Issue RFQ

October 15, 1:30p.m. – Pre-proposal Conference at Vista Verde Plaza, 233 N. Pecos, Ste.420, San Antonio, Texas 78207. Attendees should allow ample time to enter and clear through security.

October 22, 5 p.m. – Last Date/Time to submit questions regarding the RFQ

October 24 - Last Day for Bexar County to issue addenda and answers to questions

November 5, 3:00 p.m. – SOQ's Due: 233 N. Pecos, Ste. 420, San Antonio, Texas 78207

October 5 – Review panel produces short-list

November 7 – Notification to short-listed firms

November 9–13 - Interviews of short-listed proposers, and selection - to be held at Bexar County Commissioners Court, Bexar County Courthouse, 100 Dolorosa Street, San Antonio, Texas, times TBD

November 16, 10a.m. – Scope of Work and Cost Proposal from selected firm(s) due

November 20 – Final Day for scope and price negotiations with selected firm(s)

November 21-30 – Preparation of County Contract Documents

November 27 – Authorization for Notice to Proceed by Bexar County Commissioners Court

December 4 – Final Contract Award by Bexar County Commissioners Court
January 4, 2008 – Schematic Design due
January 7-11 – County Review
February 1 – Design Development due
February 4-8 - County Review
February 19 – Request Authorization to Advertise for Bids from Commissioners Court
February 29 – Construction Documents and Bid Packages due
March 2 – Advertise for bids
March 28, 2p.m. – Bids Due
April 8 – Contract Award to Successful Bidder
March, 2009 – Substantial Completion of S. Flores Street Garage
June, 2009 – Substantial Completion of Comal Street Garage

1.10 SUMMARY OF SERVICES REQUIRED: Professional services required include providing limited program verification, Architectural and Engineering design and construction documents(drawings and specifications) that will be based on existing Concept design and program, cost estimating, and Construction Contract Administration.

1.10.2 SPECIALTY SERVICES: Engineering testing and forensic investigation of structural elements of the existing parking garage located at 227 S. Flores Street, may be required. Environmental Services which may include but not be limited to the following: soil and asbestos surveys at the Comal Street location may be required to produce demolition documents for existing buildings and site features.

1.10.3 CONCEPTUAL DESIGN DOCUMENTS:

Concept designs were recently completed and will be available to the selected Service Provider(s).

1.10.4 PERSONNEL: The selected Service Provider(s) shall provide employment of sufficient qualified personnel to fully accomplish the services in accordance with the given schedule.

1.10.5 COORDINATION: The selected Service Provider(s) will be required to work with County staff and officials to gather information and analyze needs, and work with utility and regulatory entities to provide to prescribe environmental abatement/remediation, if required.

1.10.6 ARCHITECTURAL REVIEW: Designs will require review by agencies other than Bexar County, including but not limited to City of San Antonio and local utility companies/organizations.

2. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

2.1 NUMBER OF COPIES OF THE SOQ NEEDED: Any qualified person or firm wishing to submit a SOQ (“Statement of Qualifications”) shall provide nine (9) copies of the SOQ, eight (8) of which shall be bound, and on (1) unbound. No other distribution of the SOQ will be made by the Service Provider(s). On each copy, the Service Provider(s) shall print or type his/her name and manually sign the SOQ.

2.2 OFFICIALS NOT TO BENEFIT: No County officer or employee shall be admitted to any share or part of this contract, or to any benefit that may arise from it.

2.3 REJECTION OF SOQs: The County reserves the right to reject any and all SOQ's received as a result of this Request for Qualifications or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County. The County will not pay for the information solicited or obtained through any response.

2.4 INCURRING COSTS: The County is not liable for any cost incurred by the service provider prior to issuance of a contract.

2.5 INQUIRIES: Questions regarding this RFQ must be submitted in writing to:

Ms. Betty Bueché, Facilities Division Manager
Bexar County Infrastructure Services
233 N. Pecos, Suite 420
San Antonio, Texas 78207
Phone: 210/335-6700
Fax: 210/335-6713
E-mail: bbueche@bexar.org

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all Service Providers on record, of having received an RFQ. Service Providers receiving the RFQ via Internet download should be certain to provide appropriate contact information utilizing the interactive form provided on the Internet site. Any inquiries relating to this RFQ must be submitted in writing and received no later than **5:00 p.m. October 22, 2007.**

2.6 ADDENDA TO THE REQUEST FOR QUALIFICATIONS: In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all Service Providers who received the RFQ prior to the response due date, and who are recorded as having received it. **No addenda will be issued and no questions will be answered after 5:00 pm, October 24, 2007.**

2.7 RESPONSE DATE: To be considered, **SOQs** must arrive at the issuing office or department on or before **3:00 p.m. on November 5, 2007.** A Service Provider mailing a **SOQ** should allow normal mail delivery time to ensure timely receipt of the **SOQ** by the due date and time. Responding firms shall have sole responsibility for timely delivery of their **SOQ.** **No faxed submittals will be accepted.**

2.8 TYPE OF CONTRACT: The County uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:

2.8.1 An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;

2.8.2 A requirement that the service provider comply with all Federal, and State laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects;

2.8.3 A requirement that the service provider show proof of and carry the following insurance: comprehensive general liability, including contractual liability and worker's compensation as required by law and professional liability (errors and omissions). Minimum limit of insurance is established at \$1,000,000 for each occurrence. **Bexar County shall be listed as an “Additional Insured”, “With Waiver of Subrogation in favor of Bexar County”.**

2.9 ACCEPTANCE OF RFQ AND SOQ CONTENT: To be considered, Service Providers must submit a complete response to this Request for Qualifications. The contents of this RFQ and the SOQ of the selected service provider may become contractual obligations, if a contract ensues. *SOQs must be signed by an official authorized to bind the firm(s) to its provisions.* The service provider will make no other distribution of the SOQs.

2.10 SOQ PREPARATION: Each SOQ should provide a straightforward, concise description of the Service Provider’s ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

2.11 ORAL PRESENTATION(S): A Service Provider who submits a SOQ may be required to make an oral presentation of its qualifications to a selection committee and/or the Bexar County Commissioners Court. These presentations provide an opportunity for respondents to clarify their qualifications to ensure thorough mutual understanding. The Issuing Office will schedule these presentations. All presentations will be given on or about **November 9-13, 2007.** Should presentations to Commissioners Court be required, the location will be in Bexar County Commissioners Court in the Bexar County Courthouse, at 100 Dolorosa Street, San Antonio, Texas.

2.12 PRIME CONTRACTOR RESPONSIBILITIES: The selected Service Provider(s) will be required to assume responsibility for all services offered in the Statement of Qualifications whether or not the service provider produces them. Further, the County will consider the selected Service Provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

3 INFORMATION REQUIRED FROM SERVICE PROVIDER:

3.1 COVER CITATION: The following citation should be on the cover:

- Submitted to:
Betty Bueche, Bexar County Facilities Division Manager
Bexar County Infrastructure Services Department
233 North Pecos - La Trinidad, Suite 420
San Antonio, TX 78207

- Statement of Qualifications Enclosed
- Date of submittal

3.2 LETTER OF TRANSMITTAL: The transmittal letter must include the following:

3.2.1 STATEMENT OF UNDERSTANDING: Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the schedule included herein.

3.2.2 CONTACT PERSON: Name of the contact person or representative for the Service Provider, title, address and phone number. State whether the contact person is authorized to bind the Service Provider. If not, who is authorized to sign on behalf of the firm?

3.2.3 LITIGATION SUMMARY: A litigation summary that briefly describes any claims or lawsuits that have been filed against the Service Provider that relate to the performance of professional services must be submitted. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. **If no summary is given or if a general statement is given which also refers the County to inquire with a firm's counsel, the SOQ may be considered NON-RESPONSIVE and eliminated from consideration.** This statement may be submitted as a separate document in a sealed envelope, but must be provided at the same time that the SOQ is submitted.

3.3 SERVICE PROVIDER INFORMATION: The Service Provider will provide information about the Service Provider(s) and the personnel to be assigned to this project. Be sure to include:

3.3.1 NAME AND ADDRESS: The name and business address of the Service Provider and principal who would be responsible for the work.

3.3.2 RESUMES: Current resumes of the proposed **PROJECT MANAGER**, and **KEY PERSONNEL** to be committed to these projects.

3.3.3 RECENT PROJECTS: A list of projects recently completed or in progress by the Service Provider that are of similar scope, size and complexity to these proposed. If projects have already been built or are in progress of construction, submit the approximate construction cost(s) and date(s) completed, and the extent to which the project(s) were constructed within the estimates of probable costs.

3.3.4 REFERENCES: A list of references complete with names, addresses, and phone numbers.

3.3.5 SWMBE: A statement of the extent to which the Service Provider qualifies as a small, woman and/or minority owned business.

3.3.6 LOCAL OFFICE: A statement of the extent to which the Service Provider has a place of business within Bexar County.

3.3.7 AVAILABILITY: An assessment of the present and projected workload at the office where this project will be accomplished, including number of projects by size and on-site technical staff availability.

3.4 STATEMENT OF WORK: Identify and outline what the Service Provider proposes to do. Describe the Service Provider's approach to performing the specific services required in this project as noted in **Section 1.10 SERVICES REQUIRED.**

Include a schedule of work to be performed with milestones, including a calendar day schedule for the completion of the project design.

Identify the extent to which the Service Provider would expect Bexar County staff and/or officials to be involved in the project.

3.5 METHOD: Describe the Service Provider's substantive approach to providing the services. What services are to be performed and how? What kind of specialized services are needed? Identify any constraints native to the method proposed.

3.6 MANAGEMENT PLAN: Describe in both narrative and graphic form how the Service Provider proposes to manage the project.

Provide general information on the organization and management processes of the Service Provider's involved in the project, as well as a more specific outline of the structure of the proposed project team (sole proprietor, partnership, corporation, joint venture, etc.). This section should answer such questions as: Who will have overall responsibility? What will the lines of authority be? How much of each person's time will be committed to the project?

The management plan should include a narrative, and an organizational chart of the project team, which indicates the time commitments and task responsibilities of each key team member during each phase of the project. Provide a description of how the Service Provider intends to assure that all services will be well-coordinated and that any problems that may arise can resolve without infringing on the project.

4 SELECTION CRITERIA

Commissioners Court discourages unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any SOQ being evaluated by the selection committee or the Commissioners Court which has been submitted in response to this RFQ and which contemplates award of a professional contract, unless provided for in this RFQ.

Negotiations will be undertaken with the Service Provider(s) whose SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. County will first select the most highly qualified Service Provider of the requested services on the basis of competence and qualifications, and then will attempt to negotiate a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider, then the County will end negotiations with that entity and select the next most highly qualified Service Provider and attempt to negotiate a contract with that provider at a fair and reasonable price. Award of the contract will be to the responsive Service Provider whose SOQ is most advantageous to the County.

SOQs will be evaluated on evidence of understanding of the problem, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in the evaluation of the SOQ:

4.1 QUALIFICATIONS - The extent to which the Service Provider has personnel with the necessary experience and training to perform the work. **(20%)**

4.2 PROFESSIONAL COMPETENCE - The extent to which the Service Provider has demonstrated competence in performing similar work for public agencies, the extent of former client satisfaction. **(20%)**

4.3 COST AWARENESS - Alternate solutions permitting Owner choices taking into consideration first cost, long term cost and maintenance factors. **(20%)**

4.4 WORK PLAN - The extent to which the Service Provider has developed a work program and an end product that demonstrate a thorough understanding of the scope of the projects and that will meet the needs of the County. **(15%)**

4.5 AVAILABILITY - The extent to which the Service Provider has personnel with the time to do the job. **(10%)**

4.6 ORGANIZATION DEPTH - Backup capability relative to key personnel, and describe how Bexar County will get the best level of attention. **(5%)**

4.7 PREVIOUS PERFORMANCE – Previous performance with Bexar County and other governmental or institutional clients. **(5%)**

4.8 MANAGEMENT PLAN - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County. **(5%)**