



City of Carrizo Springs

REQUEST FOR QUALIFICATIONS (RFQ)

Planning and Design Services for Veterans Park RFQ-23-12-06

Issued: December 6, 2023

STATEMENTS MUST BE RECEIVED ON OR BEFORE 3:00 P.M.

January 5, 2024

CENTRAL STANDARD TIME (CTS)

PROPOSED SCHEDULE FOR RFQ PROCESS

Issue RFQ:	23-12-06 Issue RFQ via Purchasing Portal & Department Website https://www.cityofcarrizo.org/rfps?field_bid_rfp_status_value_1=All
Pre-Submittal Meeting:	None
Location:	Online Format – <i>Details will be provided on the portal</i>
Questions Due:	December 21, 2023, at 3:00 p.m. send questions to: Nestor Montalvo, Parks & Recreation Supervisor Project Manager reference RFQ # in Subject Line E-mail: nmontalvo@cityofcarrizo.org
Issue Addendum:	None
SOQ's due:	January 5, 2024

INTRODUCTION

The Purpose of this Request for Qualifications (RFQ) is to engage qualified architects and/or architectural firms to assist the City of Carrizo Springs in the development and improvements of Veterans Park. Veterans Park is located at 405 E. Alamo St., Carrizo Springs, TX 78834.

As part of the proposal, firms are asked to submit a statement of qualifications, which includes their experience in park planning, design, and construction of similar projects in scope and size. Considerations should be made for public outreach, park concept layout, construction cost estimations, schedules, and any other items necessary to successfully complete the project.

DESCRIPTION OF PROJECT



Area of Existing Veterans Park





Area for Extension of Veterans Park



TECHNICAL EXPERTISE

Interested firms or teams shall have extensive knowledge, expertise, and experience to include, but not limited to the technical areas of landscape architecture, public park planning and development, civil engineering, environmental assessment, erosion control, hydraulics and hydrology, floodplain analysis, public involvement, and coordination with state and federal resource agencies. It is essential that the firm be experienced in design and planning of public urban parks.

SELECTION PROCESS

The City of Carrizo Springs 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 city staff 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 highest ranked Respondent(s) who's SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. County will first select the highest qualified Respondent 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 Respondent and attempt to negotiate a contract at a fair and reasonable price. Award of an agreement will be to the responsive and most qualified Respondent 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 criteria outlined in the following section are those that will be applied in the evaluation of the SOQ.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Interested and qualified teams are required to submit a PDF version of their statement of qualifications (SOQs). SOQs are limited to **15 letter size pages (front side only)** with minimum font size of 10 and portrait orientation.

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs.

Item 1: Submission Requirements: 10 points

- Submission requirements detailed in this RFQ met (deadline, page limit, deliverables, etc.)

Item 2: Qualifications and Availability (Maximum 2 pages) : 10 points

- Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Contact Persons
- Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of Carrizo Springs project manager. Monthly project meetings will be required unless more frequent meetings are necessary.
- Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.

Item 3: Proposed Team Experience (Maximum 8 pages) : 40 points

- Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.
- Names and roles of key personnel proposed to work on this project and their office locations.
- Include resume summaries for all key personnel and indicate any individuals who have had previous experience on similar projects.
- Provide proposed staff availability to perform services.
- Provide the Project Managers experience with similar size projects.
- Provide the sub-consultants experience with similar size projects.
- Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the principal, project manager and sub-consultants, including:
 - Project name and location
 - Services provided

- Date of completion or project status
- Final construction costs
- Client name and contact person
- History of meeting project schedules
- History of accomplishing services within established budget, include planned vs. actual
- Provide proposed team's experience and methodologies with public outreach on past similar sized projects completed by the project team (include references)

Item 4: Proposed Public Outreach Strategy (Maximum 2 pages) : 20 points

- Describe the proposed public notification and outreach methodology
- Explain how data collected from public outreach tools and events will be aggregated and translated into useful information representing public preferences

Item 5: Project Approach (Maximum 3 pages) : 20 points

- Explain how the team will design the project.
- Discuss proposed methodology for determining best design option
- Provide a proposed project design schedule

CONFLICTS OF INTEREST

The Texas Ethics Commission adopted the attached Conflict of Interest Questionnaire (Form CIQ) pursuant to Texas Local Government Code Chapter 176, as amended. For questions about these forms, please see the Texas Ethics Commission at:

<https://www.ethics.state.tx.us/forms/CIQ.pdf>

Proposer shall answer each question in the attached Form CIQ in relation to the following individuals and submit a completed form with its Statement of Qualification:

Local Government Officer	Title	Local Government Officer	Title

DISCLOSURE OF INTERESTED PARTIES

Prior to entering into a contract that is over one million dollars in value, the Proposer must submit a "Certificate of Interested Parties" Form, in accordance with Texas Government Code Section 2252.908, as amended. Within 30 days of receipt of the form, the City must submit a copy to the Texas Ethics Commission. The Certificate of Interested Parties form is attached.

Due Date and Contact

All responses to this Request for Qualifications as well as any questions, clarifications, or requests for general information are to be directed to:

Nestor Montalvo
Parks & Recreation
Supervisor
City of Carrizo Springs
308 West Pena Street
Carrizo Springs, Texas 78834

E-mail: nmontalvo@cityofcarrizo.org
Telephone: (830) 854-0416

Statements of Qualifications are to be delivered by 3:00pm, January 5, 2024.

Two hard copies and one CD or USB drive with a PDF of the Statement of Qualifications are required.

PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND / OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

The City of Carrizo Springs will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City of Carrizo Springs reserves the right to negotiate with any and all persons or firms. The City of Carrizo Springs also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.