

RESOLUTION NO. R-47-2003

RESOLUTION OF THE VILLAGE OF WIMBERLEY AUTHORIZING THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS FOR SELECTION OF A DESIGN-BUILD FIRM TO DESIGN AND CONSTRUCT THE COMMUNITY CENTER PROJECT AND AUTHORIZING COMMENCEMENT OF THE SELECTION PROCESS; PROVIDING FOR AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the Village of Wimberley ("Village") has determined it is in the best interest of the citizens of Wimberley to construct a community center on the property located on Ranch Road 12 in Wimberley, Texas ("Project"); and

WHEREAS, the Village has adopted Resolution No. R-46-2003 and has determined that the design-build method will provide the best value for the Village; and

WHEREAS, the Village has selected an engineer to serve as the Village's representative pursuant to Section 271.119 (b) of the Texas Local Government Code and Section 2254.004 of the Texas Government Code; and

WHEREAS, the Village's representative engineer has assisted the Village with preparation of a Request for Qualification ("RFQ") and a Design Criteria Package for construction of the Project; and

WHEREAS, the Village is authorized by Section 271.119 of the Texas Local Government Code and wishes to select a design-build firm to construct the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE VILLAGE OF WIMBERLEY, TEXAS:

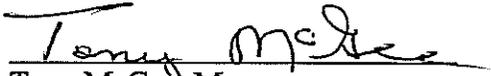
- (1) The Mayor, or his designee, is hereby authorized to take all actions necessary or advisable to pursue the design-build firm selection process, for selection of a

design-build firm in accordance with Section 271.119 of the Texas Local Government Code and Section 2254.004 of the Texas Government Code, to interview respondents and to make a recommendation to City Council for such firm.

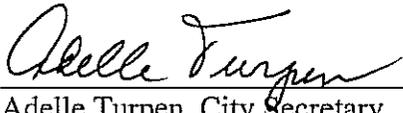
- (2) In furtherance of the foregoing authorization, the Mayor or his designee is authorized to issue a RFQ for the selection of a design-build firm substantially in the form attached hereto as Exhibit "A" and incorporated herein.
- (3) The Wimberley Community Center Steering Committee is authorized to review the responses received from the RFQ and to interview and rank not more than five (5) respondent firms and upon completion of the evaluation of such responses to report its recommended ranking to the City Council.
- (4) This Resolution shall take effect immediately from and after its passage and publication as may be required by governing law.
- (5) It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED this 1st day of May 2003, by a vote of 5 ayes, 0 nays, and 0 abstentions of the City Council of the Village of Wimberley, Texas.

VILLAGE OF WIMBERLEY, TEXAS

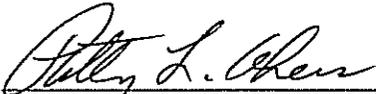
By: 
Tony McGee, Mayor

ATTEST:



Adelle Turpen, City Secretary

APPROVED AS TO FORM:



Patty L. Akers, City Attorney

Attachment to Resolution: Exhibit "A" the Request for Qualifications Document

Attachments Upon Passage:

- meeting agenda
- meeting minutes

**REQUEST FOR QUALIFICATIONS
FOR DESIGN BUILD FIRM**

April ____, 2003

To: Design-Build firms requesting RFQ Package

SUBJECT: Request for Statements of Qualifications (RFQ) to provide Design/Builder Services for the Village of Wimberley Community Center (the "Project")

Enclosed are RFQ response forms which are to be filled out and returned as part of your firm's response. Please use the enclosed forms and organize your response in the order in which the forms are presented here. Please submit 11 copies of the RFQ response. Responses sent to the Village are subject to disclosure pursuant to Open Records Act, Government Code, Chapter 552.

The Village of Wimberley ("Village") is requesting statements of qualifications for the selection of a Design/Build Firm, to provide appropriate architectural and construction services for the completion of this project as necessary for acceptance of the Project by the Village, pursuant to Section 271.119 of the Texas Local Government Code. The Project is to be located on Ranch Road 12 in the Village of Wimberley, Hays County, Texas. It is expected that this facility will contain approximately 13,100 square feet, providing space for a reception area, auditorium with stage, four multi-function meeting rooms, a fully equipped catering kitchen, office uses, meals on wheels kitchen, storage and other appropriate facilities. On-site and off-site roadway improvements, drainage requirements, parking, public and private utility connection coordination, and oversight of the entire site development and building construction process will be required. It is expected that all aspects of this Community Center project will be developed and constructed utilizing cost efficient and time efficient methods. Preliminary concepts consist of a steel frame with stone and stucco exterior cladding and a standing seam metal roof. A master site plan has been developed which incorporates existing facilities and the planned Center. A Design Criteria package is included as an attachment to this RFQ.

The Village intends to fund the Project through a Texas Parks and Wildlife grant and funds made available to the Village through citizen fund raising initiatives. The preliminary budget established for the Project is 1.3 million. The Project is expressly contingent upon the successful closing of the Parks and Wildlife grant and the availability of funds provided through citizen initiatives.

The services to be provided by the Design/Builder will include:

- Modified AIA A191 1996 Edition Standard Contract Form of Agreement Between Owner and Design/Builder attached will be used. Please refer to this document for duties and responsibilities of Design/Builder. If respondents have objections to the contract or its terms, such objections must be clearly identified in the Respondent's submission and may be taken into account in selection of the Respondent;

EXHIBIT "A"

- All Construction Documents will be signed and sealed by a Registered Architect as Architect of record;
- Develop Timeline, Program Review and Refinement, and Preliminary Budget
- Outline Specifications and Design Development
- Contract Documents, Specifications and Final Budget
- Execute Site Development Plans including clearing, grading, parking, drives and site detention as per Loomis Austin Engineered Civil Plans;
- Coordinating all appropriate public and private utility connection requirements;
- Providing any and all notice requirements to Federal, State and local entities;
- Obtaining appropriate Local, State and Federal permits for the development of the site and construction of the physical infrastructure (*ie.*, ADA, Life Safety, Building Code and all other applicable codes);
- Provide bonding and statutory insurance;
- Landscaping and irrigation will a part of the Design/Builder's scope by allowance;
- Overseeing the translation of the Civil Drawings and Construction Documents acceptable to WSCAI, the Village and Texas Parks and Wildlife, including appropriate Federal, State and Local code requirements in a timely and efficient manner;
- Providing appropriate engineer and architect certifications to comply with Local, State and Federal requirements throughout the entire design, site development and building construction process;
- Coordinating and communicating the site development and construction progress with Village representatives and other entities as requested;
- Administering the site development and construction and payment processes in a manner appropriate to comply with all Local and State requirements;
- Overseeing approved schedule versus actual, and cost of the work versus approved project budget; and
- Village will provide or contract for, independently of the design-build firm, the inspection services, the testing of construction materials, and the verification testing services necessary for acceptance of the facility by the Village.

The MBE/WBE goals for the Project are available from the Village.

Responses to this RFQ must be received by the Village of Wimberley Attn: Dr. Stephen Harrison, City Administrator, PRIOR to 5:00 p.m., Wimberley time, _____, 2003. Mailing address is PO Box 2027, Wimberley, Texas 78676. Delivery address is City Hall, 13210 RR12, Wimberley, Texas. The qualification statement evaluation criteria for this Project are included in this package for your information. The selection process is anticipated to be completed for City Council action in _____, 2003.

The Village will conduct the selection process in two phases. First the Village will evaluate each Respondent's experience, technical compliance, capability to perform and consider the factors described in the attached evaluation criteria. The Village shall then qualify a maximum of five (5) Respondents who may be asked to submit additional information and/or to participate in an

interview. In phase two the Village will evaluate the information received from Respondents and from the interviews and may request additional information. The Village will then rank each proposal submitted on the basis of the criteria set forth in this RFQ. Thereafter, the Village will first attempt to negotiate a contract with the first ranked Respondent. If unable to do so, the Village will formally end negotiations in writing and proceed with negotiations with the next ranked Respondent and so on until a contract is reached or negotiations with all ranked Respondents have concluded.

Performance and payment bonds, when required, must be executed on forms furnished by the Village. Each bond must be issued for one hundred percent (100%) of the fixed contract amount or guaranteed maximum price of the costs of construction of the Project by a solvent surety company authorized to do business in the State of Texas, and shall meet any other requirements established by law or by the Village pursuant to applicable law.

Contract Time is of essence and all Work must be substantially completed with ____ calendar days after the Notice to Proceed.

Village reserves the right to reject any or all responses and to waive any minor informality in any response or solicitation procedure (a minor informality is one that does not affect the competitiveness of the Respondents).

A Pre-Response Meeting will be held on _____ at _____
(date) (time)
at _____, Texas.
(location)

The Pre-Response Meeting is mandatory. To be qualified to submit a response, an authorized agent of the Respondent must attend the Pre-Response Meeting.

Information may be secured by calling Dr. Stephen Harrison at (512) 847-0025. Persons desiring interpretation of information provided in this RFQ shall make a written request for such information to the Village no later than seven (7) working days before the response due date. Interpretation of information will be made by Addendum only and a copy of each Addendum will be mailed or delivered to each entity to whom a set of RFQ Documents has been furnished. Respondents may not rely on responses to questions or requests for interpretation, which are not set out in a written Addendum.

Prospective Respondents that become aware of facts regarding a deficiency in the solicitation process must notify the Village in writing of the alleged deficiency before the response date, giving the Village an opportunity to resolve the situation prior to the response due date.

Entities submitting qualification statements, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their qualification statement to any member of the City Council, Village staff, or to the Community Center Steering Committee

except in the course of Village or Steering Committee sponsored inquiries, briefings, interviews, or presentations, between the qualification statement submission date and award by City Council.

The selected Design/Builder will be required to execute the attached Form Agreement Between Design/Builder and the Village.

The selected Design/Builder shall carry insurance in the following types and amounts for the duration of the Agreement, and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof.

§ Workers Compensation and Employers Liability Insurance coverage with limits consistent with statutory benefits outlined in the Texas Workers Compensation Act (Art. 8308-1.02 *et seq.*, Tex. Rev. Civ. Stat.) and minimum policy limits for Employer's Liability Insurance of \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The firm's policy shall apply to the State of Texas and include these endorsements in favor of the Village:

- (a) Waiver of Subrogation, form WC 420304
- (b) 30 day Notice of Cancellation, form WC 420601

§ Commercial General Liability Insurance with a minimum combined bodily injury and property damage per occurrence limit of \$1,000,000 for coverages A & B. The policy shall contain the following provisions:

- (a) Blanket contractual liability coverage for liability assumed under the Agreement and for all subcontracts
- (b) Independent Contractors coverage
- (c) Village listed as an additional insured, endorsement CG 2010
- (d) 30 day Notice of Cancellation in favor of the Village, endorsement CG 0205
- (e) Waiver of Transfer Right of Recovery Against Others in favor of the Village endorsement CG 2404.

§ Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident. The policy shall contain the following endorsements in favor of the Village:

- (a) Waiver of Subrogation endorsement TE 2046A
- (b) 30 day Notice of Cancellation endorsement TE 0202A
- (c) Additional Insured endorsement TE 9901B

§ Professional Liability Insurance with a minimum limit of \$1,000,000 per claim and in aggregate to pay on behalf of the assured all sums which the assured shall become legally

obligated to pay as damages by reason of any negligent act, error, or omission committed or alleged to have been committed with respect to estimates, schedules, analyses, reports, surveys, designs or specifications prepared or alleged to have been prepared by the assured. Coverage, including any renewals, shall have a retroactive date coincident with or prior to the date of the Agreement. The Design/Builder shall provide the Village annually with a certificate of insurance as evidence of such insurance. The policy shall provide for 30 day notice of cancellation in favor of the Village. The Design/Builder shall provide a discovery period on professional liability policies that is commensurate with the warranty period of the Project.

§ Builders' Risk Insurance shall be maintained on an all risk physical loss form in the full value of the construction contract sum and as the same may be adjusted for change orders. The Village shall be named as a loss payee on the policy.

Should you have any questions concerning this RFQ, **please address all questions in writing to the attention of the City Administrator. Any responses to written questions will be sent to all firms or persons who request an RFQ.** The Village reserves the right to issue addenda to this RFQ. Any addenda issued by the Village will be sent to all persons or firms that have requested RFQs.

Thank you for requesting the RFQ and your interest in the Village.

Sincerely,

Enclosures

Responders must provide experience showing at least three (3) projects in the last five (5) years of similar scope for both architectural and building experience.

Firm Name:

Firm Address:

Headquarters Address (For parent company other than above listed firm):

Office Telephone #

Fax Telephone #

If Joint Venture, Name Participating Firms and Percentage Control. % Control

Firm A:

Firm B:

If you are submitting as a joint venture, the following information should be completed for each of the joint venture firms.

YEARS IN BUSINESS:

Name of years firm in business:

Type(s) of Organization(s): (Individual, Partnership, or Corporation)

Date(s) of Organization: (Month and Year)

Name and Date of Predecessor Organization(s):

OFFICE PERSONNEL

List principals and titles:

Personnel other than Principals:

Total number of employees in firm(s):

Number of registered engineers:

Number of licensed architects:

Number of other professionals:

Number of support personnel:

SUBCONSULTANT INFORMATION

All subconsultant recommendations will be subject to approval by the Village.

Attach a letter from each subconsultant on the proposed team, confirming that they have been contacted and are prepared to provide services for the Project. Describe services to be provided by subconsultant.

OTHER CONSIDERATIONS

1. Does your firm have and generally carry:
- \$ Worker=s Compensation and Employers= Liability Insurance
 Yes No; if yes, please state limits: _____
 - \$ Commercial General Liability Insurance
 Yes No; if yes, please state limits: _____
 - \$ Business Automobile Liability Insurance
 Yes No; if yes, please state limits: _____
 - \$ Professional Liability Insurance
 Yes No; if yes, please state limits: _____

2. Describe the quantity and nature of any work, interest in work, partnership interest, land ownership or other interest in any project, property or business dealing within the proposed Project area or past or current business relationship which may give rise to a potential conflict of interest for your firm or associated firms in the execution of this Project.

Firm Name:

Project Engineer

Year of First Engineering Registration: _____ Current Years of Experience: _____

State of Registration: _____, _____, _____, _____

Experience (note experience relevant to the proposed Project):

Project #1 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____ Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #2 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____ Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #3 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____

Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #4 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____

Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #5 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____

Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Firm Name:

Project Architect (if not subcontracted)

Year of First Architect Licensing: _____ Current Years of Experience: _____

State of Licensing: _____, _____, _____, _____

Experience (note experience relevant to the proposed Project):

Project #1 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____ Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #2 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____ Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #3 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____

Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #4 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____

Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

Project #5 Name/Location:

Firm Name Work Performed Under:

Year Completed: _____

Cost:

Client or Owner=s Representative:

Title of person named above:

Address of person named above:

Phone number of person named above:

Project Description:

Work performed by Individual:

PROPOSED STAFF

Project Name: Community Center Design/Build Project

FORM D

Page 1

Prime Firm Name _____

Proposed Staff	Position Title/Licenses, Certifications	Project Responsibilities	Office Location
1.			
2.			
3.			
4.			
5.			
6.			

Subconsultant Firm Name _____

(If engineering or architectural services will be subcontracted, please provide all of the information requested above for such proposed services.)

Proposed Staff	Position Title/Licenses, Certifications	Project Responsibilities	Office Location
1.			
2.			
3.			
4.			
5.			
6.			

PROPOSED STAFF

Project Name: Community Center Design/Build Project

FORM D

Page 2

Subconsultant Firm Name _____

Proposed Staff	Position Title/Licenses, Certifications	Project Responsibilities	Office Location
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1.

2.

3.

4.

5.

6.

Subconsultant Firm Name _____

Proposed Staff	Position Title/Licenses, Certifications	Project Responsibilities	Office Location
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1.

2.

3.

4.

5.

6.

PRIME FIRM=S COMPARABLE PROJECT EXPERIENCE

(Past Five Years)

Project Name: Community Center Design/Build Project

FORM E

Page 1

(Use the following format. Provide no more than one page per project.)

Firm Name:

Project Name/Location:

Owner:

Contact Person:

Current Phone Number:

Completion Date:

Cost:

Project Description:

Services Provided:

(Instructions: Please provide no more than one page per subconsultant.)

Subconsultant Firm Name:

Project #1 Name/Location:

Owner:

Contact Person:

Current Phone Number:

Completion Date:

Cost:

Project Description:

Services Provided:

Project #2 Name/Location:

Owner:

Contact Person:

Current Phone Number:

Completion Date:

Cost:

Project Description:

Services Provided:

Project #3 Name/Location:

Owner:

Contact Person:

Current Phone Number:

Completion Date:

Cost:

Project Description:

Services Provided:

Firm Name:

Project:

Managing Village Department:

Contact Person: _____ Phone: _____

Value of Initial Award:

Value of All Amendments:

Date (Month and Year) Firm Selected by City Council:

Project:

Managing Village Department:

Contact Person: _____ Phone: _____

Value of Initial Award:

Value of All Amendments:

Date (Month and Year) Firm Selected by City Council:

Project:

Managing Village Department:

Contact Person: _____ Phone: _____

Value of Initial Award:

Value of All Amendments:

Date (Month and Year) Firm Selected by City Council:

**WIMBERLEY COMMUNITY CENTER
REVISED PROGRAM SUMMARY
4/28/03**

	Sq Ft
1. Foyer	672
2. Auditorium with stage.....	5,224
3. Meeting Room for Senior Citizens	1,505
4. Kitchen	960
5. Office 1.....	225
6. Office 2.....	168
7. Office 3.....	368
8. Meeting Studio 1 with sinks	576
9. Meeting Studio 2 with sinks	576
10. Men's Restroom	270
11. Women's Restroom	290
12. Mechanical, Electrical, Telephone x3.....	264
13. Janitorial	60
14. Storage	996
15. Breakroom.....	384
16. Walls.....	<u>642</u>
 TOTAL PROGRAM SQUARE FEET	 13,172

FEATURES

1. Patios (2)
2. Kitchen Equipment
3. Stage Lighting
4. Sound System
5. Fireplace
6. Fire & Sprinkler System
7. Tile/VCT
8. Suspended Ceiling
9. Painted Drywall
10. Code Surface Kitchen
11. Stone & Plaster Exterior
12. Standing Seam Metal Roof
13. Irrigation & Landscaping
14. Drive, Parking & Detention
15. Option of Rainwater Collection

CLIENT PROJECT BUDGET \$ 1,200,000

EVALUATION CRITERIA

- Experience and Expertise of Design/Build Firm (15 pts.) and
Project Principal (10pts.)..... 25 pts. Max
- Significant construction experience within, and knowledge of, the local area
 - Appropriate experience in steel infrastructure design and fabrication
 - Experience in site plan development, design and construction of facilities for local governments and subdivision requirements
 - Knowledge of City, State and Federal building codes and requirements
 - Previous experience acting in the same or similar capacity on similar projects
 - Proven site development, construction and budget administration ability
 - Record of successfully completed projects without major legal or technical problem
 - Adequate knowledge of local contractors and subcontractor resources
 - Appropriate mechanical, electrical, plumbing (including fire protection), structural experience
- Experience and Expertise of Architect
Subconsultants Structural, MEP..... 25 pts. Max.
- Appropriate architectural (including landscape) experience
 - Appropriate experience in steel infrastructure design and fabrication
 - Experience in design and construction of facilities for local governments
 - Knowledge of City, State and Federal building codes or requirements
 - Previous experience acting in the same or similar capacity on similar projects
 - Record of successfully completed projects without major legal or technical problem
 - Adequate knowledge of local contractors and subcontractor resources
 - Certification from state agency to verify that building plans conform to Americans with Disabilities Act (ADA)
 - Ability to provide testing services
- Experience and Availability of Proposed Staff..... 25 pts. Max.
- Adequate staff and resources for the project
 - Current workload and pending projects
- Design/Build Firm's experience with Municipalities 20 pts. Max.
- Adequate knowledge of local contractors and subcontractor resources
 - Knowledge of local concerns
- Other relevant factors, including 5 pts. Max
- Ability to work as a team member with Village representatives in determining cost effective site development, design and construction processes
 - Ability to execute Village contract form without substantial amendments