



# City of Dallas

REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
ENGINEERING, ARCHITECTURE AND LANDSCAPE ARCHITECTURE CONSULTING SERVICES  
FOR  
2020 CAPITAL IMPROVEMENT PROJECTS

CITY OF DALLAS  
PARK AND RECREATION DEPARTMENT



ISSUED: JULY 15, 2020

DUE: AUGUST 21, 2020 AT 1:00 PM

**CIZ1932**

## Table of Contents

Section 1	General Information
Section 2	Scope of Services
Section 3	Selection Process
Section 4	Submittal Requirements
Section 5	Evaluation Criteria
Section 6	Business Inclusion and Development Plan
Section 7	Schedule
Section 8	Appendices
	A. Sample City of Dallas Consultant Contract (Engineering or Landscape Architect)
	B. Insurance Requirements
	C. Certifications Form
	D. Certification that you will enter into standard City of Dallas contract and maintain required City of Dallas insurance coverage if selected as a consultant ( <i>Proposer must provide under Tab 8 of submittal</i> )
	E. Conflict of Interest Questionnaire ( <i>Proposer must provide under Tab 8 of submittal</i> )
	F. Acknowledgements of New House Bill 89 ( <i>Proposer must provide under Tab 8 of submittal</i> )
	G. Acknowledgements of Senate Bill 252 ( <i>Proposer must provide under Tab 8 of submittal</i> )
	H. Project preference form

## **SECTION 1 – GENERAL INFORMATION**

On November 7, 2017, the voters of Dallas approved ten bond program propositions. Proposition B was for Park and Recreation Facilities which totaled \$261,807,000. It is anticipated that the 2017 Bond Program will be implemented over a five-year period, with the first sale of bonds occurring in November 2018 and the remainder being sold each subsequent November until 2022. This RFQ will include selected projects scheduled for design in the 2021 and 2022 bond sales.

The projects covered in this RFQ are divided into the following 5 Groups

### **Group 1**

#### **Site Development (Landscape Architecture)**

- a. Cummings Park – Loop Trail and parking lot (Est. const. budget: \$320,000)
- b. West Trinity Heights Park – Park development plan (Est. const budget: N/A)
- c. Lakewood Park pedestrian bridge, ADA parking, basketball, and site furnishing (Est. const. budget \$270,000)
- d. Barry Barker Park – Pavilion, drinking fountain and park furnishing (Est. const. budget \$420,000)
- e. Forest/Audelia Park Development – New park development (Est. const. budget \$1,500,000)
- f. Guard Drive Park - Loop Trail and Pavilion (Est. const. budget \$385,000)
- g. Tipton Park Pavilion and drinking fountain
- h. Neighborhood Park Development in CD # 5
- i. New Dog Park Development, as funding becomes available
- j. Neighborhood Park Development, as funding becomes available
- k. Park Master Planning, as funding becomes available

### **Group 2**

#### **Playground Improvements (Landscape Architecture)**

- a. Monarch Park – Playground Replacement and parking (Est. const. budget \$160,000)
- b. Herndon Park – Playground Expansion (Est. const. budget \$100,000)
- c. Frances Rizo Park – Playground and park furnishing (Est. const. budget \$160,000)
- d. Stafford Park – Playground and park furnishing (Est. const. budget \$150,000)
- e. Anderson Bonner playground and park furnishing (Est. const. budget \$141,000)
- f. Future Playground Projects - New or renovation as funding becomes available

**Group 3**  
**Linear Trail Projects (Engineering)**

- a. **KCS Trail** – LBJ-Skillman DART Station to Richardson City Limits at Buckingham Road  
Length: 2.3 miles (Est. const. budget \$3,600,000)
- b. **SOPAC Trail:** Phase 4: from Greenville at Meadow to the Northaven Trail - Length 1.10 Miles  
(Est. const. budget \$3,500,000)
- c. Bishop Flores Park, Connecting trail (Est. const. budget \$250,000)
- d. R P Brook Loop Trail – (Est. const. \$167,000)
- e. Other future linear trail projects as needed when funding become available.

**Group 4**  
**Erosion control/Drainage/Pedestrian bridge/Structural (Engineering)**

- a. Citywide pedestrian bridge condition assessment study (Budget \$200,000)
- b. Anderson Bonner Creek Erosion control (Est. const. budget \$800,000)
- c. Bitter Creek Park – Creek bank erosion control (Est. const. budget \$175,000)
- d. Kiowa Parkway - Pedestrian Bridge and Creek erosion (Est. const. budget \$250,000)
- e. Miscellaneous structural engineering study - as funding becomes available
- f. Foundation and Structural Engineering Design for Public Art Projects - These projects are site specific and often require engineering to review the site, artist's plans, installation plans and other items related to the fabrication, installation and conservation of artwork. (as funding becomes available)

**Group 5**  
**Architectural:**

- a. Fair Park - Science Place One - Building Envelope Repairs: Basement, Walls, Roof, and other repairs as necessary (Est. constr. budget \$2,500,000)
- b. Fair Park - Pan-Am Complex (Four buildings): Building Envelope Repairs, Fire Suppression System, Alarms and other repairs as necessary (Est. constr. budget \$2,300,000)
- c. Fair Park - Food and Fiber Building-Foundation Repairs and Interior Renovations (Est. constr. budget \$1,000,000)
- d. Fair Park - Tower Building- Foundation Repairs, Building Envelope Renovations and Repairs (Est. constr. budget \$2,500,000)
- e. Fair Park Centennial Building - Building Envelope and Roof Repairs, HVAC Controls Repairs, Restrooms Upgrades, and other repairs and conservation work as necessary (Est. constr. budget \$3,500,000)
- f. Fair Park - Magnolia Lounge Renovation (est. constr. budget \$1,000,000)
- g. Tipton Park and Pavilions - Design of New Open-Air Pavilion (est. constr. budget \$200,000)
- h. Casa Linda Park Picnic Pavilion – Design of a new pavilion (est. constr. budget \$320,000)
- i. Willis C Winters (Randall Park) – Historic Park Pavilion Renovation (est. constr. \$200,000)
- j. District Two Service Center – Renovation of existing facility (est. constr. budget \$1,250,000)

**Other Miscellaneous Professional Services as needed when funding become available:**

- a. Building and Structure envelope expert (as needed basis)
- b. Registered Professional Land Surveyor (as needed basis)
- c. City Code and Permit Expert and Expediter (as needed basis)
- d. ADA/TAS consultant (as needed basis)
- e. Archeologist (as needed basis)

Consulting firms interested in more than ONE project Groups/categories must specify in the RFQ for consideration to each category – refer to the Project Preference Form (Appendix H).

The Qualification Statements will be evaluated, and appropriate number of firms will be shortlisted for project consideration based on the score with respect to the criteria for each type of project. The City reserves the right to group any of the projects in any manner and assign to most qualified firms based on further evaluation to achieve efficiency and cost savings.

***The short list of firms from this RFQ (CIZ1932) is valid for 3 years from the date it was submitted. It is the intent of the Park and Recreation Department to utilize the short listed firms from this RFQ on other projects not specifically listed in this RFQ, but of similar categories of services that are initiated within the next 2 years.***

**The firm selected for this project may not be a prime or sub-consultant on the Program Management Team for Parks and Recreation.**

City of Dallas Contact Information and RFQ Website: Any inquiries or concerns regarding the specified Request for Qualifications procedures or processes shall be directed to the RFQ website:

<https://www.dallasparks.org/553/RFQ---2020-CIP-Consulting-Services>

<http://dallascityhall.Bonfirehub.com>

**Please utilize the registration form on the website to submit questions.**

**Pre-Submittal Meeting:** There will be a pre-submittal conference on Wednesday, **August 5, 2020** at **2:00 p.m.** at :

[Join Microsoft Teams Meeting](#)

[+1 469-217-7604](#) United States, Dallas (Toll)

Conference ID: 673 433 878#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Attendance is strongly encouraged.

**Submittal Due Date: Qualification Statements are due on *Friday, August 21, 2020, by 1:00 p.m.* to the City of Dallas at:**

**<http://dallascityhall.Bonfirehub.com>**

## **SECTION 2 – SCOPE OF SERVICES**

The scope of work will include design services, cost estimates, and preparation of construction documents related to the projects scheduled for design in the first and second year of the 2017 Bond Program implementation schedule. The scope of design work may include Civil Engineering, and Landscape Architecture designs, Geotechnical testing, Environmental assessment and mitigation, and, earth work, erosion control and soil stabilization, pollution prevention, and tree and existing condition topographic and boundary surveys, archeological exploration and other professional and technical services may be included as (sub-)consultants in the team.

Depending on the project scope, the ideal design team could include: Landscape Architecture, Geotechnical, Environmental, Structural and Civil Engineering. List the proposed sub-consultants under consideration for the team, including a brief description of their qualifications. Include an organization chart showing the relationship of the prime firm and sub-consultants. Identify persons on the design team with credentials listing applicable credentials and state of licensure. Include Minority/Women Business Enterprise (M/WBE) certification numbers as applicable.

The professional services for these projects may also include the Surveying, Geotechnical testing, Environmental and Archeological as special services necessary to complete the requirements of the finalized project scope. A sample of the City Professional Service Contract is attached to this RFQ and any agreement resulting from this solicitation is currently contemplated to utilize this Contract Form.

It is the desire of the City to select a design-oriented team, with strong technical and engineering design expertise capable of producing distinctive, creative, solutions and having the capacity and expertise to execute those design solutions.

## **SECTION 3 – SELECTION PROCESS**

The Projects included in Group 1 through Group 4 in this RFQ are considered **“Simple Projects”** which utilize the RFQ only selection process. Projects in each group will be assigned to the firm(s) based on the evaluation criteria in this RFQ with respect to the requirements of the project. The City reserves the rights to expand the selection process to include Interviews if deemed necessary. Some projects in Group 5 may be considered **“Complex Projects”** in which case, RFP may be necessary.

Acceptance of evaluation methodology: By submitting its Qualification Statement in response to this RFQ, submitters accepts the evaluation process as outlined in Section 6 and acknowledges and accepts that determination of the most qualified firm offering the best value to the City may require subjective judgments by the owner.

Public information: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation is completed and contract executed with selected firm.

Firms associating with other firms to bring specific expertise and experience to the Project are encouraged.

The City of Dallas is not responsible for the non-receipt of Submittals sent by mail or courier. Submitters are cautioned to submit a complete response to all requirements.

Subsequent to the issuance of this RFQ, the Park and Recreation Department reserves the right to amend it, waive any requirement or irregularity, request modifications to submittals, providing all firms are treated equally, and reject any and all qualification statements for any reason. The Park and Recreation Department further reserves the right to award the contract for this project as deemed in its best interest, and to request changes in the composition of any team. The form of contract to be used for this project shall be the standard City of Dallas Long Form Consultant Contract. The City will not entertain modifications to the contract.

#### **SECTION 4 – SUBMITTAL REQUIREMENTS**

Submittals should be prepared simply and economically, providing a straightforward, concise description of the Submitter's ability to meet the requirements for the Project. Elaborate bindings, colored displays, promotional materials and so forth are not desired. Emphasis should be on completeness and clarity of content.

Submitters are requested to provide their submittals in vertical format in white, 1" three-ring binders with the name of the Project, ***RFQ for Park and Recreation – 2020 Park Site Development Projects***, and the prime firm's name on the front cover and edge. The Office of Procurement services is working towards electronic construction bid/proposal submission citywide. Due to the COVID-19 Pandemic, we are unable to accept paper copies of bids or proposals. Please submit your **RFQs** as **pdfs** in Bonfire at: <https://dallascityhall.bonfirehub.com/login>

For any questions please email [procurementAds@dallascityhall.com](mailto:procurementAds@dallascityhall.com)

Submittals should be organized with tabs, as follows:

1. The project(s) for which the firm is interested in submitting their qualifications. Include Appendix H - *Project Preference Form* to indicate which projects the firm is interested in. Check the rows in the right-hand column to indicate project interest.

Provide **specific expertise, including examples of previous projects**, for the **Prime Firm** pertinent to the project(s) checked in Appendix H

2. Capabilities, resources and responsiveness:
  1. Staffing size, current workload, availability
  2. Staff's areas of expertise.
  3. Experience with other similar projects
  4. History of meeting deadlines
  5. History of staying within budget
  6. Expertise of project manager and project team
  7. Past performance on City and other contracts
  8. Current financial capability and business practices
3. Approach to the project:
  1. Plan proposed adequately answers questions
  2. Proper attention given to critical issues
  3. Familiarity with circumstances surrounding project
4. Current contracts:
  1. Obligations that propose a potential conflict of interest
  2. Current City contracts in effect
5. Women and minority-owned sub-consultant participation:
  1. Consultant's compliance with the City's Business Inclusion and Development (BID) Plan. Go to:  
[http://dallascityhall.com/departments/procurement/pages/business\\_inclusion\\_development.aspx](http://dallascityhall.com/departments/procurement/pages/business_inclusion_development.aspx) to view the BID policy and download the forms.
    - Submit a copy of the company's affirmative action plan and/or policy. If none, please state.
    - Provide evidence of acknowledgement of the City's Business and Inclusion and Development Plan Policy by signing the BID affidavit that demonstrated intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project. (Form BDPS-FRM 203)
    - Submit your firm's Ethnic Workforce Composition (Form BDPS-FRM 204)



- Submit documentation showing history of M/WBE utilization on previous contracts (Form BDPS-FRM 205)
  - Provide team makeup, including the M/WBE firms (Form BDPS-FRM 206)
6. Consultant's proposed work plan, special concerns or techniques needed
  7. Prior and current litigation and claims history, including claims history with the City
  8. The following forms are required to be completed and included in the submittal:
    1. All M/WBE forms per tab 5 above
    2. Certification that you will enter into standard City of Dallas contract and maintain required City of Dallas insurance coverage if selected as a consultant
    3. Conflict of Interest Questionnaire
    4. Acknowledgements of New House Bill 89
    5. Acknowledgements of Senate Bill 252

**Note: Insurance requirements, sample contract and a blank certifications form may be found in the appendices of this RFQ.**

## **SECTION 5 – EVALUATION CRITERIA**

Submittals for each group of projects will be evaluated on the following evaluation criteria:

- |  |                   |
|--|-------------------|
| 1. Qualifications, expertise to undertake the project                        | 20 points         |
| 2. Project team organization for providing services required for the project | 15 points         |
| 3. Staffing capabilities, current workload and availability                  | 15 points         |
| 4. Relevant project experience and approach specific to the project          | 15 points         |
| 5. Past performance and references   | 15 points         |
| 6. Submitter's compliance with M/WBE goals                                   | 15 points         |
| 7. Prior and current litigation and claim history with City or others        | 5 points          |
| <b>TOTAL POINTS</b>  | <b>100 points</b> |

## **SECTION 6 – BUSINESS INCLUSION AND DEVELOPMENT PLAN**

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises to the greatest extent feasible on the City's construction, procurement, and professional services contracts. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts.

Provided below is the internet URL to the City of Dallas Business Development & Procurement Services – Business Inclusion & Development Plan page containing information and forms related to the BID Plan.

[http://dallascityhall.com/departments/procurement/pages/business\\_inclusion\\_development.aspx](http://dallascityhall.com/departments/procurement/pages/business_inclusion_development.aspx)

## **SECTION 7 – SCHEDULE**

<b>Steps</b>	<b>Dates</b>
1. Issue Request for Qualifications	July 15, 2020
2. Pre-Submittal Conference	August 5, 2020
3. Submittals Due	August 21, 2020
4. Select most qualified firms	September 2020

## **SECTION 8 – APPENDICES**

- A. Sample City of Dallas Consultant Contract
  - A1. Landscape Architecture
  - A2. Engineering
- B. Insurance Requirements
- C. Certifications Form
- D. Certification that you will enter into standard City of Dallas contract and maintain required City of Dallas insurance coverage if selected as a consultant
- E. Conflict of Interest Questionnaire
- F. Acknowledgement of New House Bill 89
- G. Acknowledgement of Senate Bill 252
- H. M/WBE Form
- I. OBD 625 Form – Workforce Composition Form

- END -