



Notice is published in Palestine Herald-Press in the Saturday, February 15, 2020, and Saturday, February 22, 2020, editions.

CITY OF PALESTINE

REQUEST FOR QUALIFICATIONS (RFQ) ENGINEERING SERVICES

Statement of Qualifications Due Date: Monday, March 23, 2020 at 3:00 p.m.

I. PURPOSE

The City of Palestine (City), a home rule municipality, is seeking Statements of Qualifications (SOQs) from Texas-registered engineering firms for professional design services to create a Master Plan to become ADA compliant for the city-owned parks that are used for athletic/sports facilities.

The City has already worked directly with registered accessibility specialists to identify the non-compliant issues in the Palestine Athletic Complex, Calhoun Park, Mitchell Campbell Park, and Steven Bennett Park. The City needs a qualified engineering firm to design a multi-year Master Plan that will create a timeline for construction projects to help these parks become fully ADA compliant for use as sports/recreation facilities.

Interested firms shall submit a statement of qualifications, which includes firm and staff qualifications and experience working on projects of a similar scope and size as well as the firm's project management approach.

Statement of Qualifications Due: 3:00p.m. CST, on Monday, March 23, 2020

The sealed Statement of Qualifications must be received by the City Secretary's Office by **Monday, March 23, 2020, at 3:00 p.m.** The sealed envelopes/packages will be opened during the Palestine City Council meeting on **Monday, March 23, 2020, at 5:30 p.m.**, at which time the City Council will open the statements received.

City staff will evaluate the SOQs received, and report back to City Council at a later date on their rankings as mentioned in Section VI – Evaluation Process.

City Council reserves the right to meet with any and all respondents prior to making a decision to award a contract at a future meeting. In order to be considered, the sealed Statement of Qualification must address each of the requests for information in Section V- Statement of Qualifications.

II. SERVICES REQUIRED

The City is seeking contracted Engineering Services to prepare a Master Plan for bringing the city-owned parks that are used for athletic/sports facilities into ADA compliance. This is only a Request for Qualifications; therefore a bid security deposit/bid bond is not required.

III. BACKGROUND

The City of Palestine is a home rule City located in Anderson County and has a population of approximately 18,306 per the 2017 U.S. Census estimate. The City operates under a Council-Manager form of government with a Mayor, six (6) Council Members, and a City Manager. The Council Members are elected from single member districts, with the Mayor elected at large. The City Manager is the Chief Executive Officer of the City. It is the City Manager's duty to execute and implement policies as established by the City Council.

IV. SUBMISSION INFORMATION

Statement of Qualifications Packets Available: Statement of Qualifications packages will be available on Monday, February 17, 2020 at 8:00a.m., from the City Secretary's Office, 504 North Queen Street, Palestine, TX or on the City of Palestine's webpage:

<http://www.cityofpalestinetx.com/departments/finance/purchasing/>.

For a copy of the RFQ package, please contact Teresa Herrera, City Secretary at 903-731-8414 or via e-mail: therrera@palestine-tx.org.

Delivery: Statements of Qualifications (SOQs) must be sealed. The SOQs may be mailed or hand-delivered to the City of Palestine, City Secretary. Sealed Statements of Qualifications for Engineering Services are due to the City Secretary's Office by **3:00 p.m. on Monday, March 23, 2020.**

Proposals are required to include nine (9) copies of the Statement of Qualifications.

Please include on the sealed envelope:

“SEALED RFQ 2020-001 - TO BE OPENED: MONDAY, MARCH 23, 2020 at 5:30 P.M.”

Statements of Qualifications received after this time will be returned unopened.

The City of Palestine will not provide compensation or defray any costs incurred by any firm related to the response of this request. The City reserves the right to negotiate with any and all persons and/or firms. The City also reserves the right to reject any and all Statements of Qualifications (SOQs), 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. Furthermore, this SOQ does not obligate the City to accept or contract for any implied services.

Mailing Address and Hand Delivery Address:

Teresa Herrera, City Secretary

ATTN – SEALED RFQ 2020-001 - TO BE OPENED: 3/23/2020 AT 5:30 P.M.

504 N. Queen Street

Palestine, TX 75801

This Request for Qualifications shall be governed by the following schedule:

Wednesday, March 18, 2020 at 5:00 p.m., Central Standard Time (“CST”)

Deadline for inquiries, questions, and requests for information. All questions must be submitted in writing.

Pre-Proposal Conference (Via Conference Call or In-Person): The City Manager will schedule a pre-proposal conference with any respondent prior to 5:00 p.m. on Wednesday, March 18, 2020, to provide any additional information. Please contact the City Manager’s office at 903-731-8415 to schedule a pre-proposal conference.

Monday, March 23, 2020 at 3:00 p.m., CST

Sealed Statements of Qualifications (SOQs) due at Palestine City Secretary’s Office

Any SOQs received after this time will not be considered.

Monday, March 23, 2020 at 5:30 p.m., CST

Opening of sealed SOQs during the Palestine City Council meeting.

To be considered for this engagement you must meet the qualifications and satisfy the requirements set forth in this RFQ.

Notice:

Any notice provided by this RFQ or required by law to be given to the respondents by City of Palestine shall be deemed to have been given and received on the next business day after such written notice was deposited in the U.S. Postal Service mail facility in City of Palestine, Texas by registered or certified mail addressed to the respondent at the address provided in the sealed respondent. Any interpretation, corrections, or changes to this Request for Qualifications will be made by addenda. The sole issuing authority of addenda shall be the City of Palestine City Secretary. Addenda will be mailed to all who are known to have received a copy of this Request for Proposals. Bidders shall acknowledge receipt of all addenda.

V. STATEMENT OF QUALIFICATIONS

Relevant Experience, Reputation, & Past Performance with City of Palestine and/or other cities/municipalities.

- a. Firm Contact Information and Years in Business

Please provide the firm's contact information for the location that would design the Master Plan for City of Palestine. Document overall years of experience in building design, construction, and ADA compliance. Emphasis during the SOQ evaluation process will be placed on municipal projects and athletic projects constructed by the firm of the same or similar size, nature, class, and construction type/value as the Project referenced in this RFQ.

- b. List of Employees and Their Qualifications. Be sure to include the following information for each individual who might be assigned to help design the City's Master Plan for ADA compliance:

1. Employee Name
2. Years with the firm
3. Total years of design experience
4. Degree information
5. Licenses/Certifications currently held
6. Length of time registered with the State of Texas
7. Length of time registered with any other states
8. Brief description of the projects this employee has completed with your firm
9. Brief description of the projects this employee has completed with other firms (if applicable)

- c. Athletic Complex/Athletic Field Projects – Re-design/Re-modeling Projects

Include details regarding re-design/re-modeling for existing athletic complexes/athletic fields completed within the past seven (7) years. Please include the following information:

1. Project name
2. Location of the Project (City, State)
3. Owner
4. Cost of the project
5. Total project square footage/acreage
6. Completion date
7. Bid delivery method
8. Office/firm managing the project
9. Owner contact person (include phone number or email) to highlight the company's project experience.

- d. Athletic Complex/Athletic Fields - New Construction Projects

Include details for new construction of athletic complexes/athletic fields completed within the past seven (7) years. Please include the following information:

1. Project name
2. Location of the Project (City, State)
3. Owner
4. Cost of the project
5. Total project square footage/acreage
6. Completion Date
7. Bid delivery method
8. Office/firm managing the project
9. Owner contact person (include phone number or email) to highlight the company's project experience.

e. References/Recommendations

Include Contact Information from Owners and/or Consultants to document the quality of the Respondent's work history during the past seven (7) years on any projects for government/municipalities involving ADA accessibility including buildings, parking lots, sidewalks/walkways, athletic complexes, athletic fields, and/or similar projects.

f. Vendors/Contractors Used:

Please use this section to list the contractors/vendors you have worked with on creating ADA compliant areas for the public. Please specify if you would do the work with existing staff, or need to hire contractors to evaluate needs for the various amenities including but not limited to:

1. Signage
2. Site utilities
3. Flood control
4. Grading
5. Athletic fields (Baseball, softball, t-ball)
6. Area/athletic fencing
7. Area/athletic lighting
8. Irrigation systems
9. Bleachers
10. Dug-outs
11. Parking lots
12. Sidewalks
13. Ramps for ADA access
14. Concession stands
15. Storage buildings
16. Restrooms

Minimum Qualifications:

1. Engineering firm staff must be licensed to perform work in the State of Texas.

VI. EVALUATION PROCESS

The City of Palestine reserves the right to accept or reject any and all submissions in the best interest of the City. Statements of Qualifications will remain in effect for 90 days. Submissions cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity. In connection with the evaluation, the City may invite one (1) or more applicants to make an oral presentation to the City Council.

The following information will be taken into consideration during the evaluation process:

Award of the contract shall be made to the responsible Firm whose SOQ is determined to be the best evaluated offer resulting from the RFQ, taking into consideration the relative importance of the factors set forth in this RFQ. After receipt of SOQ's, the City of Palestine staff will use the following criteria in the selection process:

1. Similar projects completed
2. Client references
3. Key staff member experience
4. Team management experience
5. Prior experience with City of Palestine

Each of these five categories has been assigned an appropriate weight by the City staff. Following an analysis and evaluation of the SOQ's, ranking of the Respondents will be made based upon the selection criteria above. Please note that fees for professional engineering services are **not** to be considered as a part of the initial City staff ranking evaluation for Statement of Qualifications. The City Staff will only be evaluating these five categories as mentioned above to provide information back to City Council.

Once the Respondents have been ranked, the City Council will begin contract negotiations with the first-ranked Respondent. If the City Council is unable to come to terms with the first-ranked Respondent, discussions will be terminated and the City will proceed to the next-ranked Respondent and repeat the process until a Contract agreement is either reached or all Proposals rejected. Any Proposal may be considered unacceptable if the City determines it fails to provide adequate information as specified in these Instructions to Respondents.

The City of Palestine will negotiate several items with the Respondent, including:

1. Scope of work
2. Timeline for completion
3. Project schedule

4. Budgetary issues
5. Fair and reasonable fee for the professional engineering services
6. Number of staff to be assigned to this project

VII. CONTRACT TERMS

Contract Term

The City will require the selected respondent to sign a separate, formal contract that fully incorporates all provisions of this solicitation. The City reserves the right to modify terms and conditions of any proposed contract during negotiations with the respondent.

Assignment

The selected respondent shall not sell, assign, transfer, or convey any resulting contract in whole or in part without the prior consent from the City Council.

Termination of Contract

The City of Palestine reserves the right to terminate the contract immediately in the event the successful respondent:

1. Fails to meet delivery schedules.
2. Defaults in the payment of any fees.
3. Otherwise fails to perform in accordance with this contract.
4. Becomes insolvent and/or files for protection from bankruptcy law.

Termination of Convenience

The termination of the contract may be terminated without penalty, by either party by providing thirty (30) day's written notice to the other party, or under any other provisions provided by City Charter.

VIII. INQUIRIES

Any questions relating to this Request for Qualifications must be submitted in writing to:

City of Palestine, Attn: Teresa Herrera, City Secretary, 504 North Queen Street, Palestine, TX 75801 or via e-mail at: therrera@palestine-tx.org

The City shall not be responsible for any verbal communications between any employee of the City and a potential contractor.

IX. PROPERTIES TO BE EVALUATED FOR PHASE I OF MASTER PLAN

Palestine Athletic Complex

128 Armory Road

Palestine, TX 75801

(29 acres with ten (10) lighted ball fields, two (2) public restroom facilities, two (2) concession areas)

Calhoun Park

End of Calhoun Street

Palestine, TX 75801

(one (1) lighted ball field, one (1) public restroom facility, playground equipment, one (1) large covered pavilion/picnic area)

Mitchell Campbell Park

Kickapoo Street and Laura Street

Palestine, TX 75801

(3 acres with one (1) lighted ball field and one (1) public restroom facility)

Steven Bennett Park

North Loop 256 at Moody Street

Palestine, TX 75801

(22.5 acres with three (3) ball fields, two (2) covered picnic areas, four (4) fitness stations, one (1) lighted soccer field, wooden boardwalk nature trail, playground equipment, and one (1) basketball court)