

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES
Related to the
DESIGN AND CONSTRUCTION OF THE
NEW SWIMMING POOL AND AQUATIC FACILITY
AT
621 WESTCHESTER DRIVE
CITY OF SCHERTZ, TEXAS
RFQ No. 11-PK-50-M-03
ISSUED
Monday December 12, 2011**

**A Pre-Submittal Conference is scheduled for
10:00 a.m. CST, Monday December 19, 2011
in the Bob Andrews Conference Room
1400 Schertz Parkway, Building #1
Schertz, Texas 78154**

**Submittals will be accepted by mail or hand delivery no later than
10:00 a.m. CST, Thursday, January 26, 2012, to:**

**Rita Duprat-Waldo
Director, Purchasing & Asset Management
10 Commercial Place Building 1
Schertz, Texas 78154**

Respondents must submit their Statement of Qualifications (SOQ), the signature page, and all additional documents. It is requested that Respondent provide one (1) original and Six (6) hardcopies of all documents in a sealed envelope and manually signed in ink by a person having the authority to submit firm's information and qualifications, as well as one (1) electronic copy on CD/DVD/USB in PDF format.

The City of Schertz is always conscious and extremely appreciative of your time and effort in the preparing of this information. Requests for information/clarification must be directed in writing by 4:00 p.m. Thursday, January 5, 2012 to:

Rita Duprat-Waldo
1400 Schertz Parkway
Schertz, Texas 78154
Rduprat-waldo@schertz.com
(210) 619-1160

All information related to this Request for Qualifications will be posted on the City of Schertz website at www.schertz.com/purchasing Open Bids. Any associated addendums, questions and answers and all pertinent information concerning this RFQ will be published on our website by 4:00 p.m. Tuesday, January 17, 2012.

RFQ No. 11-PK-50-M-03

TABLE OF CONTENTS

SECTION I – INTRODUCTION	Page 3
1.1 Background and Special Concerns	Page 3
1.2 Qualifications Being Sought	Page 3
1.3 Selection Process	Page 4
1.4 Scope of Work	Page 6
SECTION 2 – NOTICE TO RESPONDENTS	Page 8
2.1 Request for Qualifications Notice	Page 8
2.2 Pre-Submittal Conference	Page 8
2.3 Submittal Format	Page 8
2.4 Submittal Deadline	Page 8
2.5 Place for Submission	Page 8
2.6 The City’s Contact	Page 9
2.7 Inquiries and Interpretations	Page 9
2.8 Selection Procedure	Page 10
2.9 Public Information	Page 10
2.10 Respondent’s Acceptance of Evaluation Methodology	Page 10
2.11 Respondent’s Commitment	Page 10
2.12 Respondent’s Eligibility	Page 11
2.13 Key Events Schedule	Page 11
2.14 Insurance Requirements	Page 11
SECTION 3 – SUBMITTAL REQUIREMENTS	Page 13
3.1 General Instructions	Page 13
3.2 Preparation and Submittal Instructions	Page 14
3.3 Pricing	Page 15
3.4 Submittal Checklist	Page 15
SECTION 4 – RESPONSE LETTER TO RFQ NO. 11-PK-50-M-03	Page 16
SECTION 5 – RESPONDENT’S QUESTIONNAIRE FOR RFQ NO. 11-PK-50-M-03	Page 17
SECTION 6 – LOCUS PLAN	Page 20

SECTION 1

INTRODUCTION

1.1 Background and Special Concerns:

- A. The City of Schertz, Texas (“City”) is seeking a Architectural / Engineering firm (the “A/E”) to perform typical and complete Architectural / Engineering services in conjunction with the design and construction of the new Swimming Pool and Aquatic Facility working with the City staff and any appropriate consultants.

The location of the Swimming Pool and Aquatic Facility – The proposed location is shown on the attached Locus Plan.

- B. In seeking an A/E Firm, the City is looking for a qualified professional design firm or team, with prior experience in the design of Aquatic Facilities for Municipalities.

- 1) The A/E shall work with the City staff during the design phase, to develop the conceptual design. Contract Documents shall be prepared to ensure the feasibility and constructability of the Project design, and to assist in bringing the estimated construction cost of the Project within the project budget through value engineering, selection of building systems and materials, cost estimating, and other means, without adversely affecting the capacity and quality of the Project.
- 2) The A/E Firm will assist in the creation of an opinion of cost for the construction of the project at the major points within the design process.
- 3) The City has contracted with Land Design Partners – SA, Inc. to design the reconstruction/relocation of the existing Playscape structure. The selected firm will coordinate with this firm on this portion of the project to ensure a seamless construction process.
- 4) It is the City's intent to engage the services of a Construction Manager at Risk (CMAR) for this project. The A/E Firm shall coordinate their work with the CMAR selected.

1.2 Qualifications Being Sought:

- A. Qualifications Being Sought: The requirements for the statements of qualifications are described in Section 3 of the RFQ.

- 1) Demonstrated capability, as a company, to perform the Architectural / Engineering services based upon successfully completed similar projects without legal, technical or safety problems
- 2) Capability to provide the resources, including financial and staffing, necessary to meet Project requirements

- 3) Recent experience with accurate project cost estimates
- 4) Past performance on similar projects with this or other local municipality on construction of publicly funded projects
- 5) Qualifications and experience of the team members proposed to manage the project for Respondent as evidenced by the resumes of the proposed personnel. Only those personnel who will be directly involved in and assigned to this project shall be submitted with their role clearly indicated
- 6) Knowledge of current construction methodologies and technology, including warranty and shop drawing item management, alternative construction methods, non-traditional and cost-effective construction methods appropriate for the use in this project
- 7) Quality of references from past customers of Respondent
- 8) Client references for consultants available for the Project with experience in the design of similar facilities
- 9) Client references for whom the Respondent has designed similar facilities

1.3 Selection Process:

A. Selection Process: The time period for responding to the RFQ is set out in Section 2.13 of the RFQ. The City shall evaluate Statements of Qualifications (SOQ) and select a Architectural / Engineering firm in two phases.

- 1) In phase one, the City has prepared this Request for Qualifications (RFQ) and will evaluate each respondent's experience, technical competence, and capability to perform, the past performance of the respondent's team and members of the team, and other appropriate factors submitted by the team or firm. Cost-related or price-related evaluation factors will not be used. Each respondent must certify to the City that each engineer or architect that is a member of its team was selected based on demonstrated competence and qualifications in the manner provided by Section 2254.004, Government Code. The City shall review written responses and rank Respondents on demonstrated competence, qualifications, and responsiveness to the RFQ. A maximum of five respondents may be asked to submit additional information and, if the City chooses, to interview. Finalists will be notified within thirty (30) days of the submittal date.
 - a) Scoring (100 point scale):
 - 40 points Firm and Individual Qualifications
 - Firm's number of years in business
 - Firm's experience on similar projects

- Experience of proposed consultants
- Experience of proposed personnel on similar project
- 30 points Capacity to Perform Work
 - Workload and availability to meet schedule
 - Project management plan
 - Understanding of the complete project
 - Proposed consultants.
 - Proximity to project site
- 30 points References
 - Quality of previous similar projects
 - Meeting schedules and deadlines
 - Controlling costs and meeting budgets
 - Communications and cooperation
 - Feedback of past Clients of similar projects

2) In phase two, and within 60 days after RFQ submissions, the City shall evaluate the information submitted by the respondents on the basis of the selection criteria stated in this RFQ and the results of an interview if the City requires one. The City may request additional information regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the respondent to meet schedules, costing methodology, or other factors as appropriate. Consideration may also be given to any additional information and comments at the selection phase if it reflects on the Respondent's qualifications to perform the Project. The City shall select the design firm that submits the information offering the highest level of qualifications for the City on the basis of the published selection criteria and on its ranking evaluations. Unless the City rejects all submittals, the City will authorize negotiations with the first-ranked Respondent. If the parties cannot negotiate a successful agreement, the City will terminate negotiations with the first-ranked Respondent, and commence negotiations with the second-ranked Respondent in the same manner. If an agreement is not reached, the City will proceed with this process, in order of ranking, until an agreement is reached or all submittals are rejected. The City reserves the right to reject any and all submittals.

- B. The successful Respondent will enter into an Architectural / Engineering Firm Agreement ("Agreement") with the City, (AIA B101 2007 - Agreement between Owner and Architect) with City modifications and associated General Conditions.
- C. Upon execution of the Agreement, the A/E must show ability to provide the City required insurance.
- D. The A/E and all consultants must comply with the prevailing wage rate requirements described in the Agreement.

1.4 Scope of Work:

A. Project Scope: Information about scope follows:

1. Scope of Work: The scope of services is to provide design services for the Swimming Pool and Aquatic Facility project. The current City program is a facility that meets NCAA requirements for the preferred Long Course with 10 lanes total and an additional but separate pool area. The following are work tasks assumed necessary to complete this project.
 - Meet with City staff to establish design standards and intent and become familiar with any concerns.
 - The selected Firm shall be responsible for the design of the new facility. The selected firm shall retain and direct any and all consultants as may be needed to complete the project. The City of Schertz will retain the services of a Materials Testing Firm directly.
 - It is the intent of the City that the new facility be an enclosed structure containing competition quality swimming facilities with spectator seating as well as showers, lockers and other supporting spaces. The selected firm shall work with the City to establish the final program based on available funds at the time.
 - Conduct sites visits of similar facilities with City staff and Park Board members that represent similar projects designed by their firm.
 - Conduct two public input meetings with citizens and User Groups to aid in the design and one public information meeting to present the conceptual design.
 - Attend Construction meetings during the construction period.
- 2) The selected firm shall develop the design, submitting all design elements for review and determination of scope and code compliance to the City before construction.
 - An engineer shall have responsibility for compliance with the engineering design requirements and all other applicable requirements of Chapter 1001, Occupations Code. An architect shall have responsibility for compliance with the requirements of Chapter 1051, Occupations Code.

- The A/E will work with the City, prior to construction, to ensure the feasibility and constructability of their design, and that the cost of construction of the Project is within the estimated Construction Budget through value engineering, the selection of building systems and materials, cost estimating, scheduling, and other means.
- The work does not include inspection services, and the materials testing services necessary for City's acceptance of the Project, which will be performed under a separate contract with an independent provider engaged directly by the City.
- The selected firm shall supply to the City a signed and sealed set of Construction Drawings and Project Manual including all Addenda and supplemental drawings and information for the project at the conclusion of construction in both hard copy and electronic format. Project Documents shall be provided in both "dwg" and "pdf" formats.

SECTION 2

NOTICE TO RESPONDENTS

2.1 Request for Qualifications Notice:

The City of Schertz, Texas (the "City") is accepting submittals for an A/E contract, pursuant to the Texas Local Government Code, in accordance with the terms, conditions and requirements set forth in this Request for Qualifications ("RFQ").

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFQ CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2.2 Pre-Submittal Conference:

A pre-submittal conference will be held at the time and date listed in Section 2.13. The conference will be held at the City of Schertz Municipal Building, Bob Andrews Conference Room, Building #1, 1400 Schertz Parkway. The purpose of this conference is to discuss with potential Respondents the services to be provided and for potential Respondents to ask questions arising from their review of the Request for Qualifications. This pre-submittal conference is for informational purposes only. Answers furnished will not be official until verified in writing by the issuing office or department. Copies will be provided to all persons attending and registering at the conference.

2.3 Submittal Format:

Responses must comply with the submittal requirements set out in Section 3 of this RFQ.

2.4 Submittal Deadline:

The City will accept responses to this RFQ until the time and date listed in Section 2.13, after which time all responses timely received will be publicly opened, and the names of the Respondents read aloud. Responses received after the submittal deadline will not be considered.

2.5 Place for Submission:

Responses must be submitted to the City of Schertz Purchasing Department by mail or hand delivery as follows:

**Rita Duprat-Waldo
Director, Purchasing & Asset Management
10 Commercial Place Building 1
Schertz, Texas 78154**

It is the responsibility of each Respondent to ensure responses are submitted in a timely manner. The City is not responsible for delays in mail delivery or

failure of couriers to deliver responses prior to the expiration of the submission deadline. The City shall not be obligated to reimburse any expenses incurred by any Respondents in preparing their response.

The City of Schertz cannot guarantee, due to internal mail delivery procedures that any qualifications sent priority mail will be picked up from the post office by city mail employees and delivered to the Purchasing & Asset Management Department by the closing date and time. It is recommended that qualification deliveries be made either in person or via an alternate delivery method ensuring delivery to the physical address. Respondent shall bear full responsibility for ensuring that the qualifications are delivered to the specified location by due date and time.

2.6 The City's Contact:

Any questions or concerns regarding this Request for Qualifications shall be directed to the City of Schertz contact:

Rita Duprat-Waldo
Director, Purchasing & Asset Management
10 Commercial Place Building 1
Schertz, Texas 78154
Phone: (210) 619-1160
Email: rduprat-waldo@schertz.com

The City specifically requests that Respondents restrict all contact and questions regarding this RFQ to the above named individual.

2.7 Inquiries and Interpretations:

Responses to inquiries which directly effect an interpretation or change to this RFQ will be issued in writing by addendum and mailed or faxed to all parties recorded by the City as having received a copy of the RFQ. All information regarding this RFQ shall be placed on the City's website at www.schertz.com/purchasing Open Bids. Requests for interpretation or changes to this RFQ must be received by the City's contacts person listed in Section 2.6 above by the time and date listed in Section 2.13 below. All such addenda issued by the City prior to the last date that submittals are required to be received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of such in its response. Firms receiving this RFQ other than directly from the City are responsible for notifying the Purchasing & Asset Management Department that they are in receipt of a submittal package and are to provide a name and address in the event an amendment is issued. It is the obligation of the Respondent to make sure that it has received all addenda prior to submission of its response. Respondents may obtain information on all addenda issued to the date of inquiry from the City's contact person listed in Section 2.6 above or at www.schertz.com/purchasing Open Bids.

Only those responses to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarifications will be without legal effect, and shall not be binding on the City. The Respondent must acknowledge receipt of all addenda in its response.

2.8 Selection Procedure:

The procedure for selecting the A/E is described in Section 1.4 of this RFQ.

2.9 Public Information:

The City considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is awarded.

Respondents are hereby notified that the City strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

2.10 Respondent's Acceptance of Evaluation Methodology:

WAIVER OF CLAIMS: Each Respondent by submission of a response to this RFQ waives any claims it has or may have against the City, its employees, officers and elected officials, agents and representatives, that are connected with or arising out of this RFQ, including, the administration of the RFQ, the RFQ evaluation, and the selection of qualified Respondents to receive a Request for Qualifications. Submission of qualifications indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City during the determination of qualification. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

2.11 Respondent's Commitment:

Respondent understands and agrees that the City has the ability to terminate its selection process at any time, and to reject any and all responses, or any and all submittals, and that the City has made no representation, written or oral, that it will award a contract for this Project. Furthermore, Respondent recognizes and understands that any cost incurred by the Respondent which arises from Respondent's submittal of a response to this Request For Qualifications, or any subsequent submittal to the City's future Request for Proposal for Architectural / Engineering Services, if applicable, shall be the sole responsibility of Respondent.

2.12 Respondents Eligibility:

Only individual firms or formal joint ventures may respond to this RFQ. Two firms may not respond jointly unless they have formed a joint venture. (This does not preclude a Respondent from having consultants.)

2.13 Key Events Schedule:

The tentative timeline established by the City for its selection process is:

Issue Request for Qualifications:	Monday December 12, 2011
Pre-Submittal Conference:	10:00 am CST, Monday, December 19, 2011
Interpretation/ Request Deadline:	4:00 pm CST, Thursday, January 5, 2012
Issue Addendum:	4:00 pm CST, Tuesday, January 17, 2012
RFQ Deadline:	10:00 am CST, Thursday, January 26, 2012

Recommendation to City Council: Week of March 26, 2012

This timeline is subject to change by City.

2.14 Insurance Requirements:

The successful Respondent will be required to obtain the following insurance:

- A. Before commencing work, the Architectural / Engineering Firm (A/E) shall, at its own expense, procure, pay for and maintain the following insurance written by companies approved by the State of Texas and acceptable to the City of Schertz. The A/E shall furnish to the City of Schertz Purchasing & Asset Management Department, certificates of insurance executed by the insurer or its authorized agent stating coverage, limits, expiration dates and compliance with all applicable required provisions. Certificates shall reference the project/contract number and be addressed as follows:

RFQ No. 11-PK-50-M-03
Swimming Pool and Aquatic Facility
City of Schertz
Purchasing & Asset Management Department
10 Commercial Place
Building 1
Schertz, Texas 78154

- 1) Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined single limits of \$1,000,000 per-occurrence, \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 general aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis.

- 2) Workers' Compensation insurance with statutory limits; and Employers' Liability coverage with minimum limits for bodily injury: a) by accident, \$100,000 each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.
 - 3) Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000 per occurrence.
 - 4) Professional Liability Insurance to provide coverage against any claim which the consultant and all consultants engaged or employed by the consultant become legally obligated to pay as damages arising out of the performance of professional services caused by error, omission or negligent act with minimum limits of \$1,000,000 per claim, \$2,000,000 annual aggregate.
- B. With reference to the foregoing required insurance, the A/E shall endorse applicable insurance policies as follows:
- 1) A waiver of subrogation in favor of City of Schertz, its officials, employees, agents, Representatives and officers shall be contained in the Workers' Compensation insurance policy.
 - 2) The City of Schertz, its officials, employees, agents, Representatives and officers shall be named as additional insureds on the Commercial General Liability policy, by using endorsement CG2026 or broader.
 - 3) All insurance policies shall be endorsed to the effect that City of Schertz will receive at least thirty (30) days notice prior to cancellation, non-renewal, termination, or material change of the policies.
- C. All insurance shall be purchased from an insurance company that meets a financial rating of B+VI or better as assigned by the A.M. BEST Company or equivalent.

SECTION 3

SUBMITTAL REQUIREMENTS

3.1 General Instructions:

- A. Respondents should carefully read the information contained herein, and submit a complete response to all requirements and questions as directed.
- B. Responses and any other information submitted by Respondents in response to this RFQ shall become the property of the City.
- C. The City will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law. Respondents submit qualifications and other submittal information in response to this RFQ at their own risk and expense.
- D. Responses which are incomplete or qualified with conditional clauses, or alterations, or items not called for in the RFQ documents, or irregularities of any kind, are subject to disqualification by the City, at its option. The City reserves the right to waive any irregularity or informality in a response or submittal.
- E. Each response should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.
- F. The City makes no guarantee that an award will be made as a result of this RFQ or any subsequent RFQ, and reserves the right to accept or reject any or all submittals, waive any formalities, irregularities, or minor technical inconsistencies, or delete any item/requirements from this RFQ or contract when deemed to be in the City's best interest. Representations made within the submittal will be binding on responding firms.
- G. Failure to comply with the requirements contained in this RFQ may result in a finding that the Respondent is not qualified and is ineligible to submit a submittal in response to any subsequent RFQ.
- H. Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified. (This does not preclude a Respondent from having consultants.)

3.2 Preparation and Submittal Instructions:

- A. Respondents must complete, sign and return the attached Response Letter to RFQ, Section 4, as part of their submittal. Respondent's company official(s) authorized to execute such submittals on behalf of Respondent must sign submittals. Failure to sign and return these forms will subject your submittal to disqualification.
- B. Responses to this RFQ should consist of answers to required questions in Section 5 Respondent Questionnaire. It is not necessary to repeat the question in your response; however, it is essential that you reference the question number with your response corresponding accordingly. In cases where a question does not apply or if unable to respond, reference the question number and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Briefly explain your reason when responding N/R.
- C. Page Size, Binders and Dividers:
Submittals must be typed on letter-size (8-1/2" x 11") paper. The City requests that submittals be submitted in a three (3) ring binder. Preprinted material should be referenced in the submittal and included as labeled attachments. Tabs for ease of reference should divide sections. Number each side of each page consecutively, including letters of interest, brochures, licenses, resumes and supplemental information. Submittals must be limited to 30 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Provide the number of copies of the submittal specified in Section 3.2, E. **Any submittals exceeding the 30-page limit may be disqualified.**
- D. Pagination:
All pages of the submittal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.). Attachments should be numbered or referenced separately.
- E. Number of Copies:
Submit a total of one (1) original, so labeled, and six (6) complete hardcopies of the entire response, along with an electronic copy on CD/DVD/USB in PDF format. An original signature must appear on the original hardcopy response.
- F. Submission:
1) Show the Request for Qualifications number and submittal date in the lower left-hand corner of your sealed submittal envelope (or box or container).
2) The materials submitted must be enclosed in a sealed envelope (or box or container); the package must show clearly the submittal deadline; the RFQ number and Project Name. The name, telephone

number and the return address of the Respondent must be clearly visible on the outside of the sealed envelope (or box or container).

- 3) Late submittals properly identified will be returned to Respondent unopened. Late submittals will not be considered under any circumstances.
- 4) Telephone ("PHONE") submittals are not acceptable when in response to the Request for Qualifications.
- 5) Facsimile ("FAX") submittals are not acceptable when in response to this Request for Qualifications.
- 6) Internet ("E-mail") submittals are not acceptable when in response to this Request for Qualifications

3.3 Pricing:

Submittals shall not include proposal of fees, pricing or other compensation.

Pricing will be solicited from firms qualified by the City at a later time.

3.4 Submittal Checklist:

Respondents are instructed to complete, sign and return the following documents as a part of their submittal. Failure to return these documents may subject your submittal to disqualification.

Signed and Completed Response Letter to RFQ (reference Section 4)
Respondent's Responses to Questionnaire (reference Section 5)

SECTION 4

RESPONSE LETTER TO RFQ NO. 11-PK-50-M-03

Rita Duprat-Waldo,
Director of Purchasing & Asset Management
10 Commercial Place Building 1
Schertz, Texas 78154

This response is being submitted by the undersigned, on behalf of the Respondent

_____.

The person signing this response on behalf of the Respondent represents to the City that:

- 1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- 2) Respondent has received the Addenda to this RFQ, specifically, Addenda numbered _____.

Executed this _____ day of _____, 2012

RESPONDENT:

By: _____

Name: _____

Title: _____

Attachment: Responses to Respondent's Questionnaire

SECTION 5

RESPONDENT'S QUESTIONNAIRE FOR RFQ NO. 11-PK-50-M-03

Respondents are required to submit a complete response to each of the below listed items. Responses requiring additional space should be brief and submitted as an attachment to the Respondent's Questionnaire.

1. Legal name of the company:

Authorized point of contact for the company:

Name: _____ Cell phone: _____

Address of office that would be providing service:

Telephone number: _____ Email: _____

Number of years in Business: _____

Type of Operation: Individual ____ Partnership ____ Corporation ____

Number of Employees: _____ Annual Sales Volume: _____

2. State whether you will provide a copy of your company's financial statements for the past two (2) years, if requested by the City.
3. Provide a financial rating of your company and any documentation (e.g. a Dunn & Bradstreet analysis), which indicates the financial stability of the company.
4. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
5. Provide any details of all past or pending litigation or claims filed against your company arising out of or in connection with your company's performance. Describe how such suit or claims were resolved.
6. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
7. Does any relationship exist between your company and any of City's officers or employees whether by relative, business associate, capital funding agreement or any other such kinship? If yes, please explain.

8. What difficulties do you anticipate in serving the City; how you plan to manage these; and what assistance will you require from the City? Describe your firm's past performance on other contracts for the City (e.g. cost control, cost savings, schedule control).
9. Provide details regarding any special services or product characteristics, or other benefits offered, or advantages in the City selecting your company.
10. Provide a minimum of three and a maximum of five projects with photos for which your firm has provided/is providing Architectural / Engineering services which are most related to this project. In determining which projects are most related, consider: same or related use of facilities related size and complexity; whether the project consisted of an expansion of an existing facility or new construction; how many members of the proposed team (and their role) worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related projects listed first.
11. For each of the listed projects, provide the following information: construction cost (original Budget, GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor – sealed proposals, general contractor - competitive sealed proposals), Owner's contact person and telephone number, and the name and telephone number of the project architect.
12. Describe how you develop cost estimates and how often are they updated? For one of the projects listed in response to this Section, provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of a successful constructability program used to maintain project budgets without sacrificing quality.
13. Describe the way your firm develops and maintains project schedules. How often do you update schedules? Describe your Firm's experience with "Fast Track" schedules. For one of the projects listed in this response, provide examples of how these techniques were used if applicable. Include specific examples of scheduling challenges, and how your firm helped solve them.
14. Describe the way your firm monitors phased construction budgets for a project. How often do you compile actual construction cost information during a project and compare it with your estimated construction costs? For one of the projects listed in this response, provide examples of budget challenges, and how your firm helped solve them.

15. For one of the projects listed in response to this Section, describe your firm's project management systems, including those handling conflicts or potential conflicts with the City or with trade contractors, and describe the methods used to prevent and/or resolve those conflicts.
16. Describe your firm's experience with alternative construction methods, non-traditional and cost-effective construction methods appropriate for the use on this project. State whether any of these methods were used on the projects listed in response to this Section, and if so, which projects. Would you recommend using any of these methods for this Project? Why or why not?
17. Describe your company's quality assurance program, what are your company's requirements, and how are they measured? In particular, describe the way your firm maintains quality control during the design phase and the construction phase. For one of the projects listed in response to this Section, provide specific examples of how these techniques were used.
18. Provide customer reference letters from public entities with which Respondent currently has contracts and/or has previously provided design services of equal type and scope within the past ten (10) years. **DO NOT USE REFERENCES FROM CURRENT CITY OF SCHERTZ OFFICIALS.**

SECTION 6
LOCUS PLAN

Aquatic Center Proposed Location

