

**CITY OF SCHERTZ**  
**Request for Qualifications**  
**# 12-PK-29-M-01**  
**DESIGN-BUILD SERVICE FOR SCHERTZ SKATE PARK**

The City of Schertz is accepting sealed Qualifications for, “**DESIGN-BUILD SERVICE FOR SCHERTZ SKATE PARK**,” *Project # 12-PK-29-M-01.*”

Sealed Qualifications, (1) original, (4) copies and (1) CD prepared in accordance with the Instruction to Bidders, should be received by the *Director of Purchasing and Asset Management Department located at 10 Commercial Place, Bldg. 1, Schertz, Texas 78154 by 10:00 A.M. (CST) on August 2, 2012* via hand delivery or land courier (FEDEX, UPS). **\*\*No fax or E-mail bids will be accepted.** Sealed Qualifications must be clearly marked on the exterior envelope as “**DESIGN-BUILD SERVICE FOR SCHERTZ SKATE PARK**”, “*Project # 12-PK-29-M-01.*” Qualifications submitted after the aforementioned date and time will not be accepted.

A pre-qualification meeting will be held on **July 26, 2012 at 9:00 a.m.** in the Purchasing & Asset Management Department Conference Room, 10 Commercial Place, Building #1, Schertz, Tx 78154. All prospective respondents are encouraged to attend.

Questions in reference to the RFQ may be directed in writing, to Rita Duprat-Waldo, Director of Purchasing and Asset Management, 1400 Schertz Parkway, Schertz, TX 78154 or by email [purchasing@schertz.com](mailto:purchasing@schertz.com) no later than **4:00 P.M. July 26, 2012** and will be posted to the City Website at [www.schertz.com/purchasing](http://www.schertz.com/purchasing) by **July 27, 2012.**

The City of Schertz reserves the right to reject any or all proposals and to select the proposal(s) deemed in the best interest of the City of Schertz from among those received.

**CITY OF SCHERTZ**  
**Request for Qualifications ("RFQ")**  
**# 12-PK-29-M-01**  
**DESIGN-BUILD SERVICE FOR SCHERTZ SKATE PARK**

Sealed Request for Qualifications addressed to the Director of Purchasing, will be received on **August 2, 2012** until **10:00 a.m.** at the Purchasing and Asset Management Department, 10 Commercial Place, Bldg. #1, Schertz, Texas 78154. All Requests for Qualification must be in the City of Schertz's possession on or before the scheduled date and time (no late RFQ's will be accepted).

Respondents receiving a "REQUEST FOR QUALIFICATION", notice in the mail, or reading the announcement in the newspaper are advised that the RFQ documents can be downloaded from the City of Schertz web page address [www.schertz.com](http://www.schertz.com), or may be obtained by contacting Purchasing and Asset Management, 10 Commercial Place, Schertz, TX 78154 or by calling the Department at (210) 619-1160.

Be advised that if your company **downloaded the documents from the web page** and is contemplating on responding to this RFQ you **MUST** register as a vendor with the Purchasing and Asset Management Department, so that any changes/additions via Addendum form can be forwarded to your company. (Register with the Purchasing & Asset Management Department by phone, fax, or e-mail. Vendor registration form can be found at [www.schertz.com/purchasing](http://www.schertz.com/purchasing). Please include your company name, address, phone and fax number, as well as, contact person).

All requests for additional information or clarification concerning this RFQ must be submitted, **in writing**, no later than 4:00 P.M. **July 26, 2012** and addressed to:

Rita Duprat-Waldo, Director of Purchasing & Asset Management  
10 Commercial Place, Bldg. #1  
Schertz, TX 78154  
Email: [Purchasing@schertz.com](mailto:Purchasing@schertz.com)  
Fax (210) 619-1169

Any questions on this project must be directed to Rita Duprat-Waldo, Director of Purchasing and Asset Management at (210) 619-1160.

Any changes, additions, or clarifications to the RFQ are made by amendments (addenda) and are posted on the City of Schertz website under Purchasing, Open Bids, Addendum, no later than **July 27, 2012**. The City does not assume responsibility for the receipt of any addendum sent to respondents.

The City will not consider Request for Qualification responses received after the deadline. The City shall evaluate the Request for Qualifications on the basis of specific criteria stated in this Request for Qualification solicitation.

The City of Schertz reserves the right to refuse and reject any or all responses, and to waive any or all formalities or technicalities, and to accept the RFQ to be the best and most advantageous to the City, and hold the responses for a period of **120** days without taking action. Respondents are required to hold their Proposal/RFQ's firm for same period of time.

**Hand-deliver Bids:** Purchasing & Asset Management Department, 10 Commercial Place, Bldg # 1, Schertz, TX 78154

**If using Land Courier (i.e., FedEx, UPS):** Purchasing & Asset Management Department, 10 Commercial Place, Bldg. #1, Schertz, Texas 78154.

A pre-qualification meeting will be held **July 26, 2012 at 9:00 a.m.** in the Purchasing & Asset Management Department Conference Room, 10 Commercial Place, Building #1, Schertz, TX 78154. All prospective respondents are encouraged to attend.

**Envelopes must be clearly marked:**

**RFQ # 12-PK-29-M-01**

**DESIGN-BUILD SERVICES FOR SCHERTZ SKATE PARK**

## **INSTRUCTIONS TO RESPONDENTS**

### **DEVIATION FROM SPECIFICATION/REQUIREMENTS**

Please read the requirements thoroughly and be sure that your Proposal complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFQ. If no exceptions are noted, and you are the successful respondent, the City of Schertz will require that the service(s) be provided as specified.

### **PURPOSE:**

The purpose of these specifications/requirements and RFQ documents is to award a Design-Build agreement for:

## **DESIGN-BUILD SERVICE FOR SCHERTZ SKATE PARK**

### **INTENT:**

The services to be provided under this RFQ/Proposal shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for Request for Qualification (RFQ). There is no intention to disqualify any respondent who can meet the requirements.

### **SUBMITTAL OF RFQ**

RFQ's shall be submitted in sealed envelopes as referenced on the attached solicitation. Five (5) complete sets and (1) CD of the response are to be submitted. (One (1) original marked "**ORIGINAL**," and four (4) copies marked "**COPY 1, COPY 2, etc. etc...**" of their response, complete with all supporting documentation.) RFQ's submitted by facsimile (fax) or electronically **WILL NOT** be accepted. Submittal of a response to this Request for Proposal (RFQ) constitutes an offer by the respondent. Once submitted, RFQ's become the property of the City of Schertz and as such the City reserves the right to use any ideas contained in any proposal regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFQ, unless clearly and specifically noted in the RFQ submitted and confirmed in the contract between the City and the successful respondent. RFQ's which do not comply with these requirements may be rejected at the option of the City. RFQ's must be filed with the City of Schertz before the deadline day and hour. No late RFQ's will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFQ requirements may be grounds for disqualifying your Proposal.

**Hand-deliver RFQ's:** Purchasing & Asset Management Department, 10 Commercial Place, Building #1, Schertz, TX 78154 or,

**If using Land Courier (i.e., FedEx, UPS):** Purchasing & Asset Management Department,  
10 Commercial Place, Building #1, Schertz, Texas 78154

**STATE SALES TAX MUST NOT BE INCLUDED IN RFQ**

### **PROPOSAL INFORMATION**

All proposals should include the following basic information: contact information, (name, address, contact numbers and email), project design team description, including proposed sub-consultants, with related qualification and experience information, list of references with telephone numbers of completed design-build projects, outline of project approach, work time-lines, and methodology for handling errors, omissions, and cost over-runs.

This request for qualifications describes the information needed for a Phase I submittal, under the State of Texas Government Code for Design-Build Contracts for Facilities by Governmental Entities. After Phase I submittals and selection of Respondent for further evaluation under Phase II, the City of Schertz may request additional information from the Respondent, including demonstrated competence, safety and durability considerations, feasibility of the project as proposed, ability of Respondent to meet the (date to be determined) opening of the Schertz Skate Park, costing methodology, and other appropriate factors.

During Phase I, the Respondent must certify to the City of Schertz that each architect or engineer that is a member of its team was selected based upon demonstrated competence and qualifications in the manner provided in the State of Texas Government Code.

The selected Design-Build firm will have the responsibility to provide the City of Schertz with a signed and sealed set of construction documents and as-built drawings at the conclusion of the project. In addition, the selected firm will provide payment and performance bonds for all work over fifty thousand dollars (\$50,000). This bond will not provide coverage for the portion of the design-build contract that includes design services only.

All work, design and construction shall meet all requirements of the International Building Codes, NEC, Texas Accessibility Standards (TAS)/Americans with Disabilities Act (ADA) and be of the quality and type normally experienced in the installation of skate parks.

The City of Schertz will select the design-build firm that submits the proposal offering the best value for the City, on the basis of the selection criteria and on its evaluation of the proposals.

### **SCOPE OF WORK AND DESIGN CRITERIA:**

The Respondent will provide all professional architectural and engineering construction and related services necessary to complete the scope of work. The total project budget is **\$125,000**. The Respondent will develop the necessary construction documents and provide full project administrative duties as necessary for the construction of the Schertz Skate Park.

This REQUEST FOR QUALIFICATIONS is to obtain a qualified person, firm, or Corporation, hereafter referred to as Consultant, to provide professional services to design and construct a skate park for the City of Schertz, Texas.

The City of Schertz has determined the need to design and construct a skate park facility and to complete the construction by **(to be determined)**.

This project will consist of a custom, above-ground, concrete-slab skate park with all of those popular surface-mount obstacles and elements as best determined by the consultant through the public/participant input process. This facility will be designed to accommodate beginner, intermediate, as well as more experienced skaters, and be designed in such a manner as to have the ability to be expanded at a later date. All project costs including design, engineering, consultants, testing, drainage, construction, and contingencies must be within the budget amount. The Design documents, which shall be provided to the owner, shall include a complete set of plans, working drawings and specifications including cross sections of concrete and reinforcement work and features.

**BUDGET: (\$125,000)**

The City of Schertz intends to enter into a contract with a Design-Build team to cover design and construction services for the facility. Specific services include, but will not be limited to, programming, site analysis, concept design, site master planning, construction cost estimation, design/development, construction document development and construction.

**SCOPE OF WORK**

It is the intent of the City of Schertz that the selected Design-Build team provides all design and construction services, including all materials, labor and equipment as required to construct the specified facility. The minimum scope of work is outlined below. The Consultant is encouraged to recommend additional scope of work items if certain items have been omitted from the outline below. Consultant will focus on skating surface and elements. Consultant shall consider how current project will expand into future phases in the design process.

The final design must incorporate inline skates and skateboards as the primary users, and BMX bicycles as a possible secondary user. The design should include beginner to advanced elements.

**Project tasks shall include:**

Conduct one public meeting to seek input from the public regarding the design of the skate park. Conduct a second meeting specifically with the Skate Park Development Committee to seek final input on the design elements and amenities to be included into the skate park.

Develop a schematic plan for the skate park.

Develop a complete project cost estimate to include all required services, costs and contingencies to assure budget compliance.

Conduct a public meeting to present the final skate park design.

Complete all design development drawings and specifications for such a project.

Develop a complete set of construction drawings and specifications for the project that meets all applicable local code requirements. Plans must be sealed by a design professional licensed in the State of Texas.

## Construction Services

Award all necessary contracts.

Obtain all required permits and contractors' licenses (the City of Schertz permit fees are waived).

Construct the facility according to the construction documents.

Provide all required construction observation services.

Provide proper concrete curing systems or methods. The City of Schertz will conduct independent verification and testing of materials as needed.

Complete close-out of the project including punch list development and a one (1) year full warranty coverage on all materials and workmanship. A written warranty shall be provided to the City of Schertz at the completion of the contract.

## EVALUATION CRITERIA

**Proposals shall be evaluated on the basis of the following criteria:**

Responsiveness to the needs of the City, both in service and in the scope of the services offered.

The responsibility of the proposing Consultant firm and its experience in dealing with municipal governments on projects of similar scope and nature.

The degree to which the proposal meets or exceeds the terms of the REQUEST FOR QUALIFICATIONS.

The proposing Consultant fee structure shall be based on the services to be provided. **This phase of the evaluation will only apply to the consultant selected for Phase II.**

The proposing Consultant shall be regularly engaged in designing and building premier grade skate parks throughout the nation. This shall be the only business in which the contractor is engaged.

**The following scoring points will be used to evaluate the proposals:**

### Management Plan – 20 points

1. Management Plan or Organization – Identify the design-build team submitting the proposal, including the name and address of the contact person representing the same, and also the names of the other firms or individuals included in the proposal.
2. Resumes of Key Professional and Managerial Personnel – Resumes shall clearly identify the role that the professional and managerial personnel played in previous design and construction projects within the last two (2) years. A Texas-based, professional skate park construction team is favored.
3. Quality Assurance Plan – Provide a plan identifying how quality control will be implemented throughout the design and construction process. Emphasis must be placed on proper construction of skate park elements.

4. References – Provide a list of at least three (3) similar projects (project name, description of services provided, contact person, address and phone number) for each team member for projects similar in nature and completed within at last two (2) years.

**Technical Criteria – Maximum Score: 50 points**

Demonstrate/Exhibit skills, abilities, knowledge, creativity and experience to develop this project:

- from the public input process
- through the design development process
- to the construction implementation process
- the follow up
- and future phase development

Design Analysis – Submit any pertinent design analysis that demonstrates understanding of the project.

Construction Methods and Materials -- Submit a list and description of typical construction materials and methods that will be utilized on this project. Include detailed specifications for concrete, rebar, coping, drains, etc.

Best Value Design and Construction – Demonstration that the proposed design and construction methods best meet the project objectives within the established budget.

Budget Approach – Identify how your team will establish fees and determine project budgets knowing that the maximum not to exceed amount for this project is **\$125,000**.

**Project Schedule – Maximum Score 30 points**

Design Schedule and Ability to Meet Schedule – Provide a design schedule and demonstrate the design professional's ability to meet that schedule.

Construction Schedule and Ability to Meet Schedule – Provide a construction schedule and demonstrate the construction firm's ability to meet that schedule.

Length of Construction and Design Schedule – Recognizing the City's desire to complete the construction by **(to be determined)**, identify a time-line and work plan that best meets that need, taking into consideration normal seasonal and weather conditions.

## SCHERTZ SKATE PARK RFQ EVALUATION FORM

RFQ # 12-PK-29-M-01

### Points Available:

|  |    |
|--|----|
| Management Plan Organization                             | 5  |
| Resumes Managerial Personnel                             | 5  |
| Quality Assurance Plan                                   | 5  |
| References   | 5  |
| Technical Criteria and Preliminary Concept Demonstration | 10 |
| Design Analysis  | 10 |
| Construction Methods & Materials                         | 10 |
| Best Value Design & Materials                            | 10 |
| Budget Approach  | 10 |
| Design Schedule & Ability to Meet Schedule               | 10 |
| Construction Schedule & Ability to Meet Schedule         | 10 |
| Length of Construction & Design Schedule                 | 10 |

**TOTAL SCORE 100**