



**City of McLendon-Chisholm
REQUEST FOR QUALIFICATIONS
2020-04**

Project Management Support Services

Issued: July 10, 2020

**Statements of Qualifications Due No Later than:
10:00 a.m. (CST) July 16, 2020**

INTRODUCTION

1.1 Request for Statements of Qualifications. The City of McLendon-Chisholm (“The City”) is soliciting qualifications statements from qualified Project Management Firms (“Project Manager”) interested in providing services on a new fire station the City wishes to design and construct.

It is anticipated that the new station construction budget will be approximately \$3.5-3.8 Million, and will incorporate dormitories, storage, living room, kitchen, restrooms/showers, apparatus bays and associated spaces for fire and emergency services.

The delivery method for the project is anticipated to be Design-Build (“DB”).

1.2 Point-of-Contact/Restriction on Communication. The City designates the following person as its representative and Point-of-Contact for this RFQ:

Lisa Palomba, City Administrator
lisa@mclendon-chisholm.com
972-524-2077

Respondents shall direct all questions regarding this RFQ, in writing, solely to the City’s Representative specified above. No phone inquiries will be entertained. Do not contact members of the City Council or employees of The City. Contact with any of these prohibited individuals after issuance of the RFQ and before selection is made, may result in disqualification of your Qualifications Statement.

SCOPE OF SERVICES

2.1 It is the City’s objective to enter into a contract with the most qualified project management firm to act as the project manager for the subject project, providing project Scope of Services as detailed in Exhibit A.

It is anticipated that the new station construction budget will be approximately \$3.5-3.8 Million, and will incorporate dormitories, storage, living room, kitchen, restrooms/showers, apparatus bays and associated spaces for fire and emergency services.

SELECTION PROCESS FOR PROJECT MANAGER

3.1 The selection of a Project Manager will be made on the basis of demonstrated competence and qualifications. In phase one of the selection process, The City will review all Statements of Qualifications received by the deadline and evaluate each Offeror’s experience, technical competence, capability to perform, past performance, references and other relevant factors submitted in response to this Request for Qualifications. No pricing information will be sought, and none may be provided until the

commencement of contract negotiations with the selected firm(s). At the end of the evaluation process, The City will score and rank finalists using the following weighted selection criteria:

1. The reputation and experience of the Offeror and its proposed personnel, ie references. (20%)
2. The competence and demonstrated quality of the Offeror and its proposed personnel. (20%)
3. Extent to which the Offeror's firm, staffing plan and size meets the City's needs and is appropriate for this project. (20%)
4. The Offeror's presentation of its Statement of Qualifications (20%)
5. The extent to which Offeror's approach and methodology are in agreement with the philosophy of the City. (20%)

Based on the final rankings, The City will select the firm it believes to be the most highly qualified and may attempt to negotiate an acceptable contract with such firm.

SUBMISSION INSTRUCTIONS

4.1 THE CITY RESERVES THE RIGHT TO WAIVE ANY IRREGULARITIES OR TECHNICALITIES AND MAKE ANY DECISION THAT THEY JUDGE IS IN THE BEST INTEREST OF THE CITY. THIS REQUEST FOR QUALIFICATIONS DOES NOT OBLIGATE THE CITY TO AWARD A CONTRACT OR PAY ANY COSTS INCURRED BY THE OFFEROR IN THE PREPARATION AND SUBMITTAL OF A STAMENT OF QUALIFICATIONS. THE CITY, IN ITS OWN DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY OFFER AND/OR REJECT ANY AND ALL STATEMENTS OF QUALIFICATIONS WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS REQUEST FOR QUALIFICATIONS. BY SUBMITTING A STATEMENT OF QUALIFICATIONS, OFFEROR AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST THE CITY AND ITS TRUSTEES, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY FIRM; (2) ANY REQUIREMENTS UNDER THE SOLICITATION OR RELATED DOCUMENTS; (3) THE SELECTION OR NON- SELECTION OF ANY FIRM, THE REJECTION OF ANY FIRM; AND/OR THE AWARD OF A CONTRACT, IF ANY.

4.2 The City may request clarification from firms for the purpose of eliminating minor errors, and/or non-substantive irregularities. Clarification does not give a firm the opportunity to revise, change, or modify its statement of qualifications except to the extent of correction of the error. The City reserves the right to require additional information from firms and to conduct necessary investigations to determine firm's competence and qualifications and/or the accuracy of information. The City assumes

no financial responsibility for any costs incurred by firms in developing and submitting a statement of qualifications or any amendments or addenda, participating in any negotiation sessions or discussions, or any other costs incurred by firms pursuant to this RFQ. Responses to this RFQ shall include the complete submission requirements in the sequence and format prescribed in that section Due to COVID-19, interested firms will submit One Electronic response to:

lisa@mclendon-chisholm.com
Subject Line: RFQ# 2020-04
City Manager, City of McLendon-Chisholm
1371 West FM 550
McLendon-Chisholm, TX 75032

All questions should be addressed via email to lisa@mclendon-chisholm.com **no later than 3:00 p.m. on July 13, 2020**. Responses will be issued via addendum to all firms that requested a copy of the RFQ and will be posted on the City's website. Due to COVID-19, no preproposal meeting will be held.

Statements of qualifications must be submitted in sufficient time to be received and time-stamped via email no later than 10:00 a.m. on Thursday, July 16, 2020. Statements received after the published deadline time and date cannot be considered and will be deemed non-responsive.

SUBMISSION REQUIREMENTS

5.1 Please include the following in your submission, **MAXIMUM 25 PAGE LIMIT**, single sided pages:

1. **Cover Letter.** Provide a one-page cover letter introducing the firm and any other pertinent information concerning the firm's specific qualifications for the services.
2. **Firm Description.** Provide firm name, address, contact, and number of years providing project/program management services, specifically for Municipal/Fire/ESD Clients.

All submitting firms must provide an Organizational Chart depicting:

- a. Key staff proposed for the specified project.
 - b. Staff members who will be involved in supporting project management services.
3. **Project Team.** For each key team member proposed, provide a one page resume with the following information:
 - a. Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.
 - b. List of personnel experience specifically in the Municipal/Fire/ESD market.
 4. **Technical Approach & Methodology.** Describe how your firm team will plan, implement and manage the program.
 5. **References.** Identify three similar entities for which your proposed personnel have provided services (within the last 5 years) or are currently providing comparable project management services. For each client, provide the following:
 - a. The name of the client, the scope of the work being managed in terms of numbers of projects and total cost, and the status of the work.
 - b. The name, position, phone number and email address of the individual at the entity to whom the Project Manager reported.
 - c. A reference letter from the entity.
 6. **Insurance.** Submit a copy of your firm's Professional Liability, Auto, CGL and Workers' Compensation insurance coverage certificate(s).
 7. **Conflict of Interest Questionnaire.** Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with The City shall file a completed Conflict of Interest Questionnaire (CIQ) with The City. The Conflict of Interest

Questionnaire required by Chapter 176 of the Texas Local Government Code is attached hereto as **RFQ Exhibit “B”** and must be completed and submitted as part of Respondent’s response to this RFQ. Please consult your own legal advisor if you have questions regarding the statute or form.

8. **Non-Collusion Affidavit.** Complete, sign, notarize, and submit the Non-Collusion Affidavit, **RFQ Exhibit “C”**.

9. **Disclosure of Interested Parties – FORM 1295.** A copy of Form 1295 and further information about the process required is attached hereto as **RFQ Exhibit “D”**. By submission of its Response to the RFQ, Respondent agrees that upon Contract award and notification by the City of the applicability of this requirement, it will timely comply with the filing requirements set forth by the Texas Ethics Commission and required by Section 2252.908 of the Texas Government Code. **Note:** The form attached as **RFQ Exhibit “D”** may only be filed electronically and is attached to this RFQ for reference only. Please consult your own legal advisor if you have questions regarding the statute or form.

10. **Acknowledgement of Addenda.** Complete, sign and submit the Acknowledgement of Addenda Form, **RFQ Exhibit “E”**. **This form is required ONLY if Addenda were issued in connection with this RFQ.**

EXHIBIT A

Services Required:

Project Management Support Services shall consist of providing Project Management Personnel to work under the supervision of McLendon-Chisholm to provide pre-construction and construction support for a new Fire Station project. The Project Manager will be responsible for providing all necessary equipment including but not limited to computer, software, digital camera and cell phone as part of their overhead and without separate reimbursement. Activities for which Project Management Personnel will be required include any or all of the following:

Pre-construction Phase

- Assist in development of procurement process and aid in selection of DB Team.
- Establish and maintain communication protocol between the Owner and Design-Build (DB) Team.
- Establish milestone schedule for overall program design and construction.
- Manage coordination and correspondence between DB Team.
- Review design documents, drawings and specifications for general programming, scheduling, consistency and coordination.
- Monitor and maintain all party's efforts for conformance to schedule and budget.
- Notify Owner of Design and Budget concerns throughout design process.
- Assist in development of value engineering options as required.
- Assist in development of contract negotiation process and aid in review, approval or disapproval of Contracts.
- Assist in facilitating preconstruction conferences.

Construction Phase

- Establish and maintain communication protocol between the Owner and DB Team.
- Monitor overall budget and schedule and advise the Owner of any trends that affect the timely procedures and cost effective completion of the Project.
- Maintain general knowledge of the plans and specifications.
- Coordinate construction logistics between the DB Team and the Owner.
- Review DB Team's schedule of values/cost breakdown and construction schedule and recommend approval/changes and disapproval.
- Attend, arrange and conduct a variety of meetings, as requested by the Owner.
- Perform quality reviews, review and make recommendation on the contractor's monthly application for progress payments.
- Review and analyze proposed change orders and make recommendations to Owner.

- Assess and evaluate pricing on all change order requests, taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.
- Take appropriate photographs that document construction progress and conformity with Contract Documents.
- Provide and monitor inspections of the construction as follows:
 - Periodically inspect the work for progress, workmanship, and general conformance with the Contract Documents.
 - Review special inspection and material testing reports to verify general conformance with the Contract Documents.
 - When work is found to be in non-conformance, document the deficiencies and promptly provide notification of the deficiencies to the Owner and DB Team.
- Coordinate preparation of the punch-list and manage punch-list process.
- Verify O&M manuals, warranties, guarantees, as built documents, and close out requirements are turned over to the Owner by appropriate parties.

EXHIBIT B

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		OFFICE USE ONLY
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		Date Received
1	Name of vendor who has a business relationship with local governmental entity.	
2	<input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information in this section is being disclosed. _____ Name of Officer This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? <input type="checkbox"/> Yes <input type="checkbox"/> No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more? <input type="checkbox"/> Yes <input type="checkbox"/> No D. Describe each employment or business and family relationship with the local government officer named in this section.	
4	_____ Signature of vendor doing business with the governmental entity	_____ Date

EXHIBIT C
NON-COLLUSION STATEMENT

_____, being first duly sworn, deposes and says this:

(1) He is _____ of _____
(a partner or officer) (the firm of, etc.)

the Respondent who has submitted the attached Statement of Qualifications.

(2) He is fully informed respecting the preparation and contents of the attached Statement of Qualifications and of all pertinent circumstances respecting such Statement of Qualifications.

(3) That Statement of Qualifications is genuine and is not a collusive or sham response.

(4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with another Respondent, firm or person, to submit a collusive or sham. Response in connection with the Contract for which the attached Statement of Qualifications has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion, or communication or conferences, with any other Respondent, firm or person to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Emergency Service District 6 Fire & Rescue, Inc or any person interested in the proposed contract; and,

(5) The price or prices which will be offered if selected as the successful Respondent in connection with this Request for Qualifications will be fair and proper and will not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Respondent's Business Name): _____

(Respondent's Representative Signature) _____

(Respondent's Representative Title) _____

Subscribed and sworn to before me on this _____ day of _____, 2020.

NOTARY PUBLIC, STATE OF TEXAS

EXHIBIT D

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.			
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
5 Check only if there is NO interested Party. <input type="checkbox"/>			
6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.			
_____ Signature of authorized agent of contracting business entity			
AFFIX NOTARY STAMP / SEAL ABOVE			
Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.			
_____ Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath			
ADD ADDITIONAL PAGES AS NECESSARY			

EXHIBIT E

ACKNOWLEDGEMENT OF ADDENDA

I, _____, acknowledge receipt of the following Addendums to the Request for Qualifications for Architectural Services issued by The City of McLendon-Chisholm, on behalf of the Respondent listed below:

Addendum No. ____ . Dated: _____ Entitled: _____

Addendum No. ____ . Dated: _____ Entitled: _____

Addendum No. ____ . Dated: _____ Entitled: _____

Respondent's Business Name: _____

Respondent's Representative Signature: _____

Respondent's Representative Title: _____

Date: _____