



**City of Dallas
Building Services Department (BSD)
Office of Bond and Construction Management (BCM)**

**Request for Qualifications (RFQ)
Pre-Qualified Architectural and Engineering Services**

**Solicitation Number: CIZ24-BSD-3075
April 3, 2024**

General Information

I. Introduction

The **City of Dallas** ('City') Building Services Department (BSD) and Office of Bond and Construction Management (BCM) is soliciting Request for Qualifications (RFQ) from Architectural and Engineering (A/E) firms interested to provide design and engineering services for projects involving new construction, major maintenance, renovation, and repairs at city facilities and properties.

The Building Services Department has over five hundred (500) buildings in its portfolio that are occupied by multiple city departments for which it is responsible to provide planning, improvement, maintenance, repair, and renovation services as needed and requested. The type of city facilities at which projects may occur are generally as follows,

- | | | |
|--------------------------------------|-------------------------|----------------------|
| • Community Centers | • Historical Facilities | • Police Substations |
| • Cultural Facilities | • Libraries | • Recreation Centers |
| • City Hall | • Museums | • Service Centers |
| • Fire Stations | • Office Buildings | • Theaters |
| • Fire Training and Logistics Center | • Police Headquarters | • Misc. City Assets |

The Office of Bond and Construction Management is responsible to provide oversight of the City's bond programs to ensure the efficient, equitable, and transparent delivery of infrastructure improvements to the Dallas community. Improvements include design and construction of new facilities such as Police Stations, Fire Stations, Libraries, and Cultural Centers, as well as, major renovation and maintenance projects at city facilities.

The RFQ herein provides sufficient information for interested parties to prepare and submit qualifications for review and ranking by an evaluation committee.

II. Purpose

The purpose of this RFQ is to establish a list of pre-qualified firms for use over three (3) years with experience, knowledge, capabilities, and capacity to deliver both planned and unplanned projects within schedule, estimated costs, and specifications. The intent is to use firms from the list that are determined to be the most qualified on a project-by-project basis for projects that have been funded and require A/E services. The contract award for any single project for which a firm is selected from the list shall not exceed two-hundred and fifty-thousand dollars (\$250,000.00). The selected firm will develop and provide a scope of work for the City to review after participating in necessary site visits and client meetings. Upon agreement on the scope of work the selected firm will submit a proposal to include design, preparation of necessary construction documents, construction administration services and project closeout. Generally, projects will follow the phases of schematic design, design development, construction documents, bid negotiation, and construction administration.

Inclusion in the list is not a guarantee that the respondent will receive work. The number of projects will vary dependent on authorized projects and funding.

Firms are to have staff that are licensed by the Texas Board of Engineers or the Texas Board of Architectural Examiners to practice in the State of Texas as required by State law to provide professional services as under the Texas Occupation Code.

Respondents are to complete the forms included with this RFQ identifying the specific category or categories of services that the firm desires to provide the city. The categories are as follows,

• Accessibility Planning & Review	• Mechanical, Electrical & Plumbing Engineering
• Architecture	• Building Envelope Analysis
• Landscape Architecture	• Roof replacement and repair
• Interior Design & Space Planning	• Geotechnical Services
• Civil Engineering	• Waterproofing
• Structural Engineering	• Historic Preservation
• Cost Estimating	• Elevators and Vertical Transportation
• Fire Suppression and Protection	• Underground Fuel Storage Tank Design
• As-Built Facility Drawings	• Solar Engineering and Design

III. Questions, Inquiries and Schedule

All communication, questions and submissions shall be submitted electronically through the City of Dallas solicitation portal, <https://dallascityhall.bonfirehub.com/login>. All responses to questions and inquiries shall be responded to by way of addendum which will be posted as part of the solicitation. The City shall not be responsible for any information given by way of verbal communication.

All Respondents are required to be registered vendors with the City of Dallas. For assistance with registration during normal business hours, contact:

Office of Procurement Services (OPS)
Dallas City Hall, [1500 Marilla Street](#), Room 3F North
Dallas, TX 75201
Phone: (214) 670-5246

Pre-Submittal Meeting: It is highly recommended that all interested parties attend the Pre-Submittal Meeting on Thursday, April 11, 2024 from 2:00 pm to 4:00 pm at Dallas City Hall, 1500 Marilla St., L1FN Room D, Dallas, TX 75201. At this meeting the attendees will have an opportunity to ask questions regarding this RFQ.

Submittal Deadline: Submittals in response to this RFQ are due no later than Friday, May 17, 2024 at 1:00PM local time and will be opened and read aloud at 2:00 PM.

Proposed RFQ Schedule*

Advertise	April 3, 2024
Pre-Submittal Meeting	April 11, 2024 at 2:00 PM Local Time
Questions Deadline	May 3, 2024 at 5:00 PM Local Time
Submittal Deadline	May 17, 2024 at 1:00 PM Local Time
Committee Evaluation	May 31, 2024

*The City reserves the right to change dates as may be necessary. All changes to this schedule of events will be posted via an addendum to bonfire.

IV. Submittal Requirements

Respondents are expected to carefully read the RFQ to assure a complete response to all requests for information, documentation, and questions. Responses should be prepared simply and economically, providing a straightforward, concise accounting of the firm's abilities with emphasis on completeness and clarity of content. No page limitation is imposed, but efforts to provide brevity, clarity, and an organized response are appreciated. The response must contain a table of contents identifying the components and sub-components with page number references.

Submittals shall be formatted as follows,

1. Submittals shall be a single .PDF file uploaded to the City of Dallas bonfire procurement site (<https://dallascityhall.bonfirehub.com/login>)
2. Submittal shall be set to print as an 8 1/2 x 11-inch document
3. Exception: Graphics, charts, graphs, and other documents requiring larger size to be legible when printed may print on larger sheets, but shall not exceed 11 x 17 inches (tabloid) when printed
4. Preferred font type is Arial and font size shall be 12-point minimum
5. Submittals shall be submitted in English
6. Section with dividers should be provided as follows,
 - a. Cover sheet with solicitation name, date, and number
 - b. Letter of interest on company letterhead, dated, and signed
 - c. Separate sections for each of the seven criteria evaluations listed in Section VII - Evaluation Criteria
 - d. Appendix for additional information
7. When printed the PDF file should output double sided and in the above format without changes or modifications
8. Page numbering is required in the format, (page number) of (total pages),
Example page 1 of 10, 2 of 10, etc.

The City and its representatives shall not be liable for reimbursement of any expenses incurred in connection with preparing a response to this RFQ by a Respondent.

V. General Information

1. Each response should describe the firm's capabilities, experience, approach to project implementation and management, project quality control, history of maintaining of project budget and schedule, and understanding of how to meet project expectations and needs.
2. Each submittal should be prepared simply and economically, providing straightforward and concise descriptions of the Respondent's ability to meet the city requirements stated in this RFQ. Emphasis should be placed on completeness of responses, and clarity of content.
3. Firms interested in providing historic preservation services should indicate years of experience in historic preservation projects and provide a list. Client references of previous projects where historic preservation work was performed may be included.
4. All information submitted in response to this RFQ shall become the property of The City of Dallas.
5. The City makes no guarantee that contract awards will be made as a result of this RFQ and reserves the right to accept or reject any or all submittals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ if deemed to be in

the best interest of the City. Representations made within the submittal will be binding on responding firms. The city will not be bound to act by any previous communication or submittal by the firms other than specific to this RFQ.

6. Failure to comply with requirements contained in this RFQ may result in disqualification.

VI. Submittal Selection Process

1. Submittals will be opened publicly on the due date and read aloud to identify Respondents. The public opening will preclude disclosure of the contents. After committee evaluation a proposed list of Respondents eligible to provide services, if any, will be those that are evaluated as the highest qualified by the criteria listed in the RFQ.
2. The City at its sole discretion will determine whether a submittal is considered responsive.
3. Late proposals will not be accepted or considered for evaluation.
4. It is understood and agreed that this RFQ is issued based on anticipated project needs and the City has made no obligation arising from the solicitation.
5. Submission of a response indicates acceptance of the evaluation process and recognition that some subjective judgments must be made by the city during the evaluation.

VII. Evaluation Criteria.

Evaluation of submittals will be based on the criteria listed below,

Criteria One – Interest, Availability, and Company Information (15 Points)

1. Provide a brief statement of interest.
2. Provide a narrative describing qualifications.
3. Provide a statement on availability to undertake projects during the term of eligibility.
4. Provide the following information,
 - a) Current Legal name and primary address (headquarters) of the company
 - b) Statement of Interested Parties (refer Section XXIII)
 - c) Complete AIA A305 – Contractor's Qualification Statement
 - d) Date of Company's formation and State
 - e) Legal Business Description (Individual, Partnership, Corporation (type), Joint Venture, etc.)
 - f) Date of opening primary office and address, list of branch offices, and identify the office that will most likely be providing services
 - g) Contact information of primary and alternate person that have authority to sign contracts, provide phone number(s), fax number, and e-mail address
 - h) Number of employees by skill group
 - i) Provide evidence of your Companies' financial strength
 - j) Brief chronological list of years in business and any prior name(s) of operation
5. The City requires businesses have minimum insurance coverages. Provide confirmation from a carrier that minimum coverages as stated in COD Insurance Requirements can be provided and maintained – Refer to Insurance Requirement Attachment.
6. Identify any employees that have current claims or have participated in litigation against the city. Information of firms under litigation with the city or whose executives are or have been in litigation with the city will be considered.
7. Provide a statement of review and general acceptance of the attached City contract template as to form and content. Affirm the intent to execute contract without revisions if selected for a project. Refer to Sample Contract attachments.

Criteria Two - Project team organization (15 points)

1. Provide an organizational chart
2. Identify the firm's proposed primary point(s) of contact
3. Identify the firm's Project Manager(s) and include a brief resume. Resume should include number of years of project management and number of years employment with the firm. May include previous employment experience with other firms
4. Highlight other key personnel that should be identified and include a brief resume
5. Describe Contractor's proposed method of communication with the city personnel on projects
6. Briefly describe Contractor's management of Job Requests; include Estimating, Permitting, Subcontractor staffing, Supervision & Construction Management, and Project Turn-over & Closeout

Criteria Three - Project Experience (25 points)

A/E Experience

1. Provide a brief chronological overview of project history for those listed areas of interest over the past five (5) years as a minimum. Highlight projects done for the City of Dallas and other public or governmental agencies
2. Provide the following information for each example,
 - a) Project name and location
 - b) Services provided for each project
 - c) Date of completion or current project status
 - d) Project budget and final cost if available
 - e) Client Company and Contact Name with contact information

Historical Preservation Construction (only required for those seeking to provide this service)

1. Provide a brief chronological overview of providing services at facilities designated as historical over the past five (5) years as a minimum. Highlight historical facility preservation projects done for the City of Dallas and other public or governmental agencies and describe the type of work performed
2. Provide the following information for each example,
 - a) Project name and location
 - b) Services provided for each project.
 - c) Date of completion or current project status.
 - d) Project budget and final cost if available.
 - e) Client Company Name, Contact Name with contact information.

Criteria Four – Project Approach (20 Points)

Provide a general overview of the firm's approach to a project including quality control measures used to maintain project integrity. Generally,

1. How the five phases (SD, DD, CD, B&N, CA) of the project are incorporated and successfully managed
2. How the client expectations and needs are identified and managed
3. How the subconsultants work is generally integrated and managed
4. Describe how critical issues are identified, worked to resolution, and monitored

Criteria Five – Litigation and Claims History (5 points)

List current and prior litigation history with the City of Dallas including any under a previous name.

Criteria Six – Local Preference (5 points)

The points will be on a pass/fail objective evaluation. To receive the local preference points, one of the following must be satisfied,

- a) Proof of principal place of business located in the City of Dallas
- b) Proof of local workforce composition including,
 - a. at least 100 full time employees who are Dallas residents
 - b. at least 20% of total full-time employees who are Dallas residents
- c) If available, participation in Workforce Development Program

Criteria Seven - Business Inclusion and Development (BID) compliance and history of utilizing Minority and Women Owned Business Enterprises M/WBE (15 points)

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement, and professional services contracts. It is the policy of the City of Dallas to encourage the growth and development of M/WBEs that can successfully compete for contracting opportunities. 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 (BID) Policy for all City of Dallas contracts.

The BID Policy shall apply to all contracts for the purchase of goods or services over \$50,000 with special emphasis on those contracts with first tier subcontracting opportunities. The BID Policy establishes standard requirements for all prospective City of Dallas bidders/proposers to ensure a reasonable degree of participation by M/WBEs in all City contracts. It is the goal of the City that a certain percentage of work under each contract be performed by one or more M/WBEs. On September 23, 2020, the City Council approved the following M/WBE participation goals (Council Resolution No.20-1430).

These goals were adopted without consideration for ethnicity or gender as follows,

- Construction: 32.00%
- **Architectural & Engineering: 34.00%**
- Professional Services: 38.00%
- Other Services: N/A
- Goods: 32.00%

Respondents are required to make a "good faith effort" to meet the established participation goals. The attached forms will provide documentation of Respondents past and proposed good faith effort to include M/WBE Subcontractors. The following forms should be included,

1. Submission of the Pre-Bid Proposal Cover Memo (BID-FRM-622, attachment)
2. Submission of the Pre-Bid/Pre-Proposal Form (BID-FRM-623, attachment), complete each section of the form as follows,
 - a) Section I – Signature certification required
 - b) Section II – M/WBE Subcontractors that the Contractor has used in the past
 - c) Section II – M/WBE Subcontractors that the Contractor may use in performance of Job Orders
3. Submission of the Ethnic Workforce Composition Report (BID-FRM-627, attachment)

SUMMARY OF EVALUATION CRITERIA POINTS

Criteria One	Company Information, Interest, Availability	15 Points
Criteria Two	Team Organization	15 Points
Criteria Three	Project Experience	25 Points
Criteria Four	Project Approach	20 Points
Criteria Five	Litigation and Claims History	5 Points
Criteria Six	Local Preference	5 Points
Criteria Seven	BID compliance and historic use of W/MBE participation	15 Points
Total Possible Points		100 Points

VIII. Review of Submittals

1. The City will review and evaluate the submissions to determine if they demonstrate the required experience and qualifications to fulfill the obligations of the services identified in this RFQ.
2. The City may conduct all necessary inquiries or investigations, including but not limited to, contacting references to verify the statements, documents, and information provided in connection with the submission. The City may also seek clarification from the referenced Respondents about any financial and experience issues.
3. Be aware that the City may use sources of information not supplied by the Respondent concerning the abilities to perform work. Sources may include current or past customers of the organization; current or past suppliers; articles from industry newsletters or other publications or from non-published sources made available to the City of Dallas.

IX. Rejection or Acceptance of Submittals

1. This RFQ does not commit the City to award any Contract. The City reserves the right to disqualify any or all proposals, to waive technicalities or irregularities, and to accept any submittal it deems to be in the best interest of the City.
2. In the event of an award, the City will require the Respondents to sign the necessary contract documents prepared by the City Attorney's Office. A sample contract is included as an attachment for reference.

X. Late and Withdrawn Submittals

Qualifications are required to be submitted electronically using the City procurement website <https://dallascityhall.bonfirehub.com/login>. The system will not accept submittals after the due date and time. Hard copy submittals are not permissible.

XI. Disqualification

Responses may be disqualified for, but not limited to, the following reasons,

- a) The Respondent is involved in any litigation against the City of Dallas
- b) The Respondent is in arrears on an existing contract or has failed to perform on a previous contract with the City of Dallas

XII. Contract Term

If a project is awarded, Respondents agree to execute the designated contract form without modification (See attachments of Sample Contracts) during the term of eligibility to provide services.

XIII. Insurance

Respondents will be required to provide a Certificate of Insurance (COI) with endorsements for review when responding to Requests for Proposals that meet the insurance requirements established for the project. An example of Insurance Requirements is provided as an attachment.

XIV. Confidentiality

It is the responsibility of the Respondent to clearly mark and identify all portions of a submittal which, in the Respondent's opinion, contain confidential information and/or other proprietary information. All responses are subject to the Texas Open Records Act.

Any information deemed confidential is required to be clearly noted in the submittal. The City cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Open Record Act. Any information in a response that is legally protected as trade secret or confidential shall be clearly marked as a trade secret or confidential information with "trade secret" or "confidential" at the appropriate place. If a request is made under the Texas Open Records Act to inspect information designated as confidential a request will be made to provide sufficient written reasons and information as to why the designated information should be protected from disclosure so that the City Attorney may present the matter to the Attorney General of Texas for a determination.

XV. Assignment of Contract

If, during the term of eligibility to provide services, a firm shall be selected to contract services, it shall not assign, transfer, sublet, convey, or otherwise dispose of the Contract or any part therein or its right, title or interest therein or its power to execute the same to any other persons, firm, partnership, company, or corporation without the prior written consent of the City. Should the Contractor assign, transfer, sublet, convey, or otherwise dispose of its right, title or interest or any part thereof in violation of this section, the City may, at its discretion, cancel the Contract and all rights, title and interest of the Contractor shall therein cease and terminate, and the Contractor shall be declared in default.

XVI. Termination

The City may terminate any contract for services executed during the term of eligibility by providing written notice as required in the contract. The City will provide any compensation as in accordance with the terms of termination as contained in the contract.

XVII. Certificate of Interested Parties (Form 1295)

All Respondents to this RFQ will be required to comply with Section 2252.908 of the Texas Government Code. Each vendor shall complete Form 1295-Certificate of Interested Parties- for every contract for which they're recommended. Respondents will complete the form electronically at the Texas Ethics Commission website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

XVIII. Miscellaneous

1. No consideration will be given to any claim of misunderstanding of the RFQ by Respondents if a request for clarification(s) was not submitted in writing via bonfire during the RFQ period.
2. Respondents are responsible to thoroughly familiarize themselves with the requirements and requests within this RFQ prior to submission of a response.

3. Respondents may be disqualified from further consideration and removed from the list of eligible firms for poor and inadequate performance during a contract as determined by the city.
4. Any contracts during the term of eligibility will be drawn by the City and contain provisions as are deemed necessary to protect the interests of the City.
5. Respondents are required when selecting personnel to perform services that may be awarded from this RFQ to consider all qualified applicants without regard to race, color, religion, gender, or national origin.
10. Proper interpretation of the terms and conditions related to and contained within the RFQ will be rendered by the City Attorney or his authorized representative and shall be final.

XIX. Attachments

LETTER	DESCRIPTION
Documents required to be included in submission	
A	AIA A305 – Contractor’s Qualification Statement
B	(BDPS-FRM-140) Business Information Form
C	Services Category List
D	Local Preference Affidavit
E	(BID-FRM-622) Pre-Bid/Pre-Proposal Form – Cover Memo
F	(BID-FRM-623) Pre-Bid/Pre-Proposal Form
G	(BID-FRM-627) Ethnic Workforce Composition Report
H	Acknowledgement of House Bill 89 and Acknowledgement of Senate Bill 252
Documents included for reference	
I	Sample Architect Contract (ATT)
J	Sample Engineering Contract (ATT)
K	Sample Insurance Requirements
L	(BID-FRM-213) Contractors Affidavit - Schedule of Work & Actual Payment
M	Business Inclusion Development Policy
N	Sample Equal Employment Opportunity and Affirmative Action Policy Statement

- END -