

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
CONSTRUCTION MANAGER AT RISK
FOR
L.B. HOUSTON GOLF COURSE
CITY OF DALLAS PARK AND RECREATION DEPARTMENT**

SECTION 1 – GENERAL INFORMATION

The City of Dallas, Park and Recreation Department, is soliciting Statements of Qualifications for selection of a Construction Manager at Risk firm for L.B. Houston Golf Course project to be constructed for the City of Dallas. The project will be managed by Pegasus Texas Construction as the Owner's agent.

SECTION 2 – THE PROJECT

The project consists of various fairway improvements (including drainage upgrades), replacement of greens complexes, renovation of the existing irrigation system, driving range improvements and landscaping enhancements. The estimated project budget is \$2,600,000. It is anticipated that the project would start March 2012 and conclude October 2012.

SECTION 3 – SCOPE OF SERVICES

The Construction Manager at Risk services includes a Design Phase and Construction Phase. Attached is the Owner's Construction Manager at Risk Contract. Any contract resulting from this solicitation will utilize this Contract Form.

SECTION 4 – SELECTION PROCESS

This RFQ is the first step in a two-step process for selecting a Construction Manager at Risk Firm for the Project as provided by Section 271.118, Texas Local Government Code, as amended. The RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the Owner. Based on the evaluation criteria established for the project, each properly submitted Qualification will be reviewed, evaluated and ranked by the Owner. Based on this ranking, the Owner will select the appropriate number, not exceeding three of the top ranked firms to respond to a separate Request for Proposals in the second step of the process.

In the second step of the process, Request for Proposals (RFP), respondents will be asked to submit additional information; including an Initial Guaranteed Maximum Cost, project specific items for clarification and amplification of their Statement of Qualifications. The Owner's selection committee may interview the respondents and will rank the firms in order of preference. The highest ranked firm will be asked to submit a fee proposal to begin contract negotiations.

Acceptance of evaluation methodology: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in Section 4 and acknowledges and accepts that determination of the most qualified firm(s) offering the best value to the City may require subjective judgments by the Owner.

Public information: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation is completed and contract executed with selected firm.

SECTION 5 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information in the following evaluation criteria and submit a complete statement of qualifications addressing all questions in this section and formatted as directed in the section titled Format for Statement of Qualifications. Interested firms shall provide the following information:

5.1 Criteria One: Respondent’s statement of qualifications and availability to undertake the project.

- 5.1.1 Provide a statement of interest for the Project including a narrative describing the respondent’s unique qualifications as they pertain to this particular Project.
- 5.1.2 Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the Project.
- 5.1.3 Provide documentation of active membership in good standing with the Golf Course Builders Association of America as a Certified Builder Member, having been designated a Certified Golf Course Builder. Contractor must employ an experienced golf feature constructor for the project.

5.2 Criteria Two: Respondent’s ability to provide Construction Manager at Risk Services.

- 5.2.1 Provide the following information:
 - Legal Name of the company
 - Date of Firm formation
 - Date of opening primary office, and, if applicable, any branch and local offices.
 - Contact Person with phone number, fax number and e-mail address.
 - Alternate Contact Person with phone number, fax number and e-mail address.
 - Number of years in business as the current entity
 - Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
 - Number of employees by skill group
 - Annual revenues
- 5.2.2 Provide evidence of your firm’s financial strength.
- 5.2.3 Provide evidence of your firm’s ability to meet all bonding and insurance requirements required by the City of Dallas.
- 5.2.4 Identify firm’s executives who have current claims or who have participated in litigation against the City of Dallas while with another firm. Executives of firms currently under litigation with the City may not be considered for this project.
- 5.2.5 Complete the attached Disclosure of Conflict Statement. It will be incumbent on those persons or firms having potential conflicts of interest to identify and, if required, to cure such conflict(s) prior to consideration of the work. Failure to identify such conflict may remove that person or firm from further consideration. If no conflict exists, complete the form using “NONE” to describe conflict. If there is no conflict, the form does not have to be notarized.
- 5.2.6 Provide a statement of acceptance of Contract form.

5.3 Criteria Three: Qualifications of Construction Manager at Risk Team

- 5.3.1 Describe your management philosophy for the Construction Manager at Risk delivery method.
- 5.3.2 Describe in both written and graphic form the proposed team members, both key individuals and other firms (including the irrigator) for both the design and construction phases of the Project.
- For each key individual and firm explain why they are being proposed for this Project. Provide expected percentages of the individual's time committed to this project.
 - Articulate the lines of authority and communication for each team that will be directly involved in the Project.
- 5.3.3 For the proposed Construction Manager at Risk Team, provide a one page resume for each team member and the key individuals from each team that will be directly involved in the Project. Include their experience with similar projects, number of years with the firm, and their place of residence.

5.4 Criteria Four: Respondent's performance on past representative Projects.

- 5.4.1 Provide verifiable examples by listing a maximum of three (3) eighteen hole golf course projects within the past five (5) years for which you have provided or are providing services that are most related to this project. Also, list all similar projects completed within the past three (3) years for the City of Dallas. The examples provided shall reflect the respondent's ability to interpret the construction plans and satisfactorily execute work of the type proposed. Provide a description of the company's current backlog of work and relationship of this to the capacity of your work force. List the projects in order of priority, with the most relevant project first. Provide the following information for each project listed:
- Project name, location, contract delivery method, and description
 - Color images of projects
 - Initial and final construction cost, including change orders
 - Type of contract and the stage of design or construction that the construction contract amount was agreed upon
 - Dates services were performed for the project
- 5.4.2 Provide References for each project listed in Section 5.4.1 above, identify the following:
- The Owner's name and their representative during the design and construction phases of the project, provide contact information, including telephone number.
 - Architect's name and their representative during the design and construction phases, provide contact information, including telephone number.

5.5 Criteria Five: Respondent's ability to establish budgets and control costs.

- 5.5.1 Describe your fiduciary responsibility as a Construction Manager at Risk using Guaranteed Maximum Price Contracts for publicly funded projects.
- 5.5.2 Describe your methodology for working with the Architect, the Owner and their consultants to deliver a Guaranteed Maximum Price and to maintain that GMP throughout the design and construction process for the Project.

Construction Manager at Risk – Request for Qualifications
L.B. Houston Golf Course

- 5.5.3 Describe your cost estimating methods. From any of the projects listed in response to Section 5.4.1, describe how the cost estimates were developed, how often they were updated and the degree of accuracy achieved.

5.6 Criteria Six: Respondent’s ability to meet schedules.

- 5.6.1 Describe how you will develop, maintain and update the project schedule during design and construction phases of the Project.
- 5.6.2 Describe your experiences in dealing with difficult and dynamic project schedules.
- 5.6.3 Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three projects listed in response to Section 5.4.1, provide examples of how these techniques were used.

5.7 Criteria Seven: Respondent’s past performance and history of complying with the Business Inclusion and Development Plan.

- 5.7.1 Provide a statement that the firm will comply with the City of Dallas Business Inclusion and Business Development Plan.
- 5.7.2 Provide all Business Inclusion and Development Plan forms attached.
- 5.7.3 See Section 6 scoring criteria breakdown

SECTION 6 – EVALUATION CRITERIA WEIGHTING

6.1	Respondent’s statement of qualifications and availability to undertake the project.	5 points
6.2	Respondent’s ability to provide Construction Manager at Risk Services	5 points
6.3	Qualifications of Construction Manager at Risk Team.	25 points
6.4	Respondent’s performance on past representative projects	25 points
6.5	Respondent’s ability to establish budgets and controls costs.	10 points
6.6	Respondent’s ability to meet schedules.	15 points
6.7	Business Inclusion and Development Plan	15 points
	<ul style="list-style-type: none">• Affirmative Action Plan and/or Policy (2 points)• Documentation showing history of M/WBE utilization on 5 previous projects (4 points)• Documentation showing construction team makeup, including the anticipated participation of M/WBE firms on the project (7 points)• Signed Business inclusion and Development Plan Affidavit which acknowledges the Prime Firm’s intent to comply with the policy to meet goal for the project (2 points)	
	Total Points	100 points

SECTION 7 – FORMAT FOR STATEMENT OF QUALIFICATIONS

Qualifications shall be prepared simply and economically, providing a brief, straightforward, concise description of the respondent’s ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, and responsiveness to the requirements.

- 7.1 Each statement of qualifications shall be contained in one three-ring binder.
- Binder cover shall identify the name of project and the name of respondent’s firm.
 - Each Statement of Qualifications shall have a cover letter as the first page of the RFQ binder contents. This cover letter shall clearly identify the name of the project, name of respondent and signed by an authorized officer of the company presenting the qualifications.
 - Table of Contents
 - Separate and identify each criteria response by Section. Any additional information submitted shall be included as an attachment to this document and shall be identified by tab for reference.
 - Vertical format on 8-1/2” x 11” paper.
 - No page limitation has been included for this response.
- 7.2 **Submit six (6) identical copies of each Statement of Qualifications.**
- 7.3 Qualifications and any other information submitted in response to this RFQ shall become the property of the owner.

SECTION 8 – Business Inclusion and Development Plan

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises to the greatest extent possible. In the Qualification Statement, the consultant must commit to comply with the “Plan” for the use of Minority and Women-Owned Business Enterprises. The M/WBE goals are 25.00% for construction services. Additional details are available on the City of Dallas web site at www.dallascityhall.com.

SECTION 9 – SELECTION PROCESS ESTIMATED SCHEDULE

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| ▪ Request for Qualifications Advertisement: | 10/26/11 |
| ▪ Pre-Proposal Meeting (attendance not required): | 11/4/11 |
| ▪ Statement of Qualifications due: | 11/17/11 |
| ▪ Notify & e-mail RFP to short listed firms: | 11/23/11 |
| ▪ Proposals due to Park and Recreation Department: | 12/14/11 |
| ▪ Interviews scheduled for week of (if needed): | TBD |
| ▪ Notify and Contract Negotiations with selected firm: | 12/21/11 |
| ▪ Agenda date for City Council award of contract: | TBD |

SECTION 10 – DUE DATE & CONTACT

STATEMENTS OF QUALIFICATIONS are to be received at the Office of the Purchasing Agent of the City of Dallas, Dallas City Hall, 1500 Marilla St., Room 3FN, Dallas, Texas 75201 by 1:00pm on Thursday, November 17, 2011.

The City of Dallas is not responsible for the non-receipt of Proposals sent by mail or courier. Respondents are cautioned to submit a complete response to all requirements.

Subsequent to the issuance of this RFQ, the Park and Recreation Department reserves the right to amend it, waive any requirement or irregularity, request modifications to proposals, providing all teams are treated equally, and reject any and all proposals for any reason. The Park and Recreation Department further reserves the right to award the contract for this project as deemed in its best interest, and to request changes in the composition of any team. The form of contract to be used for this project shall be the standard City of Dallas Contract for Construction Manager at Risk. The City will not entertain modifications to the contract.

Follow the instructions in the official advertisement and this document to address any questions you may have concerning the RFQ. The document can be found by following the link at www.dallascityhall.com/Parks/index.html. Please check the page frequently for updates or addendums to the RFQ.

The Dallas Park and Recreation Department can be contacted for additional assistance by emailing Ryan O'Connor at ryan.oconnor@dallascityhall.com.

SECTION 11 – ATTACHMENTS

- A. Construction Manager at Risk Contract
- B. City of Dallas Business Inclusion and Development Plan
 - Business Inclusion and Development Plan Affidavit
 - RFP/RFQ Contractor's Affidavit History of M/WBE Utilization Form
 - RFP/RFQ Contractor's Affidavit Type of Work by Prime and Sub-consultant/Subcontractor Form
 - Ethnic Workforce Composition Report
 - Affirmative Action Plan or Policy
- C. Conflict of Interest Questionnaire
- D. Statement of Acceptance of Contract Form
- E. Bonding and Insurance Requirements

NOTE: The pre-proposal conference has been scheduled for Friday, November 4 at 10:00AM at City Hall. The address is 1500 Marilla St., Dallas, TX 75231 Room 6FN (Park and Recreation Department Offices). Attendance is encouraged but not required.

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Request for Qualifications – Construction Manager at Risk