



**Request for Qualifications  
for  
2006-2010 Capital Projects**

**Architecture**

**Landscape Architecture**

**Civil Engineering**

**Commissioning Services**

**Archaeological Services**

**Zoological Design**

**Code Consultant Services**

**Art Conservation**

City of Dallas  
Park and Recreation Department

January 3, 2006

## **Table of Contents**

<b>A. Background</b>	<b>Page 3</b>
<b>B. Consultant Categories</b>	<b>Pages 4, 5</b>
<b>C. Required Submittal Information</b>	<b>Pages 5, 6, 7, 8</b>
<b>D. Process and Website Information</b>	<b>Page 9</b>
<b>E. Selection Process</b>	<b>Pages 9, 10</b>
<b>F. Appendices</b>	<b>Page 11</b>

## **A. Background**

On November 7, 2006 the voters of Dallas approved twelve bond program propositions. Proposition 3 provided \$343,230,711 in funding for Park and Recreation facilities. It is anticipated that the 2006 Bond Program will be implemented over a four-and-a-half-year period, with the first sale of bonds occurring in May 2007 and the remainder being sold each November beginning in November 2007 and concluding in 2010.

It is the intent of the City of Dallas Park and Recreation Department to establish a group or "pool" of approved consultants within each of eight disciplines to provide professional services for undesignated projects. The group of consultants for each discipline will vary in size according to the quantity of projects anticipated for that discipline. Firms ultimately selected will have gained a position in the "pool", from which project assignments will be drawn over the next four and a half years as the bonds are sold. With few exceptions, projects will be assigned to the approved consultants; however, the City reserves the right to conduct additional Requests for Qualifications or Proposals processes to supplement the consultant "pools" prior to the end of the four-and-a-half-year period. Park staff will make every effort to utilize each firm in the "pool"; however, this cannot be guaranteed.

For a complete listing of projects included in the 2006 Bond Program, please refer to Appendix "A". Consultants may be assigned from the "pools" for other projects if additional funding from other sources becomes available.

Note: Program Management will be utilized for this bond program generally encompassing recreation center renovations, expansions, new facilities; support and maintenance facilities; picnic pavilions; and miscellaneous improvements. A separate selection process will be conducted for the Program Management firm.

This Request for Qualification process will include specific consultant selections for the following projects:

- Dallas Zoo
  - Master Plan Update
- Fair Park (Note: The first three listed projects may be designed under one contract)
  - Parry Avenue Entrance Gate Restoration
  - Esplanade Restoration including the fountain
  - The Court of Honor Restoration
  - Embarcadero Mural Conservation and, potentially, the Tower Building Mural Conservation
- Citywide Recreation Master Plan, including:
  - Identification of Facility Needs
  - Market Analysis
  - Economic Analysis
  - Identification of Service Gaps
  - Identification of Programming Needs

## **B. Consultant Categories**

Following is a list of categories for the consultant pools and the types of projects in each.

### **Architecture**

Historic Preservation and Rehabilitation  
Recreation Center Renovations, Expansions and New Construction  
Support and Maintenance Facilities  
Citywide Recreation Master Plan  
Other Facility-type Projects

### **Landscape Architecture**

Playgrounds  
Athletic Fields and Complexes  
Trails  
Aquatic Facilities, Neighborhood Spraygrounds and Community Pool Improvements  
Other Park Amenities

### **Civil Engineering**

Erosion Control  
Parking Lots  
Surveys  
Street Paving  
Trails  
Bridges  
Structural and Hydrology Studies  
Dredging  
Drainage Improvements  
Storm Water Pollution Prevention Plan/Storm Water Improvements  
Environmental

### **Commissioning Services**

LEED Certification and Other Projects as needed

### **Archeological Services**

Level 1 & 2 Assessments as needed

### **Zoological Design**

Zoo Master Plan Update  
Zoo Exhibits and Animal Holding Buildings

### **Code Consultant Services**

Fire Sprinkler/Fire Alarm  
Architectural Barriers Review and Inspections (TAS)  
Building Code  
Zoning/Platting  
Other Typical Construction Code Services

## **Art Conservation**

### Mural and Sculpture Conservation

#### Notes:

- It is the goal of the City to achieve a minimum of LEED Silver Certification for new buildings 10,000 s.f. and larger
- It is the goal of the Park and Recreation Department for any site and building improvements to be designed to be environmentally sustainable.

## **C. Required Submittal Information**

Proposals should be organized in white 1” 3-ring binders, according to the following format:

### **Cover**

The cover should clearly display the title of this RFQ, “**City of Dallas Park and Recreation Department 2006-2010 Capital Projects**” and **the category being submitted under** (i.e. Architecture, Landscape Architecture, Civil Engineering, Commissioning Services, Archeological Services, Zoological Design, Code Consultant Services and Art Conservation)

Each submittal should have tabs numbered with the following sections:

#### **1. Executive Summary**

Provide a cover letter that states the title of this RFQ, “**City of Dallas Park and Recreation Department 2006-2010 Capital Projects**” and **the category being submitted under** (i.e. Architecture, Landscape Architecture, Civil Engineering, Commissioning Services, Archeological Services, Zoological Design, Code Consultant Services and Art Conservation). Please note that a separate submission package will be required for each discipline.

- Include the following information:
  - Primary contact for the submittal
  - Street address (post office boxes are not acceptable)
  - Telephone number
  - Fax number
  - E-mail address
  - Web address, if applicable
- You may identify types of projects within each category in which you may be interested (i.e. For the Architecture Pool - Historic Preservation and Rehabilitation, etc).
- Indicate in the cover letter if your firm is submitting qualifications for any of the below listed specific projects. (Note: Under Tab 6, provide additional information requested for these projects.)
  - Dallas Zoo
    - Master Plan Update

- Fair Park (The first three listed projects may be designed under one contract)
  - Parry Avenue Entrance Gate Restoration
  - Esplanade Restoration, including the fountain
  - The Court of Honor Restoration
  - Embarcadero Mural Conservation and, potentially, the Tower Building Mural Conservation
- Citywide Recreation Master Plan

**2. Prime Firm Information**

Include the following pertinent information:

- Name and date of formation
- Previous firm names or prior firms worked for
- Date of opening of Dallas office, if applicable
- Principals and personnel by discipline
- Technical resources, including CADD capabilities, etc.
- Provide information if there are LEED certified personnel

**3. Consultant Team**

- List by discipline the sub-consultants under consideration for the team, including a brief description of their qualifications.
- For Architects, describe the components of your team that you would propose in order to achieve a minimum of LEED Silver Certification for any new buildings 10,000 square feet or larger.
- Describe the proposed M/WBE involvement in the consultant team. Please note that the submittal should not include statements that define or approximate the percentage of participation by M/WBE firms.

**4. Qualifications of Prime Firm's Key Personnel**

- List the principal, in addition to other primary staff members, that will be assigned to the project(s).
- Provide a summary of related work experience for each proposed member of the team.
- Describe the time commitment for each person and who the primary contact will be.

**5. Related Experience and References**

Submit a list of projects illustrating comparable municipal experience (including all contracts with the City of Dallas) undertaken during the past five years by the principal and/or key personnel described above. For these projects, include the following detailed information:

- Project title
- Location
- Name of client, including contact reference and current telephone number
- Key project dates
- Size of project, including brief description of the project
- Original construction budget and final construction cost

- Design awards
- Environmentally sustainable components of project, if applicable.
- Visual documentation of the project with drawings and/or photographs
- Include any related experience which occurred at a prior firm and if so, include the name of that firm. Please clearly indicate which projects were under the auspices of prior firms.
- If submitting for Texas Department of Licensing and Regulation review and inspections, indicate if firm is certified for public work.

## **6. Additional Information for Specific Projects**

- Dallas Zoo Master Plan Update
  - Provide description of Zoo Master Plans completed within the last 10 years.
  - Provide list of key staff members who would be assigned to the project and their qualifications.
  - Provide a list of any proposed subconsultants, their role on the project and their qualifications.
- For Fair Park, Embarcadero and Tower Buildings - Mural Conservation, provide the following related experience and references:
  - Minimum ten (10) years dedicated experience in the field of art conservation with knowledge of paint conservation on exterior murals
  - Successful completion of at least three mural conservation projects of similar scope within the last ten years
  - Fellow or Professional Associate of the AIC, or the equivalent qualifications
  - Describe your approach to the project, including timeframe for completion of work
  - Submit a list of projects illustrating comparable art conservation experience
  - Include the name of the project, brief descriptions, photographs (or other visual demonstration) of before and after conditions, date of completion, contract price, reference name, address and telephone number
- For Fair Park Projects (Parry Avenue Entry Gate, Esplanade Restoration and Court of Honor):
  - List proposed consultant team including civil, structural and MEP engineering, water feature design, landscape architecture, and TAS review and inspection. Identify any certified M/WBEs on the team.
  - Provide qualifications for members of the proposed consultant team.
- For Citywide Recreation Master Plan
  - Provide prime firm's previous experience with similar Master Plans.
  - List proposed consultant team including, but not limited to, a market researcher, economic analyst and a recreation and programming specialist. Identify any certified M/WBEs on the team.
  - Provide qualifications for members of the proposed consultant team.

## 7. Appendix

Submit copies of the following:

- Current certificates of insurance illustrating minimum City of Dallas requirements
  - Commercial General Liability, Business Automobile Liability, Workers' Compensation and Professional Liability Insurance are required from firms that enter into a professional services contract with the City of Dallas. **This information is being provided for informational purposes only. Insurance coverage and limits will be determined and an actual insurance attachment prepared based on the proposal of services submitted by the chosen professional services provider.** Projects that are conceptual, feasibility, development, master plans, etc. resulting in **no construction or no construction oversight** require Professional Liability with **at least** \$250,000 limit per claim, \$500,000 aggregate limit. Typically, projects that involve development or preparation of system specifications, diagrams, schematics, etc. or result in **construction or construction oversight** require Professional Liability with **at least** \$1,000,000 limit per claim, \$1,000,000 aggregate limit. Please provide evidence or declaration indicating the types of insurance that is purchased for your business operations.
- Signed certifications form
- Certification that you will enter into standard City of Dallas contract if selected as a consultant
- Conflict of Interest Questionnaire

Note: Insurance requirements, sample contract and a blank certifications form may be found in the appendices of this RFQ.

The proposals shall be prepared in a 1" white three-ring binder with an 8.5"x11" vertical format with six tabs arranged in the order described above. Compliance with these requirements is a condition for participating in the selection process. Failure to submit the required information may result in disqualification.

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 contracts for these projects as deemed in its best interest, and to request changes in the composition of any consultant team. The form of contract to be used for these projects shall be the standard City of Dallas Contract for Professional Services. The City will not entertain modifications to the contract.

## **D. Process and Website Information**

This RFQ process will be managed at the following web address: [http://www.dallascityhall.com/html/2006\\_consultant\\_rfq.html](http://www.dallascityhall.com/html/2006_consultant_rfq.html). The RFQ, any subsequent addendum, questions, responses, and pre-proposal meeting times/locations will be posted at this web address.

Written questions regarding either the projects contained in this RFQ or the submittal requirements may be directed via fax to Ryan O'Connor at 214-670-3205 or via the website: [http://www.dallascityhall.com/html/2006\\_consultant\\_rfq.html](http://www.dallascityhall.com/html/2006_consultant_rfq.html). Due to the quantity of anticipated responses, direct telephone calls are strongly discouraged. Clarifications, additional information, corrections or changes to this RFQ will be made in a timely manner and will be posted on the website. Responses to questions will also be posted on the website.

Qualifications submittals for each discipline are due at the following address not later than 3:00 p.m., on the dates listed on page 10. Proposals received after these deadlines will not be considered. The Park and Recreation Department is not responsible for the non-receipt of qualifications sent by mail or courier.

Please deliver 3 bound copies of the proposal to:

Ryan O'Connor  
City of Dallas  
Park and Recreation Department  
City Hall  
1500 Marilla, Room 6FN  
Dallas, Texas 75201

## **E. Selection Process**

Following receipt of the qualifications submittals, Park and Recreation Department staff will evaluate and score the proposals according to the criteria listed below. Selected firms within each discipline may be invited to an interview for further evaluation. Firms selected for an interview will be required to subsequently submit a proposal. This proposal will serve as the interview document, which will be used to supplement the evaluation process.

All proposals submitted appropriately will be reviewed and evaluated according to the following criteria by the Park and Recreation Department staff. Results from interviews will be incorporated in the final score to determine the ranking of each firm.

1.	Quality and Responsiveness of Submittal	25%
2.	Related Experience	25%
3.	Qualifications of Key Personnel	25%
4.	Commitment to the City of Dallas Good Faith Effort Plan	10%
5.	Design Quality of prior work	15%

**Please note that failure to provide evidence of insurance or a certifications form is grounds for the proposal to be considered non-responsive.**

The consultant selection process schedule is described below.

**Architecture  
Landscape Architecture  
Civil Engineering  
Commissioning Services  
Archeological Services  
Zoological Design  
Code Consultant Services  
Art Conservation**

RFQ Posted on Website  
Pre-Proposal Conference  
Qualifications Due

Wednesday, January 3  
Tuesday, January 16  
Friday, February 2

Note: The Pre-proposal conference has been scheduled to occur at 10:00am until 12:00 pm on the designated date. Attendance at this conference is encouraged, but not required. Consultants should confirm the time and location of the meeting, by referring to the website:

**[http://www.dallascityhall.com/html/2006\\_consultant\\_rfq.html](http://www.dallascityhall.com/html/2006_consultant_rfq.html)**. The location for the pre-proposal conference will be the Auditorium at City Hall, 1500 Marilla, Room L1FN.

Following the selection process of the consultant “pools”, project assignments will be made for the first year bond sale projects. Fee negotiations will commence with the selected firm for each assigned project.

The selection process described above will be fair and equitable for all firms. Park staff will evaluate and score each submittal carefully. Due to the intense consultant selection schedule and time commitment required of Park staff to manage this process through the contract negotiation and approval phases, debriefings for those consultants not selected are discouraged. In addition, consultants submitting qualifications agree to abide by the decision of the Park and Recreation Department concerning both the interview shortlist, and the final approved consultant “pool”. Challenges to these decisions will only result in extended delays in implementing the Capital Program.

## **F. Appendices**

### **These Appendices are provided for information:**

Appendix A	List of 2006 Bond Program Projects (Proposition 3, see pages 60 - 81)
Appendix B	Insurance Requirements (May vary depending on size of project)
Appendix C	Standard City of Dallas Architect's Contract
Appendix D	Standard City of Dallas Landscape Architect's Contract
Appendix E	Standard City of Dallas Engineering Services Contract
Appendix F	Standard City of Dallas Consultant Contract (Short Form, less than \$25,000)
Appendix G	Standard City of Dallas Consultant Contract (Long Form, greater than \$25,000)
Appendix H	City of Dallas Good Faith Effort Plan Documents

### **These following Appendices contain forms which must be submitted with the qualifications statement:**

Appendix I	Certifications Form
Appendix J	Certification that Consultant will enter into Standard City of Dallas Contract
Appendix K	Conflict of Interest Questionnaire