

**Pre-Proposal Conference
Request for Qualification for 2006 – 2010 Capital Projects
Tuesday, January 16th 2007
City Hall L1FN Auditorium**

Agenda

1. Welcome/ Introduction of City Staff – Willis Winters

Willis Winters began the meeting by introducing staff (see attendees below). He also stated that Recreation Center projects will be managed by a Program Manager who will be selected by a separate RFQ process.

- Louise Elam – Program Manager, Facility Development
- Leong Lim – Program Manager, Site Development
- Ryan O'Connor – Program Manager
- Michael Hellman – Manager, Planning and Acquisition
- Sheila Upshaw – ResourceLINK Team Outreach Coordinator, Business Development and Procurement Services
- David Trevino – Program Manager, Public Works and Transportation
- Jan Winters – Program Manager, Equipment and Building Services

2. Overview of Projects in 2006 Bond Program and Other Potential Projects – Willis Winters

Willis Winters spoke briefly about the Park and Recreation Department's bond program stating that the program is approximately \$343 million and it includes various projects. Please see project types list below.

- Projects include:
 - Renovations and expansions at the Zoo
 - Restoration and mural conservation at Fair Park
 - Historic restoration at parks
 - Major Maintenance/Roof replacements
 - Playground removal and redevelopment
 - Site development
 - Trail connections/development
 - Erosion control
 - Drainage improvements
 - Recreation center expansions and renovations
 - Picnic pavilions
 - Spraygrounds

Willis introduced David Trevino of Public Works and Transportation and Jan Winters of Equipment and Building Services who briefly discussed their respective bond programs including special projects: Asian American

Cultural Center; Fire Stations; Libraries; improvements at Love Field; Hall of State repairs and improvements to the African American Museum. David Trevino mentioned that the Public Works and Transportation's bond sale schedule has not been finalized yet and this will impact when their RFQ will be issued. Please contact him for further information. His office number is 214-948-4538. Jan Winters stated that she anticipates the RFQ for work at the African American Museum and the Hall of State will be issued in March of 2007. Additionally, she anticipates that the RFQ for the remainder of their program will be issued in August of 2008.

3. Description of Information on the RFQ website: - Ryan O'Connor

Ryan O'Connor provided the webpage address for the RFQ (http://www.dallascityhall.com/html/2006_consultant_rfq.html) and an alternate way to access the page (please see below).

- **Page can be found on PARD page on dallascityhall.com**
 - Click Government tab
 - Click Park and Recreation
 - Link is labeled Request for "Qualification for 2006-2010 Capital Projects"

He stated that the RFQ and all appendices are posted on website. Additionally, he asked attendees to register on the website. Also, please check the page frequently to find any updated information or postings. He stated that meeting notes and sign-in sheets will be posted.

4. Overview of Consultant Selection Process – Ryan O'Connor

Ryan O'Connor stated that qualifications are due Friday, February 2nd by 3:00pm in Park Dept office at City Hall 6FN. Please provide three completed copies. He stated that interviews are not currently scheduled and if staff chooses to conduct them, a notice will be posted on the RFQ webpage.

5. Submittal Information – Ryan O'Connor

Ryan O'Connor asked attendees to please follow instructions outlined in the RFQ for submittal. Additionally, he stated that responders should use seven tabs as opposed to six as outlined in the instructions, which was an error in the RFQ. He generally went over what was to be included in each of the tabs.

6. Evaluation Criteria and Selection Committee – Ryan O.

Ryan O'Connor briefly went over the criteria to be used for evaluation (please see below). He stated that the selection committee will be comprised of the professional staff of Park and Recreation Department.

- Quality and Responsiveness of Submittal 25%
- Related Experience 25%
- Qualifications of Key Personnel 25%
- Commitment to the COD GFE Plan 10%
- Design Quality of prior work 15%

7. Good Faith Effort Plan – Sheila Upshaw

Sheila Upshaw briefly went through the goals of the program. She asked for anyone needing assistance to please contact her or her office (ResourceLink Team). Her office number is 214-671-9813. She stated that the goals for MWBE participation are as follows: Architecture/Engineering – 25.66%; Construction – 25%; and Other Professional Services – 36.30%. She spoke about the certification agencies that the City uses and their fees for service. Lastly, she said to please contact her if any help is required to fill out any of the forms, if you have any questions or need assistance with the certification agencies.

8. Process for Asking Questions Regarding the RFQ – Ryan O.

Ryan O'Connor stated the first preference is to use the “email us” form on the bottom of the webpage. If you have already registered, just fill out name, firm and question only, staff will respond accordingly.

9. Questions and Answers – Panel

Note: The list of questions and answers below is an incomplete list. We were not able to capture every question asked. Please do not hesitate to email staff any questions you may still have by using the “email us” link on the RFQ webpage.

Q: Are separate submittals required for each category of consultant pools?

A: Yes

Q: How many firms will be included in the consultant pools?

A: The goal is to ensure that each firm in the pool receives at least receive one project.

Q: How many firms proposed and were selected for the last bond program?

A: As an example, for the Architect’s Pool, 52 firms submitted and 27 were selected.

Q: Can one firm be selected for more than one consultant pool?

A: Yes

Q: Will projects be grouped together in this program?

A: That is very likely to occur.

Q: If a firm responds or is selected for a consultant pool in this RFQ, can the same firm respond or be selected for the upcoming Program Management RFQ?

A: Yes

Q: Will the Recreation Master plan focus on indoor or outdoor programming and activities?

A: Indoor. The Recreation Master Plan could be performed in conjunction with the Master Plan for multi-use facilities that Public Works and Transportation will be managing.

Q: When will the Program Manager RFQ be issued?

A: A firm date has not been set. The earliest date would be March.

Q: Can you explain further how interviews will play a role in the process?

A: Staff explained that interviews are not currently scheduled and may not be utilized as staff is already familiar with many of the consultants who will be submitting qualifications. There is the chance of interviews for those firms who are either new or unfamiliar to staff.

Q: If the prime firm is a registered MWBE firm, does that meet the City's MWBE goals?

A: Not entirely, the prime firm still needs to make an effort to include MWBE certified subs.

Q: Should firms interested in Fair Park project submit under Architecture or Art Conservation?

A: It depends upon the project in which you are interested. Most of the projects at Fair Park will have an Architectural firm as the prime consultant. However, for mural conservation, we will be selecting from the Art Conservation Pool.

Q: Can you explain the insurance requirements under tab 7?

A: The information provided in the appendix addresses minimum requirements and that is what the firms should provide evidence of meeting. The actual requirements for the specific projects will be determined at a later date.

Q: Are security projects included in the projects for assignment to consultants?

A: No. These will most likely be performed in-house.

Q: Can you address the question of sub-consultants? How many do we need to have on our team?

A: The more complete the team, the better chance that staff will select that team for the pool.

Q: What pool should a code compliant consultant submit?

A: There is a separate pool for Code consultants. The Park and Recreation Department also asks the prime consultants to include the Texas Accessibility review and inspection in their proposals on projects.

Q: Are commissioning services a separate category or should it be submitted under Architecture?

A: It should be submitted as its own category.

Q: How should geotechnical firms submit for the RFQ?

A: The City has a price agreement for those services.