

REQUEST FOR STATEMENTS OF QUALIFICATIONS

CITY OF FORT WORTH

FUTURE CITY HALL: ARCHITECTURAL AND ENGINEERING SERVICES

The City of Fort Worth invites the submission of Statements of Qualifications (SOQs) from qualified Architectural and Engineering (A&E) firms interested in providing programming, design, and stakeholder voice facilitation services for the relocation of several City offices and services to an existing office tower planned to become the Future City Hall.

SCOPE OF SERVICES DESIRED: Programming, design, and stakeholder voice facilitation services are intended to primarily address the issues associated with the relocation of several City offices and services to an existing office tower, planned to become the Future City Hall, with project completion slated for no later than January 2024. Areas of focus will include:

Item 1: Space Planning and Programming

- Master space planning for City Hall relocation into Future City Hall
- Final program development and support, including development of final stacking and adjacency model for the Future City Hall
- Coordination of services with city program manager, city staff, and other supporting vendors during course of design and construction
- Support city program manager with relocation phasing and physical move logistics planning

Item 2: Design and New Construction Service (Council Chambers)

- Design and new construction for roughly 12,000 SF council chambers suite
- Provide municipal security design to support council chamber operations
- Design and plan the AV and IT specifications for the new council chambers

Item 3: Design and Construction Services (Renovations and Phasing)

- Full design services for floor renovations and new construction projects (roughly 200,000 SF)

Item 4: Design and Construction Services for Building Major Maintenance and Security Improvements

- As architect of record, provide RFI and Field Order Reviews in partnership with construction and program manager
- Provide building and municipal security design to support municipal and commercial operations
- Provide budget and estimating services for construction/renovation, relocation, and building operation, to include service and operating contracts
- Provide redline as-built diagrams to support future operations and maintenance of building as part of program development
- Design and validation of building system improvements including mechanical, electrical, and plumbing
- Support of CMAR (Construction Manager at Risk) or like alternative public work procurement vehicles
- Design and planning of landscape and site development services

- Support design of building systems upgrades including elevator controls and access controls

The statement of qualifications and design process should be mindful of the following guiding themes for the future city hall:

- Ensure the future city hall feels open and inviting to the public
- Promote civic engagement, interdepartmental collaboration, innovation, and transparency
- Be adaptable and sustainable for the next 50 years
- Maintain the Class A look and feel of the building, not your typical municipal building
- Empower the staff to better provide civic services
- Reflect the City's values:
 - Exceptional Customer Experience
 - Accountability
 - Ethical Behavior
 - Diversity
 - Mutual Respect
 - Continuous Improvement

STATEMENT OF QUALIFICATIONS FORMAT:

The professional services of design teams will be based on the AIA Standard Form 330 (Architect-Engineer Qualification) and should include information on city hall, council chamber and related projects, proposed staff and consultants and their qualifications, and client references with names, titles, telephone numbers, project names, and other pertinent data. The SOQ is limited to 36 pages total. Cover letters will not count as part of the page count.

SOLICITATION TIMELINE AND KEY DATES:

This solicitation will follow the below schedule of key events:

| Event | Date and Time |
|-------------------------------------|--|
| Solicitation opens | 12:00 PM on Thursday, August 12 th |
| Pre-Submission Conference | 11:00 AM on Thursday, August 26 th |
| Final Day for Questions | 12:00 PM on Tuesday, August 31 st |
| Answers to Questions Posted | 5:00 PM on Thursday, September 2 nd |
| Final Day for SOQ Submission | 5:00 PM on Thursday, September 9th |
| Interviews for Short Listed Groups | TBD on Friday, September 24 th |

BUSINESS EQUITY FIRM UTILIZATION REQUIREMENTS

The City of Fort Worth implemented the Business Equity Ordinance to reflect the City's availability and disparity study findings. All proposers shall note that it is the policy of the City to ensure the full and equitable participation of Business Equity Firms in the procurement of services \$100,000.00 or more.

The Business Equity goal is 25%.

The information shall be submitted with the proposal and shall include:

- The company name, address, point of contact, email address, office and fax telephone numbers of the Business Equity firms;
- A detailed description of the work to be performed or supplied by each Business Equity firm;
- The sub-contract value or percentage of work for each Business Equity firm;
- State the Business Equity percentage level of commitment achieved; and
- Provide the same identification information for all non-Business Equity firms.

It is important to note that only certified Business Equity firms that perform a commercially useful function may count towards the 25% Business Equity goal. The firms must be located in the City's six (6) county geographic marketplace that includes the counties of: Tarrant, Dallas, Denton, Johnson, Parker and Wise.

A certified Business Equity Firm, located within the City's marketplace, Proposer can count its self-performance services towards meeting the Business Equity Goal for the assigned NAICS commodity codes on their Minority Business Enterprise or Women Business Enterprise certification. If the Business Equity Proposer cannot self-perform all of the work, it will be accountable for subcontracting with certified Business Equity Firms to meet the overall goal.

Proposers must obtain a request for listing of certified firms from the City of Fort Worth's Business Equity Division; email DVIN_BEoffice@fortworthtexas.gov. This will ensure that Proposers are acknowledging Business Equity Firms currently certified by the North Central Texas Regional Certification Agency (NCTRCA), Dallas/Fort Worth Minority Supplier Development Council (D/FW MSDC) or the Women's Business Council Southwest (WBCS) at the time proposals are submitted, in order for the participation to be counted towards the established goal.

If a Proposer, forms a joint venture with one or more Business Equity firms, the Business Equity joint venture percentage participation will be counted towards the established goal. The appropriate Business Equity Joint Venture Firm must be submitted for review and approval in order for it to be counted.

If Proposer failed to meet the stated Business Equity Goal, in part or in whole, then a detailed explanation must be submitted to demonstrate the Good Faith Efforts made to secure Business Equity participation.

Failure to submit the Business Equity participation information or the detailed explanation of the proposer's Good Faith Efforts to meet or exceed the stated Business Equity Goal, may render the proposal non-responsive.

The Business Equity commitment will be part of the final weighted selection criteria.

DESCRIPTION OF EVALUATION PROCESS:

A selection panel consisting of members from the City Manager's Office, various City departments, and the City's program manager will review and evaluate the written responses to the Request for Qualifications (RFQ). The criteria will include evaluation of expertise in the following areas:

- Programming and designing a Class A high rise building

- Programming and designing a municipal council chambers
- Designing and planning Class A landscaping and site development
- Specification design and planning for AV and IT components in municipal council chambers
- Design of a multi-phased capital project with local municipalities
- Programming and design in an occupied space
- Specification design and planning for municipal level security technology and components
- Experience with projects of similar scale and complexity

Additionally, the review team will also include evaluation of the below topics in total score:

- Description of your firm's approach to this project
- Description of tools and techniques to be used
- Firm history and experience
- Resumes and experience of key staff
- Business Equity Plan to meet or exceed the 25% Business Equity Goal
- Experience working in a CMAR partnership environment
- Past experience with sub-consultant members listed on your team

Bidders are encouraged to build a collaborative team that works to support the above areas of evaluation. The selection panel will select qualified teams to proceed to the interview stage of the evaluation process. During the interviews, teams are expected to expand on the information provided in the SOQ as it relates to the preceding evaluation criteria. Teams should be prepared to present relevant case studies demonstrating their process and abilities.

ADDITIONAL INFORMATION:

This RFQ, details on the online pre-submission meeting, and other related documents are posted on the project website and can be accessed at the following link:

<https://cutt.ly/wQAqmLB>

RESPONSE SUBMISSION PROCESS

One electronic copy via USB/Flash drive and (3) hard copies of the SOQs must be received by Facilities Division of the Property Management Department, City of Fort Worth located at 401 West 13th Street, Fort Worth, Texas 76102. The SOQs must be received no later than **5:00 PM on Thursday, September 9th, 2021.**

For questions, contact our Future City Hall team, at FutureCityHall@fortworthtexas.gov.