

CITY OF HIGHLAND VILLAGE
REQUEST FOR STATEMENTS OF QUALIFICATIONS
RELATIVE TO THE SELECTION OF
PROFESSIONAL PLAYGROUND DESIGN AND CONSTRUCTION SERVICES FOR
KIDS KASTLE COMMUNITY BUILD PLAYGROUND AT UNITY PARK, HIGHLAND
VILLAGE, TEXAS

Project For: City of Highland Village
Project Title: Unity Park Kids Kastle Replacement 2019 - 20
Purpose: Request for Statements of Qualifications (RFQ)

Sealed Statements of Qualifications (SOQ's) from design consultants for professional services will be received by the City of Highland Village (City) in the office of the City Secretary, Municipal Complex, 1000 Highland Village Road, Highland Village, Texas 75077 until 2:00 p.m. Wednesday, May 1, 2019. There will not be a reading aloud of proposers.

The date and time for submission of SOQ's shall be clearly marked on the outside of the sealed envelope. No SOQ will be accepted after 2:00 p.m. on the date of the submission.

The RFQ document and all submissions forms can be found on the City's website.

A Pre-Submission Conference will be held at 10 a.m. on April 22, 2019, at the Highland Village Parks and Recreation building located at 948B Highland Village Road (The Robert and Lee DuVall Center), in Room #102 (Boardroom). As part of the Pre-Submission Conference, City representatives will escort prospective professionals to the Project site after a general question and answer session is completed. The Pre-Submission Conference is not mandatory, however, anyone submitting a SOQ without attending the Pre-Submission Conference may fail to obtain information relating to the Project that may impact the ability of the proposer to properly state the proposer's qualifications and experience relating to the Project, resulting in the SOQ being non-responsive and rejected as non-conforming. All questions related to the Project or the Pre-Submission Conference shall be submitted to Phil Lozano (plozano@highlandvillage.org). No questions will be answered after April 24, 2019 at 2:00 p.m.

All questions regarding the project shall be directed to:
Phil Lozano at plozano@highlandvillage.org

Deadline for Submission of Written Inquiries: Wednesday, April 24, 2019 at 2:00 p.m.
SOQ Submission Deadline: Wednesday, May 1, 2019 at 2:00 p.m.

Background

In 1994, a community build playground was constructed in Unity Park, a City of Highland Village public park, and named "Kids Kastle.". This 20,000 square foot playground has

become a favorite place for children and families to spend time together over the years. Kids Kastle has reached the end of its useful life and is in need of replacement.

Purpose and Objectives of the RFQ

The City proposes to retain a highly qualified, capable firm to lead the Department with the design and construction of Kids Kastle Community Build Playground at Unity Park (custom-designed community-build playground)(the Project).

The City will give prime consideration to the firm with significant, current experience in the design and construction of projects similar to the Project.

Qualifications

The selected consultant will need to exhibit the following qualifications, experience, and skills:

1. The consultant must have a Certified Playground Safety Inspectors Certification (CPSI) with a minimum of ten (10) years of experience and be knowledgeable of the American Society of Testing Materials (ASTM), Consumer Product Safety Commission (CPSI), and Americans With Disabilities Act (ADA) guidelines and laws as they apply to Playgrounds.
2. **The consultant must have a minimum of ten (10) years of experience in playground design, and project management working with community partners and volunteers for Community Build Playground projects.**
3. The consultant must have a minimum of ten (10) years of experience coordinating fundraising efforts working with municipalities, volunteer and community organizations.
4. The consultant must have a minimum of ten (10) years of experience engaging communities in “Design Day” events to assist the department in gathering input from communities for the layout and design of the community build playground.
5. Provide references and feedback for at least five projects in scope and size within the past five years working with communities and volunteers to install a custom-designed community build playgrounds.

The City of Highland Village, Texas, hereby requests submittal of qualifications from design consultants for professional services required for: **Unity Park Kids Kastle Replacement Project 2019 – 20**

Scope of Services

The City of Highland Village (the City) is seeking statements of qualifications (SOQ's) from qualified professional consultants for a complete design and construction support services of Kids Kastle Playground Replacement located at Unity Park, 2200 Briarhill Blvd, Highland Village, TX 75077.

The purpose of the SOQ is to allow the City to identify qualified professionals willing to provide professional services relating to the performance of all aspects of the Project design and management necessary to accomplish the project goals and help manage the construction of Kids Kastle Playground. The selected consultant is expected to provide a build plan, prepare general opinions of probable cost and recommendations for construction phasing, prepare a materials and tools list and provide construction administration for the Project. In addition, the selected consultant shall be required to participate in conferences with representatives of the City and attend public meetings and prepare presentations as necessary

Anticipated Services: The Project requires a professional consultant team with significant expertise in the design, community build, and project management of similar facilities, and with the ability to complete the project within the budget and agreed upon time frame.

The anticipated build portion of the project is expected to start in the winter of 2020.

SUBMISSION OF POST-SUBMISSION INFORMATION: Upon notification of acceptance, if requested by the City, the selected consultant shall submit the following within five (5) calendar days: 1. A designation of the portions of the Work proposed to be performed by the consultant with its own force: 2. A list of names of contractors, subcontractors or other persons or organizations, including those who are to furnish materials and equipment fabricated to a special design proposed for such portions of the Work as may be designated in the Project Documents or as may be requested by the City of Highland Village. The selected consultant will be required to establish to the satisfaction of the City the reliability and responsibility of the proposed contractors and/or subcontractors and suppliers to furnish and perform the Work.

Respondent's Submittal shall include the following items in the following Sequence:

1. **EXECUTIVE SUMMARY** - Respondents shall include an executive summary for its SOQ.
2. **STATEMENT OF QUALIFICATIONS** – Respondent shall provide a narrative document addressing the evaluation criteria listed and described below.
3. **PROOF OF INSURABILITY** – Respondent shall submit a copy of its current insurance certificate.

4. **ACKNOWLEDGMENT OF TEC FORM 1295 REQUIREMENT FOR SELECTED FIRM** –The City of Highland Village is required to comply with Texas Government Code, Chapter 2252, Subchapter Z Section 2252. 908 (hereafter referred to as “the Code”). The Code states City shall not enter into a contract with a business entity unless and until the business entity has submitted a Certificate of Interested Parties (hereafter referred to as “Form 1295”) to City for filing with the Texas Ethics Commission (hereafter referred to as “TEC”). The Form 1295 requirement imposed upon the City to all contracts:

TEC has made available on its website the new filing application that must be used by Respondent to file its Form 1295 with City. Form 1295 must be completed online by the business entity FOR THE SELECTED FIRM ONLY.

It is accessible at: https://www.ethics.state.tx.us/whatsnew/ef_info_form_1295.htm

Submittal Summary

SOQ’s should be submitted in five (5) identical paper copies and one digital copy on a thumb-drive and include the following items, along with other materials to demonstrate submitter’s expertise and capability:

1. A brief description of the submitter's approach to the Project
2. Work program detailing:
 - Tasks to be performed
 - Examples of timeline and outline of the process(es) provided in a flow chart from previous builds
 - Examples of work team scheduling
 - Description of materials that will be used for the Project
3. Methods the submitter proposes to use to manage the Project and communicate with the Department and public of Project progress, reviews, and participation in public meetings
4. Present methods and options for the construction building process, examples and?
 - Community Build
 - Contractor Build
 - Hybrid Build
5. Provide references, and feedback for at least five (5) projects in the scope and size similar to the Project performed within the past five (5) years working with communities and volunteers to install a custom design community build playground. Please include a portfolio of completed projects over the last five (5) years with final project cost.

6. Brief description of submitter’s general qualifications, the multidisciplinary nature of the team assembled for this project, specific evidence of relevant experience in the community build custom designed playground and a listing of key personnel that would be available to work on this project with resumes.
7. Provide examples of unforeseen cost associated with the type of build proposed for the Project.
8. Provide examples of cost recovery strategies associated with the type of build proposed for the Project.
9. Provide all warranty information
10. Provide proof of the following, if selected:

Background Checks: The submitter is required to provide verification that a criminal background check has been performed on all employees working within the City.

Verification should show clearance of: county, federal, and national criminal records and of sex offender records for each employee. No employee will be permitted to work within the city limits of Highland Village if they have a record of violence or sex offenses.

Evaluation Criteria

Each firm will be scored on the following areas

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|---|-------------|
| 1. Project Portfolio | 15% |
| 2. Qualifications | 25% |
| 3. References | 15% |
| 4. Project Time Line For Highland Village | 20% |
| 5. Interviews | 25% |
| Total | 100% |

Schedule of Events

The following tentative schedule has been prepared for this Project:

Pre-Submission Conference Site Visit With The Review Team	Monday, April 22, 2019, at 10:00 a.m.
Deadline For Submission Of Written Questions	Wednesday, April 24, 2019, at 2:00 p.m.
SOQ Submittal Due	Wednesday, May 1, 2019, at 2:00 p.m.
Interviews	Tuesday, May 7, 2019, by appointment
Anticipated City Council Consideration	Tuesday, May 28, 2019

Method of Selection

An evaluation team for the purpose of identifying and recommending the selected firm will review SOQ's or individuals that offer, in total, the greatest demonstrated imagination and experience with this type of project. The top individuals or firms recommended will be invited to an oral interview and will be asked to provide a short presentation.

City council will make the final selection for a contract, based partially on the recommendation of the evaluation team.

No Gratuities

Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing the selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

All Information True

Respondent represents and warrants to the City that all information provided in the SOQ shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.

Confidential Material

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the City to the extent allowed by law. Submission of information relative to this RFQ shall not be released by the City during qualification evaluation process or prior to contract award. Proposers are advised that the confidentiality of their qualifications will be protected to the extent permitted by law. Proposers are advised to consider the implications of the Texas Public Information Act, particularly after the qualification process has ceased and the contract has been awarded. Trade secrets and any material that is considered as confidential in nature must be clearly marked and identified as such by the submitter at the time of SOQ submittal and will be treated as confidential by the City to the extent allowed by the Texas Local Government Code Chapter 252.049 and the Texas Public Information Act. However, it shall be the sole responsibility of the submitter to present written arguments to the Texas Attorney General on why the information submitted to the City constitutes information exempted from public disclosure pursuant to the Texas Public Information Act. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary/confidential information will result in all unmarked sections being deemed non-proprietary and subject to release upon public request.

Qualifications Opening

So as to avoid disclosure of the contents to competing offerors, qualifications shall be kept secret during negotiations. All qualifications shall be open for public inspection after the contracts are awarded, with the exception of trade secrets and confidential information

contained in the qualification and identified by the proposer as such to the extent allowed by law.

Late Qualifications

SOQ's received after the submission deadline shall be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of the mail, postal carrier, courier, or other methods of delivery.

Technical Questions

Any technical questions prior to the closing date of submittals should be directed in writing to Phil Lozano at plozano@highlandvillage.org.

Addenda

Any interpretations, corrections, or changes to this RFQ will be made by addenda. Sole issuing authority shall be vested in the City. Addenda may be obtained from the City of Highland Village website at <https://tx-highlandvillage2.civicplus.com/bids.aspx>. It is the vendor's responsibility to check the City website for addenda.

Interviews

After the initial evaluation of the SOQ's, Respondents determined to be the most qualified will be contacted to schedule presentations. The City reserves the right to waive the presentation process.

Inquiries

Do not contact the City or elected officials during the selection process to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so.

Cost of Responses

The City will not be responsible for the costs incurred by anyone in the submittal of responses and interviews.

Contract Negotiations

This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offered by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

No Obligation

The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate qualifications; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City's best interest; or (6) cancel the entire process.

Equal Opportunity Employer

The selected provider agrees that, during the term of the contract, they shall not engage in any employment practices which have the effect of discrimination against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, age, or handicap; further, successful proposer will take affirmative steps that applicants are treated and employees are treated during the employment without regard to their race, color, religion, national origin, sex, age or handicap.

Professional Liability Insurance

The respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance with the following limits:

If selected, the respondent shall provide the following:

The Contractors' Certificate of Insurance shall include the following provisions:

- a. Contractor shall, during the term of this Agreement, maintain in full force and effect the following insurance.
 - i. a comprehensive general liability policy of insurance covering bodily injury, death and property damage including the property of the City, its officers, contractors, agents and employees insuring against all claims, demands or actions relating to the work and services provided pursuant to this Agreement with minimum limits on a per project basis of not less than One Million Dollars (\$1,000,000) combined single limit and Two Million Dollars (\$2,000,000) aggregate, including products and completed operations coverage and Personal and Advertising Injury with a minimum per occurrence limit of One Million Dollars (\$1,000,000). This policy shall be primary to any policy or policies carried by or available to the third party;
 - ii. a policy of automobile liability insurance covering all operations of Contractor pursuant to this Agreement involving the use of motor vehicles, including all owned, non-owned and hired vehicles with minimum limits of not less than One Million Dollars (\$1,000,000) combined single limit for bodily injury, death and property damage liability;
 - iii. statutory Worker's Compensation Insurance at the statutory limits; and
 - iv. Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate.
- b. All insurance and certificate(s) of insurance shall contain the following provisions:

- i. name City, its officers, and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance and Professional Liability Insurance; and
 - ii. provide for at least thirty (30) days prior written notice to City for cancellation or non-renewal of the insurance; and
 - iii. with the exception of the Professional Liability insurance, provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance. Contractor shall provide written notice to City of any material change of or to the insurance required herein.
- c. All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A: VIII" by AM Best or other equivalent rating service.
 - d. A certificate of insurance evidencing the required insurance and all endorsements shall be delivered to City not later than ten (10) after being notified of award of the Agreement for the Project.
 - e. WORKERS COMPENSATION: The Consultant/Contractor shall meet all the conditions regarding Workers' Compensation Insurance Coverage as set forth in the Special Provisions.

Submittal Requirements

The City shall conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. City may appoint a selection committee to perform the evaluation. Each submittal shall be analyzed to determine overall responsiveness and qualifications under the RFQ. If City elects to conduct interviews following its evaluation of the submittals received, selected Respondent(s) shall be interviewed and scored.

Upon review of the proposals/statement of qualifications, the City will negotiate a contract with the highest ranked firm. If an agreement cannot be reached between the City and the Firm, the City reserves the right to negotiate with the next ranked firm.

Completed SOQ's must be submitted in a sealed envelope labeled "**Qualifications Statement for Playground Design and Construction Services for the Kids Kastle Playground Replacement Project**" to the City Secretary's Office, 1000 Highland Village Road, Highland Village, Texas 75077 by 2:00 p.m. Wednesday, May 1, 2019.

Questions can be directed to the Phil Lozano, Director of Parks and Recreation via email at: plozano@highlandvillage.org.

For RFQ packet, go to: <https://tx-highlandvillage2.civicplus.com/bids.aspx> under Bid Opportunities.

END OF RFQ