

# UPPER TRINITY GROUNDWATER CONSERVATION DISTRICT

## REQUEST FOR QUALIFICATIONS (“RFQ”) ARCHITECTURAL/ ENGINEERING DESIGN SERVICES

### 1. GENERAL INFORMATION

#### 1.1 Introduction

The Upper Trinity Groundwater Conservation District (the “District”) is a groundwater conservation district created by the Texas Legislature in 2007. The District’s mandate is to conserve, protect, and enhance all groundwater resources within Hood, Montague, Parker, and Wise Counties, Texas, pursuant to Chapter 36 of the Texas Water Code, the District’s enabling act, and other applicable laws of the State of Texas.

The District has the authority to build any property necessary for the District to carry out its purposes. In accordance with its statutory authority, the District requests Statements of Qualifications from qualified architectural or engineering design firms to provide architectural/ engineering design services for the development of a new District office facility. This procurement is made in accordance with the Texas Professional Services Procurement Act.

#### 1.2 Background

The District currently rents office space at 1250 E Highway 199, Springtown, Texas, 76082. The District’s current office space is extremely limiting and provides no opportunity for expansion or implementation of on-site water conservation programs or strategies or educational exhibits. Furthermore, there is currently no on-site space to store the District’s conservation education trailer.

The District has recently purchased real property at 1855 W. Highway 199, Springtown, Texas, 76082 (“the District Property”) for the purpose of building a District office facility to accommodate the District’s existing and future needs, including but not limited to office space for current and future staff, groundwater science databases, equipment, and facilities, conservation education facilities, large public meetings and hearings, and the District’s conservation trailer, as well as utilize water conservation strategies in the design of the District office facilities to promote public awareness of the District’s efforts to conserve and protect water resources. There is a current building on the District Property, which will need some redesign and reconstruction to work in conjunction with the new building to be designed and constructed by the District. Together, the two buildings and supporting infrastructure will serve as the District office facilities.

#### 1.3 Objectives

The District desires to contract the services of an architectural or engineering design firm to work with the District to develop new design plans and cost estimates for the construction of the District office facility, including both design of a new building and related infrastructure and redesign of existing real property improvements on the District Property for reconstruction, based on the firm’s assessment of the District’s existing and future needs and goals and to ensure compliance with industry standards and all applicable legal requirements applicable to the construction of such a facility.

## 2. SCOPE OF SERVICES

The following services will be required:

1. A needs assessment shall be conducted to determine current and future needs for space, storage, staff functionality, citizen accessibility, on-site water conservation programs and strategies, on-site educational exhibits, public meeting and hearing rooms, parking, etc.
2. The firm shall analyze the District Property and its existing building and infrastructure, and work with the District to determine how best to design a new building and redesign the existing building to best work in harmony together to meet the District's needs for a new District office facility.
3. The firm shall provide schematic design phase services including visual effects (drawings, computer images, renderings, models, or other illustrative materials) showing preliminary layouts, elevations, a footprint of the proposed building identifying its location on the District Property including parking areas for patron and vehicle accessibility. These services shall include providing a site plan and floor plans, including a description and spatial relationships of all major areas, including detailed square footage requirements and overall dimensions, the functions that take place within each area, as well as the equipment, furniture, and storage needs and capacity of each area, and locations of major infrastructure including plumbing facilities and related water conservation features, including a rainwater harvesting system, as well as on-site wastewater facilities, major electric, major landscaping features, and District signage. This phase should also include a preliminary opinion on estimated construction cost.
4. Once a final schematic design phase option is selected by the District, the firm shall provide design development phase services that should address the schematic design phase services in greater detail, and also include, but not be limited to, acoustics, equipment, technology, environmental controls, materials specifications, security, lighting, plumbing, mechanical, electrical, structural, furnishings, doors and windows, seating, access to and from the site, on-site water conservation strategies, on-site educational exhibits, and compliance with local, state, and federal regulations regarding the building of such facilities and any on-site water or wastewater projects. The firm shall also provide a preliminary opinion of the probable construction cost for the design phase option.
5. Once a final design phase option is selected by the District, the firm shall provide final, professionally sealed construction phase drawings and documents to enable potential contractors to bid on and construct the District office facilities.

### 3. QUALIFICATIONS SUBMITTAL

#### 3.1 Format and Content

Interested firms should submit a Statement of Qualifications (“SOQ”) in response to this RFQ. SOQs should be submitted on 8.5 by 11-inch paper bound securely. Submissions must contain, and be organized, as shown below. Each section should be separated by tabs.

1. Cover clearly displaying the title of SOQ being submitted in response to the RFQ.
2. Table of Contents.
3. An introductory letter to include name and contact information.
4. General statement of qualifications.
5. Statement of the qualifications of the team, including work experience and resumes.
6. History of firm and principles, including:
  - a. years in business – if less than five years, previous experience of principals;
  - b. years in business under present name; and
  - c. the former names, if any, the organization has operated under.
7. Key personnel proposed to be assigned to the project described herein.
8. Registrations, licenses, and certifications.
9. Description of previous work similar to the request, including a list of comparable clients where similar services have been provided, with dates services were provided and contact information.
10. List of at least three (3) references.
11. Litigation/Ethics:
  - a. disclose any current/pending litigation and any litigation settled or disposed within the past five (5) years against the respondent, including its parent, sister, or subsidiary companies, and proposed sub-contractors, as applicable; and
  - b. provide details of any ethics violations or regulatory actions within the past five (5) years against the respondent, including its parent, sister, or subsidiary companies, and proposed sub-contractors, as applicable.
12. Proof of insurability: describe your professional liability insurance, including limits per project, limits in aggregate, and the amount of the deductible.
13. Conflict of Interests: a statement certifying that the applicant and/or his/her firm is not aware of any existing conflicts of interest with the District or its Board of Directors, including the filing of any statements required under Chapter 176, Local Government Code.

Please note that in accordance with Section 2254.004 of the Texas Government Code, submittals must NOT include any cost quotations at this stage in the selection process. **Any submittals that include cost quotations will be rejected upon receipt.**

#### 3.2 Submittal Process

Interested parties are to submit one (1) original and nine (9) copies of statements to be **RECEIVED BY the District no later than 5:00 p.m., Friday, February 24, 2017**, in accordance with either delivery method provided below.

In-Person Delivery:

Upper Trinity GCD  
Attn: Mr. Doug Shaw  
1250 E Hwy 199  
Springtown, Texas 76082

Mail Delivery:

Upper Trinity GCD  
Attn: Mr. Doug Shaw  
P.O. Box 1749  
Springtown, Texas 76082

NO FASCIMILES WILL BE ACCEPTED.

Upon receipt by the District, each statement will be stamped with the date and time received. All statements become the property of the District, which will hold the contents of all statements confidential until a firm has been selected by the District, unless the District ultimately decides not to select a firm from the statements received.

Statements received after the deadline will be declared late and not eligible for opening and consideration. The District is not responsible for mail, courier, or other delivery methods, in-transit time or non-delivery. Potential firms will be advised by mail that their statement was late and not accepted and will be allowed to pick up their statement package.

### **3.3 Basis of Selection**

Selection of a firm shall be in accordance with Section 36.057(c) of the Texas Water Code, and the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code.

The District may require additional information after the review of the initial information received. Interviews may be conducted individually with one or more of the firms who submit responsive statements and who are determined reasonably qualified for award of the contract. The District reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. The District encourages the submission of statements of qualifications by LEED-accredited professionals and by historically underutilized businesses. All costs associated with the preparation of the statements of qualifications, site visits, presentations, and any other costs are the responsibility of the submitting firms.

Final selection of a firm will be made by the District's Board of Directors.

Please direct any inquiries regarding this solicitation to Mr. Doug Shaw, General Manager of the District at (817) 523-5200 or by email at [doug@uppertrinitygcd.com](mailto:doug@uppertrinitygcd.com).