

THE CITY OF CHARLOTTE, TEXAS

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURE AND ENGINEERING CONCEPTUAL PLANNING
FOR THE MAIN STREET IMPROVEMENT PROJECT

Request for Qualifications

The City of Charlotte solicits competitive sealed Requests for Qualifications ("RFQs") at the City Secretary's Office, 316 Jourdanton Ave., Charlotte, Texas. City of Charlotte's normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and are closed on recognized holidays.

RFQs will be received until October 18, 2023 at 3:00 p.m. Central Standard Time; shortly thereafter, all submitted RFQs will be publicly opened and read aloud in the City Hall chambers. Any RFQ received after the closing time will not be accepted and will be returned to the submitter unopened. The timely receipt of the RFQs by the City Secretary's Office prior to the RFQ opening date and time is the responsibility of the submitter. RFQs will not be accepted by electronic transmission, telephone or facsimile machine. All RFQs must bear original signatures and figures. The RFQ shall be for:

RFQ 2023 CHARLOTTE LIONS BASEBALL FIELD PROJECT

Background and Project Scope

The City of Charlotte is seeking letters of interest and statements of qualifications (SOQ) from parties interested in performing professional architecture/engineering consulting and design services for the development of the Lions Baseball Field City of Charlotte. The selection process will be conducted in accordance with all applicable federal, state, and local regulations. Final execution of a contract will be contingent on the availability of funding. Consultants required include but not limited to:

ARCHITECTURE

CIVIL

LANDSCAPE

MEP

STRUCTURAL

COST ESTIMATING SERVICES

ENGINEERING

ARCHITECTURE

ENGINEERING

ENGINEERING

The Project is a baseball field in Charlotte, Texas. The project involves redeveloping an existing baseball field and providing Architecture/ Engineering services for the design and engineering of a portion of the 1607-acre site. Anticipated uses include redesigning the existing park, restrooms, and concession stand. The entire program is as follows:

Project Program

Renovation of Baseball Field

- Construction of approximately 1607 acres or 7,000 sf Lions Baseball Field that will be available for city residents.
- Fence line around the baseball field.
- Bleachers
- Concession
- Restrooms

General Services and Requirements

1. Monthly Invoicing - The Consultant shall submit invoices to the City of Charlotte on a monthly basis. Each invoice will be itemized and show tasks performed and percent complete for each task, number of hours worked per person/consultant and rate per hour for each person/consultant (in accordance with Texas prevailing wage rates and requirements), total contract amount, percent complete for specified work items and remaining contract amount. A monthly progress report must be attached to each invoice.
2. Indemnification - The Consultant, upon selection, shall agree to indemnify and hold the City of Charlotte, its officers, and its employees, free and harmless from damages uninsurable arising from death, personal injury, property damage, or other, to the extent caused by any negligent act, error or omission of Consultant, its employees, agents, invitees, or any subcontractor of Consultant relating to or in any way connected with the accomplishment of the work or performance of services concerning this project, other than the negligence of City of Charlotte, its officers, employees or agents. Consultant shall agree to protect and to defend at his own expense, including reasonable attorneys fees, the City of Charlotte, its officers and employees, from legal action to the extent that the above are caused by any negligent act, error or omission.
3. Insurance - Before commencing services, the Consultant will be required to obtain insurance policies from companies licensed to transact insurance business in Texas in the forms of coverage and minimum amounts specified below. The Consultant shall maintain the specified insurance coverage throughout the term of any agreement stemming from this RFQ, and shall provide a certificate of insurance to the City of Charlotte to that effect; said certificate shall contain an endorsement stating that the City of Charlotte is named as Additional Insured with regard to services provided to the City of Charlotte. Insurance coverage shall include:

Comprehensive general liability insurance in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;

- Professional liability insurance (also known as errors and omissions insurance) in

- an amount of no less than \$1,000,000 per occurrence and in the aggregate;
 - Automobile liability insurance in an amount of no less than \$1,000,000 per occurrence and in the aggregate; and
 - Workers' Compensation insurance in an amount and form complying with applicable Texas law.
4. Compliance - The Consultant shall comply with all Federal, State, and local requirements and is responsible for obtaining all applicable permits, licenses and reviews relating to the project.
 5. Statement of Qualifications (SOQ) Format - Each firm shall submit three (3) copies of their SOQ. The SOQ must include the following information in the following order:
 - A. Cover Letter - Shall demonstrate that the respondent has a clear understanding of the City of Hondo's intent with regard to this solicitation. The letter should also include a list of names of the individuals who will be primary contacts, as well as a list of prospective sub-consultants.
 - B. Scope of Services - A comprehensive list of services provided by respondent's firm.
 - C. Project Approach - A comprehensive description of the respondent's proposed means of delivering the various components of the project in a cost effective and timely manner consistent with the project scope described herein.
 - D. Qualifications and Experience - A list of qualifications relating to the respondent(s) experience and ability in designing and developing training facilities or similar facilities.
 - E. Sample Designs - Provide examples of similar projects that were completed by your firm including timelines, costs, and change orders.
 - F. Project Team - Provide a list of individuals and their qualifications (including resumes) that the respondent has committed to completion of the proposed project. This section should include a project team organizational chart.
 - G. References - A list of references (comprised of businesses, counties, cities, and other public agencies) to which the respondent has provided similar services in the last three years; include a contact person and phone number for each reference.
 - H. Schedule - Provide a detailed work schedule organized in accordance with the respondent's scope of services, including specific milestones.
 6. Evaluation Criteria - Submissions will be evaluated based on demonstrated competence and qualifications in accordance with the Government Code 2254.004. In addition, the City will review the responses and may request additional information, including conducting

interviews as deemed appropriate.

SOQ Submissions

A copy of the written requirements/specifications of the RFQ is available above or by contacting City Secretary Gracie Garcia at gracie.garcia@charlottetx.us or on the City's website at <https://charlottetx.us/>

If you have any questions or require additional information regarding this RFQ, please contact City Secretary Gracie Garcia by email or at (830) 570-6260.

The City of Charlotte reserves the right to refuse or reject any or all responses to this RFQ, waive any or all formalities or technicalities and to accept the RFQ response deemed most advantageous to the City. The City may hold the RFQ responses for a period of 30 days without taking action.

SOQs must be submitted in an envelope sealed with tape and prominently marked on the lower left-hand corner of the envelope with the corresponding RFQ number and title.

Please read the requirements/specifications thoroughly and be sure that the SOQ offered complies with all of them. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your SOQ. If no exceptions are noted, and you are the successful respondent, it will be required that the services be provided as specified.