

**CITY OF FORT WORTH
PARK & RECREATION DEPARTMENT**

**REQUEST FOR
STATEMENTS OF INTEREST & STATEMENTS OF QUALIFICATIONS
FOR
PROFESSIONAL DESIGN SERVICES
FOR BOND PROGRAM IMPROVEMENTS/CAPITAL IMPROVEMENTS PROJECTS
2018 – 2022**

Overview

The City of Fort Worth Park & Recreation Department is requesting Statements of Interest and Statements of Qualifications (SOI and SOQ) from qualified Texas-registered landscape architectural, engineering, and architectural design firms that would like to be considered for inclusion in the 2018–2022 Consultant Pool for bond program and annual capital improvements program planning/design projects.

Projects may include one or more of the following seven (7) project types:

- 1) park, recreation, and open space system-wide master planning
- 2) community civic/athletic/nature park master planning
- 3) community park athletic fields and facilities design and construction documents
- 4) community nature park design and construction documents
- 5) neighborhood park and playground design and construction documents
- 6) urban park design and construction documents
- 7) greenway/trail system planning, design and construction documents

Basic elements of project design work may include items such as entry and park drives, parking, site grading and drainage, walks, trails, and site revegetation.

Specialty elements of project design work may include items such as site furnishings, playground equipment, picnic/group pavilions, shade structures, area/athletics fencing, area/athletics lighting, irrigation, signage, bicycle facilities, dog park equipment, disc golf equipment, skate park features, water features, drainage structures, bio-swales, detention/retention ponds, vehicular and pedestrian bridges, retaining walls, site utilities, flood control structures, and/or other related improvements.

Architectural improvements (vertical construction) associated with this SOI and SOQ are anticipated to be limited to those described as specialty elements (see above). Larger vertical construction park-related improvements such as community center buildings, restroom buildings, site office/maintenance/storage buildings, large group pavilions, etc. are anticipated to be addressed in separate SOI and SOQ solicitations by the City of Fort Worth Facilities Division.

The project scope of work for any awarded design project may include multiple types of improvements for a single park or trail site, a single type of improvement at multiple park or trail sites, or other combinations as determined by the Park & Recreation Department on a project by project basis.

Submittal Format

All pages (including front and back cover pages) shall be 8-1/2 inch by 11 inch letter size, portrait format, printed on one side, single spaced with characters no smaller than 11 point, and bound (left side) into a single booklet. The SOI and SOQ submittal must include four (4) plastic-spiral-bound full-color copies.

Statement of Interest (SOI)

The Statement of Interest shall be a one (1) page introductory cover letter clearly stating that the firm is submitting an SOI and SOQ in response to this request. Additionally, the cover letter shall identify:

- 1) Contact information for the firm's SOI and SOQ designated contact person
- 2) Location and address of the firm office anticipated to lead Fort Worth projects
- 3) Location(s) and address(es) of the firm office(s) anticipated to support Fort Worth projects
- 4) Number of years firm has been Texas-registered in each design discipline (landscape architecture, engineering, and/or architecture)

Statement of Qualification (SOQ)

The Statement of Qualification shall contain information and be limited in pages as follows:

- 1) Similar Project Examples - projects may be included only if they were completed within the last five (5) years, located within the Dallas-Fort Worth metroplex, performed by the firm in a prime consultant role, and key project planning/design/management was led and/or performed throughout the project by the key team members whose resumes are included in Section 2 (below). No other projects may be included. Disqualification of the firm's SOI and SOQ may result if it is determined these requirements are not met.

Projects represented shall be organized by the seven (7) project types noted above. A maximum of three (3) projects may be submitted for each project type. Each project example shall be limited to one (1) page maximum. The following shall be included for each project submitted:

- a) Project name, location, and representative photos
- b) Client name, title, and contact information
- c) Project fee (and, if applicable, construction cost)
- d) Names of principal-in-charge, project manager, lead planner or designer, and other key team members

- 2) Key Staff Member Resumes - one (1) page maximum per staff member). The following shall be included for each staff member resume submitted:
 - a) Name and current position title
 - b) Length of time employed at the firm
 - c) University degree(s) awarded
 - d) Current state registration(s) and licensure(s) and years registered or licensed
 - e) Current professional certification(s)
 - f) Brief description of staff member's role in each of the firm's projects shown in Section 1 (above)

SOI/SOQ Evaluation

Information presented in the SOI/SOQ will be used in evaluation and selection of firms for inclusion in the 2018 – 2022 Consultant Pool for bond program and annual capital improvements program design projects. The information presented should clearly convey the submitting firm's qualifications as related to the project types and design elements described above.

The evaluation criteria shall include:

- 1) Similar projects represented
- 2) Client references
- 3) Key staff member resumes and experience
- 4) Multi-discipline internal and external capabilities and team management experience
- 5) Previous City of Fort Worth Park & Recreation Department experience

While the Park & Recreation Department encourages all interested qualified firms to respond to this request with a submittal, please note that the submittal of an SOI and SOQ does not guarantee inclusion in the 2018 – 2022 Consultant Pool, and, inclusion in the 2018 – 2022 Consultant Pool does not guarantee project work.

SBE project participation shall be in accordance with City of Fort Worth Office of Business Diversity requirements current at time of project RFP solicitations.

For SOI/SOQ-related questions before, during, or after submittal, please contact:

Joel McElhany
City of Fort Worth
Park & Recreation Department
Joel.McElhany@fortworthtexas.gov.

Four spiral-bound color copies of the firm's SOI and SOQ submittal package must be delivered to and received by main front desk personnel at the address noted below no later than **5:00 PM, Thursday, June 14, 2018**.

City of Fort Worth Park & Recreation Department
4200 South Freeway, Suite 2200
Fort Worth, Texas 76115-1499
Attention: Joel McElhany