

**NOTICE TO DESIGN-BUILD FIRMS
CITY OF FORT WORTH**

(REVISED 9/11/2018)

Statements of Qualification for the design and construction (design-build delivery method) of the **Rockwood Clubhouse and Maintenance Facility** in Fort Worth, Texas, will be received at the City of Fort Worth Purchasing Office, [200 Texas Street, Fort Worth, Texas 76102](#) until **1:30 P.M. on Thursday, October 11, 2018** and the names of submitting Offerors will be read aloud approximately thirty minutes later in the Council Chambers.

A Pre-Submission Meeting will held be at the existing Rockwood Clubhouse, [1851 Jacksboro Highway, Fort Worth, Texas 76114](#), at **10:30 AM**, Thursday **September 25, 2018**. The last day for questions from prospective Offerors will be by 5:00 PM, Friday, **October 5, 2018**.

The project will include providing the design and construction of the new Rockwood Clubhouse and Maintenance Facility. The estimated design-build cost is in the **approximately \$5 Million Dollars**. The project will require approximately 15,000 square foot of building for the clubhouse and 1,800 square foot of building for the maintenance facility. The property is located at [1851 Jacksboro Highway](#) in Fort Worth (see Rockwood “Golf Course Clubhouse Map.pdf” on the Buzzsaw website listed below.)

The City will conduct a two-phase selection process to shortlist the Best Qualified design-build firms then select the Best Value design-build firm. After evaluating the Qualification Statements, the City will shortlist the best qualified design-build firms (Phase One). The selected, shortlisted firms will be notified to then submit supplemental information and Request for Proposals (RFP) for the design and construction of the Rockwood Clubhouse and Maintenance Facility. After evaluating the additional information from the shortlisted firms, the City will select the design-build firm that offers the Best Value to the City (Phase Two).

As part of the Phase Two, Offerors shall submit documentation of compliance with the Business Diversity Enterprise (BDE) Ordinance Provisions (see [BDE_Provisions.pdf](#) on the Buzzsaw website listed below.) The Minority Business Enterprise (MBE) diverse goal is **20%** for the construction services (subcontractors, suppliers, etc.) and the Small Business Enterprise (SBE)

diverse goal is **15%** for the professional services (architect, engineer, consultants, etc.).

After selecting the Best Value design-build firm in Phase Two, the City will first attempt to negotiate a contract with the selected Offeror. If the City is unable to negotiate a contract with the selected Offeror, the City will, formally and in writing, end negotiations with that Offeror and proceed to the next Offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.

Phase One Statements of Qualification must be prepared in **seven (7) copies** including an introductory letter, business information and history, office locations, list of comparable projects, professional qualifications, ability to meet schedules, familiarity of applicable rules and regulations, etc. Refer to "SELECTION PROCEDURES" document on the Autodesk Buzzsaw website noted below. The SOQ is limited to 32 pages maximum total.

The **seven (7) copies** of the SOQs must be received at the City of Fort Worth Purchasing Office, [200 Texas Street, Fort Worth 76102](https://www.fortworth.gov/200-Texas-Street-Fort-Worth-76102), no later than **1:30 P.M. on Thursday, October 11, 2018**.

BUSINESS DIVERSITY ENTERPRISE (BDE) ORDINANCE PROVISION

The City of Fort Worth implemented the Business Diversity Enterprise (BDE) 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 Minority Business Enterprises (MBEs) and Small Business Enterprises (SBEs) in the procurement of services \$50,000 or more. This design-build project will consist of two separate diverse goals that will be addressed independently of one another.

The **Minority Business Enterprise (MBE)** diverse goal is **20% for the construction** services (subcontractors, suppliers, etc.) and the **Small Business Enterprise (SBE)** diverse goal is **15% for the professional services** (architect, engineer, consultants, etc.).

All proposals in **Phase Two** shall include a SBE Plan to address the SBE diverse goal. At a minimum, the SBE Plan must provide:

- The company name, address, point of contact, email address, office and fax telephone numbers of identified SBEs;
- A detailed description of the work to be performed by each SBE;
- The tier level, i.e., 1st, 2nd, 3rd, etc. (if other than 1st tier, the plan must clearly identify the firm name and tier from whom the SBE firm will be receiving payment);
- The sub-contract value or percentage of the design cost for each phase of work identified for each SBE participant;
- Clearly state the SBE percentage level of commitment achieved; and
- Provide the same identification information for all non-SBE participants

NOTE: As the design team will be contracted with or a part of the Design-Build firm, the prime design firm, if SBE certified and accepted by the City, may count towards the SBE goal of 15%.

In regards to the MBE diverse goal, all proposals shall include a detailed explanation of the steps it plans to implement in order to address the 20% MBE diverse goal and must state the level of commitment it will achieve. The proposal must also include the name of the individual(s) that will be responsible for implementing the submitted plan, reporting on the status of the MBE commitment achievement and performing liaison duties to the City as it relates to all MBE and SBE issues during the completion of this project.

For the Design-Build construction contract, only the MBE subcontractors and suppliers that perform a commercially useful function may count towards the 20% MBE diverse goal. If the Design-Build construction firm is certified as a DBE, MBE, SBE or WBE firm, it is not permissible to count itself or its subsidiary-owned companies towards the established goal; the goal represents subcontracting opportunities.

Proposers **must** obtain MBE and SBE listings from the City of Fort Worth's M/WBE Office at (817) 212-2674 or email Patty.Wilson@fortworthtexas.gov. This will ensure that Design-Build firms are acknowledging MBE and SBE (DBE) firms currently certified by the North Central Texas Regional Certification Agency (NCTRCA) or other certifying agencies that the City may deem appropriate and accepted by the City of Fort Worth at the time proposals are submitted, in order for the participation to be counted towards the established diverse goals. 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.

After a Design-Build firm is selected and the City negotiates the guaranteed maximum price (GMP), the implementation of the MBE plan will commence for the performance of all major elements of the Work. Prior to construction, the Design-Build firm will be required to provide the Project Manager and the MWBE Office the following utilization plan:

- The company name, address, point of contact, email address, office and fax telephone numbers of the MBE subcontractors and suppliers;
- A detailed description of the work to be performed by each MBE;
- The tier level, i.e., 1st, 2nd, 3rd, etc. (if other than 1st tier, the plan must clearly identify the firm name and tier from whom the MBE firm will be receiving payment)
- The sub-contract value or percentage of the GMP construction cost for each phase of work identified for each MBE participant;
- State the MBE percentage level of commitment achieved; and
- Provide the same identification information for all non-MBE participants

The participation commitment of the SBE goal as identified above and the level of the MBE commitment will be part of the final weighted selection criteria.

Failure to address and state the SBE and MBE commitments as a part of the Phase Two RFP Process shall render the proposal non-responsive.

This document, sample contracts and other information may be viewed and printed on-line by cutting and pasting the following link into your browser:

<https://projectpoint.buzzsaw.com/client/fortworthgov/PMD%20Projects/Rockwood%20Clubhouse>

Contact the Project Manager, Ronald Clements, at (817) 392-8014 or email Ronald.Clements@fortworthtexas.gov for assistance.

Advertisement:

September 6, 2018

September 13, 2018