



CITY OF FORT WORTH  
PROPERTY MANAGEMENT DEPARTMENT

REQUEST FOR STATEMENTS OF QUALIFICATION MEMORANDUM NO. 1

DIAMOND HILL COMMUNITY CENTER – NEW FACILITY

Request for SOQ Submittal Date: **February 28, 2019 (CHANGED)**

The Request for SOQ for the “Project” noted above is hereby revised and amended as follows:

1. The SBE firms must be currently certified by the North Central Texas Regional Certification Agency (NCTRCA) and must be located in the six (6) – county geographic marketplace of Tarrant, Dallas, Denton, Johnson, Parker and Wise. **The SBE goal for this project is 15%.**
2. **SUBMISSIONS:** The seven (7) copies of the SOQs must be received by Facilities Division of the Property Management Department, City of Fort Worth located at 401 West 13<sup>th</sup> Street, Fort Worth, Texas 76102. **The SOQs must be received not later than 5:00PM on Thursday, February 28, 2019.**
3. **SCOPE OF SERVICES DESIRED:** Omit all references to “fire station project(s)”. This project is the design of a new Diamond Hill Community Center to replace the existing facility.
4. A Pre-Proposal meeting was held at the Diamond Hill Community Center, 1701 NE 36<sup>th</sup> Street, Fort Worth, Texas 76106 on January 30, 2019 at 2:00PM. The Attendees sign-in sheet for the Pre-Proposal meeting is attached. (Attachment No. 1)

Acknowledge the receipt of this RFQ Memorandum No. 1 by including a copy of this Memorandum in your SOQ Submittal. Memoranda shall not be counted as part of the 32-Page total limit of the SOQ Submittal.

ROGER VENABLES  
INTERIM DIRECTOR, PROPERTY MANAGEMENT DEPARTMENT

By: \_\_\_\_\_  
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Architectural Services Manager  
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RELEASE DATE: January 31, 2019

**REQUEST FOR  
STATEMENTS OF QUALIFICATION  
CITY OF FORT WORTH  
DIAMOND HILLS COMMUNITY CENTER**

The City of Fort Worth invites the submittal Statements of Qualifications (SOQs) from qualified firms interested in providing architectural design services in connection with the demolition of the existing facility and the design and construction administration of a new facility and associated site improvements, including but not limited to, boxing gym, gymnasium, fitness area and meeting rooms. The community center is located at 1701 NE 36th St, Fort Worth, TX 76106.

The selected firm will provide services, including developing the program, creating architectural and engineering designs, estimating and compiling budgets and recommending furniture, furnishings and equipment. The City intends to request competitive bids from qualified general contractors who will perform the construction according to the plans and specifications proposed by the qualified firm chosen pursuant to this RFQ. The construction budget is approximately \$7,000,000.

**DESCRIPTION OF EVALUATION PROCESS**

The process for evaluation of architect services will proceed in two stages:

- Submission of Written Qualifications

A selection team consisting of members from the Neighborhood Services Department, Office of Business Diversity and Property Management Department will review and evaluate the written responses to the Request for Qualifications (RFQ) in accordance with the evaluation criteria identified in Attachment "A". The team will select up to three (3) qualified architectural firms to proceed to the interview stage of the evaluation process.

- Interview Stage

Each of the selected qualified architectural firms will participate in a detailed interview to discuss more fully how their approach to this project satisfies the evaluation criteria set forth in Attachment "A". In addition, the architectural firms will be required to answer questions posed by the selection team. It will be the sole responsibility of the selection team to rank the candidates in order of qualification on the basis of the evaluation of the written responses and oral responses received during the interview. The top-ranking candidate shall then be invited to proceed to the negotiation stage and the selection team will make a recommendation to the City Council.

**PRE-PROPOSAL MEETING AND SITE VISITS:**

- A Pre-Proposal Meeting will be held at the Diamond Hills Community Center, 1701 NE 36th St, Fort Worth, TX 76106 at **2:00 PM on January 30, 2019**.
- A member of the selection team will be available to answer questions about the existing site and operations of the current community center.

**SCOPE OF SERVICES DESIRED**

The professional services of the architectural firms will be based on the GSA Standard Form 330 (Architect-Engineer Qualification) and should include information on police facilities, design experience with municipal

clients, proposed project manager(s) and consultants and their qualifications, and client references with names, titles, telephone numbers, project names, and other pertinent data. The SOQ is limited to 32 pages total. The Scope of Services Desired shall include the services defined in the sample contract available on the City's Buzzsaw website and:

- Program/Pre-design

Programming for a two story fire station shall incorporate recent developments in fire station design and the City's current "*Design Guidelines*".

The City shall provide the architect information about the site boundary and any known environmental issues.

The architect shall provide the necessary geotechnical reports and topographic surveys.

- Schematic design and cost estimate

The architect shall submit a project cost estimate prepared by an independent professional cost estimator.

Members of the design team who are familiar with the design shall be available to attend at public meetings, if required, to answer public questions regarding the project, if required.

- Design development

The architect shall submit a final project cost estimate prepared by an independent, professional cost estimator, incorporating any changes. All construction drawings, specifications, and other essential documents will be submitted at the end of the development phase.

- Construction Phase

The selected firm will participate in the bidding, selection and negotiation with the construction firms and provide contract administration services as needed.

## **SMALL BUSINESS ENTERPRISE (SBE) REQUIREMENTS**

It is the policy of the City of Fort Worth to ensure the full and equitable participation by Small Business Enterprise (SBE) firms in the procurement of professional services. The City will establish a SBE goal for this project.

All proposers short-listed from the Request for Qualifications to submit a Request for Proposal must address the SBE goal in detail.

The SBE firms must be currently certified by the North Central Texas Regional Certification Agency (NCTRCA) and must be located in the six (6)-county geographic marketplace of Tarrant, Dallas, Denton, Johnson, Parker and Wise. The SBE goal for this project is **TBD**. To access SBE requirements log on to Buzzsaw utilizing the instructions below.

**SUBMISSIONS: The seven (7) copies** of the SOQs must be received by Facilities Division of the Property Management Department, City of Fort Worth located at 401 West 13th Street, Fort Worth, Texas 76102. The SOQs must be received not later than **5:00 PM on Thursday, February 14, 2019**.

This request for SOQs and additional information, including more detail regarding the background and needs of this project, are posted on the Autodesk Buzzsaw website and can be accessed by cutting and pasting the following link into your browser:

<https://projectpoint.buzzsaw.com/fortworthgov/Advertised/Diamond%20Hills%20CC?public>

For questions, contact Alfonso Meza, Project Manager, by email, [Alfonso.Meza@fortworthtexas.gov](mailto:Alfonso.Meza@fortworthtexas.gov) or by phone, (817) 392-8274.

## **Attachment “A” Evaluation Criteria**

The following criteria will be used to evaluate written submissions of each architect’s qualifications. The comments of the Architect’s previous clients will also be considered.

### **Project Management**

- There shall be a clear assignment of responsibilities for various projects tasks to specific individuals. All individuals with major responsibilities for the project’s design, bidding specifications, and follow through should be identified at the interview.
- The architect shall be able to demonstrate experience providing effective design, management, communications and monitoring services on past projects.
- The architect shall have a demonstrated ability to observe construction and handle field changes and other contingencies that may arise during construction.
- The ability to coordinate project construction issues with contractors, equipment suppliers and owners.
- The architect shall demonstrate an ability to complete projects within budget and according to schedule.

### **Technical Approach**

- The architect shall exhibit an understanding of community center design and of current issues related to community centers.
- The Architect shall demonstrate a history of experience on the part of the design firm and project staff, with community center type or related projects.
- The architect shall demonstrate a history of work experience with key consultants on the design.

### **Qualifications of the Design Professionals**

- Describe recent experience of the design team and staff associated with recent community center and or related projects.

- The quality and performance of architect's past similar projects. This shall be evaluated by the selection committee through references from former clients and or owners of the architect's completed project.
- Describe past experience of the design team and staff working on vertical projects within the Fort Worth city limits.