



**Request for  
Qualifications for  
Consulting Services  
for  
Comprehensive Athletic Field  
Study  
Fort Worth, Texas**

**City of Fort Worth  
Park & Recreation Department**

**November 2021**

# REQUEST FOR QUALIFICATIONS

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# REQUEST FOR QUALIFICATIONS

## I. Introduction

The City of Fort Worth operates athletic fields and complexes for a variety of sports throughout the city. Field users include participants in city-operated activities, private sports providers, and school districts. A comprehensive athletic field study will be conducted to assess the current and future athletic field needs of the community to guide future athletic field development and improvements. The study will include fields and users beyond the actual city boundaries – taking a regional approach – as outlined in the final scope document included in the follow-up Request For Proposal.

The field study will include outdoor field sports and configurations including soccer, baseball, softball, lacrosse, tackle football, flag football, rugby, cricket, kickball, and ultimate Frisbee. This study will not include any outdoor court sports, such as tennis, basketball or volleyball. Field uses will include both youth and adult activities.

Levels of competition to be assessed in the study include recreation, competitive, and travel/tournament. The study will address gaps in service for all levels of competition locally, but will also identify facilities needed to compete on a local, regional and national level for sports tourism economic development.

Stakeholders from all identified sports and associated agencies will be contacted to understand their current, short-term, and long-term needs to successfully provide opportunities for all ages, abilities and economic backgrounds.

This document provides information for interested parties to prepare and submit a response to Step One – Request for Qualifications for consideration by the City of Fort Worth’s Park & Recreation Department.

Any questions shall be submitted via email to: [Dave.Lewis@fortworthtexas.gov](mailto:Dave.Lewis@fortworthtexas.gov)

**NOTE: Telephone calls are strongly discouraged.**

Submittals are due by **2:00 p.m. on Friday, January 7, 2022.**

## II. Definitions

As used in this Request for Qualifications, the following terms have the meanings set forth below:

- A. "Owner" means the City of Fort Worth by and through its Park & Recreation Department (PARD).
- B. "Selection Committee" means the team of City employees and/or consultants who evaluate and rank the respondents against established criteria.

## III. Scope of Work

Selected firm will work with PARD in the development of a Comprehensive Athletic Field Study. Considerations and deliverables should include:

1. Current Inventory of City of Fort Worth, Fort Worth Independent School District and privately owned fields to include a list, maps, amenities, and field conditions. Neighboring cities will also be included as part of this study – specific locations to be discussed with contracted consultant.
2. Current field use capacity study for City of Fort Worth fields
3. Stakeholder engagement with sports providers
4. Research of national best practices and benchmarks for field use and capacity
5. Findings, recommendations and implementation plan
6. Presentations of findings

After Selection Committee has evaluated all submittals, the best qualified consulting team will be selected and issued a detailed RFP for scope of services and fee.

Refer to **Section VII** of this RFQ for the anticipated project schedule.

Respondents submitting proposals shall have demonstrated experience in studying athletic field use patterns and recommending future development to address growing needs.

## IV. Submittal Information

Submittals are due by **2:00 p.m. on Friday, January 7, 2022.**

**Submittals should be directed to:**

Dave Lewis  
Assistant Director  
City of Fort Worth

Park & Recreation Department  
4200 South Freeway, Suite 2200  
Fort Worth, Texas 76115

**NOTE: Due to COVID pandemic, electronic submittals will be accepted in lieu of hard copy submittal. You may upload your responses to the project BIM 360 RFQ/Submittals folder by emailing the above contact and providing an email address for the consulting team lead, so that permissions to folder may be granted and your firm may post their responses. You may also review this RFQ in BIM 360 by following the link below:**

[https://docs.b360.autodesk.com/projects/b05569ad-1936-443c-9c62-8682f883bff2/folders/urn:adsk.wipprod:fs.folder:co.ejsW94sZT7ehEPWdk5G\\_7A](https://docs.b360.autodesk.com/projects/b05569ad-1936-443c-9c62-8682f883bff2/folders/urn:adsk.wipprod:fs.folder:co.ejsW94sZT7ehEPWdk5G_7A)

**The City of Fort Worth is not responsible for the untimely or non-delivery of Submittals sent by mail or courier. Respondents are cautioned to submit a complete response to all requirements.**

Owner reserves the right to amend this RFQ, waive any requirement or irregularity during the review process, provided all teams are treated equally, or not issue a subsequent RFP for any reason. Owner further reserves the right to award the contract for this project as deemed in the best interest of the City.

## **V. Selection and Evaluation Criteria**

### **Selection Process Steps:**

- A. *Step One: Qualification submittal, review and ranking by selection committee to determine the best qualified consultant team.*
- B. *Step Two: The best qualified consulting team, as determined by the Selection Committee, will be issued a Request for Proposal (RFP), response of which shall consist of two components: technical and cost.*
  1. *Technical response will be evaluated against previously published criteria; and*
  2. *Cost proposal will be evaluated against previously published criteria; and*
  3. *Contract terms to be negotiated.*

In Step One, all submittals received will be reviewed and ranked by a City of Fort Worth Selection Committee based on the criteria set forth in this document. In Step Two, the highest scoring consulting team will be requested to provide response to RFP.

Submission of qualifications indicates Respondent's acceptance of the evaluation techniques and the recognition that subjective judgments may be made by the Owner during the evaluation process.

The Respondent selected to proceed to Step Two of the selection process will be the Respondent whose qualifications, as presented in response to this RFQ, are, in the opinion of the Selection Committee, considered to be the most advantageous to the Owner.

**No fees for services, cost information, or price-related factors should be included in the Step One Qualifications submittals.**

## **Proposal Format**

**The RFQ shall be limited in length as noted below.** This section outlines the information that should be included in each section. Page references are maximums.

### 1. Professional Qualifications (4 Pages)

- The consulting team's prime scope of services and experience in studying athletic field use patterns and recommending future development to address growing needs.
- The project manager and project team members and their qualifications.
- Demonstrate the consulting team's understanding of the scope of services based on experience gained on similar projects.
- Include a listing of similar projects performed over the past ten (10) years in which the firm, or components of the consulting team served as the prime consultant. Include date, project name, location, and project manager, disciplines of work and construction budget for each project
- Past experience working specifically with the Owner.

### 2. Understanding of Project Scope (5 Pages)

- Describe methodology proposed in addressing the scope of this project.
- Describe methodology in collecting existing conditions data and level of detail – to include but not limited to public input, site, demographics, operations, etc.
- Describe final deliverables
- Describe experience in addressing appropriate Federal/State/Local regulations and policies.

### 3. Ability to Meet the Project Schedule (2 Pages)

- Demonstrate the firm's ability to commit resources to this project.
- List references from clients on similar projects validating the firm's ability to meet project schedules.

The submitted response to this RFQ shall not exceed fourteen (14) total pages, excluding the introductory cover sheet. However, the firm may also provide the following appendix items:

- Project Manager / Team Resumes (1 page per person)
- Reference letters from past clients (no limit)

## SCORING CRITERIA

Each response to this RFQ will be evaluated and scored by the Selection Committee. The Selection Committee will score each submittal based on the following scale:

<u>SCALE</u>	<u>QUALIFICATION LEVEL</u>
0	Does not meet qualifications
1	Meets minimum qualifications
3	Meets preferred qualifications
5	Exceeds preferred qualifications

The following criteria will be used to evaluate the responses to this RFQ in order to determine which team possesses the best qualifications/experience for the proposed project to proceed to Step 2.

The weighting of each criterion as it relates to the project is shown in the following evaluation form:

**DESIGN/BUILD FIRM NAME:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

	<b>Pre-Selection Criteria</b>	<b>Qualification Level Range</b>	<b>Rating Score</b>	<b>Percentage of Importance</b>	<b>Score</b>
<b>1.</b>	Professional Qualifications	0-5		40%	
<b>2.</b>	Understanding of Project Scope	0-5		40%	
<b>3.</b>	Ability to Meet the Project Schedule	0-5		20%	
<b>TOTAL SCORE</b>					

**1. Professional Qualifications**

The consulting firm should provide information about their business, primary scope of services provided, applicable certifications or recognition, and other pertinent information that demonstrates their qualifications to perform the contract.

**Consulting Firm information**

Provide a description of the type of operation (Individual, Partnership, Corporation, Joint Venture, etc.) of the Respondent. Include the following pertinent information for the prime firm:

- Name and date of formation of firm
- Previous firm names or prior firms officers have worked for
- Date of opening of Fort Worth office, if applicable
- Number of persons employed by firm by skill group
- Provide details of all past or pending litigation or claims filed against your firm

**Consulting Firm previous experience and references**

A. Provide information for a minimum of three (3) projects for which the prime firm has provided consulting services that is *most related to this project*. List the projects in order of priority, with the most relevant project first. Provide the following information for each project listed:

- Project name, location, and description and costs for consulting services
- Final recommendations similar to this project
- Name of Project Manager (individual responsible for the overall implementation of the project)

B. For each of the previously cited projects, provide the following information:

- Owner's name and representative who served as the day-to-day liaison during the design phase of the project, including current telephone number and e-mail address.
- Length of business relationship with the owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

### **Personnel assigned to the project**

- An organizational chart of the proposed key personnel to be assigned to the project, including identification of the person who will have day to day contact with the Owner during the design and construction of the project.
- For each of the key personnel provide a brief description of their responsibilities, length of time with the firm(s), city of residence and their experience with similar projects.
- Include resumes for each of the key personnel attached in appendix.

### **2. Understanding of Project Scope**

The consulting firm must demonstrate a clear and concise understanding of the project scope.

**NOTE: The evaluation of this criterion will require that the project team address the following as it pertains to this project.**

- Management philosophy.
- Data gathering process and presentation methodology
- Describe, in graphic or written form, the proposed Project assignments and lines of authority and communication for each team member to be directly involved in the Project.
- Indicate the estimated percent of time team members will be involved in the Project.
- Brief description of how Respondent proposes to execute the project, including measures proposed to meet the given schedule.
- Experience with City of Fort Worth.

### **3. Ability to Meet the Project Schedule**

The consultant must demonstrate that a sufficient and qualified project team will be available to successfully meet the schedule proposed by the Owner.



**NOTE: The consulting firm shall be evaluated on past client references which validate the firm’s ability to successfully meet project milestones and overall schedule as laid forth by the client. The evaluation criteria shall require that the firm provide at least two (2) and preferably three (3) references that validate the firm’s ability to meet project milestones.**

## **VI. Format for Proposal Submission**

**NOTE: A page is considered to be letter size, printed on one side, single spaced and with characters no smaller than 12 point. All submittals must be submitted/uploaded electronically to BIM 360 folder by deadline noted above.**

### **Cover**

The cover should clearly display the title of this RFQ, “City of Fort Worth Park & Recreation Department Request for Qualifications for Comprehensive Athletic Field Study, Fort Worth, Texas.”

### **Cover Letter**

Provide a cover letter that states the title of this RFQ. Include the following information:

- Primary contact for the submittal
- Street address (post office boxes are not acceptable)
- Telephone number
- Fax number
- E-mail address
- Web address, if applicable
- Number of years in practice
- Acknowledge receipt of any addendum

### **Professional Qualifications Section**

### **Understanding of Project Scope Section**

### **Ability to Meet the Project Schedule Section**

### **Appendix**

Project Manager / Team Resumes  
Reference Letters

## **VII. Project Schedule**

Process for Consulting Team Procurement:

- RFQ Advertised

December 9 – December 23, 2021

- RFQ Submittals due January 7, 2022
- Selection Committee Review of Submittals January 10 -14, 2022
- Issue RFP to best qualified team January 17, 2022
- Receive Proposal/Response to RFP February 4, 2022
- Negotiate Scope and Fee with top ranked Team February 4, 2022 - February 11, 2022
- Contract Execution March 11, 2022
- Notice To Proceed March 14, 2022
- Project Completed July 14, 2022

### **VIII. Public Information Statement**

The City of Fort Worth considers all information, documentation and other material submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore subject to public disclosure under the Texas Public Information Act (Chapter 552 of the Texas Government Code) after a contract is awarded. Respondents are hereby notified that the City of Fort Worth adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.