



**REQUEST FOR QUALIFICATIONS (RFQ)
SPACE NEEDS ASSESSMENT AND CONCEPTUAL DESIGN
FOR
VARIOUS MUNICIPAL FACILITIES OF
THE CITY OF WALLER, TEXAS**

SUBMITTAL DUE: February 22, 2017 at 2:00 PM

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

The City of Waller, TX is requesting Statements of Qualifications from firms and individuals desiring to perform various space needs assessment, estimated costs and preliminary conceptual design of various facilities for future bond planning.

The City of Waller desires to enhance several city-owned public facilities to provide citizens with efficient services, places to utilize for family activities, and ensure the kind of quality of life that seems to attract people to Waller. The current City Hall, constructed in 1954, has limited efficiency to operate and is overcrowded for current use and staffing. The current public library has serviced the City well; however, every facet of the library operations are now limited by space demands, and there is no adequate place the many community groups, summer programs, or computer expansion that many citizens asked for. The Old Lions Club property located on Waller Street was purchased in 2015 for use as a Civic Center and possible outdoor recreation area. The City would like to enlarge the current Civic Center with areas for meetings, weddings, parties, various shows, and events citizens and visitors would enjoy. The City has several sites for outside parks/recreation venues to consider.

One (1) original and five (5) copies of the qualification statements shall be addressed to Cynthia Ward, City Secretary, City of Waller, TX, and 1118 Farr Street, Waller, Texas 77484. **Sealed qualifications shall be clearly labeled and shall be received no later than 2:00 P.M. on February 22, 2017.** Proposals will not be accepted by email or facsimile.

The City will not be responsible for any cost in preparation of the document.

The City of Waller encourages Disadvantaged Business Enterprises to participate. Waller is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

Cynthia Ward
City Secretary

- **NOTICE TO INTERESTED ARCHITECTURAL FIRMS**

The City of Waller, Texas (City) is receiving Request for Qualifications (RFQ) for selected architectural services.

The City needs architectural assistant with various facility improvements to include new construction conceptual design of a city hall and removal of several buildings on the proposed site, renovation of library and civic center, pocket park/s, and possible future bond planning and cost estimates.

The City is currently in the design phase of a two million dollar TX DOT Grant for sidewalk improvements to the downtown area. The current City Hall and proposed site for a New City Hall will be connected to the sidewalk improvements and will need to adhere to the design plans.

The City reserves the right to adjust the Scope of Services and completion schedule for services based on the budget and needs.

- **SCOPE OF SERVICES** – The selected firm shall be capable of performing numerous disciplines as assist staff and advisory committee with planning, conceptual designs and estimate costs on the construction/renovation of various facilities not limited to: a new City Hall and demolition of current buildings on the site, renovation and expansion of additional library space, expansion/renovation of current Civic Center to include parking lot and attached outdoor recreation area. The City Engineer will be submitting any infrastructure capital projects and estimate costs which could be included in a future bond program.
- **PROFESSIONAL SERVICES REQUIRED** – The selected architectural firm must provide all services to meet the goals and objectives of this project (the current and future need 10-20 years). Any additional services that the City anticipants needing will be addressed during the “Request for Qualifications” section.

The City prefers firms that specialize in representing municipal entities. The selected firm must commit to provide services to the City in a timely manner.

REQUIRE STATEMENT OF QUALIFICATIONS

Narrative – The statement of qualifications should include the following information:

Facts about the Firm:

- Number of years in business under the current name and location.
- Must be a competent architectural firm, registered to practice in the State of Texas, that has had experience in the following areas:
- Municipal conceptual architectural design including but not limited to city halls, libraries, civic centers, and parks.
- Projects located in this general region of the state.
- Description of firm's liability and professional responsibility insurance along with the declaration page of the liability policy now in force.
- Professional history of firm and principals.
- List any projects that were awarded to the firm in the last five years of similar services.
- Names, education and experience of the project team and the role each member will play in the study and their availability to the project.
- If so desired, include a corporate brochure to supplement this statement.

MONITORING AND REPORTING SYSTEMS

- Provide an overview of the workflow, monitoring systems, including status updates.
- Provide estimated work hours, personnel assigned and a timeline by task for the study.
- Weekly progress updates throughout the study by telephone or in person to the Advisory Committee.
- It is expected there will be several briefings to the Advisory Committee, citizens and City Council.

MISCELLANEOUS INFORMATION**CRITICAL DATES:**

- Run Advertisements on February 1 and February 8, 2017.
- Short visit to the three sites noted on February 8, 2017 at 2:00 p.m. starting from Waller City Hall, 1118 Farr Street. Contact Ann Smith, Projects Coordinator for details at 210.410.5889 or asmith@wallertexas.com
- RFQ deadline February 22, 2017 at 2:00 p.m.
- Evaluation of RFQ's –Target February 22 thru February 28th.
- Present recommendation to City Council in a special meeting to be called early March, 2017.

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77484. **Sealed qualifications shall be clearly labeled and shall be received no later than 2:00 P.M. on February 22, 2017.** Proposals will not be accepted by email or facsimile.

All submittals will be evaluated by the City's management team based on the following criteria: relevant experience of architect/consultant, expertise of key personnel assigned the project; commitment to provide effective project management, ability to deliver the project on time and reference.

As its option, the City may conduct interviews with key personnel submitted to determine the best qualified firm and reserve the right to interview only the top ranked firms based on the review of qualifications.

Upon completion of the selection process, the City management team will commence negotiations with the selected firms to establish a final scope of services and an appropriate fee to be paid the firm for such services. Negotiations will be suspended from any firm being considered and may commence with any other firm if an agreement cannot be agreed to.

The City Attorney shall prepare the proposed final agreement between the City of Waller and the selected firm.

The City management team will forward a final recommendation for selection to the City Council for their consideration and approval. Final approval is expected to take place 30 days after the RFQ closing.

Questions or comments may be addressed to: Ann Smith, Special Projects Coordinator, 1118 Farr Street, Waller, Texas 77484, Phone 210-410-5889 or e-mail: asmith@wallertexas.com.