

# **REQUEST FOR QUALIFICATIONS**

**RFQ No. 07152020-01**

**Architectural / Engineering Services**

**for**

**Design and Construction of a New Central Fire  
Station/Administration Offices & Training Facility**

**Project No. 1**

**ISSUED BY:**

Hays County Emergency Services District No. 8  
Buda Fire Department  
P.O. Box 1159  
Buda, TX 78610

July 15, 2020

---

## **Hays County Emergency Services District No. 8 / Buda Fire Department**

### **Architectural/Engineering Services for Design and Construction of a New Central Fire Station / Training Facility Request for Qualifications**

Hays County Emergency Services District No. 8 (District), a political subdivision of the State of Texas, operating under chapter 775 of the Texas Health and Safety Code, providing fire and emergency services to its citizens in the City of Buda and Northeast Hays County. The District is circulating this Request for Qualifications (RFQ) pursuant to chapter 2254, Texas Government Code, the Professional Services Procurement Act, to potential firms (Respondent) for architectural services related to the design and construction of an approximately 40,000+- square foot Central Fire Station/Administration Offices and Training Facility (Project) in Buda, Texas. The award of any contract pursuant to this RFQ shall be on the basis of demonstrated competence and qualifications to perform architectural and related services to the District through all phases of the design and construction of the fire station, administration offices, and training facility, pursuant to section 2254.003, Texas Government Code, and other applicable law. The District initially prefers the construction manager at risk method under chapter 2269, Texas Government Code, but will entertain other methods as may be recommended by the retained architect.

#### **A. BACKGROUND**

Growth and development require the construction of a new central fire station/administration offices and training facility to allow for the current service level of fire protection, emergency medical life safety services throughout the service area to be maintained and improved. The new fire station will be located on the site of the District's current facility at 209 Jack C. Hays Trail in Buda, Texas. The existing training tower will remain. The fire station shall consist of 5-6 full length bays with additional apparatus in remote bays which shall also be designed for maintenance of apparatus. The station shall be capable of sleeping 10 in individual dorms plus 3 offices and sleeping for on-duty command staff. Support areas along with kitchen, dining, and the regular support spaces to be expected in a fire station. The administration area provides office and support space for fire administration, the Fire Chief, Fire Marshal, Fire and EMS support staff, community room, training room, and customary support spaces. The current Fire Station facility shall be removed from the site to allow for the new construction. A support office located on the southern portion of the property shall remain for future support services.

#### **B. PROJECT SCOPE OF WORK**

The District is requesting qualifications for professional architectural services for the construction of the Project. Respondents are required to submit their own specific project approach and tasks which shall include, but will not be limited to, the following:

1. Provide final design for the design and construction of a new central fire station administration offices and training facility including the completion of the plans,

specifications, estimates, bid documents, bidding, contracting and review services for the construction of the project. The project shall include all aspects of design details (including Architectural, Structural, Mechanical, Electrical, Plumbing, Civil and Landscaping) in accordance with the current locally adopted building codes, Bid Phase, Construction Administration and project close out.

2. The Respondent will provide the District with all electronic files for the project.

### C. QUESTIONS

Questions relating to definitions or interpretations of the RFQ must be submitted in writing on or before August 21, 2020 to:

**Clay Huckaby, Fire Chief**  
**chuckaby@budafire.org**

### D. SUBMISSION PROCESS AND DUE DATE

**One (1) original and six (6) copies of the response, including all required forms and applicable supporting documentation, are required. Failure to submit the required number of copies may result in the proposal being declared unresponsive. The original must be clearly marked “ORIGINAL” and the copies must be clearly marked “COPY”.**

**Responses must be submitted not later than Friday August 28, 2020 at 4:00PM.** The responses must be inside a sealed envelope or container when submitted. The response material must be addressed and delivered to:

**Hays County Emergency Services District No. 8**  
**Buda Fire Department**  
**Clay Huckaby, Fire Chief**  
**P.O. Box 1159**  
**209 FM 2770 (Physical Address)**  
**Buda, TX 78610**

The outside of the envelope or container must state:

**RFQ No. 07152020-01 RESPONSE: Architectural/Engineering Services for Construction of a New Central Fire Station / Administration Offices and Training Facility**

**Submittals received later than the above date and time may be rejected and returned unopened.**

### E. SELECTION AND AWARD PROCESS

The District may use a two-step process for the final selection of a qualified consultant.

Step 1: Consists of a Qualifications package submitted by firms interested in being considered. The District may select up to five (5) short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information. The District reserves the right to make a firm selection based on the Qualifications package alone, without interviews.

Step 2: If the District proceeds with interviews, a selection will be made of one finalist following interviews with the five (5) short-listed firms. The District initiates negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the District enters into the process with the next highest ranked short-listed firm.

## **F. PAGE FORMATTING REQUIREMENTS**

NOTE: The page limit is based on a size (8.5 inches by 11 inches) sheet printed on one side of the paper. If you print on both sides of the paper, that is two pages. If the response exceeds the maximum number of 30 pages, it is rejected without review and will not be considered further. Sheets used for section dividers, covers, table of contents, and forms described under Section H.8. Submittals / Forms, are not counted towards the sheet total.

- Maximum page size for graphics: 8.5 inches by 11 inches.
- Maximum page size for text: 8.5 inches by 11 inches.
- Minimum line spacing: 1.5
- Minimum font size: 10 point (except for documents prepared by others; e.g., Professional Liability Insurance Certificate).
- Minimum margins: 1 inch on all sides.

## **G. CONTENTS OF STATEMENT OF QUALIFICATIONS (SOQ)**

**Respondents are strongly encouraged to compile their SOQ using the numbering and heading below:**

- A Letter of Interest addressed to the District summarizing the Respondent's understanding of the project and a brief description of why the Respondent is most qualified to perform the work successfully
  - Table of Contents
1. Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms). Information should include:
    - a. The Respondent's areas of architectural specialization.
    - b. Firm history.
    - c. Honors and awards.
    - d. Location of home and branch offices.

- e. Names of the principal officers of the firm.
2. Key Professionals
- a. Include a simple organization chart showing how the Respondent, if selected as the Architect/Engineer, would organize its personnel for the project.
  - b. Provide resumes of any person identified as a key professional. The resumes should contain the following:
    - i. Name.
    - ii. Educational background.
    - iii. Professional qualifications.
    - iv. Listing of projects in which the person has been involved in that have some similarity with this project.
    - v. Other information you believe to be relevant.
3. Philosophy and Approach: Narrative outlining the following:
- a. The Firm's design philosophy and approach to design in general.
  - b. Clear understanding of the functional and operational aspects of fire and EMS service.
4. Include a simple graphic timeline and project schedule with key project milestones.
5. Experience: Outline relevant experience for the following:
- a. Prior completed experiences with public-sector clients for projects of similar type, scale and/or complexity.
  - b. History of effective schedule and budget management for three (3) completed projects of similar type, scale and/or complexity.
  - c. List no more than six (6) relevant completed projects. A relevant project is one which best exemplifies your qualifications for this Project, and should include the following:
    - i. Project description.
    - ii. Type of building(s).
    - iii. Project location.
    - iv. Total construction cost.
    - v. Project delivery method.

- 
- vi. Services your firm provided.
  - vii. Illustrative photographs or renderings.
6. References - Please provide at least five (5) verifiable references for which your Firm has performed similar projects.
  7. Additional Information
    - a. Additional information firm believes will help aide in selection.
  8. Submittals/Forms
    - a. Professional and other liability insurance.
    - b. Workers' Compensation insurance.

#### **H. RIGHT OF DISTRICT TO CANCEL REQUEST FOR QUALIFICATIONS, TO ELECT NOT TO AWARD, TO REJECT SUBMITTALS, AND TO WAIVE INFORMALITIES OR IRREGULARITIES**

The District expressly reserves the right to cancel the RFQ at any time, to elect not to award contracts cited in the RFQ, to reject any or all submittals, to waive any informality or irregularity in any submittal received, and to be the sole judge of the merits of the respective submittals received.

#### **I. EQUAL OPPORTUNITY IN DISTRICT BUSINESS CONTRACTING**

Race, religion, sex, color, ethnicity, and national origin are not used as criteria in the District's business contracting practices. Every effort is made to ensure that all persons regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the District.

#### **J. INQUIRIES AND INTERPRETATIONS**

Responses to inquiries that directly affect an interpretation or change to the RFQ are issued in writing by the Fire Chief Clay Huckaby as an addendum to the RFQ and posted at [www.budafire.org](http://www.budafire.org). All such addenda issued by Clay Huckaby before the time that Qualification packages are received shall be considered part of the RFQ.

Only those inquiries the Fire Chief Clay Huckaby replies to by addenda and posts at [www.budafire.org](http://www.budafire.org) shall be binding. Oral and other interpretations or clarifications are without legal effect.

#### **K. ANTI-LOBBYING PROVISION**

DURING THE PERIOD BETWEEN PROPOSAL SUBMISSION DATE AND THE CONTRACT AWARD, PROPOSERS, INCLUDING THEIR AGENTS AND REPRESENTATIVES, SHALL NOT DISCUSS OR PROMOTE THEIR PROPOSAL

WITH ANY MEMBER OF THE DISTRICT OR STAFF EXCEPT UPON THE REQUEST OF THE DISTRICT IN THE COURSE OF DISTRICT-SPONSORED INQUIRIES, BRIEFINGS, INTERVIEWS, OR PRESENTATIONS.

**END OF REQUEST FOR QUALIFICATIONS**