

Request For Qualifications RFQ No. 16-11
For Architectural Services City of Kingsville

Introduction

The City of Kingsville, Texas (hereinafter referred to as the “City”), invites the submittal of Statement of Qualifications from qualified firms that can provide architectural services for the renovation of the first floor of the Kingsville Municipal Building.

The city may choose to enter into negotiations with the most qualified respondent as determined by the City of Kingsville. Questions regarding this request should be directed to:
Tom Ginter, Director of Planning and Development Services

200 E. Kleberg

Kingsville, Texas 78363

tginter @cityofkingsville.com 361-595-8053

Objective

The City of Kingsville is interested in the renovation of the first floor in the Kingsville Municipal Building located at 200 E. Kleberg Avenue

Scope of Work

The chosen architectural firm should have experience design work for renovation of municipal buildings. The services that will be provided on the first floor will municipal court and utility billing. This will also include customer service work station for employees in those departments. The chosen firm should be able to provide the following services including but not limited to: construction, electrical, mechanical and civil plans. The person or firm chosen will also put together a construction bid document, assist in evaluation of bids, attend pre construction meetings, coordinate with the construction manager on all invoices and change orders. Provide discretion for questions and concerns from the contractor. Conduct substantial completion inspection and coordinate with the Construction Manager to create a punch list.

Statement of Qualifications

Statement of qualification should include:

- A. Briefly identify your firm, organizational structure and support resources
- B. List qualifications of key personnel who would be assigned to the project including relative experience.

- C. Provide references for recently completed projects of similar scope (names and phone numbers).
- D. Provide a copy of your current certificate of insurance for professional liability.

Evaluation

25% Firm's experience in performing projects of similar size and scope in Texas

25% Demonstrated strength to perform work, including project team composition and staff qualifications and experience, and adequacy of resources:

20% Demonstrated understanding of project scope and approach and proposed methodology to complete project:

15% Work performance, including history of performing past projects on schedule and strength of provided references;

15% Proposed time line to complete the project;

Mandatory Pre-Proposal Meeting

There will be a mandatory pre-proposal meeting held on Tuesday, July 12 at 9am at Kingsville City Hall to discuss the RFQ and allow firms to do a walk through of the project site.

Deadline for Submission the proposals will be:

Received no later than 1:30p.m. Tuesday, July 26, 2016 at the following address:

City of Kingsville

Purchasing Department

200 East Kleberg

PO Box 1458

Kingsville, Texas 78364