



## **REQUEST FOR QUALIFICATIONS**

### **RFQ 16-15 Master Planning Services for Capital Improvements at the J.K. Northway Exposition Center & Fairgrounds**

City of Kingsville -  
400 W. King Ave  
Kingsville, TX 78363

Sealed Statements of Qualifications (SOQ) addressed to Mr. David Mason, Director of Purchasing and Technology, City of Kingsville will be received on October 11, 2016 until 1:30 pm, at the City of Kingsville City Hall (2nd Floor) located at 400 W. King Avenue, Kingsville, TX. SOQ's must be in the City of Kingsville's possession on or before the aforementioned date and time (no late submissions will be accepted).

**CAPITAL IMPROVEMENTS AT THE  
J.K. NORTHWAY EXPOSITION CENTER AND FAIRGROUNDS  
MASTER PLAN**

The intent of soliciting this Request for Qualifications (RFQ) from qualified firms with experience in Exposition Center and fairgrounds master plans is to develop a master plan that includes upgrades and improvements of facilities as well as identifying options for best use of property including cost estimation.

SOQ's received past the aforementioned deadline will not be considered. The City will evaluate SOQ's and make a selection based on the firm's technical ability, experience, and ability to perform the work. The City will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all SOQ's, or to accept any deemed most advantageous, or to waive any irregularities or informalities in the SOQ's received, and to revise the process schedule as circumstances arise.

Submittals must be clearly marked:

**RFQ16-15 Capital Improvements at the J.K. Northway Exposition Center and Fairgrounds Master Plan**

Submitted to: David Mason  
Director of Purchasing and Technology  
City of Kingsville  
400 W. King Ave.  
Kingsville, TX 78363

## **PURPOSE**

The City of Kingsville, (City) is soliciting Statement of Qualifications (SOQ) from qualified engineering and/or architecture firms to prepare a master plan of capital improvements for the J.K. Northway Exposition Center and Fairgrounds. The master plan will include upgrades and improvements of facilities as well as identifying options for best use of property including cost estimation.

Selected qualifier will identify exploring avenues to upgrade existing fairground facilities and provide needed new facilities that would serve many more potential activities such as:

Agricultural related activities, county fairs, rodeo, trade shows, concerts, sporting events/tournaments, carnivals, equestrian events, community gatherings, family events, auctions, demonstrations, etc.

Qualifier will identify the more immediate needs of the facility including electrical, sewer lines, rebuilding of the stalls, covered areas, pens, paving, lighting, and restroom facilities.

## **INTENT**

The primary intent and goal of this solicitation is to select and enter into a professional service contract(s) with experienced registered engineering or architecture firm(s) to develop an Exposition Center and fairgrounds capital improvements master plan. Persons or firms practicing architectural and/or engineering services in the State of Texas must possess a proper registration in accordance with Texas laws.

## **PROJECT BACKGROUND**

The J.K. Northway Exposition Center and Fairgrounds hosts a wide range of activities throughout the year. Through the years, the Exposition Center has hosted a very prestigious rodeo schedule including the Strait Team Roping, Tuff Hedeman's Bull Riding Challenge, PRCA Rodeo, Region 8 High School Rodeo Series, and the South Texas Ranching Heritage Festival.

Other events held at the Exposition Center and Fairgrounds have included the Fiesta De Colores Arts and Craft Fair, Kleberg Kenedy County Junior Livestock Show, South Texas Prospect Show Series, many youth activities such as teen dances, Spring Break in the Exposition Center and La Posada Children's Day (a Christmas celebration), and other festivals and convention activities.

The Exposition Center is approximately 54,600 gross square-feet and has surface parking for 462 vehicles. Attached to the Exposition Center was an outdoor barn which housed 12 pens. Due to a severe storm which occurred in May 2016, the outdoor pens are no longer in serviceable conditions. The Exposition Center also has a lighted-outdoor rodeo arena that is approximately 41,840 square-feet along with a storage facility that is approximately 5,430 square-feet. 82 horse stalls were demolished on February of 2016. The fairgrounds have 34 connections that provide electricity and water services for recreational vehicles (RV's).

## **PROJECT GOALS AND SCOPE**

**Development of a Master Plan** - The selected firm shall be responsible for the development of a ten (10) year master plan that can serve as a guide for future facility development that addresses operations of the J.K. Northway Exposition Center and Fairgrounds and growth of year round event activity and usage while enhancing the overall guest experience.

**Capital Needs Assessment and Plan** – Analyze and provide a comprehensive evaluation of the present facilities and projected capital needs of the Exposition Center and Fairgrounds and its related facilities to include recommendations with an outline for a ten (10) year capital plan.

- Capital Needs Assessment – Plan shall include the following:
  - Analysis of present Fairgrounds and related facilities
  - Analysis of present preventive maintenance – routine repair procedures and practices including equipment replacement
  - Anticipated capital needs assessment for the Exposition Center and Fairgrounds
  - Cost Benefit Analysis – Prepare an estimated budget for recommended renovations/enhancements to the Exposition Center and Fairgrounds. Development of the budget should highlight at a minimum three different spending levels or projections for renovations or enhancements and how these levels shall progress or build on each other. Proposed spending levels should address at a minimum the following:
    1. Items that have to be repaired and/or replaced
    2. Items that should be done to enhance the Fairgrounds in order to remain competitive and marketable within the regional market
    3. Additional items that could be done to distinguish the Exposition Center and Fairgrounds within the market area and enhance overall revenues.
- Analysis of the effect that these three levels would have to current or future operating and capital budgets.
- Public outreach (as required)

The completed Master Plan shall be consistent with the various adopted City plans.

## GENERAL INFORMATION

1. **Addendum and Supplements to Request** - If it becomes necessary to revise any part of this request or if additional data is necessary to enable an exact interpretation of provisions of this request, revisions will be provided to all firms who receive or request this RFQ.
2. **Right of rejection** - The City of Kingsville reserves the right to accept or reject any or all submissions as a result of this RFQ, to negotiate with all qualified sources, or to cancel in part or its entirety if found to be in the best interest of the City. The RFQ does not commit the City to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this RFQ.
3. **Request for Interpretation** - Any explanation desired by a respondent regarding the meaning or interpretation of this RFQ, or any documentation or attachments as part and parcel of the RFQ, must be requested in writing to the Public Works/Engineering Department, 400 W. King Ave., Kingsville, TX 78363 or emailed to the contact person(s) as described herein.

Such correspondence shall be submitted with sufficient time allowed for the City to evaluate and reply to all prospective respondents before the deadline for submitting a SOQ as stated in this RFQ.

Any non-written representations, explanations, or instructions given by City staff or City agents are not binding and do not form a part of, or alter in any way, the RFQ, a written agreement pertinent to the RFQ, or the awarding of the contract.

For technical questions or additional information related to this RFQ,  
please contact:

David Mason  
Director of Purchasing and Technology  
City of Kingsville  
400 W. King Ave.  
Kingsville, Texas 78363  
(361) 595-8025 (office)  
[dmason@cityofkingsville.com](mailto:dmason@cityofkingsville.com)

4. **Clarification or additional information requested** - During the evaluation process, the City of Kingsville reserves the right, where it may serve the City of

Kingsville's best interest, to request additional information or clarifications from respondents, or to allow corrections or errors and omissions. At the discretion of the City of Kingsville, firms submitting SOQ's may be requested to make oral presentations as part of the evaluation process, as indicated below.

5. **Right of retention** - The City of Kingsville reserves the right to retain all SOQ's submitted and to use any ideas in a SOQ regardless of whether that respondent is selected. Submission of a SOQ's indicates acceptance by the firm of the conditions contained in this RFQ, unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the City of Kingsville and the firm selected. Under no circumstances shall a respondent whose SOQ has not been accepted be entitled to any claim for compensation.
6. **Project Duration** - The project's schedule will be negotiated with the selected firm before signing a contract.
7. **City Commission Approval Required** - The City of Kingsville City Commission must approve the firm(s) selected to provide the services requested in this RFQ. The City reserves the right to authorize contract negotiations to begin without further discussion with firms submitting a response. Therefore, each RFQ should be submitted as completely and accurately as possible. The City reserves the right to request additional data, oral discussions, or presentations in support of the written RFQ.
8. **Tax Exemption** - The City of Kingsville is exempted from all city, state, and federal excise tax.
9. **Restrictions on Communications** - Respondents or their representatives are prohibited from communicating with any City of Kingsville officials to include City Commission members and their staff regarding the RFQ from the time the RFQ is released until it has been acted upon by the City Commission. Respondents or their representatives are prohibited from communicating with City employees regarding this RFQ, except submitting technical or clarification questions as indicated in the RFQ, from the time the RFQ is released until the contract is awarded. This includes "thank you" letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the RFQ and/or SOQ submitted by Respondents. Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent's SOQ from consideration.

**SUBMITTAL REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the SOQ's be organized in the manner specified below. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" piece of paper. **The Consultant must submit one (1) original and four (4) copies for review by the City staff.**

A SOQ submitted by facsimile transmission (fax) or by electronic mail (email) will not be accepted. Any SOQ received after the submission deadline, indicated herein, will not be considered under any circumstances and will be returned unopened to the respondent.

1. **Cover Page**
  - Show the subject, the name of your firm, address, telephone number(s), name of contact person, and date.
  
2. **Table of Contents**
  - Clearly identify the materials by section and page number.
  
3. **Letter of Transmittal (Limited to one page)**
  - Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
  - Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
  - The letter must be signed by a corporate officer or other individual who has the authority to bind the firm and the project manager.
  
4. **Contents**
  - **Project Approach/Project Management Plan.** An in-depth representation of the firm's understanding of the Request for Qualifications and project scope of work, and proposed approach, including a detailed work plan covering: project schedule indicating key milestones and indicators of progress; interaction and coordination skills with City stakeholders, agencies, private entities, and political subdivisions of the federal, state, and municipal government. Respondents should demonstrate their awareness of the project requirements under this subsection. Respondents should demonstrate their knowledge of City business and work practices under this subsection. This subsection should include any specific thoughts, enlightenments or recommendations that the respondent desires to bring forward which are not necessarily discussed in this RFQ, and that will further demonstrate that their firm's capabilities exceed that of mutually competing firms.
  
  - **Key Project Personnel Qualifications and Experience.** Specific qualifications and past experience of the assigned project manager, key project personnel on the

team, including the project manager, lead process engineer, other discipline leads and sub-consultants that will provide services on behalf of the firm. Resumes (maximum of two pages) should be included for each of the individuals and sub-consultants referenced. An organizational chart showing personnel that will be assigned to the project with their roles to be performed under the contract; a statement of staff availability, which includes the project manager, commitment to the project, and staff location. Based upon the proposed project schedule, note any and all conflicts regarding the availability and location of the project manager and key personnel during performance of the contract. This category also includes a discussion of the project manager's past performance on recent City projects. The successful Firm shall use the team members indicated in the SOQ, in the roles indicated in the SOQ, on the project.

- **Firm Qualifications and Experience.** Describe specific qualifications of the firm and experience on similar projects in the past with emphasis on Exposition Center and fairgrounds master planning. This information should demonstrate the firm's qualifications and similar experience in the type of work contained in this RFQ. This category also includes a discussion of the firm's past performance on recent City projects.
- **Consultant Location.** Describe the key personnel's location where the primary services are to be provided and the ability of the project team to meet in person with the City staff when required during the performance of the contract.



## **EVALUATION CRITERIA**

Statements of Qualifications will be evaluated and ranked on the following criteria and point range respectively.

### **1. Project Approach/Project Management Plan (30 POINTS)**

- Understanding of Request for Qualifications and scope of work
- Proposed approach
- Detailed work plan for the proposed project
- Firm's ability to meet the project schedule
- Interaction and coordination
- Knowledge of City work and previous project experiences with the City

### **2. Key Project Personnel Qualifications & Experience (40 POINTS)**

- Project manager
- Project manager's past performance on recent City projects
- Project personal and roles, including lead project engineer
- Project team organization
- Staff/project manager availability, commitment to the project, and staff location
- Project team member's ability to meet on short notice at City Offices

### **3. Firm Qualifications and Experience (25 POINTS)**

- Directly related experience and qualifications
- Recent experience in other municipal projects comparable to the one proposed.
- Experience with Exposition Center and fairgrounds master planning, particularly in the central Texas region

### **4. Firm Location (5 POINTS)**

- Firm's location and ability to meet with City personnel as required

**TOTAL POSSIBLE SCORE**

**100 POINTS MAXIMUM**

## **SELECTION PROCESS**

After the Request for Qualifications submission deadline, City Staff will review the submitted information. If a decision cannot be made based solely on the statement of qualifications, the City of Kingsville may select and invite up to three (3) firms to participate in an interview.

The contract will be awarded to the most responsible firm(s) whose Statement of Qualifications will be, on an overall basis, most advantageous to the City of Kingsville. Qualifications, experience, and performance factors will be considered as elements of a responsible Statement of Qualifications at the sole discretion of the City of Kingsville. The City of Kingsville selection decision is not subject to recourse action. The

City of Kingsville reserves the right to accept SOQ's in whole or in part and to reject any and/or all SOQ's, and negotiate separately or solicit new SOQ's to better serve its interests. This Request for Qualifications does not commit the City of Kingsville to award a contract or to pay for any costs incurred by successful or unsuccessful consultants or their firms during the SOQ preparation, submittal or review.

### **1. Pre-Submittal Meeting**

There will be a non-mandatory pre-submittal meeting and site visitation on Tuesday, September 27, 2016 at 10 am at the **J.K. Northway Exposition Center**, Kingsville, Texas. Clarifications and questions about the project should be brought up at this time.

### **2. Submission Deadline**

Deadline for submissions is October 11, 2016 until 1:30 pm, at the Kingsville City Hall, Purchasing Office (2<sup>nd</sup> Floor), 400 W. King Ave., Kingsville, Texas. No late submissions will be accepted.

Submittal should be clearly marked with: **RFQ 16-15 Capital Improvements at the J.K. Northway Exposition Center and Fairgrounds Master Plan**

*Address Delivery:* David Mason  
Director of Purchasing and Technology  
City of Kingsville  
400 W. King Ave.  
Kingsville, Texas 78363

### **3. Review Committee & Review of SOQ's**

A Review Committee will be established to review the statements of qualifications, select finalists, and work with the selected team on this project. The individuals serving on this committee will consist of members of City staff.

The Review Committee will review all SOQ's for technical scoring and compliance with the RFQ requirements, using a point formula during the review process to score SOQ's, and will prepare a preliminary score of all responding firms. A composite preliminary rating will be developed which indicates the committee's collective ranking of the SOQ's.

### **4. Presentation**

If a selection cannot be made based on the review of SOQ's, no more than three (3) firms will be contacted to participate in an interview. A selection(s) will then be made based on the results of the interview. Immediately following, City staff will recommend the selection(s) to City Commission for approval.

### **5. Contract Approval**

If the selection is approved by City Commission, contract negotiations will begin between the City staff and the selected candidate(s). Final contract(s) approval will be decided by City Commission.