



## REQUEST FOR QUALIFICATIONS

### SECTION I - GENERAL INFORMATION

The enclosed **REQUEST FOR QUALIFICATIONS** (RFQ) and accompanying specifications are for your convenience. Respondents are cautioned that the Longview Purchasing Division *is the sole point of contact* for the City of Longview (the City) during this process. Any oral statement by any representative of the City, modifying or changing any conditions of this RFQ, is an expression of opinion only and confers no right upon the respondent. If additional information is needed to interpret the specifications, **written** questions will be accepted by:

City of Longview - Purchasing Division  
PO Box 1952 – 300 W. Cotton (zip 75601)  
Longview, TX 75606

PHONE (903) 237-1324  
FAX (903) 291-5323  
[purchasing@longviewtexas.gov](mailto:purchasing@longviewtexas.gov)

**Sealed RFQ's will be received no later than: 2:00 P.M., September 13, 2017**

**MARK ENVELOPE:**

**RFQ NO. 1617-37 FIRE DEPARTMENT  
REHABILITATION PROJECT  
CITY OF LONGVIEW PURCHASING OFFICE  
PO BOX 1952 – 300 W. COTTON (ZIP 75601)  
LONGVIEW, TEXAS 75606**

**THE CITY OF LONGVIEW** appreciates your time and effort in preparing a response.

The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.



# REQUEST FOR QUALIFICATIONS

Cut along the outer border and affix this label to your sealed response to identify it as a "Sealed RFQ". Be sure to include the name of the company submitting the response.



**SEALED RFQ ● DO NOT OPEN**

**FIRE DEPARTMENT REHABILITATION PROJECT**

**RFQ No. 1617-37**

**RFQ DEADLINE: SEPTEMBER 13, 2017 @ 2:00 P.M. CST**

**For Information Contact:**

**Jaye Latch**  
**(903) 237-1324**  
[purchasing@longviewtexas.gov](mailto:purchasing@longviewtexas.gov)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**RFQ must be addressed to:**

**Jaye Latch**  
**Purchasing Manager**  
**PO Box 1952**  
**Longview, TX 75606**  
Or

**Jaye Latch**  
**Purchasing Manager**  
**300 W Cotton St**  
**Longview, TX 75601**

## GENERAL INFORMATION

By order of the City Manager of LONGVIEW, TEXAS, Request for Qualifications will be received for:

### Fire Department Rehabilitation Project

**2.00 The City of Longview desires** to engage a qualified and experienced firm to provide professional architectural/engineering design services to determine the most practical and cost effective renovation, expansion or new construction solution to meet the existing and future needs of Fire Stations 5, 7 and 8.

**2.01 IT IS UNDERSTOOD** that the City of Longview, Texas (City) reserves the right to reject any or all responses for any or all services covered in this request and to waive informalities or defects in responses or to accept such response as it deems in the best interests of the City of Longview.

**2.02. Responses** shall be placed in a sealed envelope. The RFQ number and title shall be marked clearly on the outside as shown below. A label has been provided. ***FACSIMILE TRANSMITTALS WILL NOT BE ACCEPTED.***

**2.03 SUBMISSION OF RESPONSES:** The City of Longview requests one (1) original, five (5) hard copies and one (1) electronic copy (flash drive or CD) of your response. Sealed responses shall be submitted to:

CITY OF LONGVIEW PURCHASING OFFICE  
PO BOX 1952 – 300 W. COTTON (ZIP 75601)  
LONGVIEW, TX 75606

**2.04 LATE RESPONSES: ALL RESPONSES MUST BE RECEIVED IN THE CITY OF LONGVIEW PURCHASING OFFICES BEFORE PUBLISHED OPENING DATE AND TIME.** Responses received in the City Purchasing Office after the submission deadline will be considered void and unacceptable. The City of Longview is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Purchasing Office will be the official time of receipt.

**2.06 WITHDRAWAL OF RESPONSE:** A response may not be withdrawn or canceled by the respondent without the permission of the city for a period of ninety (90) days following the date designated for the receipt of responses.

**2.07 AWARD:** The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

**2.08 ADDENDA:** Any interpretations, corrections or changes to this specification will be made by addenda. Sole issuing authority of addenda shall be vested in City of Longview Purchasing Agent. Addenda can be found on the City of Longview website [www.LongviewTexas.gov/Bids](http://www.LongviewTexas.gov/Bids). Addenda can also be obtained by calling City of Longview Purchasing office at 903-237-1324. It is the responsibility of the respondent to obtain a copy of all addenda pertaining to this RFQ.

**2.09 MINIMUM STANDARDS FOR RESPONSIBLE CONTRACTORS:** A prospective respondents must affirmatively demonstrate responsibility and must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain resources required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

City of Longview may request clarification or other information sufficient to determine contractor's ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration.

**CITY OF LONGVIEW, TEXAS**  
**NOTICE OF REQUEST FOR QUALIFICATION STATEMENTS**  
**FOR PROVIDING DESIGN SERVICES FOR**  
**Fire Department Rehabilitation Project**  
**(Stations 5, 7 and 8)**

The City of Longview desires to engage a qualified and experienced firm to provide professional architectural/engineering design services to determine the most practical and cost effective renovation, expansion or new construction solution to meet the existing and future needs of Fire Stations 5, 7 and 8. The City of Longview will use its own funds to complete the project.

**Background:**

Station 5: Located at 102 W Niblick Street was constructed around 1985 and undergone minor improvements in 2016-17. Currently, it will accommodate a staff of 8. Some issues include: limited kitchen area, insufficient sleeping quarters, non-private bathing area, limited office space, glass bay doors, fire gear is exposed in bay area, difficult bay access for large apparatus and the exercise room is located in the bay area.



Figure 1: Fire Station 5

Station 7: Located at 2811 Gilmer Road was constructed around 1971. This facility will accommodate 3 staff members but has limited space. Some issues include: insufficient space in bay area for fire truck, non-private sleeping quarters, non-private bathing area, and the exercise area is located in the sleeping quarters, glass bay doors, no drive-through bays and fire gear is exposed in bay area.



Figure 2: Fire Station 7

Station 8: Located at 4508 McCann Road was constructed in the early 1980's. This facility was designed for 2 staff members but has limited space. Some issues include: limited space in bay area for fire truck, non-private sleeping quarters, non-private bathing area, glass bay doors, no drive-through bays and fire gear is exposed in bay area.



Figure 3: Fire Station 8

The Longview Comprehensive Plan, adopted in 2015 identified to renovate, expand or rebuild fire stations 5, 7 & 8 and ranked it as the 5<sup>th</sup> highest priority for the future of the City.

## **Project Scope Overview:**

The goal of the project is to conduct a Phase I assessment of the existing Fire Stations 5, 7, and 8, and to make recommendations necessary for renovation, expansion or new construction. Phase I includes, but is not limited to:

- Data collection, questionnaires and on-site interviews
- Needs and deficiencies analysis
- Use of space analysis
- Ensure plans meet all building, zoning codes and ADA guidelines
- Site evaluation and security
- Feasibility of renovation or construction of a new facility
- Provide conceptual renderings for each of the fire station (5, 7 &8), including schematic of floor plans for renovating and/or expanding the existing fire stations. If renovation and/or expansion of the fire stations is not the recommended option, provide alternative conceptual renderings, including schematic floor plans showing the proposed site plan for each new station
- Provide a summary of options/recommendations for each of the fire stations including estimated design fee and construction cost

Optional Phase II if the conceptual design is approved, will consist of architectural and engineering design services for the renovated, expanded or new Fire Stations (5, 7 &8) that will provide the following, but is not limited to:

- Adequate space for existing and future
- Relocate the Fire stations (if feasible/cost-effective)
- Adequate space for all living, functional and office areas
- Isolation compartments for fire gear
- Overall bay area design for isolation exhaust removal and truck parking
- Emergency generators for 100% operational ability
- Preliminary Design, Final Design, Construction Documents, Bidding and Award and Construction Administration Assistance

Additionally, all of the work on the City's Fire station should comply with the latest NFPA and OSHA requirements and serve the community's needs for the future.

## **Submittal Format:**

All submittals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

<u>Section</u>	<u>Topic</u>
1	Cover Letter
2	Firm Profile
3	Project Services
4	Project Team
5	Related Experience and References
6	Project Approach
7	Additional Information

### **Submittal Components:**

- A. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

- B. **Firm Profile:** Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firm's background, demonstrating longevity and financial stability
- Current workload
- Demonstrate the ability of your firm to complete deadlines.

- C. **Project Services:** In this section, which is intended to be the heart of the submittal, describe the respondent's expertise with the methods necessary to perform the project services.

- D. **Project Team:** Start the section by introducing the designated project manager for each key person that you would project experience, education and professional registration. Only submit resumes for individuals that will actually be

assigned to the project. Include what percentage of time each person will spend on the project. When a firm has been selected, the City will expect those individuals to be assigned to the project.

- E. **Related Experiences and References:** For at least 3 relevant projects (Municipal/Fire Station) within the past 10 years, include a one or two page project description that demonstrates capabilities in the project services, experience with similar cities, and/or local project experience within the past two years. List the construction cost of the project, year completed and whether it was completed on time. Include the name of the organization and the name and phone number of the person to contact for a reference.
- F. **Project Approach:** Describe the project approach to fulfill the scope of services listed within this RFQ. The following minimum should be addressed:
- a. Describe your firm's understanding of the project
  - b. Describe how your firm will organize to perform the services
  - c. Provide procedures for coordination with consultants, quality and cost control and approach to communication with the city.
  - d. Provide a schedule for the completion of the project. Include start and end dates and milestones. Describe your resources available to complete the project.
- G. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.

### **Evaluation of Submittals and Selection Criteria:**

The City of Longview intends to select a firm that demonstrates, in the City's opinion, the highest degree of technical merit, expertise and RFQ response. With that firm, the City of Longview will negotiate the technical aspects of the scope of work, deliverables, schedule and fee.

However, if a negotiated agreement cannot be reached, the City of Longview may open negotiations with the firm that demonstrates the next highest degree of technical merit.

Response to this RFQ will be evaluated in accordance with:

- A. **Compliance with Instructions:** The submittal will be evaluated for general compliance with instruction issued in the RFQ. A noncompliance with significant instruction may be grounds for dismissal.
- B. **Quality Control:** The submittal will be evaluated on the quality-control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.
- C. **Staff Qualifications:** The submittal will be evaluated on the basis of the firm's

demonstration of staff qualifications.

- D. **Experience with Similar Projects:** The submittal will be evaluated on the basis of project experience that is a similar nature and complexity for cities that are similar size and type to the City of Longview
- E. **Schedule and Availability:** The project schedule and resource availability will be evaluated in the choice of a firm, although the City of Longview understands that the actual beginning and completion dates are subject to the “notice to proceed.”

**Submission Instructions:**

Please submit one (1) original and five (5) hard copies of your proposal along with an electronic submittal (ex. Flash drive). Faxed transmittals will not be considered.

Please use label provided in this packet when submitting your response.

**Deadline:** Submittals must be received at the location stated above no later than 2:00 p.m. on September 13, 2017. Submittals received after the deadline will not be accepted.

**Presentations:** Any and/or all respondents may be invited to make a presentation. If so, the City of Longview will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

**Submittal Acceptance and Rejection:** The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

**Questions: All questions shall be submitted in writing to:** Jaye Latch, City of Longview Purchasing Department, P.O. Box 1952, Longview, TX 75606, [purchasing@longviewtexas.gov](mailto:purchasing@longviewtexas.gov), (903) 237-1324

## ATTACHMENT I

### NOTICE TO ALL CITY VENDORS AND ALL POTENTIAL CITY VENDORS:

On May 23, 2005, the Texas Senate passed House Bill 914, adding Chapter 176 to the Local Government Code, and imposing new disclosure and reporting obligations on vendors and potential vendors to local governmental entities beginning on January 1, 2006. Failure to abide by these new statutory requirements can result in possible criminal penalties. The City of Longview is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 914.

The City of Longview will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at

<http://www.ethics.state.tx.us/> or at 1-512-463-5800.

Please remit the CIQ form with your response.

Thank you.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

1  Name of vendor who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_ Name of Officer

4  Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

5  Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7  Signature of vendor doing business with the governmental entity Date

\_\_\_\_\_

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or  
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.