



**REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL ARCHITECTURAL/ENGINEERING DESIGN SERVICES  
CITY OF CANYON, TEXAS  
NEW OUTDOOR FAMILY AQUATIC FACILITY**

**I. General Information**

The City of Canyon is soliciting statements of qualifications for the selection of architectural/engineering firms interested in providing professional services for the project listed in this RFQ. Any such service(s) obtained will be procured pursuant to Chapter 2254, Subchapter A of the Texas Government Code, and 43 T.A.C. §§ 9.30 – 9.40.

**II. Project Services**

The City of Canyon is seeking professionals to assist in the design and construction of a new outdoor family aquatic facility and related site improvements. The new facility may include a new leisure pool for lane swimming, aquatic play structures, water slides, play features, diving board, office/bathhouse, filtration enclosure, concrete decks, fencing, sun bathing area(s), pipes and plumbing, filters, lockers, shade structures and pool furniture. Other related site improvements may include parking and sidewalks and other items of work required to complete the project. Based on the improvements identified above, the City is proposing to construct these facilities for an opening date of June 1, 2017. These improvements will be designed and managed by a single architectural/engineering team.

**III. Project Budget**

The total project budget for the Canyon Family Aquatic Facility is \$6 million.

**IV. Scope of Work**

Professional services will be project specific and may include, but are not limited to:

- Finalize Design Program and Conceptual Design
- Schematic Design
- Design Development
- Construction Documents
- Bidding Phase Services
- Contract Administration

- Construction Administration

**V. Consultant Selection Process**

Upon receipt of the Statement of Qualifications by the stated deadline, the selection committee will evaluate the respondents' qualifications and rank them based on the criteria in Section VIII of this document. The selection committee may select the highest ranked firm or may interview a short list of firms. The result of the selection process shall be presented to the Canyon City Commission with a recommendation for selection. The City will then begin negotiations with the selected firm. If negotiations are not successful, negotiations will commence with the next highest rated firm.

Acceptance of evaluation methodology: By Submitting a Statement of Qualifications in response to this RFQ, respondents accept the evaluation process as outlined in Section VIII and acknowledge/accept that the determination of the "most qualified" firm may require subjective judgments by the City.

Public Information: All information, documentation and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and may be subject to public disclosure after the solicitation has been completed and the contract executed with the selected firm.

Firms associating with other firms in order to bring specific expertise and experience to the project is encouraged.

**Tentative Proposal Schedule**

Issue Request for Qualifications	November 17, 2015
Receive Qualification Statements	December 9, 2015 (4 pm CST deadline)
Review Qualification Statements	December 10-11, 2015
Interview Short List (if applicable)	December 15, 2015
Present Selected Firm to City Commission	December 21, 2015

**VI. Requirements for Statement of Qualifications**

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications answering all questions as formatted below:

- A. Ability to Provide Services:
- Legal name of firm
  - Contact person

- Date of firm formation
- Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
- Evidence of licensure to do business in the State of Texas
- Evidence of liability insurance and amount of coverage

B. Qualifications and Availability:

- Provide a statement of interest for the project, including firm's history, a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.
- Provide a statement on the availability and commitment of the team to undertake the project.
- Provide an organizational chart for personnel (including consultants) who are to work on this project. Include the role they will play in the project.
- Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- Provide a proposed project schedule which will meet the June 1, 2017, deadline.

C. Project Experience:

- Provide verifiable examples of at least three (3) aquatic projects completed over the past five (5) years. Include description of: services provided, project completion date, final construction cost, client name and a contact person associated with the owner.
- List of other similar projects completed by lead members of the team
- Provide example piece(s) of potential end product and any brochures or marketing pieces you wish to submit.

D. History of Successful Performance

- Provide information related to past experience related to meeting project schedules and budgets. Provide examples comparing projected budgets vs. actual completion cost for recent projects.
- Provide contact information for any additional references.

**VII. Responsiveness to Request for Qualifications**

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. All responses should be no longer than 30 pages in length. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City's needs. All text and exhibit products shall be computer-based and provided in

both hard copy and electronic format compatible with Microsoft Office 2007. Faxed submittals will not be accepted.

**VIII. Evaluations of Qualifications**

The following criteria will be considered in the evaluation of qualifications and selecting a consultant:

- Firm experience, capability, credentials, and experience of team members assigned to the project – 30%
- References and quality of comparable work performed for other public agencies – 15%
- Quality and organization of the RFQ response – 10%
- Likelihood of ability to produce a quality product and meet project timeline – 25%
- Demonstrated understanding of City’s needs – 20%

In addition, the City reserves the right to request additional information from consultants submitting qualifications. The City reserves the right to reject any or all qualifications and the right, in its sole discretion, to accept the qualifications it considers most favorable to the City’s interest. The City further reserves the right to reject all qualifications and seek new qualifications when such procedure is deemed reasonable and in its best interest

**IX. Due Date and Contact Information:**

Three (3) printed copies and one electronic copy of the Statement of Qualifications are required. Statements of qualifications are to be delivered by December 9, 2015, prior to 4 p.m. CST, to:

City of Canyon – Aquatic RFQ  
Attention: Jon Behrens  
Assistant City Manager for Special Projects  
301 16<sup>th</sup> Street  
Canyon, Texas 79015

All technical questions concerning the RFQ must be submitted in writing to Jon Behrens at the above address or by email to: [jbehrens@canyontx.com](mailto:jbehrens@canyontx.com)