



REQUEST FOR QUALIFICATIONS

Professional Services for the City of Fredericksburg - Historic Resource Survey

Issued by:
City of Fredericksburg – Development Services Department
126 West Main Street
Fredericksburg, TX 78624

Sealed Statements of Qualifications (SOQ) addressed to Anna Hudson, Historic Preservation Officer, City of Fredericksburg will be received on **Wednesday, November 29, 2017 until 4:00 PM (CST)**, at the City of Fredericksburg City Hall (2nd Floor) located at 126 West Main Street, Fredericksburg, TX 78624. SOQ's must be in the City of Fredericksburg's possession on or before the aforementioned date and time (no late submissions will be accepted).

Historic Resource Survey

Request for Qualifications (RFQ) for a professional historic preservation consulting firm with a strong record in successfully providing historic resource surveys for the expansion of existing historic district and making a recommendation for boundaries of a district expansion and or a new district(s) and historic landmarks.

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.

The complete Request for Qualifications may be downloaded from the City's website at www.fbgtx.org. It is the downloader's responsibility to check the website for addendums and additional information.

Submittals must be clearly marked: **City of Fredericksburg Historic Resource Survey**

Submitted to: Anna Hudson
Historic Preservation Officer
City of Fredericksburg
126 West Main Street
Fredericksburg, TX 78624

PURPOSE

Request for Qualifications (RFQ) for a professional historic preservation consulting firm with a strong record in successfully providing historic resource surveys to identify a new boundary for the historic district or recommendation for new district(s) and landmarks.

INTENT

The primary intent and goal of this solicitation is to select and enter into a professional service contract(s) with experienced preservation or planning firm(s) to develop a historic resource survey.

PROJECT BACKGROUND

The City of Fredericksburg has grown steadily during the past several decades. Today, it is estimated that over 11,000 reside within the City, with growth in and around the City continuing at a steady pace. With this growth in population, residential and commercial development, including redevelopment, of land within the City and the surrounding areas has taken place. Extensive expansion of the downtown commercial area has occurred in response to increased interest in tourism. The historic district has not been expanded since 2005. As the City has aged so has its neighborhoods increasing the number of structures that could qualify for historic designation.

PROJECT GOALS AND SCOPE

The selected firm shall be responsible for the development of a historic resource survey for the City of Fredericksburg. The project scope of work shall include the following:

- The professional survey consultant will organize and conduct a historic resources survey of a minimum of one thousand five hundred (1,500) structures.
- The primary elements of the survey will consist of research, field surveys, and a final survey report. Part of the duties will include taking photographs and completing inventory forms for the fifteen hundred sites within the limits of the study area, as well as the preparation of maps, and a public presentation at the end of the project to discuss the results of the survey.
- In addition, the survey information will be provided in GIS data layers for integration with the City and County GIS systems and must be in a database format to be determined by the City.
- The survey will result in a final survey report and forms for a minimum of fifteen hundred structures along with a recommendation for historic boundary expansion and identification of potential local landmarks. The report shall meet the standards set by the Texas Historical Commission and National Park Service.
- Coordination with the Historic Preservation Officer and the Historic Review Board.
- Public outreach (as required) – Anticipate at least one open house or public forum to discuss concerns and at least one final presentation to both the Historic Review Board and City Council.

The completed survey shall be consistent with the City's historic preservation ordinance and state guidelines for surveys.

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 posted to the City's website. It is the downloader's responsibility to check the website for addendums and additional information.
2. **Right of rejection** - The City of Fredericksburg 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 Development Services Department/Historic Preservation, 126 W. Main Street, Fredericksburg, TX 78624 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. No inquiries/question regarding this RFQ will be answered if received after 4pm (CST) on Friday, November 17, 2017, to allow time for posting of answers and/or amendments to 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:

Anna Hudson, Historic Preservation Officer
City of Fredericksburg
Development Services Department
126 W. Main St.
Fredericksburg, Texas 78624
(830) 997-7521 (office)
(830) 990-2026 (direct)
ahudson@fbgtx.org

4. **Clarification or additional information requested** - During the evaluation process, the City of Fredericksburg reserves the right, where it may serve the City of Fredericksburg's best interest, to request additional information or clarifications from respondents, or to allow corrections or errors omissions. At the discretion of the City of Fredericksburg, 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 Fredericksburg 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 Fredericksburg 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** - It is anticipated that the duration of the survey contract may be up to eight (8) months so that the results may be discussed as part of the City's budget process for the following fiscal year, which typically begins in May. The project's schedule will be negotiated with the selected firm before signing a contract.
7. **City Council Approval Required** - The City of Fredericksburg City Council 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 Fredericksburg 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 Fredericksburg officials to include City Council members and their staff regarding the RFQ from the time the RFQ is released until it has been acted upon by the City Council. 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. SOQ's shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page(s), table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" piece of paper. **The Consultant must submit six (6) bound copies and one (1) CD/DVD or USB Flash Drive with PDF images of the SOQ 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 transportation 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 or conduct in field survey work and site visits 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 (0-30 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
- Ability to provide survey data in way that can be added to
- Knowledge of the history of Fredericksburg and development pattern
- Work and previous project experiences with the City
- Experience identifying German pioneer architecture and understanding of development of the Texas Hill Country

2. Key Project Personnel Qualifications & Experience (0-40 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 (0-25 POINTS)

- Directly related experience and qualifications
- Recent experience in other municipal projects comparable to the one proposed
- Experience with historic resource survey, particularly in the Texas Hill Country
- Experience working with Texas Historical Commission

4. Firm Location (0-5 POINTS)

- Firm's location and ability to meet with City personnel or conduct site visits 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 Fredericksburg may select and invite up to three (3) firms to participate in an interview. Selected candidates shall be prepared to make a 30 minute presentation regarding their SOQ and answer related questions. Each interview will last approximately 45 minutes.

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 Fredericksburg. Qualifications, experience, and performance factors will be considered as elements of a responsible Statement of Qualifications at the sole discretion of the City of Fredericksburg. The City of Fredericksburg selection decision is not subject to recourse action. The City of Fredericksburg 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 Fredericksburg 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.

November 7, 2017	Request for Qualifications (RFQ) Advertised
November 29, 2017	RFQ Opening Date (deadline for receipt is 4:00 p.m.)
December 4, 2017	Evaluation of Responses Completed
December 11-15, 2017	Firm interviews and presentations
December 18, 2017	Contract negotiations commence

1. Submission Deadline

Deadline for submissions is **Wednesday, November 29, 2017** until **4:00 PM (CST)**, at the Fredericksburg City Hall (2nd Floor), 126 W. Main St., Fredericksburg, Texas. No late submissions will be accepted.

Submittal should be clearly marked with: **City of Fredericksburg Historic Resource Survey**

Address Delivery: Anna Hudson
Historic Preservation Officer
City of Fredericksburg
126 W. Main St.
Fredericksburg, Texas 78624

2. 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 and members of the Historic Review Board.

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.

3. Presentation Dates

No more than three (3) firms will be contacted to participate in an interview. Candidates will be notified prior to Dec 4, 2017 if chosen for an interview. Interviews are expected to be conducted during the week of Dec. 11-15, 2017. 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 Council for approval.

4. Contract Approval

Final contract(s) approval will be decided by City Council.