



## Request for Qualifications (RFQ): Animal Shelter

### PROJECT OVERVIEW

The City of Ennis is seeking the services of a qualified architectural and engineering team for the design of a new Animal Shelter.

### DELIVERY AND DEADLINE

To receive consideration: Provide four (4) printed copies of the Statement of Qualifications in an envelope that is sealed and labeled "Sealed RFQ – Animal Shelter". The deadline for submittal and receipt is **Monday October 26, 2020 at 12:00 PM**. No submittals received after this deadline will be considered.

Statements of Qualifications may be sent by USPS mail at:

City of Ennis  
Attention: Angie Wade  
P.O. Box 220  
Ennis, Texas 75120

Statements of Qualifications may be sent by courier, personal delivery, etc. to:

City of Ennis  
Attention: Angie Wade  
115 W. Brown St.  
Ennis, Texas 75119

### RFQ ADVERTISEMENT, SUBMITTAL AND REVIEW SCHEDULE

Advertise RFQ 1<sup>st</sup> publication: September 27, 2020  
Advertise RFQ 2<sup>nd</sup> publication: October 4, 2020  
RFQ Due: October 26, 2020  
Team Interviews: November 2020

### INQUIRIES

Questions or clarification request regarding the RFQ or Project should be directed in writing to: Chauncy Williams, Director of the Department of Health Services via email at [cwilliams@ennistx.gov](mailto:cwilliams@ennistx.gov). Participants are expressly instructed that the RFQ contact person is the only authorized source of information concerning solicitation.

City of Ennis  
Animal Shelter – RFQ

## **1.0 GENERAL INFORMATION**

### **1.1 PURPOSE**

The City of Ennis is seeking the services of a qualified architectural and engineering team for the design of an Animal Shelter. The City of Ennis invites, by this Request for Qualifications (RFQ), qualified teams to submit letters of interest and qualifications to the City of Ennis to provide architectural and engineering services. The chosen team will provide Architecture, Engineering, and other necessary services for the project described below. The successful respondent will be responsible for the coordination of all aspects of the design with the Department of Health Services, Construction Manager, and others.

### **1.2 PROJECT DESCRIPTION:**

The animal shelter shall be designed to emphasize and accommodate adoption of sheltered animals while providing a sustainable structure constructed of low maintenance, durable, easily sanitizable materials. The facility should be inviting to the public and provide a friendly, enjoyable experience presenting animals in a healthy appealing manner that is also comfortable, healthy, and a low stress environment for the animals. Both animal and public health, safety and welfare shall be considered. Animal holding areas should provide as much health protection, safety and comfort as possible.

The new Animal Shelter will be located in the incorporated city limits of Ennis, TX on a minimum space of approximately 3-4 acres. The project budget is in the range of 1 to 2 million dollars with goal to complete construction within 2-years of award of the design phase.

The new building should initially be sized to accommodate 1,500 animals annually but planned to be expandable 2,000 at full buildout. Additional areas shall be provided for puppies and for cats and offices and operating areas should accommodate a minimum staffing level of a shelter manager, intake/adoption coordinator, four attendants, a veterinarian, and a (non-paid) volunteer coordinator. An addition of two staff members should also be considered as needed. All the standard features of robust modern animal shelter/adoption center should be considered including sanitation and grooming areas, cleaning and laundry facilities, commercial refrigeration units, storage (other), food preparation, commercial dish washing machine, commercial walk-in style freezer, waste disposal, 2 & 3 large compartment sink, handwash sink, dog bathing sink, wall-mounted high pressure washers, outdoor high pressure washer, conference room. A veterinarian area for spay, neutering, and euthanasia, and a sallyport for animal control truck deliveries shall also be included. Best practices shall be considered in the design for operation of building and the kennels including noise control, lighting, dedicated HVAC systems and ventilation, cleaning procedures, automatic waters, feeding, offsite incinerator, and features to control disease. Public parking shall be provided for approximately 60 vehicles along with 15 secured parking spaces for employee parking.

Stand-by-Generator: Accommodations shall be provided for an emergency backup generator to power the critical components of building in the event of a power failure. This generator shall be connected to the building's electrical power system via appropriate automatic switching equipment.

### 1.3 SCOPE OF SERVICES:

The following services are anticipated to be included in the team's scope of services:

- Budget
- Geotechnical
- Structural Engineering
- HVAC (dedicated systems providing 12 exchanges per hour), electrical, lighting, mechanical, and plumbing/drainage systems, ventilation systems (supplemental roof mounted exhaust shutter fans with separate switches on timers, with red "on" lights)
- Flooring: Light colored Ceramic Carpet/ Epoxy Resin at 1/16 or 1/8 thickness
- Walls: Non-porous material, such as FRP wallboard or epoxy resin coated cinder block in animal holding areas of the shelter. Proper material needed for noise reduction.
- Lighting: Bright lighting levels, and sound absorbing ceilings
- Life/Fire safety systems per code
- Energy Code Compliance
- Utility and site work/Civil work
- Audio/Visual systems
- Information Technology system
- Security/Communication system
- Landscaping
- Interior Finish selection: FRP wallboard and/or non-impervious cinder block where desired.
- Assist owner in development of an RFP for the procurement of a Construction Manager at Risk and aid the City in their selection.
- Construction Administration

#### SCHEMATIC DESIGN PHASE:

- Review project needs, goals, and requirements
- Review detailed scope of work with Department of Health Services and City representatives
- Code review with City Inspections/Fire Marshal
- Identify and schedule relevant project milestones
- Develop schematic design drawings and outline specifications
- Provide project budget

#### DESIGN DEVELOPMENT PHASE:

- Prepare design development documents based on approved Schematic Design documents that specify in more detail all design elements
- Formal presentations to the Department of Health Services and City
- Update of the project budget
- Prepare contract document based on approved and accepted Design Development Drawings and approval by the City
- Plans for the project shall be reviewed by individuals, teams, or committees of the Department of Health Services and City. Final plans will require approval from the Director of Department of Health Services.

- Plans for each review should be accompanied by contract documents including specifications, standards, and special notices or provisions

#### CONSTRUCTION CONTRACTOR PROCUREMENT PHASE:

- Coordinate with owner to provide an RFP for the procurement of a Construction Manager at Risk.
- Assist owner with evaluation and selection of a Construction Manager at Risk.

#### CONSTRUCTION PHASE:

- Project Architect to provide Construction Administration
- Attend weekly update meetings with Contractor, and City representative
- Provide cost management with City approval on all change orders
- Responsible for acquiring all necessary permits and overseeing communications with Department of Health Services, City Building Official, Fire Marshal, and Public Works Department
- Review submittals and shop drawings
- Review and provide recommendations to approve Applications for Payment
- Provide punch list at Substantial Completion
- Provide walk-thru upon completion

#### 1.4 BASIC SERVICE FEE:

The basic service fee to include all disciplines is to be determined by the architect and owner to such an extent such services are required. Fees and scope of work will be negotiated as a part of the contract negotiation process after a team is selected.

#### 1.5 PROFESSIONAL SERVICES AGREEMENT:

City of Ennis shall require the team selected to execute a Professional Services Agreement upon award of a contract.

#### 1.6 INSURANCE:

City of Ennis shall require insurance of the Professional Services Agreement to be provided prior to award of a contract.

#### 1.7 PROJECT TIMING:

The City anticipates the design phase to commence immediately.

## **2.0 STATEMENT OF QUALIFICATIONS REQUIREMENTS**

### **2.1 EXECUTIVE SUMMARY:**

Provide a summary addressing:

- Your understanding of the Animal Shelter's functionality and the City's needs.
- Your team's experience in working together and experience with Construction Manager at Risk for Fixed Fee of this type or similar facility.
- Your Staff qualifications, experience, and availability
- Your Unique approach or ideas

### **2.2 UNDERSTANDING PROJECT REQUIREMENTS:**

Provide a narrative of your understanding of the requirements of animal shelters in general and those specific to this project and your teams approach to meeting the requirements. Indicate the processes your team will implement to facilitate staying on schedule and within budget.

### **2.3 TEAM QUALIFICATIONS AND EXPERIENCE:**

The submittal shall state the team's affiliations or partnerships represented for the proposed project. For each entity represented in the submittal, the following shall be provided: Size of the firm, the organizational structure, the offices in which the work of this engagement will be performed, the number and qualifications of the staff to be utilized on this project on a full-time or part-time basis, the experience each firm has working together as a team - whether first time or together on previous projects and how many.

The submittal shall state all information regarding the circumstances and status of any investigations or disciplinary action taken or pending with national or state regulatory bodies against the team or firms included in the submittal. Include the same information for the team's management during the past ten (10) years.

A history of using the procurement method Construction Manager at Risk with a fixed fee is preferred. The team is to provide a project data sheet for each animal shelter the team has designed within the last five (5) years and provide references for each facility. References should include project names, descriptions, photos, construction dates, beginning and final construction values, and the project manager in charge of the project.

### **2.4 STAFF QUALIFICATIONS AND EXPERIENCE:**

The team shall identify the principal staff members who would be assigned to the engagement and indicate whether such person is licensed to conduct business in the State of Texas. An affirmative statement should be included indication that the team and all assigned key professional staff are properly licensed to practice in Texas.

Provide the names and resumes of the key team members to be committed to the project, including any sub-consultants. For each of the key personnel, identify their role specific to this project. Include an

organizational chart outlining the proposed team's organization. Show key project positions identified by title and line of authority/responsibility and communication.

2.5 UNIQUE APPROACH:

Provide any insights, ideas or other aspects that set your team, approach or solutions apart and make your team the best choice to provide the scope of services listed in the project description.

2.6 RESPONSIVENESS TO RFQ:

Responsiveness will be determined based on the team's information being complete, clear, and concise and adherence to all of the RFQ submittal requirements.

Each printed copy of Statements of Qualifications shall be limited in length to no more than 50 pages.

<b>3.0 CRITERIA OF EVALUATION</b>
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3.1 PROPOSAL EVALUATION:

The City of Ennis will evaluate proposals based on the factors outlined within this RFQ, which shall be applied to all eligible - responsive proposals in selecting the successful team. The City reserves the right to disqualify any proposal it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate.

Award of any proposal may be made without discussion with respondents after responses are received. The City reserves the right to cease contract negotiations if it is determined that the respondent cannot perform services specified in their response or within the City's budget. Evaluation criteria will be grouped into percentage factors as follows:

1. Understanding of the project requirements and approach to meeting the requirements within the City's construction schedule and budget. (25 points)
2. Teams Qualifications and nature and quality of previously completed work on a project or projects under construction where a Construction Manager at Risk has been involved early in the design phase. (15 points)
3. Staff Qualifications and availability of personnel assigned to the project. (15 points)
4. Unique approach and intangible factors demonstrated by the respondent. (15 points)
5. Responsiveness to the RFQ. These criteria are associated with the team's Statement of Qualification being complete, clear, and concise. (15 points)

It is the intent and desire of the City of Ennis to identify, through this RFQ process, the most qualified team for this project. The teams submitting sealed RFQs responses will be evaluated based on the criteria and point scale enumerated above. Using the scores derived from these criteria, the teams will be ranked.

If so desired or deemed necessary by the committee, the top ranked teams **may** be asked to come in for an interview. Once the top ranked team is identified, the City will move forward with the terms of the agreement. If negotiations should stall, then negotiations shall begin with the second highest team and so on until an agreement can be made.

Once terms are agreed upon with a team, it shall be presented to the City Manager, followed by the City Commission for approval.

The most qualified teams will be selected to further engage the City regarding the project.

**3.2 FALSE INFORMATION:**

Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded.

**3.3 CONFIDENTIAL INFORMATION:**

All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process, the contents of their proposals are subject to the provisions of the Texas Public Information Act and may be made public. Confidential and/or Sensitive information should not be included in the proposal.

**3.4 RIGHTS OF THE CITY:**

The City of Ennis reserves the right to award in the best interest of the City. The City reserves the right to accept or reject any and all submittals, without prejudice or any items or part thereof, or to waive any informality in submittals.

There is not expressed or implied obligation for the City to reimburse responding team for any expense incurred in preparing submittals in response to this request. Statements of qualifications submitted to the City shall become property of the City and will not be returned to respondent.

**TYPE OR PRINT:**

_____ TEAM NAME	_____ AUTHORIZED REPRESENTATIVE & TITLE
_____ STREET ADDRESS and/or P.O. BOX NO.	PHONE:(    ) _____ TELEPHONE NUMBER
_____ CITY/STATE/ZIP CODE	FAX:(    ) _____ FAX NUMBER
_____ FIRM'S TAX IDENTIFICATION NUMBER	_____ E-MAIL ADDRESS

_____ <b>SIGNATURE</b>	/ _____ <b>DATE</b>
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