

1. Project Goal

The City of Roanoke desires the development of a sound, actionable, and fiscally responsible facilities plan that supports the entire city government organization by providing safe and inviting work environments that meet the varying operational needs of all City departments.

The City's intent is to retain a consulting firm with the qualifications and staff resources necessary to perform city governmental facility planning services including, but not limited to, conditional assessment, space and programming needs assessment, and development of a long-term facilities master plan. The facilities master plan should focus on the preservation and potential redevelopment and/or readapting of current facilities as well as the identification of and/or planning for new facilities to establish a framework for the anticipated City facility needs for the next thirty years. The successful firm will provide services for the City as outlined in Section II. Scope of Work.

The Consultant shall demonstrate substantial experience in undertaking and completing the type of work required. All questions and communications, whether of a substantive nature or otherwise, regarding this Request for Qualifications (RFQ) must be submitted via email with the subject line "RFQ – Facilities Master Plan" no later than Monday, May 30, 2022. If the City deems it necessary, it will issue one or more written addenda in response to such questions and those addenda will be forwarded to all persons who register at the posting for this RFQ at <http://www.Roanoketx.org/bids.aspx>. All questions or communications must be submitted by email to Cody Petree, Assistant City Manager at cpetree@roanoketexas.com. **The City reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the City's determination of its best interest.**

2. Scope of Work

Nothing in this Request shall obligate the City to select a Consultant or enter into any agreement with a Consultant. Projects shall be contingent on a mutually agreed scope of work, fee proposal, and availability of budgeted funds.

The following scope of services is included as a guide for the proposer. It is designed to identify the service level expected from the successful firm and as such should be modified and augmented based upon the experience of the firm, as necessary to complete the project:

General:

A. Phase 1: Facilities Conditional Assessment

a. Prior to the start of on-site assessments, the Consultant shall work with the City in developing assessment standards to ensure consistency and completeness of data gathered at different facilities.

b. The Consultant shall provide an assessment schedule with planned survey dates for specific facilities.

c. The assessment shall be performed by individuals trained and licensed and/or certified in construction, engineering or architecture for the specific building systems they are assessing.

d. The assessment shall be conducted in accordance with well-established industry standards.

e. The Consultant shall obtain from the City, where available, existing drawings and plans and review those drawings and plans for each facility prior to its on-site assessment.

It should be noted that in some cases complete records for a particular building may not be available.

f. The Consultant shall perform a non-destructive visual inspection of each facility to identify systems-level deficiencies and life-cycle conditions.

g. The Consultant shall review, document, and photograph physical condition deficiencies.

h. The Consultant shall provide a facilities conditional assessment document which shall include, but shall not be limited to the following for each facility:

- i. A narrative summary of the facility and building system shall be documented in addition to the standard quantitative information.
- ii. Categorization of immediate, short-term, and long-term capital repair and replacement requirements with project timelines to include:
- iii. Assessment of current structural conditions of City-owned/operated building.
- iv. Assessment of each building's compliance with applicable building codes.
- v. Estimated life expectancy of the building.
- vii. Identification of major repairs which require immediate undertaking (present-5 years out).
- viii. Estimate of likely costs of necessary immediate repairs.
- ix. Identification of major repairs which will likely be necessary in the foreseeable future (5, 10, 20, and 30 years out).
- x. Estimate of likely costs of the long term repairs.
- xi. Assessment of current mechanical systems and components thereof.
9. Assessment of the functioning condition of each system and the components thereof.
- xii. Estimation of life expectancy of each system and/or components thereof.
- xiii. Estimation of the likely cost of repairing each system and/or components thereof.

B. Phase 2: Space and Programming Needs Assessment

a. The Consultant shall conduct interviews with designated personnel and representatives to elicit the individual perspectives of problems needing solutions and observations of past, current, and expected future operational and facility needs and deficiencies.

b. The Consultant shall develop a process, which includes at least two public meetings, to gather information from the public on municipal facility needs.

- c. For each building, the Consultant shall provide building programming to:
- i. Identify the nature of work performed in or function of each workspace.
 - ii. Identify on an inter-departmental basis and an intra- and inter-divisional basis what working relationships exist and the level of intensity of those working relationships.
 - iii. Identify the physical proximity needs of the aforesaid working relationships.
 - iv. Assess whether the proximity of work performed in one space and interrelated with work performed in another space promotes or inhibits the effectiveness and efficiency of the overall work performed in the two or more spaces.
 - v. Identify the number of employees using each space.

- vi. Identify ancillary and accessory programming requirements, such as, but not limited to, data and communications, conference/meeting rooms, printer/copier areas, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, hallways, and similar space allocations.
- vii. Identify security issues and concerns and ways they can be addressed.
- viii. Identify proximity issues in light of the COVID-19 pandemic.
- ix. Assess whether the particular space is currently adequate given the nature of the work performed therein or the function thereof.
- x. Assess the locations of public safety facilities in relation to emergency service response times.
- xi. Assess whether the particular space will be adequate into the foreseeable future (5, 10, 20 and 30 years out) given the nature of the work performed therein or function thereof and the possible expansion of the work or the number of employees performing such work.
- xii. Assess each facility's exterior features that support the facility on its site, including public and entry access, on-site storage, and vehicle accommodations.
- xiii. Assess parking capacity for public and staff needs.
- xiv. Assess public accessibility to public meeting spaces and departmental services.

d. Final Phase 2 deliverable shall be program update/statement of requirement documents including, but not limited to:

- i. Assessment of departmental and division space needs and requirements.
- ii. Assessment as to whether current spaces are functioning in order to undertake the work of the City efficiently and effectively and any opportunities to consolidate duplicative spaces, or unnecessary areas.
- iii. Identification of an efficiency and cost-effective layout alterations that may provide space for additional employees to possibly defer additional construction activity.
- iv. Forecasts for departmental growth and space needs.
- v. Critical adjacencies between and within Departments.
- vi. Desired support areas and amenities.
- vii. Departmental security and safety needs.
- viii. Desired image of the organization and desired outward image of current and future facilities.

C. Phase 3: City Government-Wide Facilities Master Plan

a. Facilitate a process to gain consensus among City departments on a preferred master plan strategy or group of strategies.

b. Using information developed in Phase 1 and Phase 2, provide a master plan which takes into consideration the City's anticipated future needs for space and organizational use of such space, including development or use of space not currently owned, operated or used by the City, if such additional space is deemed necessary to the cost effective and efficient operation of City government.

c. Develop a short-term (1-4 years), mid-term (5-15 years) and long-term (15-30 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.

d. Final documents shall include, but are not limited to:

- i. Master Plan Strategies;
- ii. Preliminary project budgets;
- iii. Preliminary project schedules; and
- iv. Other Relevant/Diagrammatic information.

3. Submissions

Proposals will be evaluated on the basis of all information provided. To evaluate capabilities for completing the work as outlined in this RFQ, each proposal should provide detailed responses to each of the following requirements listed below:

1. Company Overview and Qualification

- a. Name, physical address, telephone number, and email address of each participating firm.
- b. Name and physical addresses of each firm's principal officers.
- c. Description of each firm's technical and professional capabilities and areas of expertise.
- d. Description of the firm's ability to provide the service level as described in Section 2, Scope of Work.
- e. Description of the firm's method of approach to demonstrate an understanding of the project, challenges, and strategies that will be employed to complete the project.
- f. Description of the firm's proposed timeline to complete each of the 3 Phases identified in Section 2, Scope of Work.
- g. A list of similar projects undertaken and completed within the state of Texas providing for each such project:
 - i. Identification for whom the project was undertaken.
 - ii. The name, physical address, telephone number, and e-mail address for the person who served as the primary client contact person for the project.
 - iii. A description of the project, the services performed, and the project's duration.
 - iv. Description of whether the client implemented any or all of the project.
- h. Description of other services offered as part of the overall project not otherwise described including, but not limited to, structural engineering, architectural design, security consultation, technology consultation, interior design, etc.

2. Sub-Consultants

The Prime Consultant must specify in its proposal whether it would utilize the services of any Sub-Consultant and, if so, provide the name of each Sub-Consultant; the task or work which each Sub-Consultant would be expected to perform; the experience and credentials

of each Sub-Consultant; and each Sub-Consultant's legal identity, physical address, telephone number, website, and e-mail address; and the licensures and/or certifications, if any, of each sub-Consultant's employee who would be expected to provide work on the project.

Sub-Consultants will be expected to meet the same standards and quality of work as those required from the Prime Consultant. The Consultant will be held responsible for all aspects of the work carried out by the Sub-Consultant(s). The City shall approve all Sub-Consultants. However, any approval of Sub-Consultants by the City shall not diminish the responsibility of the Prime Consultant. The City will have no contractual relationship with any Sub-Consultant.

To be considered, the submittal of the proposal shall include one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive and five bound copies. The Proposal shall be presented in a sealed package, addressed as indicated below, by 3 p.m. on Monday, May 30, 2022 and on that date and at that time, the names of the respondents will be read aloud and recorded.

PHYSICAL ADDRESS:

Cody Petree, Assistant City Manager
RFQ – Facilities Master Plan Services
City of Roanoke
500 S. Oak Street
Roanoke, TX 76262

MAILING ADDRESS:

Cody Petree, Assistant City Manager
RFQ – Facilities Master Plan Services
City of Roanoke
500 S. Oak Street
Roanoke, TX 76262

4. Selection Process

A committee comprised of individuals selected by the City Manager will review each submittal and select or decline to select the consulting firm utilizing the following critical factors:

- Quality of response submission. Incomplete proposals will not be considered.
- Description of approach to the services, which includes an understanding of the project, risks, challenges, strategy, and proposed methodology that will employed to complete the project.
- Experience and demonstrated expertise in performing projects of a similar scope for similarly sized communities. The City has preference for references and samples for work performed for Municipal or other governmental entities.
- Professional qualifications and backgrounds of the responding firms and principal assigned staff and proposed Sub-Consultants.
- The Consultant's staffing, readiness to undertake the required services, ability to execute an acceptable written contract, and capabilities to complete the scope of work
- Client references

Interview may be conducted in-person with one or more responsible entities that have submitted qualifications in order to clarify certain elements of such information.

Fees will not be considered in the initial selection criteria during the initial selection process. At the City's discretion, it will seek to negotiate a fair and reasonable scope of work with the highest ranked proposing firm. If the aforesaid negotiation does not result in an agreement, the City shall terminate those negotiations and may, in its sole discretion, select the next most qualified firm with whom the City will negotiate, and may enter into negotiations and continue with succeeding firms until an agreement has been reached.

The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The City reserves the right to accept the proposal it deems is in the best interests of the City after all proposals have been examined and evaluated. Nothing in this Request shall obligate the City to select a Consultant or enter into any agreement with a Consultant. No agreement between the City and a Consultant shall be binding or enforceable unless it has been reduced to writing and executed by duly authorized officers for each part to any such contract.

All questions and communications regarding this RFP must be submitted via email with the subject line "RFQ – Facilities Master Plan" no later than Monday, May 30, 2022

Cody Petree, Assistant City Manager
City of Roanoke, Texas
cpetree@roanoketexas.com