



REQUEST FOR QUALIFICATIONS

for

**ARCHITECTURAL AND ENGINEERING
SERVICES FOR A NEEDS ASSESSMENT
AND CONCEPTUAL DESIGN OF A NEW
ANIMAL SHELTER FACILITY**

October 31, 2014

ISSUE DATE: October 31, 2014

TO: Architectural and Engineering Firms

FROM: Trey Fletcher, AICP, Assistant City Manager
City of Pflugerville, Texas

SUBJECT: Request for Statements of Qualifications
Pflugerville Animal Shelter Needs Assessment and Conceptual Design

The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ's) from qualified consulting architectural and engineering firms **for professional architectural and engineering services associated with preparation of a needs assessment and conceptual new animal shelter for the City of Pflugerville.** Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOQ by 5:00 p.m., Monday, November 17th, 2014**, to the person listed below. The submission date for questions, clarifications, or **requests for general information will be 5:00 pm, Monday, November 10th, 2014**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via email** or other mail carrier to the City's Project Manager.

A committee consisting of City of Pflugerville staff and stakeholders will rate the SOQ's relative to the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. The firm with the highest rated SOQ will be recommended to City Council for consultant selection.

Any questions and correspondence should be directed to:

Mr. Trey Fletcher, AICP, Assistant City Manager
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589
(512) 990-6301
Fax: (512) 990-4374
treyf@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than Mr. Trey Fletcher or his designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS
City of Pflugerville
Pflugerville Animal Shelter Needs Assessment and Conceptual Design

I. INTRODUCTION

Pflugerville is among the fastest growing communities in Texas. As the population has more than tripled since 1990 to nearly 54,000 people, the demands on the city's animal shelter and staff have been challenging. Currently, the extent of Pflugerville is approximately 22 square miles and the city's extraterritorial jurisdiction extends another 44 square miles to the east of the city core. While primarily open farm and range land, the ETJ is suburbanizing as well having an additional 12,000 people. At build out, Pflugerville is projected to net more than 250,000 people.

Expansion of the city's existing shelter, located at 1600 Waterbrook Drive, is no longer perceived to be a viable option. Staff and interested stakeholders have reviewed an inventory of various parcels owned by the city for relocation of the animal shelter. The proposed animal shelter location is an undefined parcel south and adjacent to the Lake Pflugerville Park, located at 18216 Weiss Lane.

The purpose of this RFQ is to solicit submission of qualifications from experienced and interested Architectural and/or Engineering Firms that have successfully completed similar projects including the programming, conceptual planning and full design of new and/or expanded animal shelter facilities in Texas. The successful firm will be expected to provide these professional services in two parts. Part 1 of the two part Pre-Design Process will be a needs assessment to produce a Programming Study for a future, expandable animal shelter facility serving the community's needs over the next 20 to 30 years. Part 2 is to utilize the data acquired through Part 1 to develop Conceptual Design and Cost Estimate.

II. INVITATION

The City of Pflugerville is requesting SOQ's from qualified consulting architectural and engineering firms for Pre-Design Services to prepare a needs assessment and conceptual design for the following project:

Pflugerville Animal Shelter Needs Assessment and Conceptual Design

There is no expressed or implied obligation for the City of Pflugerville to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The City reserves the right to issue alternate RFQ's for the tasks associated with the final Design Phase and Construction Phase Services upon completion of the Pre-Design Phase tasks.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, five (5) copies (marked "original" and "copy") and one (1) electronic copy in PDF of the entire RFQ should be submitted on a CD in the sealed envelope. The responses shall demonstrate the firm's experience in performing a project of this scale and complexity. **Documentation should be limited to 15 single-sided pages and include the items below. Statement of Interest Letter and Resumes do not count in the 15 page limit.**

1. City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be a registered architect or licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.

2. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
3. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five (5) projects for meeting these criteria which have been completed in the past five (5) years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
4. Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
5. City is interested in team's (including sub consultants) experience in Texas regarding animal shelter planning, feasibility, design and construction. Projects should be listed based on the consistency with the RFQ, including planning, programming, expansion and/or new construction for animal shelter facilities work was completed. Particular emphasis should be placed on innovative, sustainable and cost effective solutions (construction and maintenance/operations).
6. City is interested in team's organizational structure, their understanding of the project issues, and their approach to the project including technical and management factors that will lead to a quality design and operation shall be included. Respondents are encouraged to use this section of the submittal to address optional improvements to the scope of services requirements outlined in the RFQ. Competitive advantages or special capabilities of project teams should be highlighted in this section as well as the intended methods to ensure:
 - a. Project design performance and product reliability
 - b. Cost effectiveness
 - c. Ability to meet budgets and schedules
 - d. Effective project management
 - e. Environmental soundness and land use compatibility
 - f. Quality control

Submittals shall EITHER be mailed to OR submittals shall be delivered to:

Mailing Address	Delivery Address
Mr. Trey Fletcher, AICP, Asst. City Manager C/O Ms. Sabrina Schmidt, Purchasing City of Pflugerville P.O. Box 589 Pflugerville, TX 78691-0589	Mr. Trey Fletcher, AICP, Asst. City Manager C/O Ms. Sabrina Schmidt, Purchasing City of Pflugerville 100 East Main Street, Suite 100 Pflugerville, TX 78660

All submittals must be received no later than 5:00 p.m., Monday, November 17th, 2014.

IV. TENTATIVE RFQ TIMELINE

RFQ Issuance:	October 31, 2014
Written Addenda, if necessary, issued by:	November 5, 2014
Question and Answer Period Ends	November 10, 2014
Statements of Qualification received by City of Pflugerville:	November 17, 2014 by 5 pm
Evaluation	December 1, 2014
Interviews (if necessary)	December 18-19, 2014
Selection Approvals	January 2015

V. SITE LOCATION

The proposed animal shelter location is an undefined parcel south and adjacent to the Lake Pflugerville Park, located at 18216 Weiss Lane. A map is provided herein as Exhibit A.

VI. NATURE OF SERVICES REQUIRED

A. The City of Pflugerville is soliciting the services of qualified consulting architectural and/or engineering firms to accomplish the project outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this Request for Statement of Qualifications.

B. The Scope of Work to be Performed for Pre-Design Services will be separated into two parts:

1. **Part 1: Needs Assessment**

- a. The selected firm will assess current and projected needs of the Pflugerville Animal Shelter using criteria and standards required by the Texas Health and Safety Code applicable to Animal Shelters. This assessment will include space needs, functional relation and priorities for the project, with interior spaces and exterior spaces such as outdoor kennels and dog runs as a component part and methods to minimize on site staffing requirements. Space needs includes, but is not limited to, the room requirements, size and function; outdoor space requirements, size and function; and support needs (office, storage, amenities), size and function.
- b. The selected firm will lead the meetings and organize information between the team members assigned to this project.
- c. The selected firm is to review and conduct visits to the site and to include that as part of the dialogue and final analysis.
- d. The selected firm will provide professional services that will take the information as determined and provide the Pflugerville Animal Shelter Advisory Committee and the Pflugerville City Council with a cost estimate to develop an expanded, modern animal shelter facility that will meet current and project municipal needs.

2. **Part 2: Conceptual Design**

- a. The selected firm is to lead meetings(s) with staff to confirm the Program requirements established by Part 1. The firm will then ascertain and/or verify the accuracy of the current needs for the facility and exterior spaces. The meetings are expected to involved intense study/review process with all individuals / groups assigned to the project.
- b. Develop 2-3 conceptual design options and alternative based on the programming study, user group meetings and budget. The firm shall prepare drawings and other documents which depict several alternative concepts which satisfy program, schedule and budget requirements, and will make a recommendation to the City as to the most appropriate alternative and/or a ranking of the alternatives.
- c. Evaluate conceptual options and alternatives relative to original anticipated requirements and funding.
- d. Site analysis, program and design including access to neighboring roads and trails,

integrating the Lake Pflugerville Master Plan. The firm will assist in geotechnical services and survey work.

- e. Determine if a phased implementation plan will be necessary and define the best initial costs in a phasing plan.
- f. Preliminary cost estimates will be established and provided to the Advisory Committee and City Council.
- g. The Conceptual Design Part will also include renderings of the final selected concept plan(s). The renderings will be used by the City and auxiliary organizations for presentations on the proposed facility and bond proposals.
- h. The selected firm may be requested to provide presentation to City staff, City Council, auxiliary groups, and the public to provide an appropriate summary of the project.

C. List of Exhibits

The following exhibit has been completed which are related to the proposed project. This is being made available to interested consulting engineering firms as part of the project background.

1. Exhibit A – Proposed Lake Pflugerville Animal Shelter Site
2. Exhibit B – Lake Pflugerville Master Plan

The complete plan may be accessed via the city's website:

<http://www.pflugervilletx.gov/index.aspx?NID=1900>

3. Exhibit C – Animal Shelter Statistics

D. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of City of Pflugerville staff and stakeholders. During the evaluation process, the City of Pflugerville reserves the right, where it may serve the City of Pflugerville's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are included in this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. The committee will recommend the firm with the highest rated SOQ to City Council for consultant selection.
5. City Council will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with City staff may only be available if time permits and will be by appointment with the Assistant City Manager.

IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the City.

Proposed Lake Pflugerville Animal Shelter Site



Exhibit A

Lake Pflugerville Park Master Plan

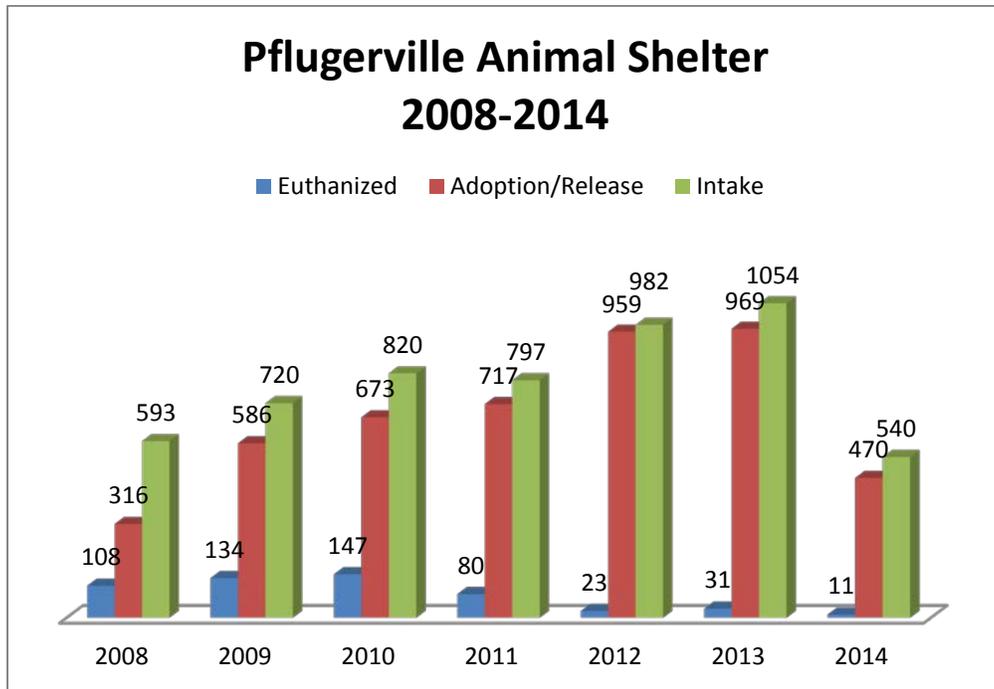


Proposed
Animal
Shelter
Site

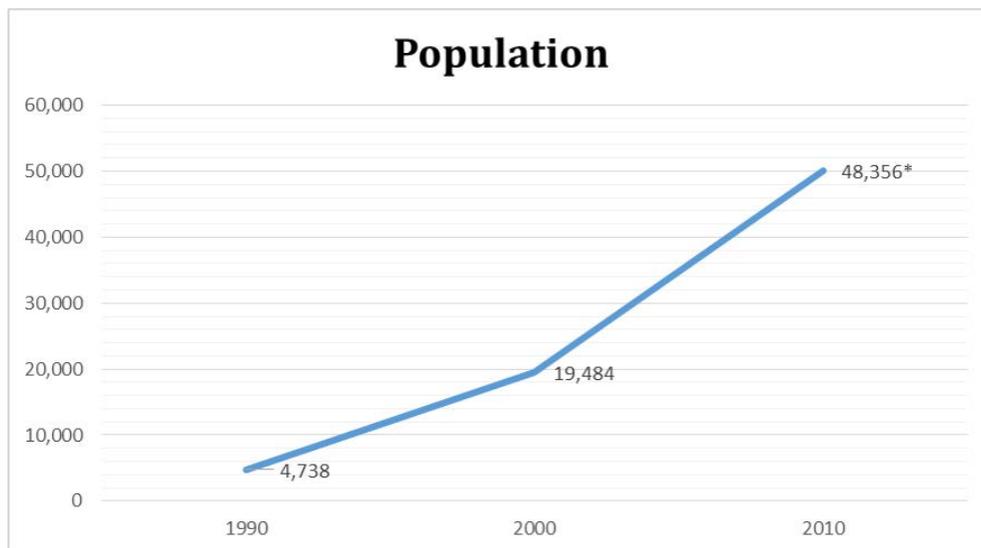
Plan View

Exhibit B

Exhibit C: Statistics



*2014 data reflects Jan – June.



Source: <http://www.pflugervilletx.gov/index.aspx?nid=1909>

As of July 2013, the City's estimated population was 53,752.

POLICE DEPARTMENT MONTHLY REPORT - SEP 2014

Offenses	SEP 2013		SEP 2014		FY 2013 YTD	FY 2014 YTD	FY 2013 Total
	Reported	Cleared	Reported	Cleared	Reported	Reported	Reported
Criminal Homicide	0	0	0	0	0	0	0
Forcible Rape	3	3	4	2	18	17	18
Robbery	0	2	0	0	8	4	8
Assault	13	10	14	13	219	250	219
Burglary Res	2	3	5	5	83	70	83
Burglary Non-Res	3	0	6	3	23	20	23
Burglary of Vehicles	11	4	6	6	181	213	181
Auto Theft	2	1	2	2	50	64	50
Theft	46	18	38	29	550	506	550
Criminal Mischief	11	8	18	19	229	233	229
Other Offenses	311	255	366	272	4593	4,267	4,593
Total Offenses	402	304	459	351	5,954	5,644	5,954
Collisions	54		55		567	681	567
Misc. Incidents	4,609		4,602		61,997	56,465	61,997
TOTAL CALLS	5,065		5,116		68,518	62,790	68,518
Arrests: Misdemeanor	37		47		663	626	663
Felony	25		39		309	286	309
Animals: Intake	98		108		792	1,098	792
Caught	27		43		540	399	540
Released	29		102		655	868	655
Citations:	781		750		12,002	10,284	12,002
Mileage:	70,989		73,371		908,640	905,609	908,640
Training Hours Officers	540		119		4,011	3,690	4,011
Training Hours Civilians	78		16		545	541	545
Part I Clearance Rate	51%		80%		61%	72%	61%
Stolen Property	\$66,800		\$61,329		\$790,602	\$965,835	\$790,602
Stolen Property Recovered	\$16,273		\$16,345		\$107,021	\$200,252	\$107,021
Recovered Property Rate	24%		27%		14%	21%	14%