



**PROFESSIONAL ARCHITECTURAL AND  
ENGINEERING SERVICES**

**NORTHEAST PARK DEVELOPMENT  
CITY OF KELLER**

**REQUEST FOR QUALIFICATIONS (RFQ)  
RFQ #23-013**

**FEBRUARY 14, 2023**

## **INTRODUCTION AND BACKGROUND**

The City of Keller is currently in the process of hiring an Architectural and Engineering firm to provide design services for currently undeveloped parkland within the City of Keller.

The City desires to identify, through public input, a viable concept plan to present to the Parks and Recreation Board and City Council for consideration for future development.

The total estimated cost of the concept plan creation is approximately \$100,000.

### **1. NATURE OF THIS REQUEST**

The City invites qualified architectural and engineering firms to submit a statement of qualifications (SOQ) for providing the architectural and engineering services necessary for the concept design of an approximately 42 acres of currently undeveloped park land in a low-density residential area. The SOQ should include your firm's experience with providing architectural and engineering design services. References and examples of similar projects on which your firm took a lead role are required.

### **2. PROJECT SITE**

The Project will be located at the undeveloped Northeast Park in the City of Keller. This land was once a functioning quarry, and has drastic elevation changes, drainage and soil challenges, and is surrounded by low-density residential properties. The desire for this property is to be a passive park with amenities for area residents.

### **3. ENGINEERING SERVICES**

The selected firm will be required to provide public input gathering and concept design services at this time, with the ability to prepare construction drawings and specifications, including bid and construction phase support services for the Project, at a later date. Additionally, surveying, geotechnical investigations, subsurface utility engineering and other related subconsultant services may also be required.

### **4. SUBMISSION REQUIREMENTS**

A fee schedule is not a part of this submittal. Once a firm is selected through the selection process, they will be invited to negotiate the scope and fee acceptable to both parties. If an agreement cannot be reached, the City will move on to firm #2.

The written portion of the SOQ submittal should not exceed 10 pages and include the following:

- A. Firm Information - Name, address and telephone number of your firm, including the contact information for the principal-in-charge for the Project.
- B. Relevant Past Experience - A list of at least three projects completed by your firm during the last five years which are comparable in size and complexity to the proposed Project. For each project listed, provide a brief description of the project, its location, date of completion and the cost of construction including the percentage of any necessary change orders. The name, address and a telephone number for a project reference that is familiar with each must be provided.
- C. Current Relevant Projects - A list of projects similar in nature to the proposed Project in which your firm is currently engaged. For each project, give a brief description of the project, location, anticipated completion date and cost. The name, address and a telephone number for a project reference that is familiar with each must be provided.
- D. Key Personnel - Identification of the key personnel who will have direct responsibility for the required architectural and engineering services, indicating their areas of assigned Project responsibility. Please comment on your firm's ability to withstand a loss to key personnel. Provide a resume for each key person assigned to this Project giving a summary of his or her experience and qualifications.

(Resumes shall be included in a separate, divided section of the SOQ and should not exceed one page per person. Resumes are excluded from the page count limitation).

- E. Subconsultants - Identify all outside consultants that will be a part of your team. For each consultant listed, provide a list of key personnel who will be involved in the Project. Provide pertinent project experience by listing projects, locations, project reference contact information similar to Item "C" above and pertinent subconsultant personnel, similar to Item "D" above.
- F. Public Input Approach – Identify how your company will acquire public input and consensus for a viable concept plan, which will further inform the City of your firm being uniquely qualified for this Project.

## 5. DELIVERABLES

Firms wishing to be considered must submit the SOQ in digital format as well as five (5) bound copies. An unbound original must also be submitted for reproductions. The SOQ must be in an 8.5" x 11" format. Company brochures and/or printed project summary sheets will be included in the page count imitation.

Please submit to:

RFQ Mailing Address:

*City of Keller  
Parks and Recreation  
P.O. Box 770  
Keller, Texas 76244*

RFQ Courier Delivery address:

*City of Keller  
Parks and Recreation  
1100 Bear Creek Pkwy  
Keller, Texas 76248*

Please direct any questions regarding this RFQ to the person indicated below. Effective the date of this RFQ, any contact with City employees or officials directly and/or indirectly, other than this designated contact may result in disqualification of the firm from further consideration.

Firms are not expected to research specific Project details beyond the information provided herein in order to respond to the requirements of the RFQ.

*Cody Maberry  
Director of Community Services  
817-743-4002  
cmaberry@cityofkeller.com*

***SOQ's will be accepted until 2:00 PM, March 7, 2023.***

Mark the front of the sealed envelope with ***“Statement of Qualifications for RFQ #23-013 NORTHEAST PARK DEVELOPMENT PLAN DESIGN FOR THE CITY OF KELLER.”***

## **6. SOQ EVALUATION CRITERIA**

SOQ's will be reviewed and scored by an evaluation team for the purpose of identifying and recommending the firm that offers, in total, the highest qualifications and experience with this type of Project.

SOQ's will be evaluated on the following:

- Adherence to the requirements of this RFQ.
- Experience with similar projects, including, but not limited to:
  - Permitting
  - Passive Park Design
  - Utility and Drainage Control Improvements
  - Project cost estimating abilities
  - Design and construction phase services
  - Program planning
  - Public Input processes

- Experience and qualifications of the firm and personnel assigned to the Project.
- Overall quality of the SOQ in terms of clarity and information conveyance.
- References.

## **7. INTERVIEW**

An interview of the finalists will take place at the Keller Town Hall located at 1100 Bear Creek Parkway. An exact date has not yet been determined. Should your firm be selected for an interview, you will be provided thirty (30) minutes to introduce your Project team and make a presentation to satisfy the requirements of the interview. A question and answer session will follow your presentation. Please plan to allow 60 minutes for the entire interview. More information regarding the interview format and requirements will be provided to the selected firms.

## **8. SELECTION PROCESS**

The City will use a selection committee to evaluate each SOQ and each Interview. The City reserves the right to evaluate SOQ submittals and interviews, to waive irregularities and/or to reject any and all submittals, should the City deem it to be in its best interest. The nature of this selection process is to find the best qualified firm for the Project.

Ultimately, an architectural and engineering services agreement will be awarded to the most qualified firm determined to be the most advantageous to the City. Qualifications, experience and SOQ/Interview performance will be considered as elements of the selection process at the sole discretion of the City. The City's decision is not subject to recourse action. This RFQ does not commit the City to award an agreement or to pay for any costs incurred by successful or unsuccessful consultants for participating in the selection process.

## **9. ESTIMATED SELECTION PROCESS TIMELINE:**

- Selection and negotiations: April 2023
- Agreement to City Council: May 2023