



**BEXAR COUNTY FACILITIES MANAGEMENT  
DEPARTMENT**

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR:

**Master Planning of a 51 acre site  
in Northeast Bexar County**

Issued: Monday, January 30, 2017

SOQDUE: Friday, March 3<sup>rd</sup>, 2017  
SUBMIT TO: Bexar County Facilities Management, Paul Elizondo Tower,  
101 W. Nueva, Ste. 930, San Antonio, TX  
210-335-6735

**Firm will be selected for this single project. Bexar County will make selections based on qualifications and experience.**

Firms selected should be familiar with any local, state or federal regulations that would apply to any awarded project, including, but not limited to: county regulations; Building and Unified Development Codes, Local Municipalities' restrictions, TCEQ, FEMA, etc. The projects can have rigid schedule requirements driven by both fiscal and legal considerations so firms will be expected to demonstrate the ability to provide services within time frames that meet schedule requirements. Firms selected will be required to have familiarity with the Randolph Joint Land Use Study, City of Converse Commercial Corridor Plans, and Bexar County plans for the 51.547 acre tract of land and have the consulting capacity to advise Bexar County on feasible and profitable land use development for office, commercial, and retail development.

Once selected for this project, overall fees shall be negotiated and established in a contractual agreement.

## **1. GENERAL INFORMATION**

### **1.1 BACKGROUND:**

In May of 2015 the County purchased a 51.547 acre tract of land located in the 8800 block of N. Loop 1604 E. (Exhibit "A") The property is adjacent to Randolph AFB on its southwest side. The acreage fronts on Loop 1604 and lies south of the intersection of Rocket Lane with 1604. The initial intent for the purchase is for the new northeast Sheriff Substation to be located on the property. There will be enough land remaining for further development of the site.

The County is in the process of platting approximately 6 acres in the Northwest corner of the parcel for Sheriff Substation. This effort will include a private drive and utility connections. (Exhibit "B")

Bexar County Facilities Management Department is seeking statements of qualifications from qualified firms to provide Professional Services for a Masterplan of a 51.5 acre tract of land located in Northeast Bexar County.

Planning for the future, the County wants to develop a long range strategic plan which will include phases and both small and large scale projects. Firms working for Bexar County should be prepared and capable of offering a full range of professional services including but not limited to developing a land use plan that is competitive in the commercial office and retail market.

Potential uses for the property could include but are not limited to:

- Bexar County Tax Assessor Collector Office
- Bexar County Precinct 4 Constable Office
- Bexar County Precinct 4 Justice of the Peace Office
- Library / Bibliotech
- University Health System Clinic
- Parks and Open Space
- Private Commercial Pad Sites
- Other County Offices
- Uses consistent with the Randolph Joint Land Use Study

The actual acreage allocation for each function has not been established.

**1.2 PURPOSE:** This Request for Qualifications (RFQ) provides licensed architectural and engineering professionals or land planners and land development and commercial real estate specialist who can help Bexar County develop a profitable land use plan that maintains a high quality office environment for County employees and the surround community with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) for professional services relating to the 51 Acre Master Plan.

**1.3 PROJECT LOCATION – San Antonio, Bexar County, Texas:**

- a. 8800 block of N. Loop 1604 E.

**1.4 PROJECT DELIVERY METHOD:** The delivery method is determined by the project, with a scope of work defined within the County contract.

**1.5 This section intentionally not used.**

**1.6 ISSUING OFFICE:** This RFQ is issued by Bexar County Facilities Management Department on behalf of the Bexar County Commissioners Court.

**1.6.1 RIGHTS RESERVED:** Bexar County expressly reserves the right to accept or reject any and all statements submitted.

This request for Statement of Qualifications does not commit Bexar County to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates Bexar County to award a contract or to pay any costs incurred in the preparation of a response. Bexar County specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of Bexar County.

**1.7 EVALUATION OF SOQ: Bexar County will base its choice on demonstrated competence, especially experience on similar facilities, qualifications and evidence of superior conformance with other criteria. See list of weighted criteria in Section 4 of this RFQ.**

**1.8 MANNER OF AWARDING CONTRACTS:** If contract(s) are awarded, Bexar County may award professional services contracts in the following manner:

- a. A contract for the proposed project
- b. Additional contract for related services

**1.9 PROPOSED PROJECT SCHEDULE FOR RFQ PROCESS: January 30th, 2017 Noon - Issue RFQ**

Friday, February 10th, 3:00 p.m. - Pre Proposal Meeting –  
Paul Elizondo Tower  
Conference Room 204  
101 W. Nueva, San Antonio, Texas

Thursday, February 16th, 5:00 p.m. - Questions Due

Issue Addendum (as needed)

Friday, March 3<sup>rd</sup>, 2017 4:00 p.m. - SOQs due: Paul Elizondo Tower, 101 W. Nueva St.  
Ste. 930, San Antonio, Texas 78205

### **1.10 SUMMARY OF SERVICES REQUIRED:**

The overall goal of this master planning effort will be to assist the County in translating its strategic goals and objectives into a physical plan that identifies where the County should focus its resources to meet future demands of the area and Precinct 4 based on retail and commercial market data.

Scope of Services may include, but not limited to:

- Development of the 51 Acre Master Plan that includes:
  - Site master plan document
  - Multiple planning and space use concepts
  - Randolph AFB Joint Land Use Study overlays
  - Cost estimating
  - Recommendations on phasing and scheduling
  - Major Thoroughfare Plans
  - Zoning
  - Traffic Impact Analysis
  - Area and Site Specific Drainage
  - Low Impact Development Considerations
  
- Financial assessment with specific attention paid to:
  - Economic Impact Studies
  - City of Converse Economic Development Corporation Retail Market Gap Analysis Study
  - Energy efficient incentives
  - Identify available grants
  
- A listing of available incentives or proposed incentives offered from the City Of Converse, Bexar County, federal government, and other entities that can be used to lure tenants to the 51 acres site.

**1.10.2 SPECIALTY SERVICES:** Firms working for Bexar County should be prepared and capable of offering a full range of professional services.

**1.10.3 PERSONNEL:** The selected Service Provider(s) shall provide employment of sufficient qualified personnel to fully accomplish the services in accordance with the given schedule.

**1.10.4 COORDINATION:** The selected Service Provider(s) will be required to work with County staff and officials to gather information and analyze needs.

## **2. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL**

**2.1 NUMBER OF COPIES OF THE SOQ NEEDED:** Any qualified person or firm wishing to submit a SOQ shall provide two (2) copies of the SOQ, one (1) of which shall be bound, and one (1) Digital. No other distribution of the SOQ will be made by the Service Provider(s). On each copy, the Service Provider(s) shall print or type his/her name with an original "wet" signature on each hard copy. The submittals should be received on 8 ½" x 11" paper format.

**2.2 OFFICIALS NOT TO BENEFIT:** No County officer or employee shall be admitted to any share or part of this contract, or to any benefit that may arise from it.

**2.3 REJECTION OF SOQs:** The County reserves the right to reject any and all SOQs received as a result of this Request for Qualifications or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County. The County will not pay for the information solicited or obtained through any response.

**2.4 INCURRING COSTS:** The County is not liable for any cost incurred by the service provider prior to issuance of a contract.

**2.5 INQUIRIES:** Questions regarding this RFQ must be submitted in writing to:

Dan Curry, AIA, FMP  
Director of Bexar County Facilities Management  
101 W. Nueva, Suite 930  
San Antonio, Texas 78205  
Phone: 210/335-6735  
Fax: 210/335-6717  
E-mail: [dcurry@bexar.org](mailto:dcurry@bexar.org)

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all Service Providers on record of having received an RFQ. Any inquiries relating to this RFQ must be submitted in writing and received no later than Thursday, February 16th, 5:00 p.m.

**2.6 ADDENDA TO THE REQUEST FOR QUALIFICATIONS:** In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all Service Providers who received the RFQ prior to the response due date, and who are recorded as having received it. **An addendum making clarifications and answering questions will be issued no later than February 21<sup>st</sup>, 2017 5pm.**

**2.7 RESPONSE DATE:** To be considered, **SOQs** must arrive at the issuing office or department on or before **Friday, March 3rd, 2017 4:00 p.m.** A Service Provider mailing a **SOQ** should allow normal mail delivery time to ensure timely receipt of the **SOQ** by the due date and time. Responding firms shall have sole responsibility for timely delivery of their **SOQ**. **No faxed submittals will be accepted.**

**Please ensure you allow adequate time for travel to the turn-in location, parking, building security screening, and elevator travel time.**

**2.8 TYPE OF CONTRACT:** The County uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:

**2.8.1** An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;

**2.8.2** A requirement that the service provider comply with all local, state and federal laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects;

**2.8.3** A requirement that the selected service provider show proof of and carry the following insurance:

- A. Commercial **General Liability Insurance** of ONE MILLION DOLLARS (\$1,000,000.00) aggregate coverage, with ONE MILLION DOLLARS (\$1,000,000.00) each occurrence. County shall be named as an additional insured on this policy.
- B. Commercial **Automobile Liability Insurance** of ONE MILLION DOLLARS (\$1,000,000.00), combined single limit, covering all owned/leased, hired, and non-owned autos. County shall be named as an additional insured on this policy.
- C. **Statutory worker's compensation insurance** for all employees of SELECTED SERVICE PROVIDER with a waiver of subrogation in favor of COUNTY.

SELECTED SERVICE PROVIDER shall provide COUNTY with Certificates of Insurance and copies of endorsements prior to the execution of this Agreement evidencing that the stated coverages have been obtained.

SELECTED SERVICE PROVIDER is responsible for all premiums and deductibles under all of the insurance policies required by this section.

When there is a cancellation, non-renewal or material change in coverage which is not made pursuant to a request by County, SELECTED SERVICE PROVIDER shall notify the County of such and shall give such notices not less than thirty (30) days prior to the change, if SELECTED SERVICE PROVIDER knows of said change in advance, or ten (10) days' notice after the change, if SELECTED SERVICE PROVIDER did not know of the change in advance. Such notice must be accompanied by a replacement Certificate of Insurance. All notices shall be given to the County at the following addresses with a copy of this Agreement:

Bexar County Risk Manager

101 W. Nueva Street, Suite 900

San Antonio, Texas 78205

In addition to any other remedies, COUNTY may have upon SELECTED SERVICE PROVIDER's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, COUNTY shall have the right to order SELECTED SERVICE PROVIDER to stop work hereunder, and withhold any payment(s) which become due to SELECTED SERVICE PROVIDER hereunder until SELECTED SERVICE PROVIDER demonstrates compliance with the requirements hereof.

Nothing herein shall be construed as limiting in any way the extent to which SELECTED SERVICE PROVIDER may be held responsible for payments of damages to persons or property resulting from SELECTED SERVICE PROVIDER's or its subcontractor's performance of the work covered under this Agreement.

It is agreed that SELECTED SERVICE PROVIDER's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by COUNTY for liability of SELECTED SERVICE PROVIDER arising

out of operation under this Agreement.

SELECTED SERVICE PROVIDER agrees to require, by written contract, that all subcontractors providing services under this Agreement obtain the same insurance coverages required of SELECTED SERVICE PROVIDER, and provide a certificate of insurance and endorsement that names the SELECTED SERVICE PROVIDER and the COUNTY as additional insureds.

The insurance that is required herein shall be written so that Bexar County will be notified in writing in the event of cancellation, restrictive endorsement or non-renewal at least thirty (30) days prior to such action. The selected service provider shall be responsible for obtaining Certificates of Insurance from the sub consultants, and upon request, furnish copies to Bexar County. If sub consultant is unable to provide appropriate overages, selected service provider may replace sub consultant with the consent of the County.

**2.9 ACCEPTANCE OF RFQ AND SOQ CONTENT:** To be considered, Service Providers must submit a complete consolidated response to this Request for Qualifications. The contents of this RFQ and the SOQ of the selected service provider may become contractual obligations, if a contract ensues. ***SOQs must be signed by an official authorized to bind the firm(s) to its provisions.*** The service provider will make no other distribution of the SOQs.

**2.10 SOQ PREPARATION:** Each SOQ should provide a straightforward, concise description of the Service Provider's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

**2.11 ORAL PRESENTATION(S):** A Service Provider who submits a SOQ may be required to make an oral presentation of its qualifications to a selection committee and/or the Bexar County Commissioners Court. These presentations provide an opportunity for respondents to clarify their qualifications to ensure thorough mutual understanding. The Issuing Office will schedule these presentations.

**2.12 PRIME CONTRACTOR RESPONSIBILITIES:** The selected Service Provider(s) will be required to assume responsibility for all services offered in the Statement of Qualifications whether or not the service provider produces them. Further, the County will consider the selected Service Provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### **3 INFORMATION REQUIRED FROM SERVICE PROVIDER**

**3.1 COVER CITATION:** The following citation should be on the cover:

- Submitted to:  
Dan Curry, AIA, FMP  
Director of Bexar County Facilities Management  
101 W. Nueva St., Suite 930  
San Antonio, TX 78205
- Statement of Qualifications Enclosed
- Date of submittal

**3.2 LETTER OF TRANSMITTAL:** The transmittal letter must include the following:  
**(Each section of response should have corresponding # below listed)**

**3.2.1 STATEMENT OF UNDERSTANDING:** Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the schedule included herein.

**3.2.2 CONTACT PERSON:** Name of the contact person or representative for the Service Provider, title, address and phone number. State whether the contact person is authorized to bind the Service Provider. If not, who is authorized to sign on behalf of the firm?

**3.2.3 LITIGATION SUMMARY:** A litigation summary that briefly describes any claims or lawsuits that have been filed against the Service Provider that relate to the performance of professional services must be submitted. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. **If no summary is given or if a general statement is given which also refers the County to inquire with a firm's counsel, the SOQ may be considered NON-RESPONSIVE and eliminated from consideration.** This statement may be submitted as a separate document in a sealed envelope, but must be provided at the same time that the SOQ is submitted.

**3.3 SERVICE PROVIDER INFORMATION:** The Service Provider will provide information about the Service Provider(s) and the personnel to be assigned to this project. Be sure to include:

**3.3.1 NAME AND ADDRESS:** The name and business address of the Service Provider and principal who would be responsible for the work.

**3.3.2 RESUMES:** Current resumes of the proposed **PROJECT EXECUTIVE**, and **KEY PERSONNEL** to be committed to these projects.

**3.3.3 RECENT PROJECTS:** A list of projects recently completed or in progress by the Service Provider that is of similar scope, size and complexity to these proposed. If projects have already been built or are in progress of construction, submit the approximate construction cost(s) and date(s) completed, and the extent to which the project(s) were constructed within the estimates of probable costs.

**3.3.4 REFERENCES:** A list of references complete with names, addresses, and phone numbers.

**3.3.5 SWMBE:** A statement of the extent to which the Service Provider qualifies as a small, woman and/or minority owned business.

**3.3.6 LOCAL OFFICE:** A statement of the extent to which the Service Provider has a place of business within Bexar County.

**3.3.7 AVAILABILITY:** An assessment of the present and projected workload at the office where this project will be accomplished, including number of projects by size and on-site technical staff availability.

**3.4 STATEMENT OF WORK:** Identify and outline what the Service Provider proposes to do. Describe the Service Provider's approach to performing the specific services required. Identify the extent to which the Service Provider would expect Bexar County staff and/or officials to be involved in the project.

**3.5 METHOD:** Describe the Service Provider's substantive approach to providing the services. What services are to be performed and how? What kind of specialized services are needed? Identify any constraints native to the method proposed.

**3.6 MANAGEMENT PLAN:** Describe in both narrative and graphic form how the Service Provider proposes to manage the project.

Provide general information on the organization and management processes of the Service Provider's involved in the project, as well as a more specific outline of the structure of the proposed project team (sole proprietor,



partnership, corporation, joint venture, etc.). This section should answer such questions as: Who will have overall responsibility? What will the lines of authority be? How much of each person's time will be committed to the project?

The management plan should include a narrative, and an organizational chart of the project team, which indicates the time commitments and task responsibilities of each key team member during each phase of the project. Provide a description of how the Service Provider intends to assure that all services will be well-coordinated and that any problems that may arise can resolve without infringing on the project.

### **3.7 Other Notes About Submission**

1. Each section of response should have corresponding # from Section 3 clearly listed.
2. Please limit response to 50 (printed) pages (in 8 ½ x 11 format)
3. Number of Copies: Each Service Provider is required to submit two (2) copies of response, one (1) of which is an original, signed unbound copy, and one (1) digital copy on a thumb drive, of the entire SOQs in response to this RFQ. An original signature must appear on original submitted.

## **4 SELECTION CRITERIA**

**Commissioners Court discourages unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any SOQ being evaluated by the selection committee or the Commissioners Court which has been submitted in response to this RFQ and which contemplates award of a professional contract, unless provided for in this RFQ.**

Negotiations will be undertaken with the Service Provider(s) who's SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. County will first select the most highly qualified Service Provider of the requested services on the basis of competence and qualifications, and then will attempt to negotiate a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider, then the County will end negotiations with that entity and select the next most highly qualified Service Provider and attempt to negotiate a contract with that provider at a fair and reasonable price. Award of the contract will be to the responsive Service Provider whose SOQ is most advantageous to the County.

SOQs will be evaluated on evidence of understanding of the problem, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in the evaluation of the SOQ:

**4.1 QUALIFICATIONS** - The extent to which the Service Provider has personnel with the necessary experience and training to perform the work. **(20%)**

**4.2 WORK PLAN** - The extent to which the Service Provider has developed a work program and an end product that demonstrate a thorough understanding of the scope of the projects and that will meet the needs of the County. **(25%)**

**4.3 AVAILABILITY** - The extent to which the Service Provider has personnel with the time to do the job. **(10%)**

**4.4 ORGANIZATION DEPTH** - Backup capability relative to key personnel, and describe how Bexar County will get the best level of attention. **(20%)**

**4.5 PREVIOUS PERFORMANCE** – Previous performance with private sector office, commercial, and retail developments, with any additional background working with military installations. **(15%)**

**4.6 MANAGEMENT PLAN** - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County. **(10%)**

-END-