



Architectural Services

Request for Qualifications (RFQ)

Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn, Play, and Stay.



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**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ARCHITECTURAL SERVICES**

I. GENERAL INFORMATION

Brooks is a 1,300-acre mixed-use community in San Antonio, Texas, owned and managed by the Brooks Development Authority (BDA). We are governed by an 11-member Board of Directors that is appointed by the San Antonio City Council. We are a true public-private partnership. Brooks was created in 2001 by the United States Congress, the State of Texas and the City of San Antonio to redevelop the former Brooks Air Force Base. The entity was formed under Chapter 379 (b) of the Local Government Code of the state of Texas. Brooks oversees the development of land at Brooks and is located in Bexar County, Texas within the current boundaries of the City of San Antonio. The Brooks mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Request for Qualifications (RFQ) to solicit proposals for one or more professional firm(s) interested in consulting for Architectural Services.

II. VENDOR CONTACT INFORMATION

VENDOR NAME:			
REMIT TO ADDRESS:		CITY:	STATE:
ZIP:	PHONE:	FAX:	CONTACT NAME:
FEDERAL ID NUMBER (PROVIDE COPY OF W9):			



III. SCOPE OF SERVICES

For the following scope of services, respondents will incorporate Brooks' *core values* as a guidance tool to develop an ongoing program that addresses:

- **Know it is bigger than us.**
- **Think big and fantastic!**
- **Stop. Collaborate & Listen.**
- **Own it.**
- **Get it done!**

Each individual service task order assigned under this contract may require services such as: **master planning, land-use planning**, sustainable design, historic structure reports, building scope development, construction management and inspections, landscape design, Telecom/Data, materials testing, MEP, structural and other professional and technical services. The Professional Architectural Services provided under this agreement may include, but are not limited to: building design, assessment and evaluation of facilities, tenant improvement finish out, design services for minor interior modifications, improved accessibility for the disabled, periodic field observation as required, problem analysis, life cycle costing, building information modeling (BIM), site and existing conditions surveys, estimation services for new construction, and the development of recommendations for repairs.

The purpose of the RFQ is to establish one or more teams of architects and subcontractors, led by a General Architectural Consultant (GAC), to provide the disciplines in architectural and other services outlined above. The GAC will serve as the prime firm and will oversee other architectural firms and associated consultants with providing architectural services for campus projects. The GAC will use a team of two or more qualified architectural firms and will assign a firm for a campus project, who will then direct the various other consultants/contracts. The GAC will review the selected team for each project with Brooks for approval. The list is not intended to be inclusive of all services. The Architectural Team should be capable of providing the needed services from concept to completion of a project.

The selected firms may also be required to participate in peer review progresses for other projects (i.e. consultation on Brooks' design standards with respect to the Architectural Control Committee). Civil engineering will be excluded from this RFQ. The consultant shall commence work on the project once it has been thoroughly briefed regarding the scope of the specific project and has been notified in writing to proceed with the work.



IV. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)

1. *It is the policy of the Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.*

Brooks has established the following overall contracting goals:

- a. **SBE (Small Business Enterprise) 50%**
- b. **MBE (Minority Owned Business) 31%**
- c. **WBE (Women-Owned Business) 10%**
- d. **AABE (African-American Owned Business) 2.2%**

2. Identify all solicited contracting areas, actual or anticipated.
(Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAG E/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be counted towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322. Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm.



V. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFQ	4/18/2018
*Non-Mandatory Pre-Proposal Meeting	4/26/2018 – 10:30 a.m.
**All Questions/Alternates Due	5/02/2018 – 3:00 p.m.
Post Questions/Answers	5/07/2018 – 3:00 p.m.
Proposals Due	5/14/2018 – 2:00 p.m.

An in-person panel interview process may be conducted with the shortlisted firms.

*The Non-Mandatory Pre-Proposal Meeting will be held at the Brooks Board Room located at (2664 Flight Nurse, San Antonio, TX 78235). Directions are posted on the Brooks website.

**All inquiries shall be submitted in writing to Lucynda Massey by email to lucynda@livebrooks.com or facsimile to (210) 678-3339.

VI. SCORING CRITERIA

CRITERIA	WEIGHTS
Proposed Key Personnel/Organizational Chart	25 Points
Past Performance	55 Points
Small Business Economic Development Advocacy	20 Points

A. Proposed Key Personnel/Organizational Chart (25 Points):

Respondent’s key personnel included in this section are expected to be the same personnel that shall be assigned to Brooks Projects, if awarded. Respondents shall provide a detailed organizational chart of its firm, identifying key personnel who shall be committed to work on the various tasks for this project. In addition, Respondents shall provide a narrative description of its organizational chart, describing the proposed assignments, roles and responsibilities, lines of authority and communication for each team member to be directly involved with Brooks’ projects.



Label key personnel assignments as:

- Firm Principal;
- Project Architect;
- Project Engineer;
- Project Manager.

Provide a work plan that provides the process and/or procedures the Respondent will use to distribute/allocate projects to the team members (i.e. what percentage of work will be allocated to each firm). Provide a narrative describing Respondent's team (prime and sub consultant) qualifications as they relate to providing master planning, land-use planning, and on- call architectural services. Include the profile for each firm on the team with its age, firm size (professional by discipline) current and up to three years ago, areas of specialty / construction, the type firm (partnership, Professional Corporation etc.), and the number of projects worked on as a team.

Please note: The work plan provided by the Respondent will be incorporated into the contract. During the term of the contract, and any renewals thereof, any unjustified failure to use, modification or elimination of without replacing with a firm performing the same commercially useful function and percentage of work, or failure to use a firm listed on the work plan shall constitute a material breach of the contract and could be grounds for termination of the agreement.

B. Past Performance (55 Points)

Demonstrate experience with the following project types:

- Master Planning (20 Points):
 - Experience should illustrate planning of high density, walkable communities which incorporate mixed-use, retail, office, and/or industrial developments. Provide and describe agency relevant projects, within the past five years, to include, but not limited to, plans, timelines, exhibits, and key personnel.
- Land-Use Planning (20 Points):
 - Provide and describe agency relevant projects, within the past five years, to include, but not limited to, plans, timelines, exhibits, and key personnel.
- Experience with “Smart Cities” Concepts and Low Impact Development Practices (10 Points):
 - Provide and describe agency relevant projects, within the past five years, to include, but not limited to, plans, timelines, exhibits, and key personnel.



- Relevant Historic Project(s) (5 Points):
 - Provide and describe agency relevant projects, within the past five years, to include, but not limited to, plans, timelines, exhibits, and key personnel.
 - Describe past communication to obtain appropriate approval from the necessary governing body.

Include history of how respondent's proposed team has worked together on past similar projects. Provide four verifiable references to include the project name and point of contact information for each project type.

VII. PROCEDURES FOR SUBMISSION

Interested individuals and/or firms are invited to submit the following:

1. RFQ must be typewritten or computer generated. Handwritten RFQ's will not be accepted. Proposals, without attachments (i.e., resumes, copies of previous work, reports, etc.), should not be greater than 25 pages (8 1/2 x 11). Font should be legible, no less than 12pt, and all paragraphs single spaced.
 - BDA requests that only relevant information to the type of project be included.
 - Vast amounts of marketing material are discouraged and will count toward the 25 page maximum.
 - The Appendices do not count toward the 25 page limit.
2. Each RESPONDENT must submit:
 - One (1) bound hard copy of the proposal (including attachments). BDA requests that appendices not be manipulated with software. The original set of documents must be signed by a person with the authority to bind the RESPONDENT to a legal document; and
 - One (1) USB drive containing the proposal (**without attachments**) which specifically address the criteria as referenced on page 6-8; limited to 25 pages (**Do not include copies of the Attachments on the USB drive. It is the responsibility of the bidder to ensure that all copies on the USB drives are readable and not corrupt.**)



3. RFQ must be submitted in a sealed envelope prior to 2:00 pm on May 14, 2018 **(SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES)**, marked on the outside as follows:

Brooks Proposal #04192018-002
Attn: Lucynda Massey
Procurement Manager
3201 Sidney Brooks
San Antonio, Texas 78235

- Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFQ or cancel the entire RFQ process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.
- All Proposals and any related documents received in response to this Request for Proposal shall become the property of BDA without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. BDA shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

VIII. ADDITIONAL INFORMATION (ATTACHMENTS)

In addition to responding to the criteria, the Respondent must provide the following attachments with the proposal:

1. Attachment I - Insurance Requirements
2. Attachment II - Indemnification Requirements
3. Attachment III - Certificate of Interested Parties



IX. POST AWARD

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor's Vendor Profile
2. Debarment and Suspension Certification
3. Confidentiality Statement
4. Ethics Ordinance Required Disclosure
5. Conflict of Interest