



REQUEST FOR QUALIFICATIONS

RFQ No. 2024-01

Project Management Services for:

**Design and Construction of a New
Emergency Medical Services Station**

Project No. 1

ISSUED BY:

North Hays County Emergency Services District #1
North Hays EMS
P.O. Box 1604
Dripping Springs, TX 78620

September 18, 2024

North Hays County Emergency Services District #1 / North Hays EMS

Project Management Services for Design and Construction of a New Emergency Medical Services Station Request for Qualifications

North Hays County Emergency Services District No. 1 (“District”), is a political subdivision of the State of Texas, organized and operating under Chapter 775 of the Texas Health and Safety Code, providing emergency medical services (“EMS”) to the citizens and visitors of North Hays County. The District is circulating this Request for Qualifications (“RFQ”) pursuant to Chapter 2254, Texas Government Code, the Professional Services Procurement Act, to potential firms (“Respondent,” respectively) for project management (“PM”) services related to the design and construction of an approximately 6,500 square foot EMS Station in Driftwood, Texas (“Project”). The award of any contract pursuant to this RFQ shall be on the basis of demonstrated competence and qualifications to perform architectural and related services to the District through all phases of the design and construction of the EMS station and administration offices, pursuant to section 2254.003, Texas Government Code, and other applicable law.

A. BACKGROUND

Growth and development require the construction of a new EMS station and to allow for the current emergency medical level of service throughout the service area to be maintained. The EMS station design shall be based on existing plans and consist of 2 to 3 drive through bays. The station shall be capable of sleeping 3 to 5 individual dorms plus 1 office and sleeping dorm for on-duty command staff. Support areas along with kitchen, dining, and the regular support spaces to be expected in an EMS station.

B. PROJECT SCOPE OF WORK

Through this RFQ, the District is requesting Respondents to provide qualifications for professional PM Services for the planning, design, construction and closeout of the Project. Firms with experience in PM services for public infrastructure and similar facilities are requested to respond to this RFQ. Respondents are required to submit their own specific project approach and tasks which shall include, but will not be limited to, the following:

1. The PM firm shall serve as an agent and representative of the District. The primary objective of this RFQ is to ensure this Project shall provide the scope and quality required by the District and is accomplished on time and within budget. The intention is to deliver a 21st Century facility that is available for occupancy no later than the fall of 2027. The successful Respondent will demonstrate a highly qualified ability to accomplish the objectives of this RFQ.
2. The successful Respondent will be highly skilled and experienced in managing projects similar to the scope listed. Services shall include all general leadership and management functions required of a project manager including but not limited to: recommendations for project delivery, procurement, tracking budgets, providing cash-flow projections to administration as required, preparing cost estimates,

validating construction cost/cost of work, developing and monitoring schedules; overseeing quality of all aspects of the project; communication with the project team; documentation, and ability to provide services, including, but not limited to:

Pre-Construction Phase

- Establish and maintain communication protocol between the District as Owner, Architect and General Contractor/CM At Risk.
- Assist in developing Request For Proposal (“RFP”) documents for procurement of General Contractor for infrastructure.
- Assist in selection/evaluation of General Contractor/CM At Risk.
- Contribute to the milestone schedule for overall program design and construction.
- Manage coordination and correspondence between District as Owner, Architect and General Contractor/CM At Risk.
- Review design documents, drawings and specifications for constructability, scheduling, consistency and coordination.
- Monitor and maintain all party’s efforts for conformance to schedule and budget.
- Notify Owner of Design and Budget concerns throughout design process.
- Develop detailed cost estimates at various phases of design, as desired.
- Assist in development of value engineering options as required.
- Assist in development of procurement process and aid in selection of General Contractor for infrastructure and renovation projects.
- Assist in development of contract negotiation process and aid in review, approval or disapproval of General Contractor numbers, or CM At Risk’s guaranteed maximum price.
- Assist in facilitating preconstruction conference(s).
- Coordinate with local Utilities, Cities, Entities, etc. on Owner’s behalf.

Construction Phase

- Establish and maintain communication protocol between the District as Owner, Architect and General Contractor/CM At Risk.
- Monitor overall budget and schedule and advise the Owner of any trends that affect the timely procedures and cost-effective completion of the Project.
- Maintain thorough knowledge of the plans and specifications.
- Personally observe major assemblies placed in the construction for general compliance to the contract documents, supplemental instructions from the Architect, and support the quality assurance efforts of the Inspector(s).
- Coordinate construction logistics between the General Contractor/CM At Risk and the Owner.
- Review General Contractor/CM At Risk’s schedule of values/cost breakdown and construction schedule and recommend approval/changes and disapproval.

- Attend, arrange and conduct a variety of meetings, as requested by the Owner.
- Perform quality surveys, review and verify the contractor's monthly application for progress payments.
- Review and analyze proposed change orders and make recommendations to Owner.
- Assess and evaluate pricing on all change order requests taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.
- Review requests for information (“RFI”) and Architect’s supplemental instructions (“ASI”). Track submittals as required through completion of the process.
- Generate weekly site visit reports describing general events, noting problems and unusual events.
- Take appropriate photographs that document construction progress and conformity with Contract Documents.
- Review and verify General Contractor/CM At Risk's Project record drawings and schedule are updated to reflect all changes and work completed before each monthly progress payment.
- Provide and monitor inspections of the construction as follows:
 - Frequently inspect the work for progress, quality, and conformance with the Contract Documents.
 - Coordinate and track all Owner testing.
 - Review special inspection and material testing reports to verify conformance with the Contract Documents.
 - When work is found to be in non-conformance, document the deficiencies and promptly provide written notification of the deficiencies to the Architect, Owner and General Contractor/CM At Risk.
 - Verify that deficiencies have been corrected and/or approved by applicable party.
 - Issue inspection deficiency list to the Architect, Owner and General Contractor/CM At Risk. Conduct inspections and track deficiencies through correction.
 - Coordinate preparation of the punch-list and monitor corrective work to successful completion.
 - Coordinate Owner Activities (Occupancy, fixture and equipment procurement, Technology, etc.).

Closeout Phase

- Verify all Project Record Documents are provided to Owner and complete.
- Verify all O&M Manuals are complete and provided to Owner.
- Verify all Warranties are submitted and in accordance with Contract Documents.
- Ensure District staff has received all necessary training for operation of new building and systems.

- Maintain a presence and provide support, follow up and track completion on warranty requests.

C. RESPONSE TO THE RFQ – REQUIRED COMPONENTS

The following items are required in each response. Instructions regarding scope and contents are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of each response. Facsimile responses will not be accepted. Responses must contain a concise presentation of sufficient length to be complete.

1) COVER LETTER

A cover letter with the Respondent's company name, address, phone number, project contact and principal signature is required, expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.

2) RESPONDENT'S ORGANIZATION

Explain type of ownership (individual, partnership or corporation), number of years in business, listing of primary disciplines and services provided, present size of firm and breakdown of employee category, and a statement of financial condition/stability, consultant's firm or project team, consultant's firm or team bankruptcy declaration or filed protection from creditors under state and federal proceedings, consultant's firm or team including sub-consultant(s) indicted or convicted of a felony or misdemeanor greater than a Class C in last 5 years, any claim(s) or litigation on consultant's firm or team with any public or private entity in the last 5 years, insurance coverage in force (general liability, automotive liability, worker's compensation) and limits of same.

3) PROJECT TEAM

Provide resumes for the respondent team. Provide primary contact, names and titles of employees who will have responsibilities under the subsequent agreement. Provide a brief background on all participants to include professional work and areas of expertise. Provide office(s) and team member locations, availability and estimated response times of team members to district tasks. Illustrate each team member's direct experience with projects listed herein. Provide an organizational chart breakdown on who will be responsible for what areas.

4) WORK PLAN

Explain the work plan with detailed specific tasks as noted in Scope of Service section of this RFQ. Given the limited information herein, provide a conceptual project plan and schedule incorporating the District project(s) herein providing for recommended delivery packages yet minimizing costs and tax rate implications. Demonstrate how your firm will minimize costs and save taxpayer money including utilization of P M resources in a cost-effective manner, assessment of alternatives to offset or reduce debt funding for capital expenditures, delivery methods, streamlining projects and work tasks, quality control methods, negotiation methods to reduce fees and costs, and so forth. Include examples where your efforts added value and generated project savings for public-sector clients.

5) RELEVANT EXPERIENCE

List projects of a similar nature with which the successful respondent has had direct experience. Be specific on why the referenced projects are similar to this project, including but not limited to project location, description, date of implementation, services provided by your firm for the project(s), and client contact information. Include cost information and a link to project photos/deliverables, if available. List projects and detail of the project team that has direct experience in all of the aforementioned projects listed therein. Demonstrate your strengths and weaknesses in your direct experience and, where direct experience is lacking, demonstrate how you will resolve it.

Provide number and costs of facility and civil projects and in each delivery method for the past five (5) years (i.e., competitive sealed proposal, CMaR) in which your firm has provided PM services. Provide information on anticipated versus actual project costs for similar projects.

6) QUALITY CONTROL

Describe how the successful respondent will handle quality control/quality assurance to monitor and resolve issues and check and cross-reference documents, consultant and contractor's work, invoicing, quantities, bids, design reviews, change orders and so forth.

7) REFERENCES

Provide references from a minimum of five different EMS/Fire Departments or cities your firm has worked with in the last five years for construction of Emergency Service-Related Facilities.

D. QUESTIONS

Questions relating to definitions or interpretations of the RFQ must be submitted in writing on or before October 23, 2024, to:

Bob Luddy, EMS Chief
Bob.Luddy@northhaysems.org

E. SUBMISSION PROCESS AND DUE DATE

One (1) original and six (6) copies of the response, including all required applicable supporting documentation as required. Failure to submit the required number of copies may result in the proposal being declared unresponsive. The original must be clearly marked "ORIGINAL", and the copies must be clearly marked "COPY".

Responses must be submitted no later than Wednesday, October 30, 2024 at 4:00PM. The responses must be inside a sealed envelope or container when submitted. The response material must be addressed and delivered to:

North Hays County Emergency Services District No. 1
Bob Luddy, EMS Chief
P.O. Box 1604
Dripping Springs, Tx 78620

The outside of the envelope or container must state:

**RFQ No. 2024-01 RESPONSE: Project Management Services for Construction
of a New EMS Station and Administration Offices**

Submittals received later than the above date and time may be rejected and returned unopened.

F. SELECTION AND AWARD PROCESS

The District may use a two-step process for the final selection of a qualified consultant.

Step 1: Consists of a Qualifications package submitted by firms interested in being considered. The District selects short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information. The District reserves the right to make a firm selection based on the Qualifications package alone, without interviews.

Step 2: If the District proceeds with interviews, a selection will be made of one finalist following interviews with the short-listed firms. The District initiates negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the District enters into the process with the next highest ranked short-listed firm.

G. PAGE FORMATTING REQUIREMENTS

NOTE: The page limit is based on a size (8.5 inches by 11 inches) sheet printed on one side of the paper. If you print on both sides of the paper, that is two pages. If the response exceeds the maximum number of 30 pages, it is rejected without review and will not be considered further. Sheets used for section dividers, covers and table of contents are not counted towards the sheet total.

- Maximum page size for graphics: 8.5 inches by 11 inches.
- Maximum page size for text: 8.5 inches by 11 inches.
- Minimum line spacing: 1.5
- Minimum font size: 10 point (except for documents prepared by others, e.g., Professional Liability Insurance Certificate).
- Minimum margins: 1 inch on all sides.

H. RIGHT OF DISTRICT TO CANCEL REQUEST FOR QUALIFICATIONS, TO ELECT NOT TO AWARD, TO REJECT SUBMITTALS, AND TO WAIVE INFORMALITIES OR IRREGULARITIES

The District expressly reserves the right to cancel the RFQ at any time, to elect not to award contracts cited in the RFQ, to reject any or all submittals, to waive any informality or irregularity in any submittal received, and to be the sole judge of the merits of the respective submittals received.

I. EQUAL OPPORTUNITY IN DISTRICT BUSINESS CONTRACTING

Race, religion, sex, color, ethnicity, and national origin are not used as criteria in the District's business contracting practices. Every effort is made to ensure that all persons regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the District.

J. INQUIRIES AND INTERPRETATIONS

Responses to inquiries that directly affect an interpretation or change to the RFQ are issued in writing by the EMS Chief Bob Luddy as an addendum to the RFQ and posted at www.northhayscountyesd1.org. All such addenda issued by Bob Luddy before the time that Qualification packages are received shall be considered part of the RFQ.

Only those inquiries the EMS Chief Bob Luddy replies to by addenda and posts at www.northhayscountyesd1.org shall be binding. Oral and other interpretations or clarifications are without legal effect.

K. ANTI-LOBBYING PROVISION

DURING THE PERIOD BETWEEN PROPOSAL SUBMISSION DATE AND THE CONTRACT AWARD, RESPONDENTS, INCLUDING THEIR AGENTS AND REPRESENTATIVES, SHALL NOT DISCUSS OR PROMOTE THEIR PROPOSAL WITH ANY MEMBER OF THE DISTRICT OR STAFF EXCEPT UPON THE REQUEST OF THE DISTRICT IN THE COURSE OF DISTRICT-SPONSORED INQUIRIES, BRIEFINGS, INTERVIEWS, OR PRESENTATIONS.

END OF REQUEST FOR QUALIFICATIONS