



REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECT/ENGINEER PROFESSIONAL SERVICES

For the

**Additions and Renovations**

to the

**South Padre Island Convention Center**



**City of South Padre Island, Texas**

November 2012

Request for Qualifications  
Architect/Engineer Professional Services  
**Additions and Renovations to the South Padre Island Convention Center**  
November, 2012

SECTION 1 – GENERAL REQUIREMENTS

1.1 GENERAL: City of South Padre Island, Texas is soliciting statements of qualifications (“Qualifications”) from architect/engineer firms (“Respondents”) for selection of the architect/engineer, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications. This Request for Qualifications (“RFQ”) provides Respondents with the information necessary to prepare and submit Qualifications for consideration by the City.

1.2 BACKGROUND: South Padre Island lies on the southernmost tip of Texas and is situated on the south end of Padre Island, the longest Barrier Island in the world and the largest stretch of undeveloped ocean beach in North America. It sits just 30 miles north of Mexico and is linked to the mainland by a two and a half mile long bridge, the Queen Isabella Memorial Causeway.

The City of South Padre Island is home to an estimated 5,000 people, and according to the Convention and Visitors Bureau, over one million people visit the Island every year.

The City of South Padre Island, Texas wishes to increase the size of their current convention facility which was built in 1992 in order to accommodate larger groups and functions. They also wish to renovate the current existing facility which is now 20 years old and in need of some repairs and interior updates

1.3 INQUIRIES AND INTERPRETATIONS: Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the City as an addendum and faxed or mailed to all parties recorded by the City as having received a copy of the RFQ. All such addenda issued by the City prior to the time that proposals are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its Qualifications.

Only those inquiries the City replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

1.4 QUALIFICATIONS SUBMITTAL DEADLINE: City will accept Qualifications until December 12, 2012: 2:00 p.m. local time Attention the City Secretary. Qualifications shall be submitted to the point-of-contact identified in Section 1.6.

1.5 SUBMISSION OF QUALIFICATIONS:

1.5.1 Submit Ten (10) identical copies of the Qualifications, including any supplemental printed material referenced within the Qualifications. An original signature must appear on the “Statement of Interest” document of all submitted

copies. The Qualifications must be received on or before the time and date specified above by the point-of-contact identified below.

- 1.5.2 Late Qualifications properly identified will be returned to the Respondent unopened. Late Qualifications, depending upon circumstances, may be considered acceptable at the City's discretion.
- 1.5.3 The City will not accept Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.5.4 Submittals properly received WILL NOT be returned to Respondents.
- 1.6 POINT-OF-CONTACT: The City requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

Diana Bravo Gonzalez, AIA  
Broaddus & Associates  
1100 E Jasmine Suite 102  
McAllen, Texas 78501  
(956) 545-5504 cell  
(956) 688-2307  
e-mail: [dgonzalez@broaddusassociates.com](mailto:dgonzalez@broaddusassociates.com)

- 1.7 QUALIFICATION BASED SELECTION PROCESS: Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A. Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as determined by the City based upon the Qualifications submitted in response to this RFQ.
- 1.8 EVALUATION OF QUALIFICATIONS: City representatives will evaluate Qualifications. The evaluation of Qualifications is based on requirements described in SECTION 2. All Qualifications will be evaluated, and the City may or may not invite one or more of the most highly qualified Respondents to attend a formal interview in South Padre Island, Texas, before final ranking of the Respondents. The interview will allow the invited Respondents to further discuss their qualifications with the City, and to respond to questions from the City. The City will make public the name of the architect-engineer it selects after the City has negotiated an agreement with the architect-engineer.

As part of response, A/E firm respondent must identify their experience in similar project(s) and experience in building in similar island conditions

- 1.9 CONTRACT AWARD PROCESS: The City reserves the right to award a Contract for all or any portion of the requirements proposed by reason of this request, award multiple Contracts, or to reject any and all Statement of Qualifications if deemed to be in the best interests of City and to re-solicit for Statement of Qualifications, or to reject any and all Statement of Qualifications if deemed to be in the best interests of City and to temporarily or permanently abandon the procurement. If the City awards a contract, it

will award the contract to the respondent whose Statement of Qualifications is the most advantageous to City and is determined to be best qualified based upon submission.

- 1.10 PRE-SUBMISSION CONFERENCE: A pre-submission conference will be held at the Convention Center, South Padre Island, Texas on November 28, 2012, at 2:00 p.m. local time. Attendance at the pre-proposal conference is not required but encouraged since a tour of existing facility will be provided.

## SECTION 2 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

### 2.1 PART ONE: STATEMENT OF INTEREST

- 2.1.1 Provide a statement of interest for the project including a narrative describing the prime firm's unique qualifications.
- 2.1.2 Provide a history and important statistics about the prime firm.
- 2.1.3 Provide a statement about the availability and commitment of the prime firm and its principal(s) and key professionals to undertake the project.

### 2.2 PART TWO: PRIME FIRM

- 2.2.1 Provide resumes giving the experience and expertise of the principals and key professional members for the prime firm that will be involved in the project, including their experience with similar projects and the number of years with the prime firm.
- 2.2.2 Describe the proposed project assignments and lines of authority and communication for principals and key professional members of the prime firm that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project.

### 2.3 PART THREE: PROJECT TEAM

- 2.3.1 Provide an organizational chart showing the roles of the prime firm and each consultant firm or individual.

For each consultant firm or individual that the prime firm proposes:

- Identify the consultant and provide a brief history about the consultant
- Describe the consultant's proposed role in the project and its related project experience
- List a project that the prime firm and the consultant have worked together on during the last five years
- Provide a statement of the consultant's availability for the project
- Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project.

## 2.4 PART FOUR: REPRESENTATIVE PROJECTS

2.4.1 List a maximum of five projects for which the prime firm provided or is providing professional services which are most related to this project. List the projects in priority order, with the most related project listed first. Provide the following information for each project listed:

- Project name and location
- Project Owner
- Project construction cost
- Project size in gross square feet
- Whether the project was new construction, an addition, or a renovation
- Dates for planning, design, and construction of the project including the date the construction was substantially complete or is scheduled to be substantially complete
- Description of prime firm's contracted responsibility for the project (prime professional, joint venture, or consultant)
- Description of professional services prime firm provided for the project
- Project description
- Project manager (individual responsible to the client for the overall success of the project)
- Project architect (individual responsible for coordinating the day to day work)
- Project designer (individual responsible for design concepts)
- Names of consultant firms and their areas of expertise
- Description of how this project is similar and why the services provided are relevant to this project. Submit a separate list for each group of projects the firm wishes to be considered for.

## 2.5 PART FIVE: REFERENCES

2.5.1 Provide references for any three of the projects listed in response to Part Four, 2.4.1. The references shall include:

- Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number.

## 2.6 PART SIX: PROJECT EXECUTION

2.6.1 Provide information as part of submission response to assure that A/E will meet project milestones and that the project schedule(s) will be achieved in order to expedite design and construction. State any examples of achieving milestones on similar projects. Please provide insight if A/E is intending to supplement production capability in order to meet schedule demands.

## SECTION 3 – FORMAT FOR STATEMENT OF QUALIFICATIONS

### 3.1 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 3.1.1 Submittals should be printed on letter-size (8-1/2” x 11”) paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
- 3.1.2 Preprinted material should be referenced in the submittal and included as labeled attachments.
- 3.1.3 Separate each part of the Qualifications by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under Section 2 - Requirements for Statement of Qualifications.

### 3.2. TABLE OF CONTENTS:

- 3.2.1 Include a Table of Contents for the Qualifications and give page numbers for each part of the Qualifications as well as any separate attachments. Supplementary information not required by Section 2 – Requirements for Statement of Qualifications should be clearly identified in the Table of Contents and provided as a separate part.

### 3.3 PAGINATION:

- 3.3.1 Qualifications shall be a maximum of 50 pages. The covers, table of contents, and divider sheets do not count as pages.

**SECTION 4 – EXECUTIVE SUMMARY**

**4.1 PROJECT DESCRIPTIONS AND SCOPE:**

City of South Padre Island City wishes to select **one** A/E firm for the Additions and Renovations to the South Padre Island Convention Center

	Renovations	CCL	New Construction	CCL
<i>Exhibit Hall</i>	22,500	<b>\$2,925,000</b>		
<i>New Exhibit Hall (addition)</i>			18,000	<b>\$4,500,000</b>
<i>Meeting Rooms</i>	12,000	<b>\$1,560,000</b>		
<i>Administration space</i>	2,500	<b>\$325,000</b>	3,000	<b>\$750,000</b>
<i>Kitchen</i>	3,000			
<i>Lobby Circulation/ Pre Function Space</i>	16,000	<b>\$2,080,000</b>	6,000	<b>\$1,500,000</b>
<i>Storage</i>	5,000	<b>\$650,000</b>	2,000	<b>\$500,000</b>
<i>Restroom and Support services</i>	15,000	<b>\$1,950,000</b>	4,000	<b>\$1,000,000</b>
<i>Ballroom (addition)</i>		<b>\$0</b>	6,000	<b>\$1,500,000</b>
	76,000	\$9,490,000	39,000	\$9,750,000
<b>TOTAL SQ FT</b>	<b>115,000</b>			
Preliminary Cost Estimate				
<b>TOTAL BUILDING CCL</b>	<b>\$19,240,000</b>			
<i>Parking Garage</i>	<b>\$5,000,000</b>	Allowance		
<i>Sitework</i>	<b>\$1,000,000</b>	Allowance		
<b>CCL</b>	<b>\$25,240,000</b>			

**4.2 PROJECT BUDGET:** It is the A/E’s responsibility to make sure that the project design and scope will be achieved within the designated Construction Cost Limitation.

SEE TABLE ABOVE

**4.3 PROJECT PLANNING SCHEDULE:** Key project planning schedule milestones are as follows:

- Pre-Submission Conference – November 28, 2012
- City receives Qualifications – December 12, 2012
- City selects firm – December 19, 2012
- Contract Negotiations and NTP – January 2013
- 60% CD’s for GMP – August 2013
- Substantial Completion of project - December 2014