



CITY OF KYLE, TEXAS REQUESTS FOR QUALIFICATIONS (RFQ)
Design Services for Kyle Sportsplex: RFQ-2024-01

REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN SERVICES FOR KYLE SPORTSPLEX

SECTION 1. INTRODUCTION

1.1 – Purpose

The City of Kyle invites qualified companies to submit statements of qualifications (SOQs) to provide design services for the Kyle Sportsplex (the Project). The City is seeking a uniquely qualified design firm with experience working with municipalities and other governmental entities that will design and provide construction administration, and additional services as necessary to make the Sportsplex a City of Kyle gold-standard destination multi-sports venue.

1.2 – Background

The Kyle Sportsplex is a brand-new facility that will be located on 70 acres near FM 1626 and Jack C. Hays Trail in Kyle, Texas. This facility was approved by the City of Kyle voters as part of the November 3, 2020 Park Bond that included the Kyle Sportsplex Park Improvements, Plum Creek Trail Improvements, and Gregg-Clarke Park Improvements. An interlocal agreement between the City of Kyle and Hays County was approved at the City of Kyle City Council meeting on July 19, 2022. Hays County's total contribution to the Sportsplex Park Improvements shall not exceed \$7,000,000.00. The City of Kyle will match the \$7,000,000.00. The total budget for design, engineering, and construction is \$14,000,000.00.

1.3 – General Submission Information

This RFQ is posted on the City of Kyle's website at www.cityofkyle.com.

STATEMENT OF QUALIFICATIONS DEADLINE: Monday, March 18th PRIOR TO 4:00 p.m.

SOQs should be clearly marked **Design Services for Kyle Sportsplex -RFQ-2024-01** and submitted to:

Rosie Truelove
City of Kyle, Director of Administrative Services
100 W. Center Street, Kyle, TX 78640
(281) 673-5637

Any SOQ received later than the specified time, whether delivered in-person or by mail will be disqualified. The City of Kyle will not be responsible for late delivery from the post office or delivery to any location other than the one specified above. Responders are encouraged to hand deliver their SOQs well ahead of opening time or follow up to confirm their SOQs were received before the deadline. The City further reserves its right to reject all SOQs for any reason or any SOQ that does not contain all the information requested in this RFQ.

Potential responders may also submit a written email request to rtruelove@cityofkyle.com for additional information or clarification. The deadline for questions is Friday, March 8th at 5:00 p.m. Please reference the RFQ name in the subject line and provide the applicable page number with each question.

Responses to questions will be posted on the City of Kyle's website at www.cityofkyle.com as an addendum prior to the submission deadline.

SECTION 2. SCOPE OF WORK

The Project is expected to include, but not be limited to the design of the following features:

- One mile of multipurpose trail;
- Picnic areas;
- Covered pavilion;
- Outdoor public restroom;
- One inclusive playground;
- One skateboard park;
- A minimum of 10 full-size competition soccer fields and four junior fields;
- Sand volleyball courts;
- Basketball courts;
- Outdoor amphitheater;
- Fitness/strength equipment;
- Recreation/practice fields;
- Landscaping including trees/revegetation;
- Parking;
- Environmental interpretation;
- Automatic irrigation system;
- Necessary fencing;
- Ballfield lights;
- Control gates and ticket booths; and
- Drinking fountains, benches, trash receptacles, shade structures, signage, and landscape.

The Project Site Map is attached as Exhibit A.

All equipment shall be certified by the International Play Equipment Manufacturers Association (IPEMA) and be in accordance with ASTM 1487.

All poured-in-place surfacing shall be in accordance with ASTM F2479, and other surfacing shall be in accordance with ASTM 1292.

All sand-based zones for athletic fields shall be in accordance with ASTM F2396.

All play areas shall be in accordance with the U.S. Access Board's Summary of Accessibility Guidelines. All playgrounds shall meet or exceed the US Consumer Product Safety Commission's "Public Safety Handbook."

All sports lighting shall be MUSCO lighting or equivalent subject to approval by the City at its sole discretion.

All work to be designed and constructed shall meet the City of Kyle codes and standards.

Design must meet the safety, design, and construction standards for quality sportsplex complexes.

SECTION 3. SUBMITTAL REQUIREMENTS & SCORING

A site visit is required to become acquainted with the existing conditions (existing drainage, soil conditions, locations, existing utilities, measurements, etc.). The site visit must be accompanied by a City of Kyle representative. Responders who have previously completed a site visit with a City representative may, but are not required to, attend a second site visit. Site visits may be scheduled during normal business hours, between 7am and 4pm. To schedule a visit, please contact City of Kyle Parks and Recreation Director, Mariana Espinoza, at mespinoza@cityofkyle.com.

Interested and qualified companies are required to submit 4 bound copies and a USB drive with PDF versions of their SOQs. SOQs should be tailored to this Project and provide a straightforward, concise description of the responder's ability to meet the requirements of the RFQ. Responses should be organized to correspond to the selection criteria categories listed below. The City's review will emphasize quality, completeness, clarity, responsiveness to the requirements, understanding of the City's needs, and the extent to which SOQs are tailored to the Project.

Item 1: Submission Administrative Requirements (10 Points)

- i. Submission requirements detailed in RFQ were met.
 - RFQ instructions and format;
 - Submission of requested information.

Item 2: Firm Qualifications and Availability (10 Points)

- i. Provide the following company information:
 - Legal name of company;
 - Location of office that will be conducting work;
 - Contact persons, including phone number and email address;
 - Date of company's formation;
 - Legal business description (individual, partnership, corporation, etc.); and
 - Overview and brief history of the company and the company's experience.
- ii. Provide a statement on the availability and commitment of the company and assigned professionals to undertake the Project, reporting responsibilities, and how the company will interface with the City of Kyle's designated representative, including for regularly scheduled Project meetings with required attendance.
- iii. Provide a statement of interest specific to the Project, including a narrative describing the company's specific expertise and unique qualifications relevant to this Project.

Item 3: Proposed Staff's Qualifications and Experience (40 points)

- i. Organizational chart for personnel (including sub-consultants) who will work on this Project, including licensure information.
- ii. Names and roles of key personnel proposed to work on the Project and their office locations.
- iii. Include resumes for all key personnel and identify any individuals who have had previous experience on similar scope projects at this company or at previous/other companies.
- iv. Provide verifiable examples of three (3) to five (5) similar projects, such as parks, sporting fields, or other recreational areas, completed in the last five (5) years by the project manager, key personnel proposed to work on the Project, and sub-consultants, including:
 - Project name and location;
 - Description of project and services provided;
 - Company name if different than responder;
 - Date of project completion or project status;

- Client name and contact person with contact information for reference purposes;
- Photos, videos, or informational website links to projects;
- Project budget; and
- Project timeline (for design and construction phases).

Item 4: Project Approach Plan (40 points)

- Provide a descriptive narrative of the of the responder’s design vision for the Project and any unique design features;
- Describe the tasks and process the company would undertake to accomplish the design of the Sportsplex described in this RFQ, including any additional suggestions or ideas the company may believe need to be addressed.
- Provide an approach and draft public engagement outline; and
- Provide a proposed Project schedule.

SECTION 4: SELECTION PROCESS

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the City. The City will analyze and evaluate the SOQs and rank the companies in order of the most qualified based on demonstrated competence and qualifications in accordance with the process below.

- **Step 1 – City Staff Evaluation**
 - City staff will evaluate all SOQs for demonstrated competence and qualifications based on the selection criteria listed in Section 3.
 - A maximum of 100 points will be awarded for a Responder’s SOQ.
 - The City staff will identify a limited number of the top-ranked responders to proceed to Step 2 for further consideration and evaluation by the City’s Sportsplex Task Force.
- **Step 2 – City Sportsplex Task Force Evaluation**
 - The City Sportsplex Task Force will evaluate responders recommended by City staff in Step 1 to determine the most qualified provider of design services for the City and the Project.
 - At the City’s discretion, Responders advancing to Step 2 may be asked to provide in-person interviews or presentations to the Task Force and/or City Council.
 - Each company selected for the presentation/interview will be provided an equal amount of time and equal opportunity to address Task Force and/or City Council.
 - Only the firms who are selected for Phase 2 evaluation will be eligible to be awarded the Project.
 - The Task Force will numerically rank responders (*e.g.*, 1, 2, 3) based upon the criteria listed in Section 3 and recommend the highest-ranked responder to the City Council for approval as the most qualified responder.
 - In the event two or more responder tie for highest rank, the Task Force will present all tied responders to City Council for Council’s consideration and determination of the most qualified responder.
- **Step 3 – City Council Award**
 - City Council will make the final determination of the most qualified responder and will award the contract. City Council will make their determination based on Responder’s SOQs, interview materials from responders if applicable, and recommendations from the City Staff Evaluation panel and the City Sportsplex Task Force Evaluation.

Following the City Council’s determination and approval of the most qualified responder, and in accordance with Texas Government Code 2254 for Professional Services, staff will attempt to negotiate a scope of work and fee structure at a

fair and reasonable price with the most qualified responder. If a satisfactory agreement cannot be negotiated with the most qualified responder for design services, the City shall formally end negotiations with the most qualified responder, select the next most qualified responder and attempt to negotiate an agreement with that company at a fair and reasonable price.

By submitting its SOQ in response to this RFQ, Responder accepts the evaluation process as outlined above and acknowledges and accepts that scoring and a determination of the “most qualified” firm may require subjective judgments by the City.

I, the undersigned agent for the company named above, certify that I am duly authorized to execute the proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFQ.

Authorized Company Official (signature): _____

Authorized Company Official’s Name: (printed): _____

Date Signed: _____

EXHIBIT A

PROJECT #1: SPORTSPLEX PARK IMPROVEMENTS - SITE MAP

