



# CITY OF KYLE

100 W. Center St. Kyle, Texas 78640 [www.cityofkyle.com](http://www.cityofkyle.com)

**REQUEST FOR QUALIFICATIONS  
DESIGN BUILD SERVICES  
Multistory Commercial Building 104 S Burleson  
CITY OF KYLE, TEXAS  
*October 26, 2020***

## **I. Community and Project Background**

The City of Kyle is the fastest growing community in Hays County. Kyle is located along Interstate 35, between Austin and San Antonio. The city is home to several parks, outdoor swimming pool, public library, historic town square and the Plum Creek watershed bisecting the town from west to east. The current population is estimated at over 50,000.

The City of Kyle is soliciting proposals from qualified firms who specialize in design/build of commercial buildings specifically for suburban downtowns. This proposal is for a design/build bid which should include: site planning, conceptual design services, landscaping and participation in the construction phase of 104 S. Burleson, a parcel owned by the City of Kyle on the downtown square.

All potential respondents are encouraged to read this Request for Proposal thoroughly. The successful proposal shall include a Scope of Consultant Services, which will become an attachment to the final agreement. Submittal of the requirements and conditions established herein for submittal and evaluation of said proposal.

The City's expectation is that the Commercial building will closely resemble the proposed design attached and (the 'Design Standards'):

- Heavily emphasize design, aesthetics, quality of finishes and establish a high level of place.
- Design a space and facility that excites the senses, draws attention and is practical in Texas heat.
- Will consist of a three (3) story design.
- Include first floor accommodations for a restaurant in the design.
- Second floor office space.

- Third floor event space with a covered outdoor component (think small wedding venue).
- Begin construction prior to February, 2021.
- Abide by existing City codes, building codes and fire codes as adopted.

## II. Project Description

The Project will consist of a three-story building and any necessary auxiliary structures that should all be award winning caliber. While the budget is established, the City does not desire to maximize square footage and build a budget building, but rather that the project emphasize design over budget, even if that means less square footage on the site for greater aesthetics overall.

## III. Scope of Services

- A. It is the intention of the City of Kyle to proceed with a scope of work for the proposed Commercial building that will include, but not be limited to:
  - Site Planning
  - Conceptual Designs
  - Computer-aided drafting and drawings
  - Project Cost Estimations
  - Attendance of Public Meetings
  - Participate in Design-Build process with construction contractor
  - The City’s Engineer or Designee will serve as the City’s Representative for the purposes of satisfying the Design Build statute.
- B. Site planning will include typical site development planning, to include parking consideration and planning utilizing existing shared parking spaces as well as limited onsite parking.
- C. The design services scope of work consists of furnishing complete conceptual design services for the proposed Commercial building, including colored exterior renderings, and inside furnishings, fixtures and equipment. During this phase, it is also expected that conceptual designs of the elevations will be developed and provided to the City for feedback. It is expected that more than one design may need to be considered, as there is not a definitive idea of what the structure needs to look like other than ‘amazing’. Time is of importance though, so design will need to occur very quickly and lean.
- D. The owner will provide the services of a qualified Landscape Architect as a member of the design team in developing the landscape design for this project. This professional services contract will be handled separately, and directly by the owner.
- E. The proposer shall maintain a project schedule that will meet the City’s project timeline with planned construction start date prior to February 2021. The

proposer shall submit documentation at the following project development milestones for review and approval by the Kyle City Council:

1. Site Planning: Documents shall consist of diagrams and graphic presentations containing design objectives, space requirements, space relationships, flexibility and expandability, site and landscaping requirements and a construction cost estimate.

2. Conceptual Design: Documentation shall consist of a conceptual design, perspective sketches, electronic modeling or combinations of these media.

- a. All submittals must be digital in common file formats such as MS Office, PDF, JPEG, etc. Any drawings prepared using computer-aided drafting (AutoCad) shall be delivered in a format readable outside of AutoCad.
- b. A compressed schedule and timeline can be jointly determined by the proposer and the City of Kyle but must guarantee construction commencement prior to Feb 2021.

F. Assemble and review existing plans, surveys, utilities connections and other information available for the Project site.

#### **IV. Submission Requirements**

##### **A. Letter of Intent**

Please submit a brief letter of intent to include a description of the services you will provide and all other relevant information.

##### **B. Statement of Qualifications**

The Proposer must exhibit expertise in developing multi-floor, multi tenant, commercial buildings or similar projects. A minimum of experience with three such projects, preferably of comparable size, is recommended. A summary of qualifications should include key personnel and any subcontracted professional consultants proposed to be used. Provide a detailed organizational chart with identified roles and responsibilities. Identify the key contact and/or project manager. The following areas of expertise are considered essential, and all design teams are expected to address the following areas of specialty:

- Award winning building design
- Award winning landscape design
- Design Build project experience
- Cost of construction estimation experience

##### **C. Project Examples**

The Consultant must submit a minimum of three examples of previous projects with similar scopes of services. Include the name, complete address, phone, e-

mail address and contact person for the client; name and address of the project; scope of services provided; start date and completion date.

A conceptual design of the building's elevation must be included to show the vision the team brings. This concept is non-binding but failure to include it could result in rejection of the statement of qualifications.

#### **D. Approach**

Describe your firm's process, planning methodology and approach for the Project. Indicate how your process and approach will accomplish the Project scope. Please state relationships with other firms concerning this Project.

#### **E. Submittal Format**

All submittals must be submitted electronically. Email attachments are preferred but for proposals larger than 10 MB, providing a file transfer service (like a dedicated FTP, or using Dropbox) is acceptable. Timestamps for compliance with the bid deadline will be the time the email is received and all necessary files, links etc are included. The City reserves the right to reject any and all proposals.

#### **F. Insurance Requirements**

The Proposer agrees to obtain and keep in force during the term of the contract professional liability insurance covering the loss arising out of or related in any manner to the errors, omissions or negligent acts of Proposer, its employees, agents, architects, engineers and/or individual contractors in a minimum of one million dollars (\$1,000,000.00). Said professional liability insurance is to be kept in force for the term of the contract for this Project. The proof of said insurance shall be filed with the City of Kyle prior to commencement of work.

#### **G. Additional Information**

Include any additional information you feel will assist us in the evaluation of your firm's qualification. It is important you emphasize the specialties and strengths of your firm. Please state why your firm should be selected.

#### **H. Submission Deadline, Presentation Dates and Contract Approval**

Deadline for proposals is 12 noon, Thursday, November 12, 2020. The Proposals shall be submitted via email with the proposal attached or with a FTP (or other acceptable file transfer service) embedded link. Proposals will be reviewed for final selection. Immediately following the selection a contract will be negotiated with expectation that design will begin immediately after award on or before December 17, and be complete in time for construction to begin

before February 1, 2021. Demolition and other site work is considered sufficient to meet this requirement.

Proposals shall be submitted as follows:

*VIA Email to James R. Earp, CPM below.*

**I. Contact Information and Dedicated Q&A**

For questions or additional information related to this proposal, please contact:

James R Earp, CPM  
Assistant City Manager  
City of Kyle  
(512) 262-1010 (Office)  
[jrearp@cityofkyle.com](mailto:jrearp@cityofkyle.com)

**V. Selection Criteria, Proposal Invitation & Acceptance**

After the Request for Proposal submission deadline, the City Staff and Council Task Force will review the submitted information, select and invite firms to participate in an interview. Selected candidates shall be prepared to make a 15-30 minute presentation regarding their proposal and answer related questions. Each interview will last no longer than one hour.

Following these procedures, the procurements process for the identified services will be based on the following factors, but not limited to the following:

The proposals will be weighed heavily on the aesthetics of past projects submitted by the design team and on the ability to deliver the project start date before November 2020. Other areas of evaluation will include: team experience, technical competency and past experience.

SOQ/Design	70%
Team Experience 2	0%
Technical Competency	10%

The contract will be awarded to the most responsible firm whose proposal will be, on an overall basis, most advantageous to the City of Kyle. Qualifications, experience, and performance factors will be considered as elements of a responsible proposal at the sole discretion of the City of Kyle. The City of Kyle selection decision is not subject to recourse action. The City of Kyle reserves the right to accept proposals in whole or in part, and to reject any and/or all proposals, and negotiate separately or solicit new proposals to better serve its interests. This Request for Proposal does not commit the City of Kyle to award a contract or to pay for any costs incurred by successful or unsuccessful consultants or their firms during the proposal preparation, submittal or review.

## **VII. Award of Contract**

Kyle City Council will award the final contract at a meeting anticipated to be on or before December 17th, 2020.

## **VIII. Terms and Conditions**

This Request for Proposal does not commit the City of Kyle, Texas to award a contract, to pay any costs incurred in the preparation of proposals to the requests, or to procure or contract service or supplies. The City of Kyle reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the City of Kyle, Texas. The City may require the selected candidate to participate in negotiations, and to permit such price, technical or other revisions of their revisions of their proposals as may result from negotiations.

**END OF DOCUMENT**

Attachments (Survey and Legal Description of Property)