

**CITY OF LA JOYA, TEXAS**  
**REQUEST AND GUIDELINES FOR**  
**PROPOSALS/QUALIFICATIONS**

**CM@RISK FOR**  
**NEW FIRE STATION**

**2023-RFQ-01**

**INTRODUCTION**

The City of La Joya is soliciting **Request for Proposals (RFQ)** from firms interested and qualified to perform the necessary evaluations, designs reviews, cost estimates and related functions required for development of project plans, specifications and construction. The proposed project will be located at 701 East Expressway 83, La Joya, TX 78560, adjacent to existing Police Station.

Sealed **Request for Qualifications** for this request will be accepted until **10:00 am, February 8, 2023**. Any RFP received after the above closing time will be returned unopened. Sealed RFP, appropriately marked as a **Request for Proposals-CMAR-City of La Joya**, must be delivered to:

**City of La Joya City Hall**  
**701 East Expressway 83**  
**La Joya, TX 78560**

This request is on file and may be examined at the City Secretary's Office. Prospective firms may obtain it by **checking the City of La Joya website [www.cityoflajoya.com](http://www.cityoflajoya.com) for RFP packet.**

The City believes that the instructions contained in this RFQ are sufficient for the preparation of a RFP. It is intended that no additional information be provided at this stage. However, requests for clarification will be considered. Such clarification will be submitted to all known responding firms simultaneously. This project will require to follow all **USDA Community Facilities Program**.

In order to ensure a fair and objective RFP evaluation, all questions for clarification related to this RFP shall be made in writing. **Questions must be submitted in writing via E-mail: [leo.olivares@cityoflajoya.com](mailto:leo.olivares@cityoflajoya.com) prior to 10:00 am on February 6, 2023.**

Firms are required to submit one (1) original RFP and two (2) additional copies. RFP's must be completed and submitted as specified in this RFQ. The right to accept any RFP, or to reject any or all RFP's and to waive all formalities is hereby reserved by City. The City further reserves the right to negotiate under applicable guidelines for procurement of professional services with all qualified firms, or to cancel, in part or in its entirety, this RFQ if it is in the best interest of the City. All RFP's become the property of the City. There is no express or implied obligation for the City to reimburse responding firms for any expense incurred in preparing RFP's in response to this RFP and the City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Firm(s) reasonably susceptible of being selected based on proposal cost and qualifications submitted in response to this request may be given an opportunity to make a presentation and/or interview with a selection committee. Following any interviews, firms will be ranked in order of technical qualifications and negotiations will begin with the top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute a contract, negotiations will formally end and then commence with the second highest ranked firm, etc.

Sealed RFP's will be opened and acknowledged at the stated time for receipt but will not be read aloud. It is not necessary, requested or desired that responding firms be present for the opening. A list of responding firms will be provided to all firms as soon as possible after the stated time for receipt. There will be no disclosure of contents to competing firms and all RFP's will be kept confidential during the selection and negotiation process. Except for trade secrets and confidential information that a firm identifies in the RFP as proprietary, all RFP's will be open for public inspection after any contract award. Contracts will be based on demonstrated competence and qualifications, so long as the professional fees are consistent with recommended practices and fees of the various professional associations and do not exceed any maximums provided by state law.

**Vendor is responsible for checking City of La Joya website [www.cityoflajoya.com](http://www.cityoflajoya.com) for any addendum.**

#### SCHEDULE OF EVENTS

- **January 29, 2023** – First notice advertisement date
- **January 30, 2023** – Release date for Request for Qualifications to interested firms
- **February 6, 2023 @ 10:00 am** – Pre-proposal meeting at 701 East Expressway 83, La Joya, TX 78560 (City Hall)
- **February 6, 2023, @ 10:00 am** – Deadline for written requests for clarifications to the RFQ
- **February 8, 2023 @ 10:00 am** – Sealed RFP's delivered to City Secretary's Office located at 701 East Expressway 83, La Joya, TX 78560 (City Hall) received after the time and

- date set will not be accepted and will be returned unopened.
- **February 10, 2023** – City Team evaluation.
  - **February 14, 2023** – Anticipated date of award or Special Meeting at later date.

## PROJECT DESCRIPTION

City of La Joya is seeking a Construction Manager at Risk (CMAR) team for the proposed project described below.

New Construction of a Fire Station adjacent to Police Station and City Hall. The new construction design and construction will be targeted to the original construction dated circa of Police Station and City Hall. **(SEE ATTACHMENT 1)**

## SCOPE OF WORK

It is the intent of City of La Joya to have a successful firm involved for the full duration of the program including design development, contract documents, bidding, negotiations, contract preparation, and throughout the construction and warranty period.

Specific work items will include:

Pre-construction services including:

- Schematic, 80% and 90% estimates
- Review of plans and specification for constructability
- Overall assistance with plan review.

Provide CM@Risk services during construction.

Provide consistent on-site and office support for the project.

Attend weekly construction meetings.

Attend other meetings at the City's request.

Provide all final project documents to the City.

All project work shall conform to all Federal, State and Local laws, ordinances and requirements and building codes and shall be in accordance with local design standards, details and specifications.

Continuing non-performance of the vendor in terms of specifications shall be basis for termination of the contract by City of La Joya. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. However, this shall in no way be construed as negating the basis for non-performance termination.

A Conflict of Interest Questionnaire and explanation has been included with this RFQ packet. If you have any questions about compliance, please consult your own legal counsel. Compliance is the

individual responsibility of each individual, business, or agent who is subject to the laws filing requirements. If you are required to file a Conflict of Interest Questionnaire, the original signed questionnaire should be filed with the RFP before deadline.

**STATEMENT OF QUALIFICATIONS**

Information supplied in response to this RFP will be evaluated using the criteria described below.

- (a) The competence and qualifications of the individuals who will be directly responsible for the proposed work based upon education and experience pertinent to the work considered. The team should be able to demonstrate experience in historic preservation projects.
- (b) Technical adequacy of the personnel to be utilized for the proposed work based upon education and experience pertinent to the work considered.
- (c) Demonstrated experience of the prime firm based upon previous work similar to that of the type considered.
- (d) Describe the typical pre-construction services provide be the firm, fees for services are to be included within this section.
- (e) Demonstrated firm’s understanding of the CM@Risk delivery method and describe firm’s approach.
- (f) Prime firm’s history of accuracy of cost estimates and/or cost actuals ability to perform within budget guidelines and constraints.
- (g) Attach a copy of the contract that your firm would use if selected to provide the services listed above and a list of fees.

After receipt of the RFP’s City will use the following scoring criteria in the ranking process:

Overall quality of response to RFQ	5%
Personnel and team composition	10%
Experience of team	10%
Past performance of team	15%
Construction Price	35%
Understanding and project approach	10%
Budget and estimate performance	10%
References	5%

**FORMAT REQUIREMENTS**

The RFP format should respond in order to items a-g above and should not exceed 15 pages in length (exclusive of samples of previous work, references, and resumes. One (1) original and two (2) copies should be provided.

1. Responses shall be clearly identified and conform to items a through m above.
2. Project time-line: A proposed project schedule should be supplied identifying the beginning and ending of each phase of the work from design initiation through construction.
3. Return a completed Client Reference List for a minimum of five (5) references from current and recent clients on similar size projects or on projects of similar size and scope using the following format:

Client Name and Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
E-Mail (if available) \_\_\_\_\_

**PLEASE COMPLETE THIS INFORMATION AND ATTACH TO YOUR RFP.**

**Please complete and place a check mark next to the insurance coverage that applies to your firm. Complete the same for each of your consultants.**

**\_\_\_ Minimum Statutory Workers' Compensation Insurance, with Employers' Liability Insurance in the amount of \$ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

**\_\_\_ Minimum Commercial General Liability Insurance of \$ \_\_\_\_\_ each occurrence**

**\_\_\_ Minimum Business Automobile Liability Insurance of \$ \_\_\_\_\_ each occurrence on all vehicles used in connection with the contract, whether owned, non-owned or hired**

**\_\_\_ Minimum Professional Liability Insurance of \$ \_\_\_\_\_ each occurrence**

**END OF RFQ**