

Corpus Christi Downtown Management District

Request for Qualifications

Engineering Services for Artesian Park Improvements Project

Release Date - Revision: September 4th, 2019
Submission Deadline: 5:00 p.m. September 6th, 2019
Submit To: Alan S Albin
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Table of Contents

| | | |
|----|---|---|
| 1. | OVERVIEW OF THE REQUIREMENT | 3 |
| 2. | REQUEST FOR QUALIFICATIONS | 3 |
| | 2.1 Inquiries | |
| | 2.2 Closing Date..... | 3 |
| | 2.3 Late Responses | 3 |
| | 2.4 Qualifications Review Committee | 3 |
| | 2.5 Evaluation Criteria..... | 4 |
| | 2.6 Acceptance of Responses | 4 |
| 3. | SERVICES | 4 |
| | 3.1 Scope of Work..... | 4 |
| | 3.2 Use of Subcontractors | 4 |
| | 3.3 Insurance Requirements | 5 |
| 4 | SUBMISSION REQUIREMENTS | 6 |
| 5 | CONFLICT OF INTEREST | 6 |

1. Overview of the Requirement

- 1) The CCDMD is seeking qualified firms to provide engineering and design services related to the Artesian Park improvements project.
- 2) We are seeking to appoint a Professional Engineer to oversee the Artesian Park Improvements public works project as required by Texas Occupations Code Chapter 1001.
- 3) The Corpus Christi Downtown Management District (CCDMD), established in 1993, is a professional Downtown Management District representing property owners and stakeholders within the area bounded by Kinney Street to I-37, and Lower Broadway to the Corpus Christi Marina L and T-Heads. In 2013, the property owners voted to renew the district through 2023.

The CCDMD works closely with The City to supplement and enhance the services provided within their defined District.

- 4) The Tax Increment Reinvestment Zone #3 has allocated \$150,000 in this fiscal year towards improvements to Artesian Park. This park is located within the Marina Arts District and is one of the most historic parks in the State of Texas. The funding has been allocated to provide the following improvements:
 - Electrical and Lighting work.
 - Concrete replacement (sidewalks within the park)
 - Landscaping improvements / additions.
 - Repair to Gazebo and Pergola.
 - Engineering design and project management services

2. Request for Qualifications

2.1 Inquiries

All Inquiries related to this RFQ are to be directed, by email, to the contact person at the email address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon.

2.2 Closing Date

Complete hard copies (2) and one electronic copy (on USB stick) of each response must be received before 5:00 p.m., on September 6th, 2019 at the address on the front cover of this RFQ. Responses must not be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and the project title.

2.3 Late Responses

Late responses will not be accepted.

2.4 Qualifications Review Committee

The review committee will consist of CCDMD Executive Director and two other staff members.

2.5 Evaluation Criteria

The criteria that respondents will be assessed against by the review committee.

- A. Years of experience in the field
- B. Experience with the type of project specified in the RFQ
- C. Proven capacity to deliver the project requirements on time and on budget
- D. Sample written reports or other required materials for the position
- E. Awards

2.6 Acceptance of Responses

The purpose of the RFQ is to identify an architect or engineer of record to ensure the CCDMD complies with Chapter 1001 of the Texas Occupations Code due to the scope of the project being out with the cost range for exemption.

3. Services

3.1 Scope of Work:

Electrical and Lighting:

- Upgrade Electrical panel
- Install 4 x 15' double headed LED streetlights
- Run cable to 21 Oak Trees and 6 Palm Trees and install outdoor, secure, GFCI outlets
- Run cable to 2 stands of crepe myrtle trees and install LED up lights
- Install LED light and GFCI outlet in roof of Gazebo
- Repair existing light in front of Pergola

Concrete Repair:

- Remove existing concrete from internal park paths
- Dig out and prepare surface for new concrete
- Set forms
- Install rebar
- Pour new concrete.

Landscaping:

- Prepare rendering of new landscape plan
- Retain existing plantings where appropriate
- Enlarge existing beds and recommend new native, hardy, low maintenance plants
- Design new floral beds between Chaparral and the Gazebo
- Design and provide costing for irrigation system expansion to new beds
- Provide costing for supply of new plants
- Prepare ground for planting (by volunteers)
- Provide costing for providing supervision of volunteers during planting

Structure Repairs:

- Gazebo and Pergola to be repaired and painted by volunteers
- Provide advice on any structural and permitting requirements

3.2 Use of Subcontractors

The Qualified Respondent may use subcontractors in connection with the work performed if awarded a contract. When using subcontractors, however, if not listed in the Statement of Qualifications at the time of selection, the Qualified Respondent must obtain prior written approval from the Contract Administrator. In using subcontractors, the Qualified Respondent is responsible for all their acts and omissions to the same extent as if the subcontractor and its employees were employees of the Qualified Respondent. All requirements set forth as part of the Contract are applicable to all

subcontractors and their employees to the same extent as if the Qualified Respondent and its employees had performed the services.

3.3 Insurance requirements

| TYPE OF INSURANCE | MINIMUM INSURANCE COVERAGE |
|--|---|
| 30-day advance written notice of cancellation, non-renewal, material change, or termination required on all certificates and policies. | Bodily Injury and Property Damage Per occurrence - aggregate |
| Commercial General Liability including: 1. Commercial Broad Form 2. Premises – Operations 3. Products/ Completed Operations 4. Contractual Liability 5. Independent Contractors 6. Personal Injury- Advertising Injury | \$1,000,000 Per Occurrence \$1,000,000 Aggregate |
| AUTOMOBILE LIABILITY (including) 1. Owned 2. Hired & Non-owned 3. Rented & Leased | \$1,000,000 Combined Single Limit |
| WORKERS' COMPENSATION (All States Endorsement if Company is not domiciled in Texas) Employer's Liability | Statutory and complies with Part II this Exhibit \$500,000 / \$500,000 / \$500,000 |
| PROFESSIONAL LIABILITY | \$1,000,000 Per Claim |

Contractor must furnish to the CCDMD, one (1) copy of Certificates of Insurance with applicable policy endorsements showing the following minimum coverage by an insurance company(s) acceptable to the CCDMD. The CCDMD must be listed as an additional insured for the General Liability and Auto Liability policies by endorsement, and a waiver of subrogation endorsement is required on all applicable policies. Endorsements must be provided with Certificate of Insurance. Project name must be listed in Description Box of Certificate of Insurance.

4. Submission Requirements

Submission requirements.

- A. A completed Respondent Information Form
- B. A statement of interest
- C. A resume outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
- D. Three professional references

5. Conflict of Interest

CCDMD defines a conflict of interest as:

"A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities or gains any advantage by virtue of his/her position with CCDMD. Conflicts of interest may be real, potential or perceived."

The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.