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Representative At-Large

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Representative District 1



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Representative District 2

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Representative District 3

Anthony Gándara
Representative District 4

Adriana Rodarte
Interim City Manager

CITY OF SOCORRO, TEXAS

REQUEST FOR QUALIFICATIONS 16-002

**FOR PROFESSIONAL SERVICE TO COMPLETE A HISTORIC
STRUCTURE REPORT FOR THE**

CREATION OF A LIBRARY

NATIONAL REGISTER OF HISTORIC PLACES 5141012342

ATTN: Ms. Olivia Navarro, City Clerk

DUE:

JANUARY 26, 2016 @ 2:00 P.M.

124 S. HORIZON BLVD.

SOCORRO, TEXAS 79927

RFQ 16-002
HISTORIC STRUCTURE REPORT FOR A LIBRARY

The City of Socorro Texas is soliciting Statements of Qualifications from individuals and firms interested in providing historic preservation related services required for a Historic Structure Report (HSR) to be completed for the Rio Vista Library located at 901 N. Rio Vista Rd., Socorro, Texas 79927 for the specific creation of a *Library*.

The Request for Qualifications is pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code.

Statements of Qualifications are due by **2:00 P.M. January 26, 2016**, Statements of Qualifications must be marked with description on lower front left corner of envelope **“RFQ FOR PROFESSIONAL SERVICES TO COMPLETE A HISTORIC STRUCTURE REPORT FOR A LIBRARY”**. Statements may be hand delivered to the following location:

City of Socorro, Texas
124 S. Horizon Blvd
Socorro, Texas 79927
Attention: Ms. Olivia Navarro, City Clerk

Any proposal received after the stated closing time will not be accepted. RFQ's sent by mail must be received by the City of Socorro no later than the deadline provided above.

Statements will be publicly opened and reviewed on January 26, 2016 at 3:00 p.m.

Until the final award of contract by the City of Socorro, the City reserves the right to reject any and/or all proposals, to waive technicalities to re-advertise, to proceed otherwise when the best interest of the city will be realized hereby.

RFQ's must be signed by someone having the authority to bind the entity submitting the proposal.

For more information or questions regarding submission requirements, please contact the City of Socorro City Clerk Office at (915) 858-2915 onavarro@ci.socorro.tx.us

Technical questions or comments can be directed to Victor Reta, Recreation Centers Supervisor of the City of Socorro, at 915-860-8615, Monday through Friday, during regular business hours of 8:00 a.m. to 5:00 p.m.

REQUEST FOR QUALIFICATIONS (RFQ)

For Professional Services to Complete a HISTORIC STRUCTURE REPORT for the

Rio Vista Library

National Register of Historic Places: 5141012342

SECTION ONE – Introduction & Background

The City of Socorro (COS) is soliciting statements of qualifications and proposals from individuals and firms interested in providing historic preservation related services required for a Historic Structure Report (HSR) to be completed for the Rio Vista Community Center (RVCC), located at 901 N. Rio Vista Rd., Socorro, TX 79927.

The City of Socorro owns and maintains all of the buildings on the site; however this RFQ is for the specific creation of a **Library** on the property by repurposing a building. This Library will come to include a reading room, book racks, computers, restrooms, and a front desk area.

The last Historical Structure Report was done in May 2008; however we are needing to get this study updated as the structure has been subjected to the elements and time. In 2014, the City Council approved certificates of obligation to restart the restoration of the Rio Vista Property; the projects are to include creating a small library, museum, additional classrooms and bathrooms. The Historical Land Commission (HLC) was consulted in overseeing minor changes and ideas, however the finished report will be sent to the State of Texas Historical Commission for final approval.

The purpose of this RFQ is for the following:

1. Obtain statements of qualifications for proposals to issue out a Historic Structural Report that will include a completed scope of work in detail and descriptions from interested firms or individual professional consultants.
2. Advise the applicant that after receiving the statements, the City of Socorro's Administration will open the statements per the City Clerk's statement opening procedures and review all the submissions. Applicants may be asked to participate in an interview style meeting to further assess the candidacy of the applicants.

3. Thereafter, the selected statements will be presented to City Council for discussion and action. Once a decision is made, an initial meeting with the best qualified applicants will be coordinated to discuss any issues and clarifications.

SECTION TWO – Deadline for Submission

Statements of qualifications and proposals submitted in response to this RFQ will be accepted by the COS until 2:00 p.m. on Tuesday, January 26, 2016. Please reference submission details in the sections below.

SECTION THREE – Schedule

Depending on the quantity of submissions, the COS will review the statements of qualifications and respond in approximately two weeks. The consultation meetings (if any) will be held promptly, as will any negotiations over reasonable fees and scope of work, final negotiations, and execution of an Agreement. At its discretion, the COS may consult with the Texas State Historic Preservation Office during the selection and contracting process. The full report must be completed within 3 months from the date of contract award. Interim deadlines will apply; in particular, delivery of the existing-conditions assessment and specific work products with respect to immediate needs will be required within 40 calendar days from the date of contract award.

SECTION FOUR – Site Tours and Consultation meetings

This RFQ contains all information required to understand the project and submit qualifications and proposals. However, anyone may tour the site during normal business hours Monday thru Friday, 8am to 4 pm for physical inspection. There is no charge for admittance.

If the COS determines that further consultation will be helpful in developing proposals, a meeting will be held at City of Socorro City Hall. Attendance will be mandatory for all individuals or team members. Participants will have the opportunity to meet the COS staff who will be responsible for the project.

SECTION FIVE – Scope of Professional Services

The desired Historic Structure Report is a comprehensive planning document, based on thorough investigation of the exterior & interior of the property and buildings located at 901 N. Rio Vista Rd. It does not include any additional buildings the city may own. Each individual or firm must determine its scope of professional services based on prior experience as well as

knowledge gained during the RFQ process. The scope of work may include, but is not limited to, the following activities:

- Conducting thorough archival, historical, photographic, structural, conditions-assessment, archaeological, landscape, or other specialized investigations in conjunction with work ongoing or completed by the COS staff.
- Developing detailed recommendations with respect to immediate preservation and rehabilitation needs, including: (a) identification of immediate needs and critical areas to be addressed; (b) specific recommendations as to the sequence of critical work to be done; (c) evaluation of alternatives and recommended treatments for each preservation/ rehabilitation element identified as an immediate need; (d) technical drawings or photographs, specifications, and itemized budget estimates for each preservation/rehabilitation element identified as an immediate need, in sufficient detail to permit the COG/HPRC to begin soliciting bids for work on the most critical projects within the current calendar year;
- Reviewing and incorporating any detailed architectural drawings of the Rio Vista Community Center available from the COS, HLC, or staff.
- Conducting materials testing and analysis to determine appropriate preservation and rehabilitation techniques. Immediate analysis of painted surfaces, especially the windows, is required for paint color documentation. Previous analysis results are available for select areas of the building's wood trim.
- Developing detailed recommendations with respect to the overall sequence of preservation and rehabilitation work to be done, evaluation of alternative treatments, recommended treatments, and budget estimates for preservation and/or rehabilitation of all major exterior components of the site, including foundation, roof and roof access alternatives, masonry, wood components, windows, doors, improved disability-access.
- Developing recommendations and detailed plans for future use, management, and maintenance of the building;
- Compiling, analyzing, and synthesizing thorough documentary research and field investigations into a comprehensive treatment, management, and planning document (Historic Structure Report) for the Rio Vista Community Center.
- Collaborating with COS & HLC staff, where applicable, to develop and provide draft reports, copies of the final report, and supporting materials (any sketches, plans, drawings, field notes, maps, photographs, computerized databases, and/or objects collected).

SECTION SIX – Site and Project Constraints

- All recommended work must conform to the Secretary of Interior's Standards for the Treatment of Historic Properties (rev. 1995) relevant to the State of Texas.

- Analysis and evaluation must be conducted with minimal visible impact, minimal time periods of disruption, no damage to interior collections, and no structural damage to the historic fabric of the building.
- If necessary, any test excavation and/or trenching work in the ground and any subsurface or destructive testing of architectural surfaces, or removal of building materials for research, must be coordinated with and approved by the COS.
- The work anticipated by this RFQ may proceed concurrently with work being done by other contractors. The selected individual/firm will be expected to coordinate its work at the property with that of other contractors, and COS staff, working on-site at the same time.
- The site will remain open during regular hours and expects all consultants to coordinate their activities and make allowances for these important public aspects of the property's mission.

SECTION SEVEN – Instructions for Submission of Qualifications and Proposals

All submissions must be in writing and include 5 hardcopies.

The statement of qualifications must contain the following information:

- General description of the individual or lead firm's understanding of the project
- Identification, address, telephone and fax number, email address of the primary contact person
- A description of the professional qualifications of all participating professionals and anticipated roles and responsibilities
- A description of the prior work experience of the individual, firm or team members on other relevant projects, especially successful experience with other nationally significant historic preservation projects; and
- The name, address and telephone numbers of references who may be contacted concerning work done on at least two (2) comparable historical projects within the past five years.

The proposal must include:

- A full and complete description of the scope of work proposed;
- The proposed project time-line, showing deliverables and review periods;
- A description of the legal status of the entity submitting the qualifications (sole proprietorship, partnership etc. and state of residency or incorporation;
- The name, address, and title of persons within the firm who are authorized to execute contracts on its behalf; and
- A statement indicating whether or not the firm carries insurance in the following categories and the principal amount of all coverages maintained.
- Attach excerpts from one HSR as a work sample as part of your proposal.
- Attach any other supporting information such as portfolios, resumes, or project lists.

SECTION EIGHT – Criteria for Selection

The COS will consider the following factors in evaluating proposals: a) Professional qualifications; b) The quality of the work sample (HSR) submitted; c) The experience of the individual or team members in handling similar projects at comparable historic sites; (d) The ability to commence work on this HSR within 15 calendar days of the contract award, to complete the conditions assessment and work products specified in section 6.A.(v), above, within 60 calendar days of the contract award, and to complete the full HSR document within 6 months of the contract award; (e) Successful prior experience with nationally significant historic preservation projects and demonstrated ability to meet the Secretary of Interior's Standards for the Treatment of Historic Properties;; (f) Demonstrated ability to manage complex projects, control costs, meet schedules, and achieve goals in a cooperative, timely, and cost-effective manner; (g) Responses received from references; (h) Geographic proximity to Socorro, TX, and familiarity with local history and construction methods, city development, local environmental and historic-preservation regulations, and local review and permit processes. Once the highest qualified applicants are selected and ranked, the COS will negotiate a fair and reasonable price with the most highly qualified applicant. If an agreement with the most highly qualified applicant cannot be reached for a fair and reasonable price, the COS will negotiate with the next most qualified applicant and will begin negotiations for a fair and reasonable price. The COS will repeat this process as necessary. The COS reserves the right, in the exercise of its discretion: (a) To reject all submissions received; (b) To reject a submission due to defects, irregularities or provisions inconsistent with this RFQ; (c) To waive any defect or irregularity in a submission and to accept it when it is otherwise proper and reasonable to do so; and (d) To negotiate directly with the applicants for other terms, prices and conditions deemed proper and reasonable for the completion of the project. The COS is an equal opportunity employer. The firm selected for the contract anticipated by this RFQ will be expected to maintain similar policies, and to comply with all applicable employment practices and notice and reporting requirements stipulated by federal law, regulations, or the laws of the state of Texas. The first submission of qualifications will require the interested firms to submit a response to this request for qualifications. A committee will evaluate the submissions and score each submission according to the criteria outlined in this RFQ. The Selection Committee will make the final recommendation to the Socorro City Council.

The COS is committed to a policy of encouraging greater economic opportunities for minority and women-owned business enterprises. Firms owned by minority interests and by women are invited and encouraged to respond to this Request for Qualifications and Proposals.

SECTION NINE – Contract Conditions.

Participation on the HSR project will not preclude any team member from submitting future proposals and bids for subsequent preservation/rehabilitation contracts to be awarded by the COS as the project moves forward to implement the HSR recommendations for preservation and maintenance. Individual consultants will be required to establish independence from City of Socorro employment.

SECTION TEN – Limitations. This request for qualifications does not commit the City of Socorro to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all statements received in response to this request, to negotiate with all qualified applicants or to cancel in part or in its entirety this request for qualifications if it is in the best interest of the City. The Selection Committee may require consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted.

SECTION ELEVEN—Contact Information

Questions concerning the technical specifications for this project should be addressed to:

City of Socorro

Victor Reta

Recreation Centers Supervisor

901 N. Rio Vista Socorro, TX 79927

Phone: 915-860-8615

Email: vreta@ci.socorro.tx.us