

RFQ 8414: City of Denton Municipal Complex Concept Statement of Work

1.0 Introduction/Overview

The City of Denton “City” is requesting submissions to select one firm with demonstrated experience in providing professional services to provide a Conceptual Design Study for a New Municipal Complex. The selected firm shall be a licensed architect. The City is requesting design concepts for a potential Municipal Complex to evaluate and support the consideration of funding and constructing this facility. The submission should include high-level conceptual site and floor plans based on the City’s adjacency study and capacity standards.

2.0 Scope of work

- Provide High-level conceptual design and floor plans for the new Municipal Complex
- Evaluate three potential sites to determine feasibility and recommend a preferred site
- Coordinate with current City of Denton Plans such as Downtown Area Plans and Parking Studies
- Provide at least three options of architectural character examples for staff to evaluate
- Create a model of the exterior view of building massing for staff evaluation
- Provide Preliminary Probable Cost Estimate

3.0 Firm Responsibilities/Deliverables

Firm will be responsible for delivering all services as outlined in the Scope of Work. Additionally, the firm must demonstrate their ability to meet our requirements by providing an approach plan for achieving the objective and tasks listed in the above sections. Firms should have experience and/or knowledge on the following areas:

- Experience in buildings of a similar nature
- Site evaluation
- Ability to identify and engage stakeholders as necessary
- Experience articulating their subject matter expertise before City staff as necessary

4.0 City Responsibilities

Will provide all necessary documents as requested by the firm. These will include:

- City of Denton Adjacency Study
- City of Denton Occupancy Standards
- Any other requested documents such as Downtown Plan, Parking Study, etc.

City will also provide point of contact.

5.0 Submittal Requirements

The successful firm's submittal shall not exceed 10 pages (exclusive of attachments) and shall include, but not be limited to:

PROJECT TEAM ORGANIZATION AND QUALIFICATIONS

- Qualifications and previous related work of key project personnel, particularly regarding working with municipalities of similar size, government structure, complexity, and issues.
- Communication and logical structure of the team organization.
- Include an organizational chart of the project team.
- Indicate each team member's name, title, license (if applicable), and years of experience necessary for the engagement.
- Describe the qualifications of each team member as it relates to the scope of work.
- Include descriptions of relevant previous projects that key project staff have played a central role in developing.
- Include professional engineering license status.

EXPERIENCE ON SIMILAR PROJECTS

- Ability to complete the work on time and within budget
- Discuss the firm's experience on similar projects (no more than 3).
- Include a brief description of each relevant project that includes: (1) project scope, (2) location, (3) client liaison name and phone number, (4) proposed and actual start and completion dates, and (5) other pertinent information.

PROJECT APPROACH

- Timeliness of proposed work schedule
- Discuss the approach to be used to complete the work.
- Indicate the responsibilities of each team member.
- Indicate the office location from which the work is to be performed.