

**REQUEST FOR QUALIFICATIONS**  
for  
***Animal Shelter Upgrades***  
**City of Lockhart**

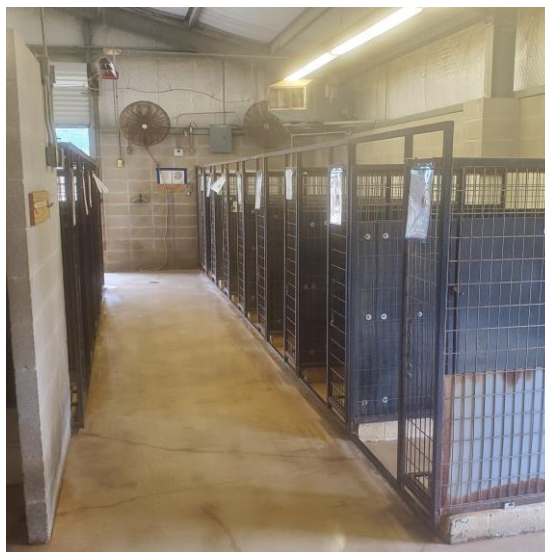
The City of Lockhart seeks Statements of Qualifications from highly qualified firms for the services related to the ***Animal Shelter Upgrades*** for the City of Lockhart.

**The purpose of this Request for Qualifications is to solicit highly qualified architectural firms to provide professional services for the renovation of, and addition to, the existing Lockhart Animal Shelter. This includes, but may not be limited to, improvements to increase the functionality of the operations and maintenance of the following:**

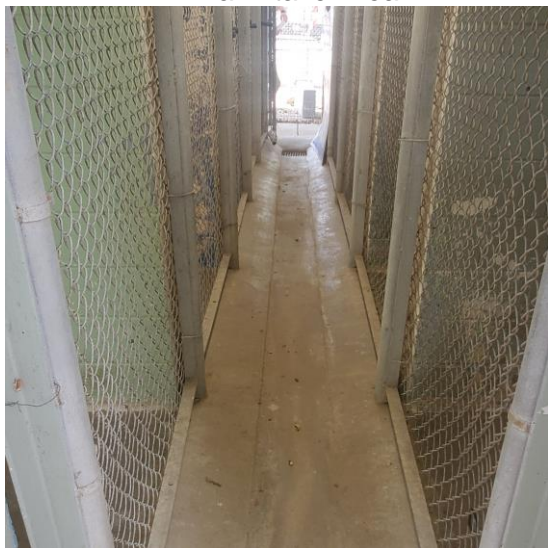
Outdoor Kennels



Main Indoor Animal Kennels



Animal Intake Area



Isolation Area



The Consultant selected from the RFQ will be engaged after competitive evaluation based on the "Selection Criteria" set forth in this request.

This request invites architectural consultants to submit proposals for accomplishment of the items of work specified below under Scope of Work and detailed further within this RFQ. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

**Sealed proposals:** Consultant will deliver three (3) hard copies to the following address:

City of Lockhart  
City Hall  
308 W. San Antonio St.  
Lockhart, Texas 78644  
Attention: Animal Shelter Upgrades

The envelope must be clearly marked "SEALED RFQ". The name of the Consultant and contact person must be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

**Proposal Deadline: 11:00 AM Friday, April 19, 2024.**

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Requests for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Consultant may submit only one proposal.

### **Scope of Work**

The Lockhart Animal Shelter was constructed in 2012 and improvements are required to increase the functionality of the operations and maintenance.

Expected elements of Lockhart Animal Shelter Upgrades will include:

- 1) Updating the outdoor kennels with the addition of concrete flooring and drainage for the kennels
- 2) Removing the chain link divider walls in the Main Indoor Animal Kennel and replacing with cinderblock divider walls.
- 3) Updating the animal intake by improving functionality and keeping existing drainage operable.
- 4) Updating the isolation area by adding new concrete flooring and new kennels

Consultant selected will coordinate its efforts with TRC Engineers. Civil and Structural components will be performed by TRC Engineers.

## **Proposal Submittal Requirements**

The Consultant shall provide a detailed statement of work for the product/services believed to be appropriate for City of Lockhart, addressing the Scope of Work detailed in this RFQ.

The detailed statement should indicate the following, at a minimum:

- Consultant name, address, and names of primary contacts.
- Identify project manager. List the project manager's relevant experience and similar work including references.
- Restatement of services required (three pages maximum) including the following:
  - A statement of the Consultant's understanding of the project that demonstrates knowledge of the project requirements.
  - Proposed project approach, including timelines and description of the Consultant's technical approach to the project, including an outline of the sequence of tasks, major benchmarks, and milestone dates.
- Outline personnel skills and services that distinguish the Consultant, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Consultant's experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process.
- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material that is irrelevant to the proposed agreement.
- Proposed services to be sub-contracted if any, anticipated subcontractors.
- Three (3) references are to be included with the proposal.

## **Submittal Process and Details**

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

City of Lockhart will not meet individually in person or via other means with potential Consultant.

City of Lockhart will be accepting questions until 11:00 AM on April 9, 2024, regarding this RFQ. Please submit questions via email to Gary Williamson, Chief of Police, at [gwilliamson@ps.lockhart-tx.org](mailto:gwilliamson@ps.lockhart-tx.org). Written responses will be published on the City's website [www.lockhart-tx.org](http://www.lockhart-tx.org) and distributed to those who submitted questions no later than 3:00 PM on April 12, 2024.

Any site visit requested by respective proposers should be sent to submit questions via email to Gary Williamson, Chief of Police, at [gwilliamson@ps.lockhart-tx.org](mailto:gwilliamson@ps.lockhart-tx.org).

## **Estimated Timeline**

The Animal Shelter Upgrades Process is expected to take no longer than 1.5 years, with funding allocated over the 2024 fiscal year.

The above dates are subject to change at the discretion of the City of Lockhart.

The City of Lockhart City Council reserves the right to accept or reject any and all responses, in part or in whole, and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the City. The City further reserves the right to waive any formalities or informalities or to amend the schedule as necessary.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Consultant to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between the City of Lockhart and the awarded Consultant.

The selected Consultant may not subcontract any of the work specified in this RFQ without prior written consent of the City of Lockhart.

### **Consultant Selection Procedures**

City of Lockhart will analyze and evaluate all properly submitted proposals in response to this request using the "Evaluation Criteria" listed in this RFQ to rank all Consultants. Proposals will be ranked in order of the highest numerical score first. The City may select as many of the top ranked Consultants as it deems necessary for inclusion within the negotiating list.

### **Evaluation Criteria**

1. Experience with Animal Shelter design.
2. Consultant's understanding and technical approach to the project.
3. Availability and experience of the project team.
4. Ability to complete the project in a timely manner.

### **Work Product and Deliverables**

The selected Consultant will be expected to provide the following products to the City:

- 1) Plans and specifications including the expected elements to the Lockhart Animal Shelter Upgrades.
- 2) Assistance during bidding process to answer questions and addenda.
- 3) Limited construction phase services to include answering Requests For Information (RFI), submittals and shop drawings.

### **Insurance**

Consultant shall take out and maintain during service to the City under a contract such public liability and property damage insurance as shall protect Consultant, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Consultant or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to the City. The Consultant shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the City.

Consultant shall indemnify and hold City harmless from any damages, cost, claims or expenses

which may arise as a result of any failure on the part of the Consultant to provide accurate and/or complete data and information to the City as outlined and required by the terms and conditions of its contract with the City.