

Request for Qualifications

For

Owner's Representative Project Management Services

5/1/2025

DUE DATE FOR RESPONSES: 05/22/2025

CONTACT

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512-695-5130

Send responses to:
Travis County ESD No. 2
Attn: Michael Anderson
203 E Pecan Street
Pflugerville, Texas 78660

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1.0 Notice of RFQ

Travis County Emergency Services District No. 2 (“District”), a political subdivision of the State of Texas operating under Chapter 775, Texas Health & Safety Code, providing fire and other emergency services to its citizens in Travis County, is circulating this Request for Qualifications (“RFQ”) to potential respondents for owner’s representative project management services under a master services agreement.

2.0 Background

Travis County Emergency Services District No. 2 (the District) was created in accordance with Chapter 775 of the Texas Health and Safety Code. The District, also referred to as the Pflugerville Fire Department, has a great responsibility in providing fire suppression, fire prevention, and first response emergency medical care covering approximately 77 square miles with staff and equipment working out of four fire stations 24-hours a day to a population of more than 165,000 in northeast Travis County.

The District service area is bounded by Farm-to-Market Road 1325 in the West, the Travis-Williamson County line on the North, Manda Carlson Road and Cameron Road on the East, and Yager Lane, Dessau Road and Howard Lane on the South. The City of Pflugerville lies within the boundaries of the District and there are two large municipal utility districts including Wells Branch and Northtown.

As a core responsibility, the District provides fire and emergency medical services. Guided by a strategic plan, the Board of Commissioners prioritizes capital projects for construction, renovation, and planning for growth. These projects aim to deliver quality, sustainable facilities while maintaining fiscal responsibility, ensuring the long-term effectiveness of service delivery to the community.

3.0 Purpose and Objectives

The purpose of the RFQ is to enter into a master services agreement for project management services with the most qualified respondent. Project management on District capital projects will be task order driven based upon the demands of each project.

4.0 Scope of Work

Through this RFQ, the District is requesting Respondents to provide qualifications for professional PM Services for the planning, design, construction, and closeout of the Project. Firms with experience in PM services for public infrastructure and similar facilities are requested to respond to this RFQ. Respondents are required to submit their own specific project approach and tasks which shall include, but will not be limited to, the following:

1. The **PM** firm shall serve as an agent and representative of the District. The primary objective of this RFQ is to ensure that completed capital projects shall provide the

scope and quality required by the District and are accomplished on time and within budget. The successful Respondent will demonstrate a highly qualified ability to accomplish the objectives of this RFQ.

2. The successful Respondent will be highly skilled and experienced in managing projects similar to the scope listed. Services shall include all general leadership and management functions required of a project manager including but not limited to: recommendations for project delivery, procurement, tracking budgets, providing cash-flow projections to administration as required, preparing cost estimates, validating construction cost/cost of work, developing and monitoring schedules; overseeing quality of all aspects of the project; communication with the project team; documentation, and ability to provide services, including, but not limited to:

Pre-Construction Phase

- Establish and maintain communication protocol between the District as Owner, Architect and General Contractor/CM At Risk.
- Assist in developing Request For Proposal ("RFP") documents for procurement of General Contractor for infrastructure.
- Assist in selection/evaluation of General Contractor/CM At Risk.
- Contribute to the milestone schedule for overall program design and construction.
- Manage coordination and correspondence between District as Owner, Architect and General Contractor/CM At Risk.
- Review design documents, drawings and specifications for constructability, scheduling, consistency, and coordination.
- Monitor and maintain all party's efforts for conformance to schedule and budget.
- Notify Owner of Design and Budget concerns throughout design process.
- Develop detailed cost estimates at various phases of design, as desired.
- Assist in the development of value engineering options as required.
- Assist in development of procurement process and aid in selection of General Contractor for infrastructure and renovation projects.
- Assist in the development of contract negotiation process and aid in review, approval or disapproval of General Contractor numbers, or CM At Risk's guaranteed maximum price.
- Assist in facilitating preconstruction conference(s).
- Coordinate with local Utilities, Cities, Entities, etc. on Owner's behalf.

Construction Phase

- Establish and maintain communication protocol between the District as Owner, Architect and General Contractor/CM At Risk.
- Monitor the overall budget and schedule and advise the Owner of any trends that affect the timely procedures and cost-effective completion of the Project.
- Maintain thorough knowledge of the plans and specifications.

- Personally observe major assemblies placed in the construction for general compliance with the contract documents, supplemental instructions from the Architect, and support the quality assurance efforts of the Inspector(s).
- Coordinate construction logistics between the General Contractor/CM At Risk and the Owner.
- Review General Contractor/CM At Risk's schedule of values/cost breakdown and construction schedule and recommend approval/changes and disapproval.
- Attend, arrange and conduct a variety of meetings, as requested by the Owner.
- Perform quality surveys, review and verify the contractor's monthly application for progress payments.
- Review and analyze proposed change orders and make recommendations to Owner.
- Assess and evaluate pricing on all change order requests taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.
- Review requests for information ("RFI") and Architect's supplemental instructions ("ASI"). Track submittals as required through completion of the process.
- Generate weekly site visit reports describing general events, noting problems and unusual events.
- Take appropriate photographs that document construction progress and conformity with Contract Documents.
- Review and verify General Contractor/CM At Risk's Project record drawings and schedule are updated to reflect all changes and work completed before each monthly progress payment.
- Provide and monitor inspections of the construction as follows:
 - o Frequently inspect the work for progress, quality, and conformance with the Contract Documents.
 - o Coordinate and track all Owner testing.
 - o Review special inspection and material testing reports to verify conformance with the Contract Documents.
 - o When work is found to be non-conformance, document the deficiencies and promptly provide written notification of the deficiencies to the Architect, Owner, and General Contractor/CM At Risk.
 - o Verify that deficiencies have been corrected and/or approved by applicable party.
 - o Issue inspection deficiency list to the Architect, Owner, and General Contractor/CM At Risk. Conduct inspections and track deficiencies through correction.
 - o Coordinate preparation of the punch-list and monitor corrective work to successful completion.
 - o Coordinate Owner Activities (Occupancy, fixture and equipment procurement, Technology, etc.).

Closeout Phase

- Verify all Project Record Documents are provided to the Owner and complete.

- Verify all O&M Manuals are complete and provided to Owner.
- Verify all Warranties are submitted and in accordance with Contract Documents.
- Ensure District staff have received all necessary training for the operation of the new building and systems.
- Maintain a presence and provide support, follow up and track completion on warranty requests.

5.0 RESPONSE TO THE RFQ - REQUIRED COMPONENTS

The following items are required in each response. Instructions regarding scope and contents are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of each response. Facsimile responses will not be accepted. Responses must contain a concise presentation of sufficient length to be complete.

A. COVER LETTER

Provide a one-page cover letter introducing the firm and any other pertinent information concerning the firm's specific qualifications for the services.

B. FIRM DESCRIPTION

Provide firm name, address, contact, and number of years providing project/program management services, specifically for public safety entities.

All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project. For the office responsible, please provide an Organizational Chart depicting:

- Key staff proposed for the District's program/projects.
- Staff members who will be involved in supporting program/project management services.

C. PROJECT TEAM

- Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm. Key staff to include a Certified Construction Manager (CCM) in project leadership capacity. (Must be employees of prime firm at time of submission.)
- List of personnel experience specifically in the public safety market.
- Involvement, if any, in terms of roles and responsibilities in the firm's experience.
- For team members in a project support role, provide a half page resume with the following information:
 - Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.
 - List of personnel experience, specifically in the public safety market.

D. TECHNICAL APPROACH & METHODOLOGY.

Describe how your firm team will plan, implement, and manage the program utilizing program/project management provided by the firm selected.

Examples of potential District Capital Projects to be used as subject matter for proposal responses:

- New Fire Station(s): Traditionally approx. 13,000 sq ft.
- Master site planning for a 10-acre site to include planning for fire station and potential use planning for the remaining acreage
- Management of existing fire station and facilities upgrades and remodel
- Smaller-scale projects related to stations, facilities, and sites

E. RELEVANT EXPERIENCE & REFERENCES

Identify five relevant local entities for which your proposed personnel have provided services (within the last 5 years) or are currently providing comparable project management services of equivalent size and scope.

For each client, provide the following:

- The name of the client, the scope of the work being managed in terms of numbers of projects and total cost, and the status of the work.
- The name, position, phone number and email address of the individual at the entity to whom the Project Manager reported.
- The name of the architect(s) responsible for major projects in each program or projects managed. Provide the name, phone number, and email address for contact with each architectural firm.

F. DRAFT CONTRACT EXAMPLE (optional)

The respondent has the option to provide a draft or example contract to meet the scope of the RFQ.

G. QUALITY CONTROL

Describe how the successful respondent will manage quality control/quality assurance to monitor and resolve issues and check cross-reference documents, consultant and contractor's work, invoicing, quantities, bids, design reviews, change orders and so forth. Specific examples shall be included in the proposal, as applicable.

H. JOINT RESPONSES

Responses must be submitted individually. Joint responses will not be considered.

I. INSURANCE

Submit a copy of your firm's Professional Liability/E&O, Auto, CGL and Workers' Compensation insurance coverage certificate(s).

6.0 QUESTIONS

Questions relating to definitions or interpretations of the RFQ must be submitted in writing on or before **May 22, 2025** to:

Deputy Assistant Chief Michael Anderson
manderson@pflugervillefire.org

7.0 SUBMISSION PROCESS AND DUE DATE

One (1) original hard copy response, including all required applicable supporting documentation is required. Additional copies can be provided in print and/or electronic version via USB. No electronic responses will be accepted by email.

Responses must be submitted no later than May 22, 2025 at 4:00PM. The responses must be inside a sealed envelope or container when submitted. The response material must be addressed and delivered to:

Travis County ESD#2
203 E. Pecan St
Pflugerville, TX 78660

The outside of the envelope or container must state:

RFQ No. 2025-01 RESPONSE: Owner's Representative Project Management Services

Submittals received later than the above date and time may be rejected and returned unopened.

B. SELECTION AND AWARD PROCESS

The District may use a two-step process for the final selection of a qualified consultant.

Step 1: Consists of a Qualifications package submitted by firms interested in being considered. The District may select short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information. The District reserves the right to make a firm selection based on the Qualifications package alone, without interviews.

Step 2: If the District proceeds with interviews, a selection will be made of one finalist following interviews with the short-listed firms. The District may initiate negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the District may enter into the process with the next highest ranked short-listed firm.

Tentative District Interview Dates: Virtual and/or In-Person

(To be scheduled at discretion of the District)

- **May 28 & 29, 2025: 1pm CDT, 3 pm CDT**
- **June 4, 2025: 3 pm CDT**
- **June 5, 2025: 1pm CDT, 3 pm CDT**