

REQUEST FOR QUALIFICATIONS

INTERIOR DESIGN PROFESSIONAL SERVICES



**CITY OF CONROE
P.O. BOX 3066
CONROE, TEXAS 77305**

RESPONSES DUE THURSDAY FEBRUARY 22, 2024 @ 2:00 PM

NOTICE FOR QUALIFICATIONS

The City of Conroe will be accepting Statements of Qualifications from respondents capable of entering into a contract for Professional Interior Design Services for the New Oscar Johnson Jr. Community Center located at 710 Foster Drive in the City of Conroe, Texas. The City utilizes the Vendor registry electronic submission method for one copy per Proposer or deliver Four (4) copies of your statement sealed and appropriately marked “RFQ 0222-2024 and delivered to the City Secretary 300 West Davis, 3rd Floor, Conroe Texas 77301. Statements will be publicly opened and the names of the Proposer’s will be read on **Thursday, February 22, 2024 at 2:00 p.m.** in the 1st floor Council Chambers at City Hall (300 West Davis). Statements not delivered by this time will be returned unopened.

RFQ documents may be reviewed and downloaded online from www.cityofconroe.org, departments, purchasing, Vendor Registry. Copies of all questions and answers, and any addenda to supplement the RFQ, will be published on the website above no later than three days prior to the opening due date.

No statement may in any way qualify, modify, substitute or change any part of the instructions to respondents. The City of Conroe reserves the right to reject any and all statements and to award this request for qualifications to the proposer that offers the best value to the City, taking certain evaluation factors into consideration as set forth in this request for qualifications.

The City of Conroe, Texas

CC: 2/5/24 & 2/12/24

REQUEST FOR QUALIFICATIONS FOR INTERIOR DESIGN PROFESSIONAL SERVICES
RFQ# 0222-2024

The City of Conroe is seeking to enter into a professional service agreement with a firm for Interior Design Services for the new Oscar Johnson, Jr. Community Center.

PROJECT LOCATION: 710 Foster Drive, City of Conroe, Texas

SCOPE OF WORK: The scope of service involves coordination of the owner-provided furniture and fixture package for the new 80,000 sq. ft. Community Center scheduled for completion December 2024. It will include working with the project team to determine economical and functional furniture selections, as well as coordinating procurement, delivery and installation based on the project schedule. The purpose of this RFQ is to establish the most qualified consultant for services as needed.

First and Second Floor Floorplans: Attachment A.

PROPOSED COST OF SERVICES: Compensation for services will be based on a negotiated rate for all services agreed in accordance with accepted practice and applicable program guidelines. This shall be done in compliance with Texas Government Code, Chapter 2254 as amended.

TERMS AND AGREEMENT DURATION: It is anticipated that the duration of the agreement may be for 12 months.

AWARD: The City reserves the right to negotiate with the firm that submits the most qualified response per the Texas Professional Services Procurement Act, as amended and the Office of Management and Budget Circular No. A-102. Responding Professional Interior Design Services firms will be notified if an oral presentation is necessary.

The engagement process is summarized as follows:

- a) The City will open and log submissions.
- b) The Review Committee shall rank submitters according to the qualifications and prepare a recommendation to staff.
- c) The Review Committee may, at its discretion, request proposing firms provide additional information or to be interviewed. RFQs and ranking will be submitted and recommended to the City Staff for consideration after the scoring meeting.

SCORING CRITERIA:

<u>CRITERIA</u>	<u>MAX POINTS</u>	<u>SCORE</u>
<u>Firm's Organization and Qualifications</u>	<u>30</u>	
<u>Experience on Similar Projects (references)</u>	<u>20</u>	
<u>Individual Staff Qualifications</u>	<u>15</u>	
<u>Firm's Capacity to Perform Work</u>	<u>15</u>	
<u>Overall Responsiveness to the RFQ</u>	<u>10</u>	
<u>Previous Experience with City Projects</u>	<u>10</u>	
<u>Total</u>		

EQUAL OPPORTUNITY:

The City of Conroe will ensure that a qualified consultant is obtained through an equitable selection process and the prescribed work is properly accomplished in a timely manner at a reasonable cost. We are an Equal Opportunity Employer and reserve the right to reject any and all submittals, extend the RFQ deadline, and/or to waive formalities in our selection.

SUBMISSION: Submissions should be **limited to 25 pages, using 8.5" x 11"** single-sided paper with 12-point font. Responses must be submitted through Vendor Registry or clearly marked **DO NOT OPEN, "REQUEST FOR QUALIFICATIONS FOR INTERIOR DESIGN SERVICES"** and submitted with one original and three copies delivered to the City Secretary at 300 West Davis, 3rd floor, Conroe Texas 77301. no later than **2:00 p.m., Thursday, February 22, 2024.**

WITHDRAWAL OR DECLINE SUBMISSION: After careful consideration has been given to this request, should your firm find it necessary to decline submission, it is requested that such a denial be forwarded to the aforementioned e-mail address.

CONTACT FOR INFORMATION: Requests in writing for additional information relating to this request for qualifications shall be submitted through Vendor Registry.

RESERVATIONS: The City, through its duly authorized officials, reserves the right to reject any part of, or all statements without the imposition of any form of liability. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. The City reserves the right to award the Services to the most qualified proposer(s) that offers the best combination of qualifications and value to the City taking into consideration the selection criteria contained herein

COMMUNICATION: The City shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve offer or from any obligation with regard to their response to this invitation.

CONDITIONS OF CONDUCT: At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City shall be grounds for termination of any agreement between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

ETHICAL STANDARD: No City of Conroe official or employee shall have interest in any agreement resulting from this "RFQ". Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

REIMBURSEMENTS: There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing RFQ in response to this request and the City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure an agreement for these services.

DISCLOSURE: There will be no disclosure of the contents to competing firms until the agreement is awarded. All RFQs will be kept confidential during the negotiation process. Once the agreement has been

awarded, all RFQs will be open for public inspection, except for trade secrets and confidential information, which the firm identifies as proprietary (forms attached must be included in the RFQ submittal).

DEFAULT: The City reserves the right to terminate this on-call professional services agreement immediately for any reason or failure to meet delivery or completion schedules, or otherwise perform in accordance with the requirements of this RFQ.

INDEMNIFICATION: The Proposer shall, defend, indemnify, and hold harmless the City, their officers, employees and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

CONDITIONS OF WORK: Proposers are expected to be fully informed of buildings, locations and working conditions under which your services will be performed, and to have thoroughly reviewed this RFQ. Failure to do so will not relieve the successful proposer of any obligations to furnish the services as specified herein.

INSURANCE REQUIREMENTS: The Proposer shall procure and maintain, at its expense, during the term of this RFQ, at least the following insurance, covering work performed.

COVERAGE	LIMITS
A. Professional Liability Insurance	- \$2,000,000 each occurrence
B. Worker's Compensation	- As required by Texas Law
C. Employer's Liability	- \$ 500,000 each occurrence
D. Public Liability (Bodily injury)	- \$1,000,000 combined single limit
E. Public Liability (Property damage)	- \$1,000,000 combined single limit
F. Automobile Liability (Bodily injury)	- \$ 200,000 each person
G. Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section.

INDEPENDENT CONTRACTOR RELATIONSHIP: The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The Proposer selected by this Request for Qualifications will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the agreement.

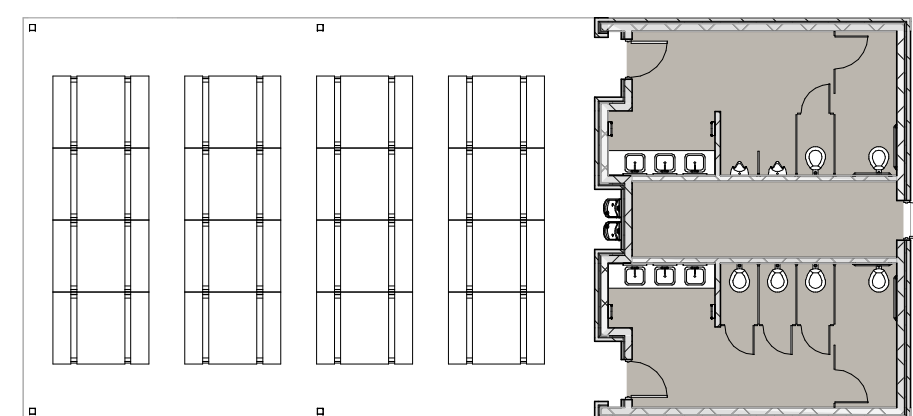
The Proposers selected by this Request for Qualifications acknowledge they are not guaranteed a contract with the City.

ROOM AREAS LVL 1			
DEPARTMENT	ROOM	AREA	UNIT
	CHILDWATCH PLAYGROUND	790 SF	1
	EXTERIOR SERVICE YARD	0 SF	1
	OPEN PATIO	924 SF	1
ADMIN	ADMIN. OFFICE	169 SF	1
ADMIN	BREAK AREA	323 SF	1
ADMIN	CIRCULATION	1283 SF	1
ADMIN	CONFERENCE ROOM	452 SF	1
ADMIN	DIRECTOR OFFICE	295 SF	1
ADMIN	EMPLOYEE'S LOCKERS	127 SF	1
ADMIN	OFFICE	709 SF	6
ADMIN	OPEN OFFICE	639 SF	1
ADMIN	R.R.	131 SF	2
ADMIN	RECEPTION	146 SF	1
ADMIN	SHARED OFFICE	295 SF	1
ADMIN	STORAGE	56 SF	1
ADMIN	TREATMENT	99 SF	1
ADMIN	WORKROOM	208 SF	1
CHILDREN / YOUTH	ACTIVITY AREA	159 SF	1
CHILDREN / YOUTH	BOYS' RESTROOM/CHANGING	528 SF	1
CHILDREN / YOUTH	CHILDWATCH	1295 SF	1
CHILDREN / YOUTH	CIRCULATION	177 SF	1
CHILDREN / YOUTH	CLASSROOM	1880 SF	4
CHILDREN / YOUTH	CORRIDOR	1100 SF	1
CHILDREN / YOUTH	COUNSELOR	193 SF	2
CHILDREN / YOUTH	GAME ROOM	419 SF	1
CHILDREN / YOUTH	GAME SPACE	721 SF	1
CHILDREN / YOUTH	GIRLS' RESTROOM/CHANGING	544 SF	1
CHILDREN / YOUTH	GYM 2	7728 SF	1
CHILDREN / YOUTH	INDOOR PLAY	2105 SF	1
CHILDREN / YOUTH	INFANT CARE	58 SF	1
CHILDREN / YOUTH	LOBBY/CIRCULATION	902 SF	1
CHILDREN / YOUTH	MULTI-PURPOSE ROOM	1438 SF	1
CHILDREN / YOUTH	PANTRY	96 SF	1
CHILDREN / YOUTH	R.R.	108 SF	2
CHILDREN / YOUTH	RECEPTION	174 SF	1
CHILDREN / YOUTH	STAIR	269 SF	1
CHILDREN / YOUTH	STORAGE	697 SF	7
CHILDREN / YOUTH	VESTIBULE	251 SF	2
EVENT	CATERING	289 SF	1
EVENT	CORRIDOR	2361 SF	3
EVENT	EVENT COORDINATOR	136 SF	1
EVENT	GREEN ROOM 1	174 SF	1
EVENT	GREEN ROOM 2	171 SF	1
EVENT	LOBBY	783 SF	1
EVENT	LOUNGE	206 SF	1
EVENT	MEETING/EVENT HALL	4367 SF	3
EVENT	MEN'S RESTROOM	484 SF	2
EVENT	R.R.	58 SF	1
EVENT	STORAGE	346 SF	1
EVENT	VESTIBULE	288 SF	2
EVENT	WOMEN'S RESTROOM	524 SF	2
PUBLIC	COMMUNITY LOUNGE	1017 SF	1
PUBLIC	GYM 1	7663 SF	1
PUBLIC	LOBBY/CIRCULATION	3119 SF	1
PUBLIC	MEN'S CHANGING ROOM	218 SF	1
PUBLIC	MEN'S RESTROOM	330 SF	1
PUBLIC	R.R.	107 SF	2
PUBLIC	STAIR	526 SF	2
PUBLIC	STORAGE	866 SF	2
PUBLIC	VESTIBULE	186 SF	1
PUBLIC	WOMEN'S CHANGING ROOM	219 SF	1
PUBLIC	WOMEN'S RESTROOM	330 SF	1
UTILITY	ELEC.	195 SF	1
UTILITY	ELECTRICAL	276 SF	1
UTILITY	ELEVATOR	105 SF	2
UTILITY	HATCH	58 SF	1
UTILITY	IT	188 SF	2
UTILITY	MAINTENANCE	434 SF	1
UTILITY	MECHANICAL	379 SF	2
UTILITY	RISER	59 SF	1
UTILITY	UTILITY	200 SF	2
TOTAL ROOM AREA		54151 SF	

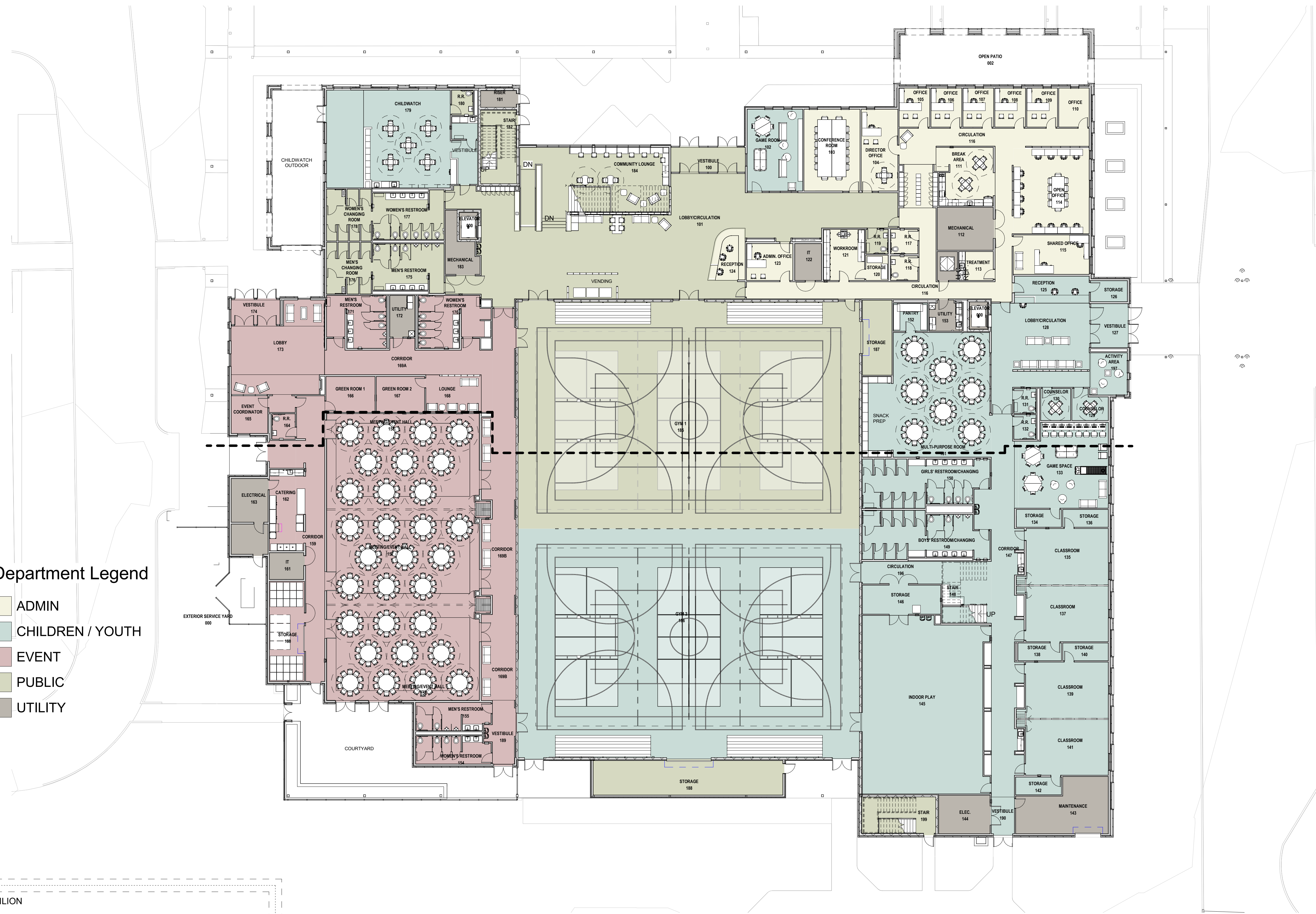
Department Legend

- ADMIN
- CHILDREN / YOUTH
- EVENT
- PUBLIC
- UTILITY

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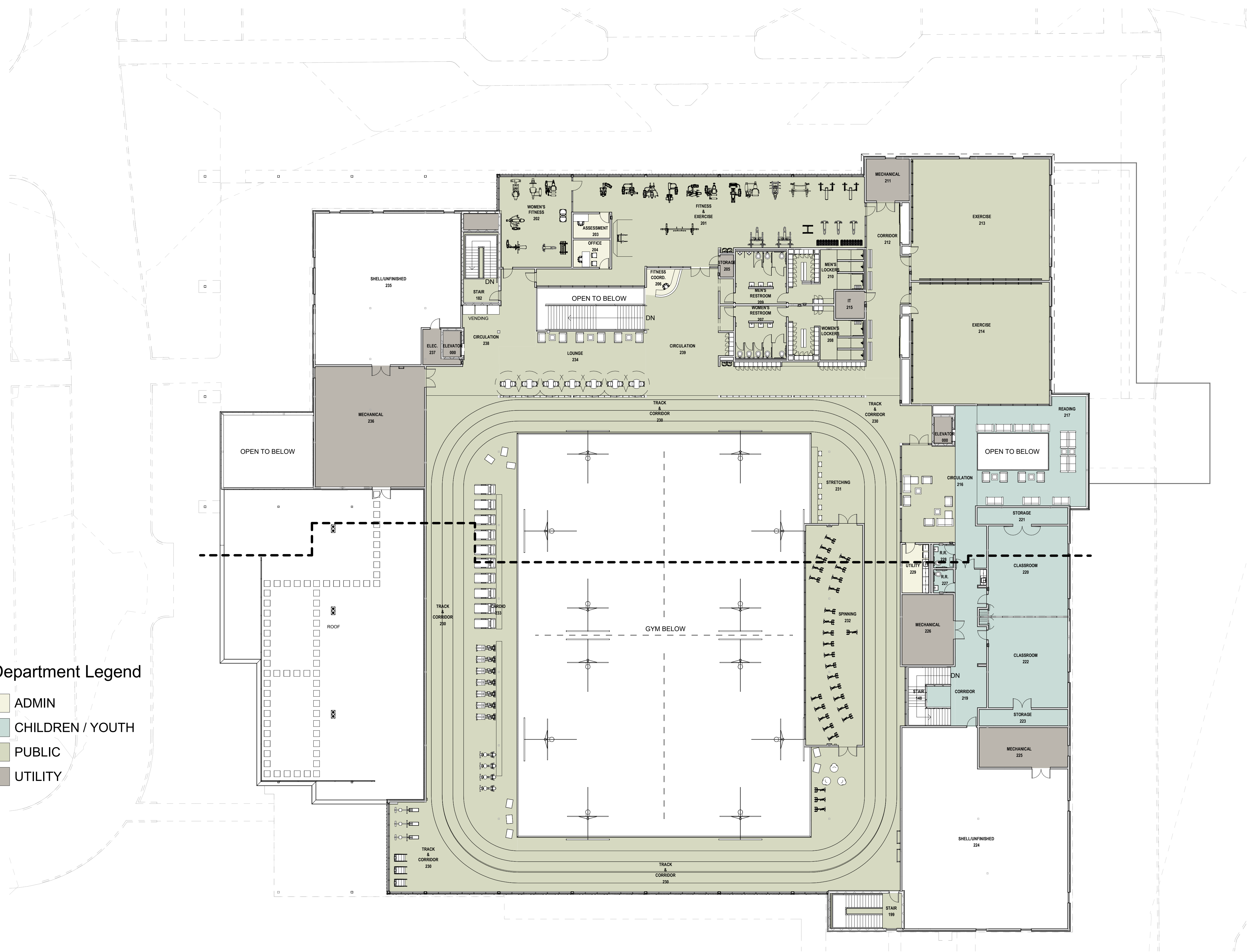
1 LVL 1 FLOOR PLAN
1/16" = 1'-0"



ROOM AREAS LVL 2			
DEPARTMENT	ROOM	AREA	UNIT
ADMIN	ASSESSMENT	95 SF	1
ADMIN	FITNESS COORD.	82 SF	1
ADMIN	OFFICE	107 SF	1
ADMIN	UTILITY	138 SF	1
CHILDREN / YOUTH	CIRCULATION	417 SF	1
CHILDREN / YOUTH	CLASSROOM	1556 SF	2
CHILDREN / YOUTH	CORRIDOR	481 SF	1
CHILDREN / YOUTH	R.R.	97 SF	2
CHILDREN / YOUTH	READING	921 SF	1
CHILDREN / YOUTH	STORAGE	313 SF	2
PUBLIC	CARDIO	2273 SF	1
PUBLIC	CIRCULATION	2351 SF	2
PUBLIC	CORRIDOR	687 SF	1
PUBLIC	EXERCISE	3590 SF	2
PUBLIC	FITNESS & EXERCISE	2476 SF	1
PUBLIC	LOUNGE	1506 SF	2
PUBLIC	MEN'S LOCKERS	364 SF	1
PUBLIC	MEN'S RESTROOM	278 SF	1
PUBLIC	SPINNING	1330 SF	1
PUBLIC	STAIR	493 SF	1
PUBLIC	STRETCHING	987 SF	2
PUBLIC	TRACK & CORRIDOR	8404 SF	1
PUBLIC	WOMEN'S FITNESS	681 SF	1
PUBLIC	WOMEN'S LOCKERS	363 SF	1
PUBLIC	WOMEN'S RESTROOM	279 SF	1
UTILITY	ELEC.	80 SF	1
UTILITY	IT	83 SF	1
UTILITY	MECHANICAL	2356 SF	4
UTILITY	STORAGE	32 SF	1
TOTAL ROOM AREA		32823 SF	

Department Legend

- ADMIN
- CHILDREN / YOUTH
- PUBLIC
- UTILITY



1 LVL 2 FLOOR PLAN
1/16" = 1'-0"