



December 15, 2023

ADDENDUM NO. 1

**ARCHITECTURAL SERVICES FOR DESIGN AND CONSTRUCTION OF NEW FIRE STATION NO. 8
AND PUBLIC SAFETY TRAINING FACILITY**

RFQ 2024-039

Bidders are directed to revise and incorporate into their bid the following change(s) in bid specifications:

REVISION/CLARIFICATION:

- **Please replace page 7 with 7r** as the following verbiage identified in *II. ARCHITECTURE AND ENGINEERING SERVICES, Item 2.* been removed from solicitation:
“and replacing the existing Fire Station No. 2 located at 4609 Sarazen Drive, Mesquite, Texas 75150-1835.”

QUESTIONS & ANSWERS:

Question 1. Can you confirm what section of the submittal respondents should include features project sheets?

Please utilize the enclosed verbiage associated with client references under *V. SUBMITTALS* section, page 12 of solicitation:

Each Respondent must provide no less than five (5) client references for similar projects. In at least three of those projects, the Respondent should have served as lead in design team within the last eight years. The list of clients must include the following information:

- **Project name and location;**
- **Name and address of client;**
- **Name and current phone number of client contact who was directly involved with the project;**
- **Contract start date and duration;**
- **Type and size of contract;**
- **Firm’s role in project;**
- **Number of staff by position participating in the design, preparation of construction documents and participating in construction administration;**
- **Name of General Contractor.**

Question 2. Would you please let us know if your proposed training center will include a live fire training structure?

Yes, the proposed training center will include a live fire training structure. The item is listed as a Fire Training Tower in the solicitation document.

- Question 3. Has property been platted?
Not to our knowledge.
- Question 4. Any updates to Trinity point special area plan?
No updates that we are aware of.
- Question 5. Is the training tower going to have burn features?
Yes, the training tower will have burn features.
- Question 6. Confirming if the City will utilize a design-build or CMAr procurement delivery methodology?
The City will utilize a CMAr (Construction Manager at-Risk).
- Question 7. Are there any flooding issues associated with site?
There are no current flooding issues/concerns. Please note that the intent of project is to stay to one side of creek and primarily away from creek.
- Question 8. What is deadline for Q & A?
The Q & A deadline is Friday, December 15 at 4:00 p.m.
- Question 9. Is the City awarding one or multiple firms?
The City intends on awarding one(1) firm for both projects.
- Question 10. Will both projects run concurrently?
Yes, The City intends to run both projects concurrently.
- Question 11. What is the estimated project budgets for each project?
The anticipated budget for the New MFD No. 8 is \$14M and the Public Safety training Facility is \$5M.
- Question 12. The HUB goal is stated as 51%. Does the Prime (Komatsu Architecture) count as part of the 51%? Do we need to fill out a HUB worksheet?
Per review of *Special Provisions* section on page 5 of RFQ 2024-039 Design and Construction of New FS #8 and Public Safety Training Facility solicitation (enclosed), I was unable to locate verbiage associated with a HUB goal. Please note that there is not a current HUB goal established for this solicitation.
- Question 13. As we continue to prepare a response for the City of Mesquite RFQ 2024-039, we are wondering what the expectations are for submittal. It is clear to avoid extensive marketing material and that we do not need to bind or provide covers for the printed material. Is there any specific way we should prepare it? Is a binder clip and a folder sufficient for both copies and the thumb drive?
Please note that the City will not provide a definitive format for submittals, however, all submittals must comply with the guidelines identified in *Section V. Submittals* section accordingly:

Respondents must provide the following information in their submission in order to be considered responsive.

Elaborate covers, binding, dividers and other are not required, nor desired. Extensive marketing materials are not desired.

Submissions should give the full firm name, delivery address, and contact information of Respondent. The person signing the submission should show title and authority to bind his/her firm in future contract.

Each Respondent should submit a letter of transmittal, limited to two pages, that includes:

- A brief statement of the Respondent's understanding of the scope of work;
- The names, titles, mailing and email addresses, and telephone numbers of the individuals who are authorized to make representations on behalf of the Respondent;
- A statement that the person signing the transmittal letter is authorized to legally bind the Respondent;
- Identification of a single point of contact to respond to any questions regarding the submission.

Each Respondent shall submit a brief overview of the firm and identify the project team to be assigned, along with each team member's credentials. The summary should include an overview of the firm, corporation, partnership, and provide a brief overview of each of the firms, corporations, partnerships or other to whom the Respondent intends to subcontract any portions of the work and are the project team members. On one page, list the team member firms, including the lead firm, and a simple organizational chart of the team, showing the reporting structure of the people proposed to do the work.

Respondents shall present information to demonstrate financial stability and performance, and firm history.

Respondents shall submit:

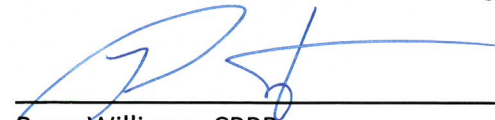
- Name and address of business entity submitting the response.
- Name and location of major offices and other facilities that relate to the Respondent's performance under the terms of the submission.
- Name, business addresses, business and fax telephone numbers and email addresses of the proposed principal contact person regarding all contractual matters relating to the RFQ.
- Pertinent information relating to the Respondent's organization and experience, competence, reputation, and capability in providing programming, design, preparation of construction documents, and construction administration.
- Statement outlining each project team member's experience in projects of similar type and scope, specifically in regard to fire station design and construction services.
- Statement regarding prior business with the City of Mesquite, listing the project(s).
- Statement relating to existing facilities owned or business operations that present a potential conflict of interest with this project and the City of Mesquite.
- Length of time in business.
- The Respondent shall provide, on three pages or less, a narrative that describes:
 - Team's track record of meeting deadlines and working within a budget;
 - Team's systems and processes for ensuring quality and timely performance on similar projects;
 - Team's working relationship, including background information on key personnel and the roles and responsibilities for the various disciplines of architecture and engineering;
 - Team's specific experience delivering design and construction services working with a Construction Manager at Risk;

- Each Respondent shall provide examples of challenges to schedule and methods taken to meet the project schedule.
- Narrative describing design considerations that address and promote firefighter health and safety, including but not limited to minimizing firefighter exposures to toxins, and reducing the possibility of workplace injury.
- Each Respondent must provide no less than five (5) client references for similar projects. In at least three of those projects, the Respondent should have served as lead in design team within the last eight years. The list of clients must include the following information:
 - Project name and location;
 - Name and address of client;
 - Name and current phone number of client contact who was directly involved with the project;
 - Contract start date and duration;
 - Type and size of contract;
 - Firm's role in project;
 - Number of staff by position participating in the design, preparation of construction documents and participating in construction administration;
 - Name of General Contractor.

We would kindly request that the Respondents would follow the above-mentioned sequential order of requested information, enabling our Evaluation Team to efficiently streamline review of submittals.

- Question 14. Is it correct to interpret that as a Certificate of Good Standing?
 In an effort of the City not providing accurate information, I am not sure if the document is also referred to as "Certificate of Good Standing". I have included Point of contact information at Office of Secretary for your reference.
- Question 15. According to our knowledge and resources, Certificates of Good Standings are no longer used and the comptroller's office now refers to them as certificates of account status?
 In an effort of the City not providing accurate information, I will kindly refer you directly to Office of Secretary.
- Question 16. Would submitting our Franchise Account Tax Status for the State of Texas suffice?
 We would recommend that you provide the Secretary of State document (sample attached) for compliance.

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201.



Ryan Williams, CPPB
Manager of Purchasing

ACCEPTANCE:

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 1 to RFQ No. 2024-039. Architectural Services for Design and Construction of New Fire Station No. 8 and Public Safety Training Facility and agree to the instructions herein written.

Company Name

Authorized Signature

Date

To prepare for any subsequent negotiations, should your firm be selected, please be aware that the City will require a fixed fee; strike provisions for arbitration from all contracts; and not accept cost multipliers for special services and reimbursable expenses.

Time Schedule:

The New Fire Station No. 8 is targeted to open late 2025. Firms should outline their approach to designing the facility in this time frame and also comment on the constraints and/or resources required to make this design schedule feasible.

1. Public Safety Training Facility

The City of Mesquite (“City”) is issuing this Request for Qualifications (RFQ) for the purpose of inviting submittal of Statement of Qualifications from design. Respondents interested in providing professional architectural services for the programming, design, construction documents and construction administration of a New Public Training Facility in close proximity to Fire Station No. 3 located at **3900 Forney Road, Mesquite, Texas 75149**. Existing Fire Station No. 3 will remain in operation during the construction phase. The new Public Safety Training Facility will include at a minimum a new fire training tower, fire department training classrooms, outdoor classroom space, parking, and storage. The design will also include site planning for future phases of the facility to include a potential police department gun range and classrooms, additional fire and police training buildings and equipment storage.

The City will utilize either a Construction Manager at Risk (CMaR) or design/build delivery method for management of this project.

Scope of Work:

The architectural firms selected will provide a full range of basic services (from Programming to Construction Administration). The City anticipates negotiating a full service architectural contract including, but not limited to, programming and needs assessment; landscape design; interior design; engineering; furniture, fixtures, and equipment selection; statements of probable construction cost; building design; bid documents; construction administration; assisting with project closeout; and coordination with and submittals to governing agencies (including TAS/TDLR, City of Mesquite Planning and Building Inspection, etc.). Interested candidates must exhibit the required knowledge, qualifications, and expertise to deliver such professional services within the framework of a CMaR construction delivery method or advise on alternative delivery methods like design/build.

To prepare for any subsequent negotiations, should your firm be selected, please be aware that the City will require a fixed fee; strike provisions for arbitration from all contracts; and not accept cost multipliers for special services and reimbursable expenses.

Time Schedule:

The New City of Mesquite Public Safety Training Facility is targeted to open mid to late 2025. Firms should outline their approach to designing the facility in this time frame and also comment on the constraints and/or resources required to make this design schedule feasible.

Angela Alford

From: Cody Jacobs <CJacobs@sos.texas.gov>
Sent: Tuesday, September 19, 2023 9:26 AM
To: Purchasing Distribution Group
Subject: [External] Instructions

Sensitivity: Personal

Dear Sir or Madam,

You may file through SOSDirect.

Create an account by requesting a user id at <https://direct.sos.state.tx.us/acct/acct-subscribe.asp>

Please note: SOSDirect creates a filing document based on the information inputted by the user. A second version of the document cannot be attached, so please do not upload the paper version of the Certificate of Formation.

1. Log on to your account [SOSDirect Log On Screen](#)
2. Choose your payment method and click continue (client account, credit card or legal ease)
3. Once you have entered your payment information, any of the 3 choices, you will then be given a screen with a session code.
4. Click on the "Business Organizations" link from the menu bar at the top of the page
5. Then on that menu, go to **Reservation * Formation * Registration Documents** .
6. From the dropdown menu of entity types, choose the type of document you will be filing and click on File Document.
7. On the next screen, from the dropdown, choose Certificate of Formation,
8. Click Continue.
9. Complete the series of screens and in the end, press Submit Filing.
10. You will then receive a "Transaction Receipt". Please make note of the session or document number.

Your document will be processed within 4 business days. The outcome of the processing will be emailed to you. Make sure to check your Spam or Trash folder because sometimes our emails do go there.

Thank you,

Cody Jacobs

Certifying and Data Management
Office of the Secretary of State
(512) 463-5578



Office of the Secretary of State

The undersigned, as Secretary of State of Texas, does hereby certify that the attached is a true and correct copy of each document on file in this office as described below:

SAMPLE COMPANY, LLC
Filing Number: 123456789

Certificate of Formation

January 2, 2020

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on February 11, 2020.



A handwritten signature in black ink, appearing to read "Ruth R. Hughs".

Ruth R. Hughs
Secretary of State