



City of Dallas

REQUEST FOR QUALIFICATIONS

TO PROVIDE

ARCHITECTURAL/ENGINEERING DESIGN SERVICES

FOR

COMPONENT 1

KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS (KBHCCD) MASTER PLAN
Convention Center Expansion – West of Lamar Street Only

ADVERTISEMENT DATE: May 20, 2024

SUBMITTAL DEADLINE: June 14, 2024 at 1:00 PM

DELIVERY LOCATION: <https://dallascityhall.bonfirehub.com>

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I GENERAL INFORMATION

The City of Dallas, through its Convention and Event Services Department (CES), is soliciting Qualifications Statements from registered vendors with the City to provide architectural/engineering design services for **Component 1 of the Kay Bailey Hutchison Convention Center Dallas (KBHCCD) Master Plan – Convention Center Expansion West of Lamar only.**

This Request for Qualifications (RFQ) may be viewed online at <https://dallascityhall.bonfirehub.com>. Questions regarding submittal requirements for this solicitation may be posted to the Bonfire website until **Monday, June 3, 2024 at 2:00 PM**. Responses to submitted questions will be posted to Bonfire by **Thursday, June 6, 2024**.

Pre-Proposal Meeting: A virtual pre-proposal meeting will be held **Thursday, May 23, 2024 at 9:00 AM**. This meeting is for general information. Attendance is mandatory. Registration via the Bonfire website is necessary to attend this pre-proposal meeting.

Additional pre-proposal meetings will be scheduled for **Friday, May 24, 2024 at 9:00 AM, Wednesday May 29, 2024 at 1:00 PM, and Friday, May 31, 2024 at 11:00 AM**. **Friday, May 24, 2024 will include an optional walk-through of the existing building and an on-site tour of the expansion location.**

Parties interested in this solicitation that are not registered as a Vendor with the City of Dallas are requested to complete the Vendor Registration process online prior to the Submittal Deadline Date at: [https://dallascityhall.com/departments/procurement/PublishingImages/Pages/default/Vendor%20Registration%20FAQ%20\(English\).jpg](https://dallascityhall.com/departments/procurement/PublishingImages/Pages/default/Vendor%20Registration%20FAQ%20(English).jpg) and include Commodity Codes (Step 7) for services offered by the Vendor.

Submittal Deadline: Qualifications Statements are due **Friday, June 14, 2024 by 1:00 PM** <https://dallascityhall.bonfirehub.com>. **Hard copy submittals made in response to this RFQ will not be accepted.**

Responses to this RFQ will be reviewed, evaluated, and ranked by a City of Dallas formed Evaluation Committee, to create a short-list of candidates determined as “best-qualified” for the planned scope of this contract. A Request-For-Proposal (RFP) will then be issued to these short-listed candidates during the second phase of this selection process, inviting them to submit Proposals in response to the Owner’s scope of work.

The City of Dallas reserves its option to make no selection of short-list candidates for this Architecture/Engineering Design contract based upon submittals received in response to this RFQ.

A concurrent RFQ solicitation process will be underway for a pre-construction services contract. **The successful Respondent to this RFQ along with the sub-consultant team members eventually selected for this architectural/engineering design services contract, will be excluded from consideration as a Prime or Sub-Consultant member of the Pre-Construction / Construction Manager team for Component 1 of the KBHCCD Master Plan.**

All information submitted in response to this RFQ shall become property of the City of Dallas.

II THE PROJECT

Background

In 2018, the CES department engaged in a multi-departmental solicitation for a development process to determine a path-forward for correcting long-time deferred maintenance of the 2 million-square-foot Kay Bailey Hutchison Convention Center Dallas (KBHCCD). The solicitation phase for master planning understood that the demand among convention centers continues to grow for high-quality exhibition and meeting space, especially within the medical, scientific, and technical fields, and that the existing KBHCCD was losing ground at a rate that was impacting the local economy. Market analyses conducted in prior years pointed to several factors, in addition to the KBHCCD's aging infrastructure, that were impacting the center's salability. Included among those factors were mobility, transportation, surrounding amenities, and overall land use surrounding the facility. The exploration of facility data demonstrated that, as a facility constructed in five (5) phases over several decades without consistent continuity or integration of major systems, the estimated investment level to merely correct existing deficiencies would be an estimated \$500 to \$600 million. As a result of that internal engagement and discussion, CES issued a combined Request for Qualifications and Request for Proposals (RFQ/RFP) entitled Professional Services for the Kay Bailey Hutchison Convention Center Dallas (KBHCCD) – BC20-00011768 to procure a firm to develop a multi-layered master plan for the KBHCCD and a larger study area (see **Figure -1** below):



Figure – 1

A collective decision was made to draft the Kay Bailey Hutchison Convention Center Dallas (KBHCCD) Master Plan by studying the Convention Center District in **Figure – 1** as a larger, integrated economic development plan that included the convention center facility, land use, transportation, and connectivity around the facility and into South Dallas, and financing.

In January 2021, the procurement evaluation process resulted in the awarding of a contract to WSP USA, Inc. to work with the Department and its broader Internal and External Stakeholder teams in the development of the KBHCCD Master Plan. Over the next two years, through approximately 300 engagement meetings with both internal and external stakeholders, a draft plan was developed, and City Council recommendations made to move the existing convention center to the west of Lamar Street, detaching The Black Academy of Arts and Letters and the Dallas Memorial Auditorium (Arena) to function as stand-alone buildings. The expansion of the campus, and ultimate decommissioning of some portions of the existing building, would result in an opportunity to create a multi-use district on approximately 30-acres, while re-orienting the convention center west of Lamar Street. Additionally, the plan would allow for the re-orientation of streets, the re-envisioning of the Eddie Bernice Johnson Union Station, the repair and refreshing of Pioneer Plaza and Cemetery, and reconnection into South Dallas.

The Master Plan incorporated feedback and active participation from fourteen City departments, VisitDallas, Oak View Group (dba OVG), Downtown Dallas Inc., the North Central Texas Council of Governments, the Texas Department of Transportation, Dallas Area Rapid Transit, Union Pacific Railroad, chambers of commerce, local minority/women owned business development groups, and many other stakeholders. The Master Plan also incorporated all existing City of Dallas developed plans related to transportation, sustainability, development, racial equity, arts and culture, and others. The resulting concept and March 6 reorientation meets multi-agency and long-term City of Dallas goals to reconnect and re-knit communities by expanding the KBHCCD in such a manner that it no longer serves as a physical and development barrier into the community referred to in the vernacular as The Cedars, which is the northernmost gateway into South Dallas and the larger southern sector.

The implementation of the Kay Bailey Hutchison Convention Center Dallas (“KBHCCD”) Master Plan (hereinafter referred to as “the Project”) was ultimately divided into seven (7) fundable components as outlined below:

1. KBHCCD Convention Center Expansion and proposed Enhanced Greenspace connector using the Construction Manager At-Risk Delivery Model, and the Demolition of the Existing Convention Center
2. Transportation-Related Alternatives
3. Dallas Memorial Auditorium (Arena) using either Design Bid Build or Construction Manager At-Risk Delivery Model
4. The Black Academy of Arts and Letters (TBAAL) using a Design Bid Build or Construction Manager At-Risk Delivery Model
5. Pioneer Plaza and Pioneer Cemetery
6. Eddie Bernice Johnson Union Station
7. Land Use and Development on City of Dallas owned property within the downtown area

The City of Dallas is seeking **Qualifications Statements for the KBHCCD Convention Center Expansion portion of Component 1 only.**

Specific program requirements and design guidelines for the KBHCCD Convention Center Expansion will be provided to the short-list candidates during the RFP phase of this consultant selection process. Construction of the expanded convention center is scheduled to be fully complete and in-service by 2029.

III SCOPE OF SERVICES

The City of Dallas – CES Department is seeking Qualifications Statements from qualified Firm(s) that are certified to perform Architectural & Engineering Design Services for the KBHCCD Convention Center Expansion portion of Component 1 only as part of the implementation of the Master Plan.

1) Scope Detail

Provide design and engineering services by serving as the City of Dallas' Architectural & Engineering Design team on a portion of Component 1 of the implementation of the KBHCCD Master Plan to include the design and construction of a new and expanded convention center on the west of Lamar Street with a delivery date of September 30, 2028.

2) Firm(s) Responsibilities

The selected Firm(s) will be expected to work for, with, and in collaboration with City of Dallas leadership, staff, and stakeholders, including the City of Dallas' Project Manager, Inspire Dallas, to deliver integrated Architectural and Engineering designs for the convention center expansion portion of Component 1, and where necessary, other components of the KBHCCD Master Plan.

The selected Firm(s)' responsibilities will include but not be limited to:

a. Scope of Work

- i. Architectural Design
- ii. Engineering Design
- iii. Evolving Building Envelope
- iv. LEED: Leadership in Environmental and Energy Design

b. Document Controls

- i. Project documentation regarding design
- ii. Design control and review process
- iii. Design Approval Process
- iv. Constructability Review Process
- v. Issued for Construction Design Process
- vi. Design Request for Information / Clarifications Process
- vii. Resident Engineering role

c. Quality Assurance/ Quality Control Program (QA/QC)

d. Approvals: Environmental, Historical, Cultural (Federal, State, City designations, and code)

e. Constraints/Opportunities

- i. Define constraints to Design Plan: Permitting, Delay by others
- ii. Define Opportunities to Design Plan: Alternatives, Sequencing Options

f. Architectural Definition: Architectural Program, Definitive Project Definition and Alternatives

g. Engineering & Other Professional Services: Provide Schematic, Structural and Definitive Engineering Design services for the complete scope regardless of contracting structure selected: supporting preliminary design, design, design review, permitting, and constructability reviews.

h. Design Review Role: Establish clear milestones for review: Project Stakeholders: Decisions by City, Ensure Quality Standards and Contractual Obligations

- i. **Engagement: Prepare and participate in Public Engagement of Definitive Project Definition (Design)**
- j. **Definition of Construction Approach: Support Owner's Representative / present logic for Design and Construction approach to design delivered.**
- k. **Collaboration/Coordination: with Owner's Representative and Constructor to approve design and efficiently execute construction program.**
- l. **Project Phases**
 - i. Phase A: Preliminary through Schematic Design Phase Services
 - ii. Phase B: Design Development through Constructability Reviews
 - iii. Phase C: Construction Planning, QA/QC, RFI/IFC Process, Design Validation, Construction Documents
 - iv. Onsite and Construction Administration, Resident Engineering Services
- m. **Major Scopes of Work:**
 - i. Architecture
 - ii. Urban Planning (alignment with and potential changes to Master Plan)
 - iii. Structural Engineering
 - iv. Civil Engineering
 - v. Mechanical, Electrical, Plumbing (MEP) Engineering
 - vi. Demolition Engineering
 - vii. Building Envelope (Continuing Operations)
 - viii. On-site Construction Administration, including close-out and punch list
- n. **Other Scopes of Work**
 - i. Landscape Architecture (including Green Roof Design)
 - ii. Coordination with utilities
 - iii. Permitting Services and Considerations
 - iv. LEED/Sustainability and Environmental Stewardship
 - v. Mobility/Transportation Design
 - vi. Building Services:
 - a. Internal conveyance, moving sidewalks, escalators, elevators,
 - b. Access and egress flow design and parameters
 - c. Interior amenities / Interior design
 - d. Waste management
 - e. Security design & monitoring (including CCTV)
 - f. Americans with Disabilities Act design compliance
 - g. Intelligent building design
 - h. Audio/visual design
 - i. Signage/wayfinding, graphic design
 - j. Lighting design
 - k. Acoustical engineering design
 - l. Fire & life safety consulting and design
 - m. Food service design
 - n. IT/communications design including low voltage and Distributed Antennae Systems
 - o. Public art integration into building design
 - p. Quantity and cost estimating
 - q. Design sequencing and schedule management

- r. FF&E and OS&E documentation to include final specification for purchasing process
 - s. Interior & exterior artwork decommissioning/preservation
 - t. Close out and punch list coordination
- vii. Special Conditions: Operating Facility
- viii. Building Envelope Integrity
 - a. Building envelope condition
 - b. Modifications needed during construction to maintain continuing operations of the KBHCCD
- ix. Coordination required to maintain continuing operations of the KBHCCD
 - a. Sequencing of works to maintain continuing operations of the KBHCCD
 - b. Program for custody and control of building areas (ensure safe access and control)
 - c. Decommissioning process for active building areas
 - d. Commissioning of usable space
 - e. Final incorporation of all building areas
- x. MEP sequencing
- xi. Plant and equipment functionality/integrity
- xii. Proactive noise abatement
- xiii. Proactive nuisance control: Noise, dust, access/egress, safety protocols, signage, direction, including any special staffing needs/training of KBHCCD staff to provide direction for operations to abate potential nuisance to ongoing operations
- xiv. Schedule sequencing/work planning to avoid disruption to ongoing operations of the KBHCCD
- xv. Fire & life safety consulting and design during all phases of construction

Disciplines (non-exhaustive)

- Acoustics; Noise Abatement - Architectural Service
- Architect Services, Professional
- Graphic Design - Architectural
- Interior Design, Space Planning, And Exhibits/Displays, Art handling/location
- Landscape Architecture
- Planning, Urban per KBHCCD Master Plan goals
- Telecommunications Systems- Architectural Services
- Compliance Consulting, Americans with Disabilities Act (ADA)
- Elevator, Escalator, Moving Walks Consulting
- Environmental Consulting (Incl. Sustainability)
- Food Service Design
- Roofing Consultant
- Security/Safety Consulting
- Transportation Consulting
- Civil Engineering
- Electrical Engineering
- Fire Protection Engineering
- Mechanical Engineering
- Structural Engineering

- Video and Audio Design Engineering
- Facility Management System design including BIM
- Permitting Services, Environmental
- Building Permit Services
- Cost Estimating

IV CONSULTANT SELECTION PROCESS

The consultant selection process will consist of two phases: review of “Qualifications Statements” followed by evaluation of “Proposals”. An Evaluation Committee comprised of city staff familiar with design and construction practices will review submitted Qualifications Statements according to criteria outlined in **Section V** of this RFQ, then rank all submittals to determine a short list of “best-qualified” Respondents.

A “Request for Proposal” will be issued to these best-qualified candidates. The purpose of the Proposal is to provide these candidates an opportunity to submit additional information specific to the planned scope of Component 1 of the KBHCCD Master Plan and its functional operation. Submitted Proposals will be evaluated according to criteria established in the Request for Proposal solicitation. The highest-ranked candidate determined by the Evaluation Committee as ‘most qualified’ will be invited to begin contract negotiations.

Acceptance of Evaluation Methodology: By submitting a Qualifications Statement in response to this RFQ, each Respondent accepts the City of Dallas evaluation process for selection of professional services as outlined in this document, and in doing so, acknowledges and accepts the determination of best-qualified may entail subjective judgments by members of the Evaluation Committee during this review process.

Public information: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and non-proprietary and therefore are subject to public disclosure under the Texas Public Information Act, after this selection process for professional services has been completed and a contract has been executed with the highest-ranked candidate.

Upon issuance of this RFQ, the Convention and Event Services Department reserves the right to amend the document, waive any requirement or irregularity, request modifications to the submittals, and even reject any or all qualifications statements for any reason, provided all Respondents are treated uniformly.

V EVALUATION CRITERIA FOR STATEMENT OF QUALIFICATIONS (SOQ)

Respondents are advised to carefully review information concerning evaluation criteria for the Qualifications Statement and to submit complete responses for all requested information in this Section. Responses should be formatted as directed in **Section VII** with qualifications presented simply and economically, providing concise descriptions of the Respondent’s abilities. Emphasis should be placed on, completeness, clarity of content, and responsiveness to these requirements.

Summary of Evaluation Criteria		
Section One:	Respondent's Statement of Qualifications (SOQ)	15 points
Section Two:	Respondent's Team Organization (SOQ)	10 points
Section Three:	Respondent's Project Experience (SOQ)	20 points
Section Four:	Respondent's Expertise with Convention Center Design (SOQ)	20 points
Section Five:	Respondent's Ability to meet Sustainable Development Goals (SOQ)	10 points
Section Six:	Compliance with Minority and Women-Owned Business Enterprises (M/WBE) (SOQ)	15 points
Section Seven:	Local Market Experience (SOQ)	10 points
	Maximum Total Score	100 points

Criteria One: Respondent's Statement of Qualifications (SOQ) (15 points)

- a. On letterhead, Respondent shall provide a Statement of Availability signed by a managing partner or owner of the firm, committing the firm's resources, its principal(s), and all assigned professionals to undertake the Project, should the Respondent be recommended for award of this contract. Failure to sign this Commitment Statement will result in rejection of the submittal.
- b. **Qualifications Statement** - Provide the following information:
 - Legal name of Respondent entity
 - Date of formation and if applicable, dates of all subsequent changes in the legal name
 - Date of opening for primary home office, and Dallas branch office if applicable
 - Current physical address of primary and branch office(s)
 - If Respondent is not based locally, describe proposed means to achieve a Dallas presence
 - Identify Respondent's primary contact representative with direct telephone number and e-mail address
 - Identify Principal who will oversee project with direct telephone number, e-mail address and Principal's TBAE registration number
 - Identify which office(s) will be providing services for this project
 - Identify Respondent's legal business structure (Sole Proprietor, Partnership, Corporation, Joint Venture, etc.) which is organized under the laws of the **State of** _____.
 - Identify Respondent's Vendor ID registration number with the City of Dallas
 - Include signature by managing partner, or owner attesting all information is correct
- c. Provide resumes of key personnel proposed for the project team, including employment duration. Include a summary of duties and responsibilities for all individuals proposed for the project team.
- d. Identify time commitment percentage for each project team member, according to project phase.
- e. Describe firm's current staffing size according to areas of expertise.
- f. Provide firm's current workload and 12-month projection, 12-month workload forecast for proposed project team members and their capacity to perform services required for this project.
- g. Complete and submit a *Conflict-of-Interest Questionnaire* - **Attachment 'D'** which is available from Texas Ethics Commission website: www.ethics.state.tx.us › data › forms › conflict › CIQ

FAILURE TO SIGN THE QUALIFICATIONS STATEMENT WILL RESULT IN REJECTION OF THE SUBMITTAL

- h. On separate letterhead, Respondent is requested to provide statements confirming:
- Review of Acknowledgements (**Section IX**) as well as document Attachments in **Section X**
 - Respondent shall affirm, if recommended for this contract award, the Respondent will execute and submit all documents which require a signature or notarization prior to the scheduled date of recommended contract award by the Dallas City Council.
 - Statements for Respondent's status concerning **Section VI (b)** and **(c)**

Criteria Two: Project Team organization (10 points)

- Provide an organizational chart which identifies all members of the proposed project team, including all sub-consultants.
- For each sub-consultant, prepare a one-page summary describing aspects of their expertise and general experience which makes them best-qualified for this project.
- List proposed personnel for each sub-consultant firm describing their specific roles and provide a one-page resume of key individuals for this project.

Criteria Three: Respondent's Project Experience (20 points)

- Provide an overview history of the Respondent firm.
- Provide a summary of projects completed by the Respondent (within the past five years) and describe the range of projects currently underway. Specifically identify recent projects completed for City of Dallas, and other public or governmental agencies.
- Provide up to three examples similar in scale and complexity, illustrating the range of expression and level of quality produced by the Respondent. Descriptions for each example should include:
 - Program brief, concept statement or summary of design solution
 - Services provided by Respondent
 - Date of completion, or current project status
 - Initial construction budget and Final construction cost
 - Client name, knowledgeable representative for the Client and their contact information
- For each example, provide names of key project team personnel, complete with years with firm:
 - Principal-in-Charge
 - Project Manager
 - Project Architect
 - Project Designer
 - Construction Administrator

Criteria Four: Respondent's specific expertise relevant to Convention Centers (20 points)

- Discuss Respondent's experience with architectural programming end-user data collection and analysis in general, and convention center operations specifically. Provide examples of critical assessment techniques that will be utilized by Respondent team to discern 'wish list' needs from essential functional requirements.
- Provide up to three verifiable examples of completed convention centers, or work in progress. Scope descriptions for each example should include:
 - Program brief, concept statement or summary of design solution
 - Services provided by Respondent

- Date of completion, or current project status
 - Initial construction budget and Final construction cost
 - Client name, knowledgeable representative for the Client and their contact information
- c. For each example, provide names of key project team personnel, complete with years with firm:
- Principal-in-Charge
 - Project Manager
 - Project Architect
 - Project Designer
 - Construction Administrator
- d. Describe Respondent's site planning experience within an existing campus context, which may entail a multi-phase development of multiple facilities. Provide a narrative describing Respondent's investigation and analysis process to determine cost efficient options for site development. Discuss any special site planning considerations for a Public Safety Training facility.

Criteria Five: Respondent's ability to achieve Sustainable Development goals (10 points)

Construction of this new facility is expected to achieve LEED Gold Certification, and > 90% reduction in fossil fuel consumption indexed to *2030 Challenge* Target EUI, based on its planned 2027 completion date, to align with City of Dallas Comprehensive Environmental and Climate Action Plan (CECAP) goal to achieve "net zero" operation for new facilities.

- a. Discuss the Respondent's philosophical approach to sustainable design
- b. List completed projects by the Respondent which have been registered with one or more "green building" certification organizations (LEED, WELL, Living Building Challenge, et al) and provide up to three examples which have achieved certification by one of these third-party organizations:
 - Discuss sustainable concepts and significant features employed for each of these examples. What were the project goals? How were these achieved? How did they impact operational costs? What other benefits were realized by the Owner and End-users?
 - Discuss lessons learned from prior experience with sustainable design and development objectives. How do you measure a successful outcome?
- c. For each example, provide names of key project team personnel, complete with years with firm:
 - Principal-in-Charge
 - Project Manager
 - Project Architect
 - Project Designer
 - Construction Administrator
- d. 2030 Challenge: Include a statement indicating Respondent's commitment to 2030 Challenge, as adopted by the U.S. Conference of Mayors and The American Institute of Architects, that upon Substantial Completion, the new Training Academy facility will meet or exceed its 2030 Target EUI.
- e. Carbon Neutrality and 'Net Zero': Discuss practical strategies to achieve "net zero" carbon emissions for operation of this facility within the owner's established project construction budget.

Criteria Six: Respondent's past performance with Business Inclusion and Development (15 points)

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises to the greatest extent feasible on the City's construction, procurement, and professional services Contracts. The City and its Firms shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of Contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas Contracts. The information shall be submitted with the proposal and shall include:

Submission of the Office of Business Diversity Pre-Bid/Proposal Form (**OBD-FRM-623**).

1. Section I: Business Inclusion Affidavit = 0 points
2. Section II: Historical Utilization = up to 3 points
3. Section III: Team Make-up/Schedule of Work = up to 11 points
4. Section IV: Mentorship Program = 1 point

Business Inclusion and Development Evaluation Criteria				Points																
Section I: Business Inclusion Affidavit Vendor submitted, signed, and completed Pre-Bid/Proposal Form (BWI-FRM-623) acknowledging intent to comply with the City of Dallas Business Inclusion and Development policy.				0																
Section II: Historical Utilization This section scores proposers by recent history of utilizing M/WBE companies to complete contracts with municipalities. Historical Utilization is not limited to City of Dallas contracts. Information should include the last three projects performed with municipalities and or government agencies as a prime contractor. . Point Breakdown: 3 Projects = 3 Points 2 Projects = 2 Points 1 Project = 1 Point				3																
Section III: Team Make-up/Schedule of Work This section scores proposers by confirmed M/WBE participation percentage for Architecture and Engineering which is 34% participation of the sub-contracting team that will be utilized. The team make-up consisting of non-minority primes will require 34% M/WBE subcontracting. The team make-up consisting of minority primes will be based upon the Self-Performing matrix provided. A maximum of 17% will be credited toward the subcontracting goal for M/WBE primes who self-perform on a contract. The remaining 17% must be subcontracted to meet the full 34% M/WBE Professional Services subcontracting goal. The Self-Performing matrix criteria is listed below: <table><tr><th>M/WBE Prime Self-Performance</th><th>Sub-contracting Goal Percentage Met thru Self-Performance</th><th>Remaining Sub-Contracting Requirement</th><th>Total Professional Services Subcontracting Goal</th></tr><tr><td>8%- 17 %</td><td>13%</td><td>21%</td><td>34%</td></tr><tr><td>18%-28%</td><td>17%</td><td>17%</td><td>34%</td></tr><tr><td>29-48%</td><td>*8%</td><td>26%</td><td>34%</td></tr></table> <i>* Percentage amount ensures maximized self-performance does not limit subcontracting opportunities</i> Point Breakdown: Meets Goal = 5 Points; Exceeds Goal = 2%-5% = 1 point , 6%-9%= 2 points, 9%-12%= 3 points, 13%-15% = 4 points Diverse Team = 2 Additional Points (must have 1 from each affinity group)				M/WBE Prime Self-Performance	Sub-contracting Goal Percentage Met thru Self-Performance	Remaining Sub-Contracting Requirement	Total Professional Services Subcontracting Goal	8%- 17 %	13%	21%	34%	18%-28%	17%	17%	34%	29-48%	*8%	26%	34%	11
M/WBE Prime Self-Performance	Sub-contracting Goal Percentage Met thru Self-Performance	Remaining Sub-Contracting Requirement	Total Professional Services Subcontracting Goal																	
8%- 17 %	13%	21%	34%																	
18%-28%	17%	17%	34%																	
29-48%	*8%	26%	34%																	
Section IV: Mentorship Program This section scores proposers who commit to the participation in the City’s Mentor Protégé Program which is designed to foster growth and development of M/WBE sub-contractors within the City of Dallas.				1																
Total Points =				15																

Criteria Seven: Local Market Experience – 10 Points

Local Market Experience evaluates the proposer's experience, knowledge of, and participation in the local market, workforce, economy, and the City of Dallas economic development processes.

Discuss your firm's approach to the following:

- Demonstrate an understanding of the local market and describe potential partnerships.
- Discuss your firm/team's familiarity with developing and implementation of local workforce programs.
- Understanding and integration of local educational and economic incentives and programming.
- Understanding of the integration of local public art, park land, and other existing unmovable assets from the economic development project area.
- Discuss your firm's familiarity working with local conditions, codes, and practices.

VI ADDITIONAL INFORMATION TO BE SUBMITTED WITH RESPONDENT QUALIFICATIONS STATEMENT

- a. Respondents are advised to review the example form of the Architect Services Contract included on the list of **Requested Documents** to this document. By submittal of a Qualifications Statement in response to this solicitation, the Respondent acknowledges their review of the example contract and confirms acceptance of this contract form and willingness to execute this agreement without modification, if selected as the most qualified candidate at the conclusion of this consultant selection process.
- b. The City of Dallas requires professional liability insurance coverage be maintained for all vendor contracts. Please confirm Respondent's ability to satisfy coverage requirements as described on the list of **Requested Documents** if selected for this contract award.
- c. Identify any current claims or litigation involving the Respondent, or members of the Respondent's team against the City of Dallas. This includes executives who participated in past claims or litigation involving the City of Dallas while with another company. The Respondent's past relationship with the City will also be considered during evaluation of a submittal in response to this RFQ.
- d. Complete the *Conflict-of-Interest Questionnaire* – on the list of **Requested Documents** which is available online from Texas Ethics Commission and submit with Respondent's RFQ submittal. It is incumbent upon a Respondent having employees with potential conflicts of interest to identify and resolve such conflict(s) prior to submittal of a Proposal. Failure to identify such conflicts may remove Respondent from further consideration.
- e. Respondents are advised to review *Certificate of Interested Parties (Form 1295)* – on the list of **Requested Documents**. Submittal of this document is not required for this RFQ submittal; however, it will be required for the successful Respondent recommended for award of this contract. Refer to Texas Ethics Commission website at:
https://www.ethics.state.tx.us/filinginfo/1295/index.php#efa_collapse1

VII FORMAT FOR SUBMITTAL OF RESPONDENT'S QUALIFICATIONS STATEMENT

The Submittal 'cover' shall identify the Project Name as the Kay Bailey Hutchison Convention Center Dallas Master Plan – Component 1 – Convention Center Expansion, to be followed by name of the Respondent. The Submittal should include a cover letter followed by a Table of Contents with 'divider sheets'

separating each of the six-part Evaluation Criteria responses according to the sequence in **Section V** of this RFQ.

Responses to this RFQ shall be submitted electronically to Bonfire at <https://dallascityhall.bonfirehub.com>.

VIII SCHEDULE OF CONSULTANT SELECTION PROCESS

Issue Request for Qualifications	May 20, 2024
MANDATORY Virtual Pre-submittal Meeting #1.....	9:00 am on May 23, 2024
Onsite walk-through and tour	9:00 am on May 24, 2024
Pre-submittal Meeting #2	1:00 pm on May 29, 2024
Pre-submittal Meeting #3	11:00 am on May 31, 2024
Deadline for Respondents to submit all questions.....	2:00 pm on June 3, 2024
Deadline for City to post responses to submitted questions	June 6, 2024
RFQ Submittal deadline	1:00 pm on June 14, 2024
Issue Request for Proposals.....	July 10, 2024
RFP Submittal deadline	August 2, 2024
Interviews (optional).....	Week of August 12, 2024
Notify selected Candidate and begin Contract Negotiations	August 19, 2024

IX ACKNOWLEDGEMENTS

Respondent's Acknowledgement of Prohibition on Contracts with Companies Boycotting Israel

Effective September 1, 2017, Respondent acknowledges, in accordance with Chapter 2270 of the Texas Government Code, that Respondent does not boycott Israel and will not boycott Israel during the term of any contract with the City of Dallas to provide goods and services to the City. Respondent further acknowledges that this provision is hereby incorporated by reference, as if written word for word, into any subsequent contract entered into between City and Respondent for goods and services.

Respondent Acknowledgement of Prohibition on Contracts with Foreign Terrorist Organizations

Effective September 1, 2017, Respondent acknowledges, in accordance with Chapter 2252 of the Texas Government Code, that (a) Respondent does not engage in business with Iran, Sudan or any foreign terrorist organization and (b) Respondent is not listed by the Texas Comptroller as a terrorist organization as defined by Chapter 2252 of the Texas Government Code. Respondent further acknowledges that this provision is hereby incorporated by reference, as if written word for word, into any subsequent contract entered into between City and Respondent for (1) professional or consulting services subject to the Professional Services Act - Chapter 2254 of the Texas Government Code, (2) general construction, (3) an improvement, (4) a service, (5) a public works project, or (6) for a purchase of supplies, materials or equipment.

X Requested Documents

Attachment A – Architect’s Contract example

Attachment B – MWBE forms 623 & 627

Attachment C – Insurance Requirements

Attachment D – Conflict of Interest Questionnaire

Attachment E – Certificate of Interested Parties (Overview for Filing Form 1295)

Attachment F – Texas House Bill 89

Attachment A

Architect's Contract Example

Attachment B

MWBE Forms

Attachment C

Insurance Requirements

Attachment D

Conflict of Interest Questionnaire

Attachment E

**Certificate of Interested Parties
(Form 1295)**

Attachment F

Texas House Bill 89