

City of Jersey Village



Request for Qualifications for the
Design of a new Jersey Meadow Golf Course Club House

Date Posted: January 12, 2022

Date Due: February 7, 2022



CITY OF JERSEY VILLAGE, TEXAS

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January 12, 2022

RFQ for Jersey Meadow Golf Course Clubhouse

The City of Jersey Village is seeking responses from qualified respondents to provide design services for the construction of a new Golf Course Clubhouse located at Jersey Meadow Golf Course, 8502 Rio Grande St, Jersey Village, TX 77040. The City invites qualified respondents to submit responses in accordance with the requirements stated within this RFQ no later than 2pm on February 7, 2022. Interested firms may secure the solicitation package and all other pertinent information by visiting <http://www.jerseyvillagetx.com>.

Respondents are required an electronic copy in one PDF File to Lorri Coody, City Secretary, at lcoody@jerseyvillagetx.com. All emails must clearly state in the subject line "2022 Jersey Meadow Club House Project". The City will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any package by the above referenced deadline. Late submissions shall not be accepted. The selection of the successful respondent(s) shall be at the City's discretion and shall be made in a prompt manner after the receipt and evaluation of all RFQ responses.

Inquiries concerning the request for proposals and the subject of the request for proposals must be made by the deadline stated herein via email to Robert Basford, Parks and Recreation Director rbasford@jerseyvillagetx.com no later than 5pm on January 28, 2022. Responses to those questions considered material to the solicitation will be made available as formal addenda to the City's website. It is the responsibility of prospective respondents to ensure they are aware of all addenda issued relative to this solicitation.

The City of Jersey Village reserves the right to reject any and all submissions, to waive any and all irregularities in any submission, and to make awards in the best interest of the City.

We look forward to receiving your responses.

1. Background

a. Details

The City of Jersey Village owns the 131 acre 18-hole Jersey Meadow Golf Course. Jersey Meadow Golf Course sits on part of what was once a 1,236-acre ranch owned by Clark W. Henry.

In the late 1950's a parcel of land was sold and earmarked as an employee only course for Cameron Iron Works. With the advice & architectural design work of Mr. Bob Simmons the original course layout and excavation was begun, birthing what would, one day, become Jersey Meadow Golf Course.

In the late 1980's well known golf course architect Carlton Gipson redesigned the course and helped make it the outstanding test of golf it is today. The City of Jersey Village bought the Golf Course in 2000.

Jersey Meadow Golf Course is a beautiful course nestled among mature live oak groves. The course is a true test of golf, in the traditional sense. A player will hit every club in the bag; be rewarded for accurate golf shots and penalized for poor golf shots.

The current clubhouse was originally built by Cameron Iron Works back in the 1950's. The City of Jersey Village has set the goal of upgrading the clubhouse. After receiving an Assessment Report on the clubhouse the City Council decided to build a new clubhouse from the ground up.

b. Purpose

The city is seeking responses from qualified respondents to provide design services for the construction of a new Golf Course Clubhouse and renovation of the current clubhouse to an event space located at Jersey Meadow Golf Course, 8502 Rio Grande St, Jersey Village, TX 77064.

The City is interested in architectural design services, site planning services, cost projections, and other professional services for a clubhouse design that would be appropriate for the community, given the nature, tradition, and history of the City. The objective is to design a new clubhouse and recreational facility that are aesthetically pleasing, utilizes space and resources efficiently, is economically sustainable, and provides a unique public atmosphere for City residents and guests.

The new golf course clubhouse will encompass approximately 6,500 - 8,000 square feet of usable space. The clubhouse must provide space for pro-shop services including point of sale area, office space for course manager and golf professionals, and floor space for merchandise display as well as storage space for same. Other clubhouse amenities must include public restrooms, locker rooms with showers, food, and beverage services to include commercial grade kitchen, bar, informal dining area for 30-50 participants. The renovation for the event space should seats 250 people for formal dining and events such as golf tournaments, banquets, etc.

The event space room should have a room partition to create two or more smaller rooms as needed. In addition, the event space should include restrooms and food prep area.

2. Scope of Work

The Scope of Work includes, but is not limited to, the following:

- i. Project Parameters
 1. The Project will be funded by authorization of the Jersey Village City Council.
 2. FF&E services are required as a part of this work.
 3. Kitchen equipment will not be a part of this contract.
 4. A standard AIA contract is anticipated to be used.
 5. Additional site work is anticipated to be completed for this project.
- ii. Schedule
 1. The successful design team shall complete all phased services as described in the RFQ within a period of time to be determined by the complexity of each phase.

Phase I. Schematic Design

Provide complete Schematic Design (“SD”) services to include:

1. Project coordination
2. Conferences with staff, City Council, and Advisory Boards
3. Exterior and interior design of the building
4. Meetings with City regarding water and sanitary sewer utilities and storm water management plan requirements
5. Building Code analysis includes discussion with City officials
6. Diagram space requirements
7. Site planning including entrance, parking lot and landscape design
8. Site planning for traffic flow and road design/entrance to be coordinated with City officials
9. Collection of utility, soil, and survey data, as required
 - (i) A recent survey of the entire golf course was completed by the city in February 2018, and will be provided to the selected firm
10. Schematic design plans:
 - (1) Site plan
 - (2) Floor plans
 - (3) Elevations
 - (4) Interior elevation details
 - (5) Preliminary civil engineering
11. Preliminary cost estimate:
 - (1) Estimate must be based on conceptual estimating techniques that are reliable enough to form the basis for subsequent design decisions.

- (2) If at any time the successful design team's estimate of the cost of the work exceeds the project funding, the successful design team shall make appropriate recommendations to the project team to adjust project size, quality, or finishes.
- (3) Budget should be updated at the same time each additional design alternative is presented
- (4) Design deliverables to comply with all applicable federal, state, and local building codes, statutes, regulations and requirements
- (5) Presentation materials: two-dimensional and three-dimensional presentation materials may be required

Phase II. Design Development

Provide Final Design Development Phase II Services based upon the approved schematic design package.

1. Project coordination
2. Conferences with staff, City Council, and Advisory Boards
3. Formulation of systems:
 - a. Civil
 - b. Structural
 - c. Mechanical
 - d. Electrical, including design services for telephone and data distribution systems.
4. Selection of major building materials
5. Provide full and complete selection of interior finish materials and furniture
6. Preparation of documents:
 - a. Final site plan
 - b. Elevations
 - c. Floor Plan
 - d. Plans and descriptions of systems (structural, mechanical, and electrical)
 - e. Interior elevations/millwork profiles
 - f. Reflected ceiling plan
 - g. Furniture selections and budgets
 - h. Outline specifications including preliminary color and materials schedule
7. Coordination with civil, structural, mechanical, plumbing, electrical, and landscaping consultants
8. Final estimate of probable construction costs
9. Coordination of budget costs for owner supplied items (if any)
10. Detailed budget to be provided with the initial presentation for interior finishes and furniture which should be monitored and updated with changes that follow
11. Coordination of kitchen/food and beverage equipment recommendations
12. Presentation materials.

Phase III. Construction Documents

1. Project coordination
2. Conferences with staff, City Council, and Advisory Boards
3. Documentation of systems:

- a. Civil
- b. Structural
- c. Mechanical
- d. Electrical, including design services for telephone and data distribution systems
4. Specification of major building materials
5. Full and complete specification of interior finish materials, color selections, and furniture
6. Preparation of construction documents, including but not limited to:
 - a. Final site plan
 - b. Elevations
 - c. Floor Plan
 - d. Plans and descriptions of systems (structural, mechanical, and electrical)
 - e. Interior elevations/millwork profiles
 - f. Reflected ceiling plan
7. Coordination with civil, structural, mechanical, plumbing, electrical, and landscaping consultants
8. Final estimate of probable construction costs
9. Drawings and written specifications for kitchen/food and beverage equipment recommendations
10. Written architectural specifications/projects manual

Phase IV. Bidding, Negotiating, Permits

1. Conferences with staff, City Council, and Advisory Boards.
2. Bidding/Proposal documents
3. Reproduction and distribution of bidding/proposal documents
4. Special bidding/proposal addenda
5. Analysis of alternates/substitutions
6. Pre-bid Conference
7. Bidding/Negotiations
8. Bid/Proposal evaluation
9. Contract award
10. Report of bidding/negotiation results

Phase V. Construction Administration

1. Bi-Weekly construction meeting on site with the contractor, architect and owner's representative
2. General administration of the contract for construction
3. Review and approval of shop drawings
4. Submittal services
5. Site visitation
6. On-site project representation
7. Payment certification
8. Administration of testing and inspection
9. Supplemental documentation
10. Administration of changes in the work

11. Interpretations and decisions
12. Project close-out
13. Construction management

4. RFQ INSTRUCTIONS/REQUIREMENTS

1. Qualification packets shall be emailed to Lorri Coody, City Secretary, at lcoody@jerseyvillagetx.com with a subject line of "2022 Jersey Meadow Clubhouse Project", and shall be received by Lorri Coody, City Secretary by 2:00 p.m., February 7, 2022.

NO REQUEST FOR QUALIFICATIONS SHALL BE ACCEPTED AFTER 2:00 P.M.

2. The submittal package shall be one PDF File. Pricing information to accomplish the work shall not be included in the response.
3. The City of Jersey Village reserves the right without prejudice to reject any or all statement of qualifications, and at its sole discretion, to accept the state of qualification it considers most favorable to the City's interest. The City further reserves the right to reject all statement of qualifications and seek new statements of qualifications when such procedure is reasonable and in the best interest of the City.
4. There is no expressed or implied obligation for the City of Jersey Village to reimburse responding firms for any expenses incurred in preparing statement of qualifications in response to this request.
5. The City of Jersey Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Jersey Village and the firm selected.
6. The respondents shall include a schedule of the work to be performed, including meetings with City staff, meetings with the community / stakeholders, presentations to commissions and City Council.
7. Proposals submitted will be evaluated by a Selection Team comprised of appropriate City staff.
8. Proposers should highlight relevant experience working in designing golf course clubhouses.
9. During the evaluation process, the City of Jersey Village reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

10. Selection of a firm to perform the work contemplated in this request will be a two-stage process. City staff will select a firm to recommend to the City Council based on qualifications. The selection of the firm shall be approved by the Jersey Village City Council. The City Council will then authorize the City Manager to negotiate a contract with the selected firm. The selected firm will be required to enter into a contract that incorporates the intended goals of this RFQ.
11. It is anticipated that the Jersey Village City Council will award the contract for the Club House design on March 21, 2022, or as soon thereafter as possible.
12. The selected firms principal contact with the City of Jersey Village will be Robert Basford, Director of Parks and Recreation, or a designated representative, who will coordinate the work on behalf of the City of Jersey Village.
13. The contract is to be governed by the laws of the State of Texas. Venue shall be exclusively in Harris County.

4. PROPOSAL REQUIREMENTS

1. General Requirements

1) Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made by the deadline stated herein via email to:

Robert Basford, Parks and Recreation Director
rbasford@jerseyvillagetx.com

Any oral instructions given are not binding. All questions and interpretations will be clarified in writing to all Vendors by written addenda. Failure of a Vendor to receive and/or acknowledge any addendum shall not release the Vendor from any obligations under this Response.

All inquiries must be submitted in writing to the above-named person no later than Friday January 28, 2022 at 5pm.

CONTACT WITH PERSONNEL OF THE CITY OF JERSEY VILLAGE OTHER THAN THE ABOVE NAMED OFFICIALS REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Schedule of Events

The City will use the following tentative time schedule in the selection process. The City reserved the right to change and/or delay scheduled dates.

Event	Date
RFQ Issued	1/12/2022
Last date of Receipt of Questions (by 5:00pm CDT)	1/28/2022
RFQ Addenda issued with answers to questions received	1/31/2022

Proposals Due (2:00pm CDT)	2/7/2022
Review Committee Meeting	2/9/2022
Oral Presentations with selected firms	TBD
Council Meeting Recommendation to Negotiate/Final Approval	2/21/2022

3. Submission of Proposals

The following material is required to be included in the proposal for a proposing firm to be considered:

a. An electronic copy and one hard copy to include the following:

1. Title Page

Title page showing the proposal subject; the firm's name; the name, address, email address, and telephone number of the contact person; and the date of the proposal.

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. Letter of Interest (2 pages maximum):

A Letter of Interest, signed by an authorized representative of your firm, expressing your understanding of the project and expressing a positive commitment to provide the services described herein.

4. Detailed Proposal

The detailed proposal should follow the order set forth in the Scope of Work of this request.

The firm must have experience with local estimating and have a database of local acquisition and/or construction costs. Specifically identify the management plan (if needed) and provide an organizational chart for the team. The proposer must describe at a minimum, the basic approach to this project, to include reporting hierarchy of staff.

Demonstrate that the firm understands the scope and abilities necessary to execute the activities and work needed to produce plans for the golf course clubhouse.

Provide a proposed timeline to include major milestones in the development and finalization of the design services to include phasing as appropriate.

5. References

Provide Client References for similar projects completed by your firm. Provide the client, project title, address and describe the scope of each project in physical terms and by cost.

Provide valid contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.

If applicable, list any prior projects performed for the City of Jersey Village.

4. Evaluation Criteria

1) General Requirements – 5 points

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the design of the clubhouse for the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this project. It should also specify an engineering approach that will meet the request for proposal's requirements.

The Proposal should address all the points outlined in this request. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 4, must be included. They represent the criteria against which the proposal will be evaluated.

2) Firm Qualifications and Experience Designing Similar Facilities – 25 points

Demonstrate that the firm is fully qualified to provide design services for a golf course clubhouse. Firm or individual must demonstrate to City staff its capabilities, financial stability, adequacy of professional personnel, past record, references, experience and performance.

The proposer should state the size of the firm, the size of the firm's staff to be assigned to this project, and the location of the office from which the work on this engagement is to be performed. Also, state the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

3) Staff Qualifications and Experience – 25 points

The firm should identify the principal supervisory and management staff who would be assigned to the engagement. Indicate each person's licensures and certifications as appropriate. The firm also should provide information on the relevant experience of each person on projects similar to the work contemplated in this request.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement would be assured.

Project staff mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Jersey Village, which retains the right to approve or reject replacements.

4) Best Overall Approach to the Scope of Services – 45 points

The proposal should set forth a detailed work plan, including an explanation of the methodology to be followed, to perform the services required in this request for proposal. Town Hall meetings, presentations to City Council, and other public outreach should be identified in the work plan.

5. Evaluation Procedures

1) Selection Team

Proposals submitted will be evaluated by a Selection Team comprised of appropriate City staff.

2) Review of Proposals

The Selection Team will meet to review the proposals. The proposals will be ranked and one or more firms may be asked to make an oral presentation.

3) Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all proposing firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

6. Final Selection

The Selection Team will select a firm and recommend ratification by the City Council. The City Council will authorize the staff to negotiate a contract with the successful proposer.