

# **LOST PINES GROUNDWATER CONSERVATION DISTRICT**

## **Request for Qualifications (RFQ) Statement**

### **for Professional Architectural and Engineering Services**

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# **Lost Pines Groundwater Conservation District Request for Qualifications Statement for Professional Architectural Services**

## **SECTION 1 — GENERAL INFORMATION & SUBMISSION REQUIREMENTS**

1.1 General Description of Project: The Board of Directors (“Board”) of the Lost Pines Groundwater Conservation District (“LPGCD”) is requesting qualifications from registered architects, engineers and professional design firms (each respondent being referred to as a “Candidate” herein) for conceptual design, site evaluation, facility design, permitting and construction phase services related to construction of a District office and public meeting space (the “Project”) on approximately two acres of real property located in Bastrop County owned by LPGCD, identified by the Bastrop County Appraisal District as Property ID No. 102863 and located at 109 Paint Creek South Rd., Paige, Texas, 78659, as described on **Attachment A** (the “Property”). Candidates qualified and capable to provide the services described in Section 2 (the “Services”) are requested to respond to this Request for Qualifications (“RFQ”) in the manner described herein. The Board has approved general guidelines for the Project, which are attached to this RFQ as **Attachment B**.

1.2 Clarifications and Interpretations of RFQ: All questions and requests concerning this RFQ should be directed to Jim Totten, LPGCD General Manager, by email at [rfq@lostpineswater.org](mailto:rfq@lostpineswater.org) (subject line: “RFQ for Professional Architectural and Engineering Services”) or by phone at 512-360-5088. The LPGCD General Manager will maintain a log of all inquiries concerning this RFQ. In addition, the LPGCD General Manager will hold an optional pre-submittal conference at the Paige Community Center on the date set forth in Section 1.4. **Contact with members of the Board concerning this RFQ is strictly prohibited.** LPGCD may issue clarifications or interpretations of this RFQ that materially affect or modify its requirements by posting addenda to this RFQ. Such addenda will be available on the LPGCD website, and may also be distributed in writing to all Candidates at the General Manager’s discretion. It is the responsibility of all interested Candidates to obtain this information in a timely manner. All such addenda posted by the LPGCD before the responses are due shall be deemed to be incorporated into the RFQ. Candidates shall acknowledge receipt of each addendum in its response to this RFQ by listing each addendum in the transmittal letter accompanying the response. Interpretations or clarifications in any other form, including oral statements, will not be binding on the LPGCD and should not be relied upon in preparing responses to this RFQ. In the event that LPGCD posts a clarification or interpretation within five (5) days of the date required for submission of responses, the General Manager may extend the date for submission of responses as stated in such posting.

1.3 Submission of Response to RFQ: One original and fourteen (14) bound paper copies of the Candidate’s response, and one electronic copy in pdf format, should be submitted to Peggy Campion, General Manager, at the following address:

Lost Pines Groundwater Conservation District  
Attn: Peggy Campion  
908 TX-230 Loop

Smithville, TX 78957  
[rfq@lostpineswater.org](mailto:rfq@lostpineswater.org)

Only responses received at or before **2:00 PM central standard time on August 26, 2019** will be considered for selection. The LPGCD will not consider any response to this RFQ that is not received at the address specified by the deadline, regardless of whether it has been received by email. Responses should be delivered in a sealed envelope, box or other package, and must include a cover page bearing an original signature on behalf of the Candidate. The package must be clearly identified as “Response to RFQ for Professional Architectural Services,” and include the name, return address and email address of the Candidate. All responses received by the LPGCD will be marked or stamped with the date and time of receipt. All responses will be opened at 2:15 PM at the LPGCD office. Candidates may attend the opening, but are not required to attend.

1.4 Schedule for Consideration and Award: The LPGCD intends to consider responses to this RFQ and enter a contract for the Services in accordance with the following schedule, which is subject to change:

<b>Activity or Event</b>	<b>Date</b>
Release of RFQ	September 26, 2019
Optional Pre-Submittal Conference	October 23, 2019
Deadline for Submittal of Response to RFQ	November 19, 2019 (2:00 PM)
Candidate Interviews (As Necessary)	To Be Determined
Committee to Recommend Most Qualified Candidate	November 20, 2019
Negotiation of Contract for Services	Mar. 4, 2020 – Mar. 18, 20
Execution of Contract for Services	March 18, 2020

1.5 Evaluation and Notifications: The Board’s Building Committee (the “Building Committee”) will consider, evaluate and score all responses based upon the criteria set forth in this RFQ and in accordance with the Response Evaluation Form shown in **Attachment C**. The Building Committee will then make a determination as to the Candidate or Candidates most qualified, and may request additional information or hold Candidate interviews. At the conclusion of this process, the Building Committee will make a recommendation to the Board as to the Candidate most qualified. Subject to Section 1.6, upon selection of the most qualified Candidate by the Board at a meeting duly noticed in accordance with the Texas Open Meetings Act, the selection will be stated on the LPGCD website and the Candidate selected as most qualified will be notified in writing. LPGCD will not be responsible for providing any other notifications. However, if the LPGCD and the Candidate selected as most qualified are not able to successfully negotiate a contract for the Services, LPGCD may provide notification to other Candidates that their qualifications may be reconsidered by the Board.

1.6 Rights Reserved by LPGCD; Disclaimer of Representations: The LPGCD may evaluate all responses based on the anticipated completion of all or any portion of the Project. The LPGCD reserves the right to reject any and all responses and issue a new request for qualifications, or reject any and all submissions and temporarily or permanently abandon the Project. LPGCD makes no

representations, written or oral, that it will enter into any form of agreement with any Candidate and no such representation is intended or should be construed by the issuance of this RFQ.

1.7 Additional Matters: Potential Candidates are advised of the following:

- (a) Public Information Laws: Information, documents, and other materials submitted in response to this RFQ may be subject to public disclosure under the Texas Public Information Act (TEXAS GOVERNMENT CODE, Chapter 552). *Any information that a Candidate claims to be confidential and/or proprietary should be labeled conspicuously as such.* The LPGCD strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.
- (b) Costs Not Reimbursed: All costs incurred by a Candidate in responding to this RFQ, participating in the processes of consideration and selection, and negotiation of a contract (including legal fees if applicable) shall be borne by and for the account of such Candidate, without reimbursement from the LPGCD. A Candidate's submission of a response shall be deemed to be such Candidate's acknowledgment and agreement that such costs shall be the sole responsibility of the such Candidate.
- (c) State Registration of Engineering Firms: Potential Candidates are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers.
- (d) State Registration of Architectural Firms: Potential Candidates are advised that the Texas Board of Architectural Examiners requires that any entity providing architectural services to the public must register with the Texas Board of Architectural Examiners.

## **SECTION 2 – DESCRIPTION OF SERVICES**

The Candidate that enters a contract with the LPGCD pursuant to this RFQ (the “Architect”) will be responsible for providing the following Services to the LPGCD:

2.1 Review of Project Requirements and Preliminary Conceptual Design (Phase I): The Architect will meet with the Building Committee to review and conduct preliminary discussions related to the guidelines specified in Attachment B, the sizing of the proposed office, and other priorities associated with the Project. The Architect will then prepare a preliminary conceptual drawing of the Project.

2.2 Site Evaluation (Phase II): The Architect and/or other design professionals working through and under Architect shall provide a comprehensive evaluation of the feasibility of the Property as a site for the Project, to include:

- (a) recommendation and performance of general geo-technical and topographical evaluations of the Property as related to applicable construction standards, the requirements of Bastrop

- County, the Texas Department of Transportation and any other government entities with jurisdiction, and site selection for facilities on the Property;
- (b) evaluation of available utilities including water, wastewater, electric, gas, telecommunications and internet services for the Property, including a description of the manner in which any applicable onsite sewage facility regulations will be met and confirmation that soil is suitable for such facilities;
  - (c) evaluation of stormwater, drainage and water quality requirements for the Project;
  - (d) performance of traffic impact analysis and other necessary traffic analyses, including evaluation of traffic patterns, identification of specific traffic impacts and accessibility for ingress and egress of the Property; and
  - (e) identification of all governmental approvals and permits that must be obtained in order to develop the Property as a site for the Project.

The Architect and/or other design professionals working through or under the Architect may also recommend additional items to be included in the site evaluation Services. The Architect shall provide a detailed report and documentation setting forth findings and conclusions and containing supporting information and references with respect to the site evaluation Services. The report shall include a proposed Project timeline describing key milestones for design, permitting and construction. The report must be submitted to the Board within 90 days of the commencement of the site evaluation Services, and must be approved by the Board prior to commencement of any other Services. ***If the Board elects not to proceed with the Project after consideration of the site evaluation report: (1) the Services may be concluded and the contract terminated; or (2) the Board may approve an amendment to the contract providing for evaluation and review of other proposed locations for the Project with the Building Committee.***

2.3 Facilities Design and Permitting (Phase III): If the Property is suitable for construction of the Project and the Board authorizes the Project to proceed, or if the Board authorizes development of the Project at another location, the Architect shall coordinate with the Building Committee to design facilities that meet the general guidelines approved by the Board, including those set forth in Attachment B. Strict compliance with ADA standards in the design process is required. The Architect shall submit the proposed design to the Building Committee for initial approval, and then to the Board for final approval. The Facilities Design phase shall also include assisting the District in obtaining required permits and approvals identified in the Site Evaluation phase, including development permits from Bastrop County and other government permits, as necessary. Any material changes to the design approved by the Board that are imposed or otherwise required as a result of the permitting process will be presented to the Board for approval.

2.4 Bid and Award of Construction Contract for Project (Phase IV): The Architect shall conduct the bid process for construction of the Project and tabulate and present all bids received for consideration by the Board at a meeting duly noticed under the Texas Open Meetings Act. The Architect shall also coordinate with the Board's Building Committee in seeking bid clarifications and requesting additional information as appropriate. The award of the contract for construction of the Project will be made by decision of the Board and shall be in accordance with state and federal law.

2.5 Construction Phase Services (Phase V): The Architect shall provide construction management and inspection services throughout the construction of the Project on behalf of the LPGCD at intervals appropriate to the stage of construction, and coordinate inspections with third party inspectors engaged by the LPGCD, if any. The Architect shall prepare a construction management and inspection plan for inclusion in the description of the Architect's contractual scope of Services, which plan shall be subject to the approval of the LPGCD. The Architect shall provide certification to LPGCD upon completion that the Project has been constructed and completed in accordance with applicable plans, specifications, permits and approvals.

2.6 Monthly Progress Reports: The Architect shall provide written monthly progress reports to the General Manager during each of the foregoing phases, with such reports to be presented to the Board by the General Manager. Monthly reports shall be due to the General Manager on or before the second Monday of each month.

### **SECTION 3 — REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

Candidates shall carefully review the following criteria and requests and submit a complete Statement of Qualifications responding to all requests and questions in Section 3 in the format required by Section 4. Incomplete responses will be considered non-responsive and are subject to rejection.

3.1 Candidate General Information: Each Candidate must provide the following information:

- (a) Legal name of the entity as registered with the Secretary State of Texas
- (b) Entity type (individual, partnership, corporation, joint venture, etc.)
- (c) Address of the office that will be providing the Services
- (d) Number of years in business, under its present or former name
- (e) Number of employees by professional or skill group

3.2 Candidate Experience, Past Performance and References:

- (a) List a maximum of five (5) projects for which the Candidate has provided services that are most similar to the Services required for this Project. List the projects in order of priority, with the most relevant project listed first. Provide the project name, location, owner name, contract delivery method and general project description for each project listed.
- (b) If applicable, provide examples of how the Candidate has creatively incorporated site design, traffic, mechanical, electrical, plumbing and other solutions into similar projects.
- (c) Describe any litigation or legal proceedings initiated by or against the Candidate within the last three years, under its present or former name, that would affect performance under a contract with the LPGCD, and include copies of the most recent pleadings with respect to each matter. This description should include, *without limitation*, litigation related to allegations that the Candidate: (1) breached a contract; (2) committed acts or made

omissions constituting negligence or willful misconduct; or (3) violated environmental, health or safety laws or regulations.

- (d) Describe any written complaints made by the general public to any state licensing board with jurisdiction over the Candidate, under its present or former name, as well as any investigations or actions taken by any such licensing board against the Candidate, within the last three years.

### 3.3 Candidate's Interest and Availability to Undertake the Project:

- (a) Describe the Candidate's interest in providing Services required for completion of this particular Project, including a narrative describing any unique qualifications as they pertain to this Project.
- (b) Provide a statement describing the general availability and commitment of members of the Candidate's proposed Project team, including its principal(s), other associated professionals, consultants and subcontracted service providers, to undertake the Project, as well as their availability to coordinate with the Board and the Board's Building Committee during each phase of the Services. The statement should include an anticipated completion date for each phase of the Services based upon the described availability.
- (c) Provide a statement as to the ability of the Candidate to perform the portions of the Services as described in Section 2. Describe any special expertise or particularized knowledge of the Candidate as related to the Services as a whole, and each individual phase thereof. Identify any aspects or portions of the Services, as described in Section 2, that the Candidate is unwilling or unable to perform.
- (d) Identify any tasks or activities that the Candidate recommends be added to the scope of the Services that would benefit the Project from the standpoint of efficiency in design, permitting or construction, and the overall cost and quality of the Project. Identify in general terms any perceived challenges or problems associated with the Project.

### 3.4 Personnel and Project Team:

- (a) Provide a statement confirming that the Candidate will only assign properly licensed and certified professionals to perform those portions of the Services that are required to be performed by professionals holding licenses and certifications.
- (b) Describe the proposed Project team, including if applicable, the names of any and all consultants and subcontracted service providers that the Candidate would propose to perform any portion of the Services, and provide the information required by Section

3.1 for each such consultant or subcontractor. In addition, describe the role of each consultant and subcontracted service provider, and the basis for selection.

- (c) Provide a resume setting forth the education, experience, expertise, licenses, certifications and other qualifications for the lead architect, and each licensed design professional that is proposed to lead or supervise any phase of the Services.

3.5 Plan for Delivery, Administration and Completion of the Services:

- (a) Provide estimated times of commencement and completion of each phase of the Services, excluding construction phase Services.
- (b) Describe the Project team's approach to conducting and completing traffic analyses and obtaining required permits and approvals from Bastrop County and the Texas Department of Transportation.
- (c) Describe the Project team's approach to assuring timely completion of this Project, including methods to be used for schedule recovery, if necessary.
- (d) Describe or provide written copies of any safety programs or policies proposed to be implemented or monitored by the Candidate during the construction of the Project.
- (e) Provide a general description of proposed construction phase Services, including proposed inspection and observation frequency, reporting methods, approach to conflict resolution, and standards to be applied in evaluating construction performance.
- (f) Describe any quality assurance/control programs or procedures to be utilized by the Candidate to enhance the likelihood of successful completion of the Project within all LPGCD guidelines and in accordance with plans and specifications approved by the LPGCD. This description should include discussion of the method(s) used and how the firm maintains quality control during the development of construction documents and quality assurance during the construction phase of a project.
- (g) Describe the proposed approach for coordination with the Board to address complaints, problems and inquiries by government authorities and members of the public.
- (h) Describe the proposed lines of authority and communication for principals and key professional members of the Project team, including the persons responsible for providing monthly progress reports to the General Manager by the second Monday of each month for presentation to the Board.



- (i) Describe how the Candidate will report on the status of the Services and Project to the General Manager and indicate the availability of Project team members to attend meetings to provide reports to the Board.
- (j) Describe the Candidate's design philosophy, methodology and process for integrating institutional standards into the design.
- (k) Describe any cost estimating methods to be used for the development of plans and specifications and all anticipated permitting requirements.
- (l) Provide a statement as to the Candidate's position on ownership and/or transfer of the Candidate's work product upon receipt of payment for the Services, and any limitations the Candidate would seek to impose upon LPGCD's use of such work product in the future.
- (m) Confirm that rates and fees charged to LPGCD will be reasonable by comparison those charged by the Candidate to customers that are not required to comply with Texas Government Code Chapter 2254.
- (n) Confirm that the Candidate and others to perform Services currently carry or will procure insurance meeting the minimum requirements described in **Attachment D**, or in the alternative, describe substantially similar insurance carried by the Candidate or reasons that the requirements should not apply (e.g. the Candidate has no employees).

#### **SECTION 4 — FORMAT FOR STATEMENT OF QUALIFICATIONS**

4.1 General Format: Responses to this RFQ should be organized and divided into the following sections, with supporting documentation and materials to be attached as appendices.

Section 1: Executive Summary – summarize important points of the Candidate's response.

Section 2: Unresolved Items – list any questions asked and clarifications sought that were not addressed prior to the submission deadline.

Section 3: Organized Response to RFQ – reference Sections 4.2 and 4.3 below.

Section 4: Contract Documents – proposed sample contract documents for negotiation (AIA Form).

Section 5: Supporting Information – appendices containing supporting documentation and materials.

4.2 Response to Requested Statements of Qualifications: The Statement of Qualifications shall be prepared and submitted in order of stated criteria in Section 3, and provide a concise, straightforward description of the Candidate's ability to meet the requirements of this RFQ. Emphasis shall be placed on quality, completeness, clarity of content, responsiveness to the requirements and understanding of the LPGCD's needs. The Statement of Qualifications shall be a

maximum of 30 printed pages and may be considered entirely adequate with considerably fewer printed pages. Any cover, table of contents and divider sheets do not count as printed pages.

4.3 References to Questions and Requested Qualifications: The Statement of Qualifications shall consist of responses to questions and requests identified in Section 3 of the RFQ. It is not necessary to repeat the questions in the qualifications; however, it is essential to reference the request number with the corresponding answer.

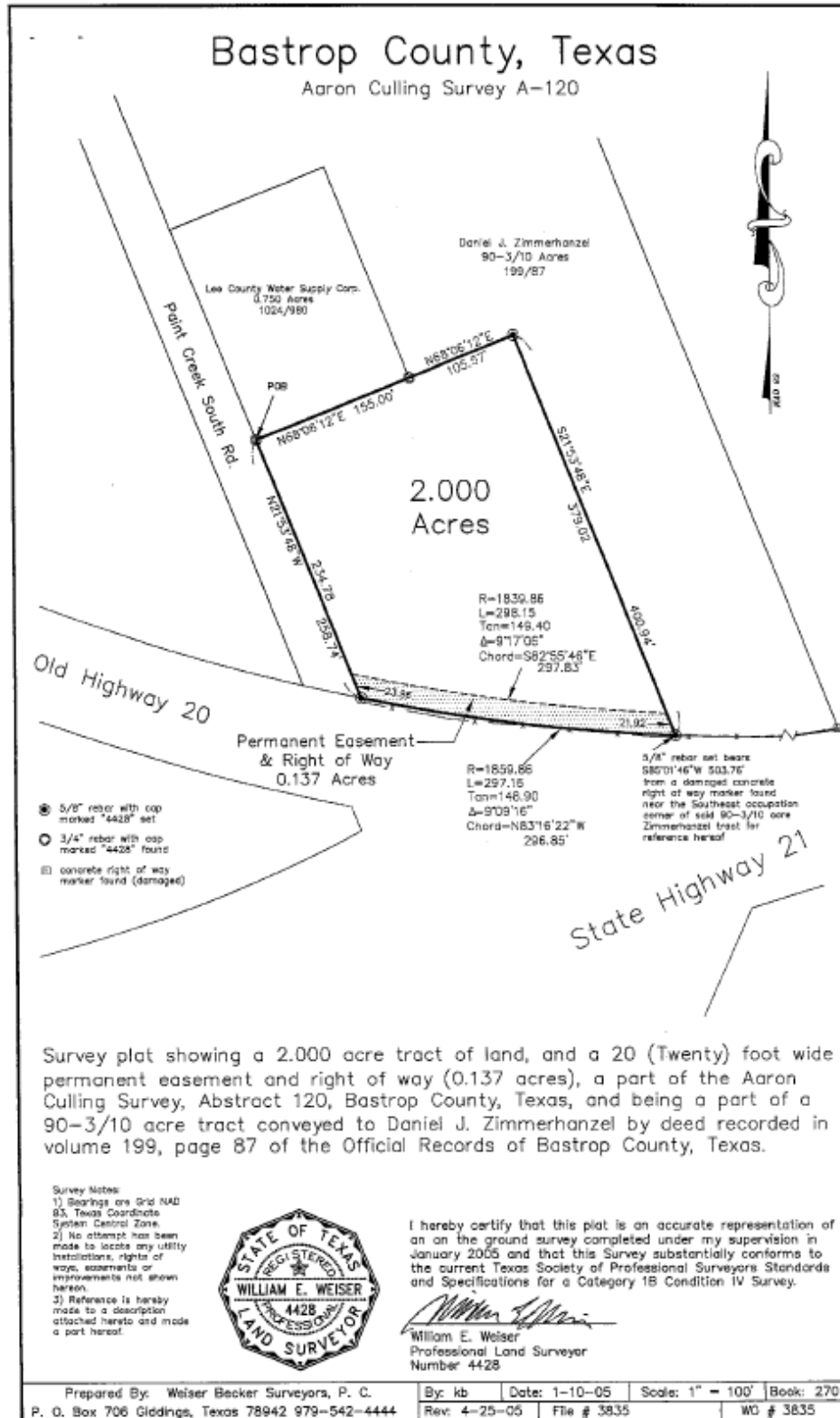
4.4 Incomplete Responses: Incomplete responses will be considered non-responsive and are subject to rejection.

4.5 Additional Statutory Requirements: Pursuant to Section 2270.002, Texas Government Code, the selected Candidate will be required to (a) represent that it does not boycott Israel, and (b) subject to or as otherwise required by applicable federal law, including without limitation 50 U.S.C. Section 4607, agree it will not boycott Israel during the term of this Agreement. As used in the immediately preceding sentence, “boycott Israel” shall have the meaning given such term in Section 2270.001, Texas Government Code. In addition, pursuant to Subchapter F, Chapter 2252, Texas Government Code, the selected Candidate will be required to represent that it is not a company engaged in business with Iran, Sudan, or a foreign terrorist organization (as defined in Section 2252.151(2), Texas Government Code) and that it is not on a list prepared and maintained by the Comptroller of Public Accounts of the State of Texas under Section 806.051, 807.051, or 2252.153, Texas Government Code. The Statement of Qualifications should include a statement that the Candidate is able to make such representations and comply with such requirements.

END OF REQUEST FOR QUALIFICATIONS;

ATTACHMENTS A, B, C AND D FOLLOW.

**ATTACHMENT A  
DESCRIPTION OF THE PROPERTY**



STATE OF TEXAS

COUNTY OF BASTROP

LAND DESCRIPTION

Being **2.000 acres** of land, a part of the Aaron Culling Survey, Abstract 120, Bastrop County, Texas, and being part of a 90-3/10 acre tract conveyed to Daniel J. Zimmerhanzel by deed recorded in volume 199, page 87 of the Official Records of Bastrop County, Texas. Said 2.000 acre tract being more particularly described as follows:

**BEGINNING** at a 3/4 inch rebar with cap marked "4428" found in the East margin of Paint Creek South Road, the West line of said 90-3/10 acre Zimmerhanzel tract, for the Southwest corner of a 0.750 acre tract conveyed to Lee County Water Supply Corporation by deed recorded in volume 1024, page 980, and the Northwest corner hereof;

**THENCE** across said 90-3/10 acre Zimmerhanzel tract, with the South line of said 0.750 acre Lee County Water tract, **North 68 deg. 06 min. 12 sec. East - 155.00 feet** to a 3/4 inch rebar with cap marked "4428" found for the Southeast corner of said 0.750 acre Lee County Water tract;

**THENCE** continuing across said 90-3/10 acre Zimmerhanzel tract, **North 68 deg. 06 min. 12 sec. East - 105.57 feet** to a 5/8 inch rebar with cap marked "4428" set for the Northeast corner hereof;

**THENCE** continuing across said 90-3/10 acre Zimmerhanzel tract, **South 21 deg. 53 min. 48 sec. East** at 379.02 feet pass a point for the Northeast corner of a 0.137 acre Permanent Easement and Right of Way this day surveyed, and continuing for a total distance of **400.94 feet** to a 5/8 inch rebar with cap marked "4428" set in the curving North margin of State Highway 21 (Old Highway 20), the South line of said 90-3/10 acre Zimmerhanzel tract, for the Southeast corner of said 0.137 acre Permanent Easement and Right of Way this day surveyed, and the Southeast corner hereof; said 5/8 inch rebar set bears **South 85 deg. 01 min. 46 sec. West - 503.76 feet** from a damaged concrete right of way marker found near the Southeast occupation corner of said 90-3/10 acre Zimmerhanzel tract for reference hereof;

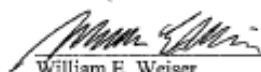
**THENCE** with the curving North margin of State Highway 21 (Old Highway 20), the South line of said 0.137 acre Permanent Easement and Right of Way this day surveyed, the South line of said 90-3/10 acre Zimmerhanzel tract with the following curve data: **Radius = 1859.86 feet, Delta = 09 deg. 09 min. 16 sec., Arc = 297.16 feet** and the **Chord** which bears **North 83 deg. 16 min. 22 sec. West - 296.85 feet** to a 5/8 inch rebar with cap marked "4428" set in the East margin of said Paint Creek South Road, for the Southwest corner of said 90-3/10 acre Zimmerhanzel tract, the Southwest corner of said 0.137 acre Permanent Easement and Right of Way this day surveyed, and the Southwest corner hereof;

**THENCE** with the East margin of said Paint Creek South Road, the West line of said 90-3/10 acre Zimmerhanzel tract, the West line of said 0.137 acre Permanent Easement and Right of Way this day surveyed, **North 21 deg. 53 min. 48 sec. West** at 23.96 feet pass a point for the Northwest corner of said 0.137 acre Permanent Easement and Right of Way this day surveyed, and continuing for a total distance of **258.74 feet** to the **PLACE OF BEGINNING** and containing **2.000 acres** of land.

Bearings are Grid NAD 83, Texas Coordinate System Central Zone. Reference is hereby made to a plat attached hereto and made a part hereof.

I hereby certify that this description is an accurate representation of an on the ground survey completed under my supervision in January 2005 and that this survey substantially conforms to the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1B Condition IV Survey.



  
William E. Weiser  
Professional Land Surveyor  
Number 4428  
Date of signature: 4-25-05

3835.doc

## ATTACHMENT B

### LPGCD PROJECT GUIDELINES

#### Building Committee Preliminary Guidelines

##### Proposed general building requirements

<b>Number of offices:</b>	Four
<b>Additional rooms:</b>	File room, conference room, restrooms, break room, board meeting room
<b>IT infrastructure:</b>	Switch and Router locations, network drops, possible location for back office server, phone service for at least three lines, internet access (hard line preferred)
<b>Board Room:</b>	POSGCD 30'x32' accommodates 40 – 50 people Over sized or separate HVAC for meeting room
<b>Parking:</b>	Day to day operation 10 spaces Board Meetings: Average - 30 spaces Full capacity - 65 spaces
<b>Other considerations:</b>	ADA compliance, zoning, water and wastewater, fire suppression, code requirements for public meeting spaces Entrances, segregating offices from meeting room, physical security General accessibility and visibility

##### Current facilities

The current LPGCD offices are located in a rented building in Smithville, TX. The 1000 square foot building includes four offices, two offices are used by staff, one office is used as a file and copy room while the fourth is used as a conference room. The building also has a single bathroom and small break room which is also used as general storage. The current location has sufficient parking for approximately 18 vehicles in two unstriped parking areas (approximately 3700 square feet).

##### Proposed general requirements

###### *Primary rooms*

The District staff utilize two of the available offices in the current building. The proposed requirement of at least four offices would allow for each staff member to have a separate office while leaving a fourth office available for a possible new staff member in the future. In addition to staff offices, the District maintains physical records for wells within the district (two large file cabinets for exempt wells and a single cabinet for non-exempt). The District also maintains the legal records for both the Bastrop and EndOp contested cases in another large filing cabinet along with five additional filing cabinets for general district records filed by year. The file room is also used to house the District copier and fax machine. A small conference room, aside from the Board room, will allow for small meetings between staff and applicants or permit holders while also providing a place for Board committee meetings.

### *Secondary Rooms*

The district staff all live in the Smithville area and generally return home for lunch if the offices are going to be located outside of Smithville then a small break room that provides a place for food storage and limited food preparation would be a “quality of life” improvement for the staff. Additionally, the building committee will need to consider the number of restrooms as well as their location relative to the District offices and the Board meeting room. The placement of restrooms also factors into questions of building layout, physical security and whether or not the offices are segregated from the board room.

### *IT Infrastructure*

The District office is currently served by three phone lines, two voice and a dedicated phone line, which will need to be replicated in any building. Additionally, the offices will need network drops in each office as well as in the file and copy rooms. The office intranet can currently be supported by a single commercial router and two or three network switches which the District already owns. Any new building needs to be able to integrate the intranet architecture through a centralized location for the router that can connect with the network drops in each office. Absent that, most office functions could, theoretically, be accomplished over WI-FI networking with only a small number of hard lined connections but this would be a less than ideal solution from both a performance and security standpoint. Any new office will also need an internet connection in addition to phone and fax connections. Currently the District has a hard line that provides approximately 10 Mbps of download speed and 1 Mbps of upload speed. While this is sufficient for most tasks, uploading or send large files can be a slow process at this connection speed and I would consider this to be the minimum possible connection for any new building.

### *Board Room*

The new offices for Post Oak Savannah GCD include a 30’ by 32’ board room which can accommodate the District Board, staff and between 40 and 50 members of the public. For the average meetings of the Lost Pines GCD board a room of similar dimensions should be sufficient. An approximately 1000 square foot board room should provide enough room for board meetings with extra room for audiovisual equipment and any additional displays or projectors that are deemed necessary. Whether the Board chooses to go with a new building to retrofit an existing building consideration should be given to the capacity of the HVAC system to ensure that the climate of the room can be maintained even at maximum capacity.

### *Parking*

For day to day operations of the District office ten parking spaces should be sufficient. Assuming an average 20’ by 10’ parking space then any facility would need a minimum of 2,000 square feet of parking for day to day operations. Ten parking spaces allows for three to four spaces for staff, additional parking for visitors and four additional spaces board members during committee meetings. For average board meetings the minimum number of spaces would increase to 16 for District staff, consultants and board members plus another 5 to 10 for the public. Using 25 spaces as an average would require 5000 square feet of parking without accounting for lanes within the parking lot. For a full meeting, assuming a 50 person maximum capacity board room, in the worst case 66 parking spaces would be needed requiring 13,200 square feet of parking not including lanes.

**ATTACHMENT C  
RESPONSE EVALUATION FORM**

Candidate Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Rate each firm in the criteria below. To arrive at the Total, multiply Rating (highest = 5, lowest = 1) by Weight (highest = 20, lowest = 1). Weight has been assigned to the criteria according to their importance to the Project.

	<b>CRITERIA</b>	<b>RATING</b>	<b>WEIGHT</b>	<b>TOTAL</b>
<b>1.</b>	Compliance with RFQ and Quality/Completeness of Response		<b>20</b>	
<b>2.</b>	Proposed Project Timeline		<b>15</b>	
<b>3.</b>	Experience, Past Projects and References (RFQ Section 3.2)		<b>20</b>	
<b>4.</b>	Interest and Availability (RFQ Section 3.3)		<b>10</b>	
<b>5.</b>	Proposed Personnel and Project Team Qualifications (RFQ Section 3.4)		<b>15</b>	
<b>6.</b>	Plan for Delivery, Administration and Completion of Services (RFQ Section 3.5)		<b>20</b>	
	<b>TOTAL</b>		<b>100</b>	

**ATTACHMENT D  
INSURANCE REQUIREMENTS**

<u>Commercial General Liability:</u>	
Bodily Injury, Personal Injury and Advertising, Products and Completed Operations and Property Damage	\$1,000,000 Occurrence \$2,000,000 Aggregate
<u>Commercial Automobile Liability (any auto):*</u>	
Hired and Non-Owned Liability	\$1,000,000 Per Accident
<u>Worker's Compensation:*</u>	
	Statutory Limit
<u>Employer's Liability:*</u>	
Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Policy Limit
Bodily Injury by Disease	\$1,000,000 Each Employee
<u>Professional Liability:</u>	
Damages from Performance of or Failure to Perform Professional Services	\$1,000,000 Occurrence \$1,000,000 Aggregate

\* If Applicable.

Policy limits may be met by any combination of primary and excess/umbrella policies.