



## REQUEST FOR QUALIFICATIONS

Solicitation Number: CLMP121

Project Name: Project Management Services for Mexic-Arte Museum

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The following is a summary of information for this Solicitation. The Consultant is cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details.

The Mexic-Arte Museum, through the City of Austin's Contract Management Department, is requesting Statements of Qualifications (SOQs) from professional architectural and engineering firms for the above-noted project.

Submittals will be received at 105 W. Riverside Drive, Suite 210 Austin, Texas 78704, Contract Management Department.

**ALL SUBMITTALS ARE DUE ON: Friday, January 11, 2013 PRIOR TO 3:00 PM**  
**ATTENTION: Kevin Benson**

**ALL SUBMITTALS NOT RECEIVED PRIOR TO THE DATE AND TIME SET FORTH ABOVE WILL NOT BE ACCEPTED FOR CONSIDERATION.** The time stamp clock in the **SUITE 210** Reception Area is the time of record and is verified daily with the local time service (512-476-7744). The qualification statement evaluation criteria for this project are included in this packet for your information. The selection process for this project is anticipated to be completed in March 2013.

All prime firms and subconsultants must be registered to do business with the City of Austin prior to the RFQ response due date. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the City of Austin's on-line Vendor Registration system. Log on to the following link and follow the directions:

[https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm).

All City procurements are subject to the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program (Chapter 2-9-B of the MBE/WBE Ordinance, revised June 15, 2006). The program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) opportunity to participate in all City contracts. Information on achieving the MBE/WBE participation goals or documenting good faith efforts to achieve the goals is contained in the MBE/WBE Procurement Program Package included in this RFQ packet. Entities submitting statements of qualifications are required to complete and return the MBE/WBE Compliance Documents with their response.

The selected consultant will be required to execute a professional services with a professional services agreement with the Mexic-Arte Museum. Prior to contract execution, the selected firm must submit either their existing or an updated personnel policy (on letterhead) documenting conformity with City Code, 5-4, § 5-4-2. If the Consultant does not submit a copy of their personnel policy incorporating the non-discrimination policy, the company will not be in compliance and the Museum will exercise its option to cease contract negotiations.

The selected consultant shall carry insurance in the following types and amounts for the duration of the Agreement, and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof:

- Workers' Compensation and Employers' Liability Insurance coverage with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Art. 8308-1.01 et seq. Tex. Rev. Civ. Stat.) and minimum policy limits for Employers' Liability Insurance of \$500,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$500,000 bodily injury by disease each employee. The firm's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
  - (a) Waiver of Subrogation, form WC 420304.
  - (b) 30 day Notice of Cancellation, form WC 420601.
- Commercial General Liability Insurance with a minimum combined bodily injury and property damage per occurrence limit of \$1,000,000 for coverages A & B. The policy shall contain the following provisions:
  - (a) Blanket contractual liability coverage for liability assumed under the Agreement and all contracts relative to this project.
  - (b) Independent Contractors coverage.
  - (c) City of Austin listed as an additional insured, endorsement CG 2010.
  - (d) 30 day Notice of Cancellation in favor of the City of Austin, endorsement CG 0205.
  - (e) Waiver of Transfer Right of Recovery Against Others in favor of the City of Austin, endorsement CG 2404.
- Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. The policy shall contain the following endorsements in favor of the City of Austin:
  - (a) Waiver of Subrogation endorsement TE 2046A.
  - (b) 30 day Notice of Cancellation endorsement TE 0202A.
  - (c) Additional Insured endorsement TE 9901B.
- Professional Liability Insurance with a minimum limit of \$ 1,000,000 per claim and in aggregate to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission committed or alleged to have been committed with respect to estimates, schedules, analyses, reports, surveys, designs or specifications prepared or alleged to have been prepared by the assured. Coverage, including any renewals, shall have a retroactive date coincident with or prior to the date of the Agreement. The consultant shall provide the City of Austin annually with a certificate of insurance as evidence of such insurance. The policy shall provide for 30 day notice of cancellation in favor of the City of Austin. The consultant shall provide a discovery period on professional liability policies that is commensurate with the warranty period of the project.

Should you have any questions concerning the information included in this RFQ, **please attend a pre-response meeting on Monday, December 17, 2012 at 1:30 p.m. at 419 Congress Avenue, Austin, TX 78701.** Attendance at the meeting is not required; however, meeting minutes will not be issued.

Thank you for requesting the RFQ and your interest in the City of Austin. For information about other professional services procurement actions of this office, please visit us at [https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm).

**AUTHORIZED CONTACT PERSONS**

**PROJECT MANAGER: David Smythe-Macaulay telephone (512) 974-7152**

email: [david.smythe-macaulay@austintexas.gov](mailto:david.smythe-macaulay@austintexas.gov)

**BUYER II: Kevin Benson telephone (512) 974-6203**

email: [kevin.benson@austintexas.gov](mailto:kevin.benson@austintexas.gov)

**END**