



## **Request for Qualifications** for **Architect Services**

<b>ISSUING DATE:</b>	January 29, 2025
<b>ISSUING AGENCY:</b>	Central Texas Regional Mobility Authority
<b>CONTACT PERSON:</b>	Jose Hernandez, CFO, CTRMA
	Copying: Jerry Frey, Senior Managing Director, Savilis
<b>RESPONSE DUE DATE:</b>	5:00 p.m. C.S.T., February 4, 2025

## 1. INTRODUCTION

The Central Texas Regional Mobility Authority (the “Mobility Authority”), a political subdivision of the State of Texas, has retained Savills has been retained by the **Central Texas Regional Mobility Authority (CTRMA)** to assist **CTRMA** and its property management team, ECR, in the selection of an architect for the design and finish-out services of a newly acquired, 35,000 square foot (sf) office building at 4001 West Parmer Lane, Austin, Texas. **CTRMA** will eventually be the single occupants and owner; however, there are two third-party tenants in the project until 2027, with one of these tenants potentially exercising a five-year extension option beyond 2027. Therefore, the CTRMA may have multiple improvement phases at the property. Phase One retrofit for **CTRMA** will be for approximately 22,000 sf.

This building will serve as HQ offices for **CTRMA** as well as space for their traffic incident management center (TIM Center). **CTRMA** has engaged AtkinsRealis, the general engineering consultant to CTRMA, to assist with the TIM Center project segment as there is history and specialized knowledge that is helpful to the organization for this property improvement component. Therefore, the TIM Center component of the project is not included in the scope of this RFQ. **CTRMA’s** workspace program includes the following departments: Administration, Finance, Engineering, Communications, Operations, and Information Technology. Additional space will be used for a board/conference room, work/collaboration area(s), and storage. **CTRMA** would like to optimize reuse of selected, existing build-out (conference rooms and kitchen) but recognizes that there are accessibility and code issues which will require attention.

**This will be a qualifications-based selection process to be followed by agreement negotiations with the selected architectural firm.**

**Fees or budgets shall not be submitted with any initial response or other communication from the responding firm.**

The Mobility Authority encourages the participation of Disadvantaged Business Enterprises (“DBEs”), Historically Underutilized Businesses (“HUBs”), minorities, and women in all facets of its activities. To this end, the extent to which DBEs, HUBs, minorities, and women participate in the ownership, management and professional work force of a firm will be considered by the Mobility Authority in the selection of a firm to serve as architect.

Each firm will be evaluated on its qualifications and experience in providing architectural services of the type anticipated to be required by the Mobility Authority, the expertise of personnel who will be assigned to the Mobility Authority, the firm’s office location(s), size, and reputation in the architecture community and industry.

## 2. SCHEDULE OF EVENTS

Event	Date
Tours of the building will be coordinated by Savills and CTRMA	Week of January 27 – week of February 3, 2025
Proposals in pdf format are due by 5 pm (no longer than 15 pages, excluding case studies)	February 4, 2025
Questions must be received by EOD	January 31, 2025
Answers to Questions issued by EOD	February 1, 2025
Interviews will be held	Week of February 3, 2025, or thereafter
Tentative Board Approval	February 26, 2025
Start Date will be as soon as agreements are in place	TBD
Current CTRMA lease expires	April 30, 2026

## 3. DESCRIPTION OF THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

The Mobility Authority is a Texas political subdivision with broad powers to study, design, construct, operate, expand, enlarge, and extend transportation projects in Travis County, Williamson County, and adjacent counties, as permitted by law.

The powers and duties of the Mobility Authority and its Board of Directors are established by and subject to state and federal laws and regulations. The Mobility Authority operates the System which is comprised of: the 183A Toll Road, the 290 Toll Road, the 183 Toll Road, the 71 Toll Lane and the 45SW Toll Road, the 183A Phase III project (under construction) and the 183N Mobility project (under construction).

The Mobility Authority is developing additional transportation projects intended to address congestion and improve mobility in the Central Texas region. The Mobility Authority works cooperatively with the Texas Department of Transportation and the Capital Area Metropolitan Area Planning Organization to identify and implement necessary transportation projects in the Central Texas area.

## 3. SCOPE OF SERVICES

### 3.1. SERVICES TO BE PROVIDED

The anticipated scope of architectural services is attached as Attachment A hereto.

### 3.2. CONTRACT DURATION

The Contract's duration will be for the duration of the project described in Attachment A to be exercisable by the Mobility Authority in its sole discretion.

## 4. RESPONSE FORMAT AND EVALUATION

### 4.1. RESPONSE FORMAT

Architect's Qualifications Response shall, at a minimum, comment and address the following. Responses should follow the same order as listed below:

- a. **Project Approach & Methodology.** Describe your firm's approach to the programming and design process for this project including an estimated timeline.
- b. **Team Qualifications & Experience.** The architect must detail their firm's qualifications and capability to undertake the responsibilities outlined in this RFQ. As part of this section, please provide a minimum of three (3) and maximum of five (5) relevant case studies (case studies should be no longer than one page each).
- c. **Resumes & Organization Chart.** Provide resumes of the proposed individuals who will be permanently or partially assigned to the proposed project. Identify who will serve as CTRMA's primary contact throughout the duration of this project.
- d. **Preferred Services Contract** Provide, as an exhibit to your response, your firm's preferred contract. If the contract is an AIA form, also provide your firm's standard amendments for ease of review. The contract should contain all necessary provisions to allow your firms to contract with subconsultants.
- e. **Additional Services.** Respondents are encouraged to describe any special or value-added services that may be beneficial under this contract, or that your firm believes could enhance the project's success. While these services are not required and will not be scored, CTRMA will review and consider them separately as part of our overall evaluation process.

#### 4.1.1. General Information

All responses must provide the following information. To ease evaluation, please provide the information in the following order:

- a. Firm's Name
- b. Firm's Corporate Headquarters address (if a joint venture, the corporate headquarters of each joint venture partner).
- c. The address of office(s) where staff assigned to service the Mobility Authority account will be stationed.
- d. Disclosure of any claims pending, or past judgments entered against the firm or the proposed individuals to service the account since January 1, 2020.

**4.1.2. Historically Underutilized Business and Disadvantage Business Enterprise Participation:**

Indicate whether the firm is a qualified /Historically Underutilized Business (“HUB”) or Disadvantaged Business Enterprise (“DBE”) and, if so, provide supporting documentation including letters of certification. All responses shall be in compliance with the CTRMA DBE Policy Statement (§ 401.097) which may be reviewed at: <https://www.mobilityauthority.com/about/policy-disclaimers/code>

**5. EVALUATION OF RESPONSES**

**5.1. Scoring Criteria**

Scoring of the responses shall be based on the following criteria:

Scoring Criteria	Possible Points
Qualifications and experience of the Firm will be evaluated based on the depth and breadth of the Firm’s experience as a whole in the performance of comparable architectural assignments.	40
Qualifications and experience of the specific individuals who will perform and oversee the work.	30
Accessibility and availability to the Mobility Authority staff for consultation, support, and short notice attendance at the Mobility Authority meetings.	20
Technical ability of the Firm to perform architectural services based on references from former and current clients.	10
<b>TOTAL</b>	<b>100</b>

**6. SUBMITTAL RESTRICTIONS:**

Submittal text shall be limited to fifteen (15) pages in length, exclusive of case studies, cover sheets, flyleaves, tables of content, dividers, etc., and printed on two sides and double-spaced. Materials in excess of the specified 15 pages will not be reviewed.

The Mobility Authority reserves the right to reject any submission as non-responsive if the firm fails to include any of the required information.

## **7. SELECTION OF ARCHITECTURAL FIRM**

The Board of Directors of the Mobility Authority will make its selection based on demonstrated competence, experience, knowledge, and qualifications, in accordance with this RFQ and the procedures for procuring Professional Services established by Chapter 4, Article 18, of the Mobility Authority Policy Code, a copy of which can be viewed at the following website: <https://www.mobilityauthority.com/about/policy-disclaimers/code/> .

Members of the Mobility Authority's staff will score the responses based on the Scoring Criteria set forth above and will recommend the most qualified firm to the Executive Director. The ultimate selection of a firm, if any, will be made by the Board of Directors.

By issuing this RFQ, the Mobility Authority has not committed and is not obligated to employ any firm for architectural services, and neither the suggested scope of services nor the terms of the proposed agreement should be construed to require approval of a contract with a firm. The Mobility Authority reserves the right to make those decisions, and the Board of Director's decision on these matters is final.

## **8. ANTI-LOBBYING PROVISION**

Except as provided below relating to questions and clarifications concerning this RFQ, from the date this RFQ is issued until a contract under this RFQ is executed by the Mobility Authority and the selected firm, no firm or representative of a firm may directly or indirectly contact any member of the Board of Directors, Mobility Authority employees, consultants, or a contractor performing work for the Mobility Authority concerning the subject matter of this RFQ. A violation of this restriction is grounds for the Mobility Authority to disqualify the firm making such contact for further consideration.

## **9. CONFLICT OF INTEREST DISCLOSURES**

Firms must comply with the Conflict-of-Interest Policy for Consultants adopted by the Mobility Authority's Board of Directors. Firms must disclose "the existence of any current or previous (defined as one terminating within 12 months prior to submission of the response) business relationship with any of the authority's key personnel."

Copies of the Conflict-of-Interest Policy for Consultants, and the required consultant's "Disclosure Statement Form" are available under "CONSULTANT CONFLICT OF INTEREST POLICY," incorporated in the Mobility Authority's Policy Code, on the Mobility Authority's website, at: <https://www.mobilityauthority.com/about/policy-disclaimers/code/>.

A copy of the list of the Mobility Authority's "key personnel" can be found at the following website: <https://www.mobilityauthority.com/about/policy-disclaimers/key-firms/>

## **10. RELEASE OF INFORMATION AND OPEN RECORDS:**

All responses submitted to this RFQ become the property of the Mobility Authority and may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material a firm considers to be proprietary, confidential, or otherwise exempt from disclosure under the PIA shall be clearly marked "CONFIDENTIAL" and submitted in a separate, sealed envelope with the envelope marked "CONFIDENTIAL" on the outside. It is not acceptable to designate all or substantially all of the responses to the RFQ as "confidential" or "proprietary," and any such response will be returned to the firm without further consideration by the Mobility Authority.

In accordance with the PIA, the Mobility Authority will use its best efforts to notify the firm if a request for public information is received that may require the Mobility Authority to disclose any material in the response that the firm has clearly marked as proprietary, confidential, or otherwise exempt from disclosure under the PIA. The Mobility Authority does not have and does not assume any obligation to assert or argue on behalf of the firm that any information provided to the Mobility Authority is exempt from required disclosure.

## **11. COST OF RESPONSES:**

All costs directly or indirectly related to the preparation of a response to this RFQ shall be the sole responsibility of, and shall be borne by, responding firms.

## **12. CONTACT PERSON FOR RFQ QUESTIONS**

All questions regarding this RFQ must be received by the Mobility Authority no later than 5:00 p.m. C.S.T., January 31, 2025. Informal verbal inquiries are not permitted.

NO QUESTIONS WILL BE ACCEPTED AFTER THIS DEADLINE. Written questions may be submitted by email to the addresses shown immediately below:

### **CTRMA**

Jose Hernandez, Chief Financial Officer  
Email: [financeprocurement@ctrma.org](mailto:financeprocurement@ctrma.org)

### **Savills**

Jerry Frey, Senior Managing Director  
Email: [jfrey@savills.us](mailto:jfrey@savills.us)

Any revision or clarification to this RFQ as well as the response to any question received from any firm will be made available for review by all firms by posting that information on the Mobility Authorities website at: <https://www.mobilityauthority.com/business/opportunities/procurements/>

No notice of the posting of this information will be provided to any firm; and each firm is responsible for monitoring the website in a timely manner to ensure the response they submit complies with any supplemental information posted on the website.

### **13. DELIVERY AND DEADLINE FOR SUBMISSION OF RESPONSES**

**An electronic original, an unbound original and two (2) copies (a total of three (3) printed sets) of the complete response must be received by Tuesday, February 4, 2025, at 5:00 P.M., C.S.T.**

The electronic copy can be submitted to: [financeprocurement@ctrma.org](mailto:financeprocurement@ctrma.org). The original and all copies must be submitted in a sealed envelope, or container, stating on the outside the firm's name, address, telephone number, the RFQ title, and RFQ Due Date to:

**Finance Department  
Attn: Chief Financial Officer  
Central Texas Regional Mobility Authority  
3300 N IH-35, Suite 300  
Austin, TX 78705**

RFQ responses will be opened at the same time and location as stated immediately above.

Firms are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address appears on the outer packaging or envelope used by such a service.

The firm's response must be signed by an officer of the firm who is legally authorized to enter into a contractual relationship in the name of the firm or joint venture.



## ATTACHMENT A

### 1. SCOPE OF SERVICES

The purpose of this Request for Qualifications is to solicit responses from qualified architectural firms interested in providing services related to the design and finish-out services of a newly acquired 35,000 sf office building at 4001 West Parmer Lane, Austin, Texas.

- a. **OWNER-ARCHITECT AGREEMENT** - Owner – Architect Agreement will be a modified AIA Document B-101-2017.
- b. **ESTIMATED COST** – The estimated cost for the retrofit project is: \$1.5 million to \$2.0 million.
- c. **PROFESSIONAL SERVICES**
  - i. Professional Services will include:
    - 1) Architecture/Interior Design
    - 2) MEP Engineering
    - 3) Accessibility Consulting
    - 4) Coordination with **CTRMA's** consultant, AtkinsRealis, which will provide technical services for **CTRMA's** Traffic Incident Management Center and potentially project management for future construction activities at the property.
    - 5) General, not detailed, field measurement of the building to confirm relative accuracy of existing drawings.

NOTE: No other consulting services are to be included in the proposal, including but not limited to civil engineering, landscape architecture, AV, security, technology, structural engineering, sustainability, furniture services, permit expediting, and wayfinding.

- ii. **Architectural Phases**, as defined in AIA Document B101-2017, will include:
  - 1) Programming
  - 2) Schematic Design - Development, documentation, and presentation of a design concept to **CTRMA's** space plan needs desired image, budget & schedule, and consistent with the established standards developed during the Programming phase.

- 3) Design Development - Development, documentation and presentation of a complete design and color palette for the project premises including but not limited to the selection of paint, furniture, window treatments, fabrics, wall coverings, and floor coverings.
- 4) Construction Documents - Preparation of a complete set of construction documents developed from a **CTRMA**'s approved set of scope documents.
- 5) Permitting - Support General Contractor and Owner in permit effort.
- 6) Construction Phase Services (Optional at CTRMA discretion and mutual agreement)
  - Assist in bid reviews from general contractors, as necessary.
  - Be made available to provide interpretation and clarification to contract documents and respond to field construction.
  - Review and approve general contractor pay applications for percentage of completion.

d. **MISCELLANEOUS**

- i. Prior to commencement of any work or services, and prior to or concurrent with execution of a contract, Architect shall furnish **CTRMA** with:
  - 1) Endorsements to Architect's liability insurance policies, naming **CTRMA** as additional insured.
  - 2) Certificates of Insurance or copies of insurance policies indicating that the minimum insurance limits described below have been met; and,
  - 3) Endorsements to Architect's liability insurance policies by which the insurance carriers agree to provide at least thirty (30) days' prior written notice of cancellation or any change in such policies.

e. **INSURANCE**

- i. Architect's minimum insurance requirements shall include the following limits of coverage:
  - 1) Workers' Compensation
    - a) Statutory in accordance with the laws of the state with jurisdiction.
    - b) Employer's Liability with limits of not less than:
      - o \$1,000,000 each accident/injury:
      - o \$1,000,000 each employee/disease:
      - o \$1,000,000 disease/policy limit
  - 2) Commercial General Liability
    - a) Occurrence Form Only ("Claims Made" is not acceptable)  
Bodily Injury Liability and Property Damage Liability:  
\$2,000,000 each occurrence, \$2,000,000 general aggregate,  
\$2,000,000 products and completed operations aggregate.
  - 3) Automobile Liability
    - a) Bodily Injury Liability and Property Damage Liability in an amount not less than \$1,000,000 Combined Single Limit.
    - b) The insurance required must include Owned (Long Term Leased), Employer's Non-Owned and Hired Automobile Coverage.
  - 4) Umbrella Liability
    - a) Each occurrence: \$1,000,000 general aggregate per location or per job, \$1,000,000 product/completed operations aggregate.
  - 5) Professional Liability Insurance
    - a) Architect, and all sub-consultants, shall provide Professional Liability Insurance (Errors and Omissions) covering the effects of errors and omissions on the performance of the professional duties with a minimum limit of two million dollars (\$2,000,000) per claim. Such professional liability insurance coverage shall be maintained throughout the project and for a period of not less than two years following the project's final completion.