

**CITY OF HORSESHOE BAY**  
**REQUEST FOR QUALIFICATIONS**  
**Design Services for**  
**City Center Complex and Fire Station 2**  
**Questions and Answers**

**1-24-2023**

1. Will the projects be awarded together or separately?  
**Design services for the selected firm will include both projects.**
2. Has funding been procured for these projects?  
**Funding for both projects has been procured prior to this RFQ.**
3. If so, what are their respective budgets, City Center Complex? Fire Station 2?  
**Construction funding for the City Center Complex is \$11M and for Fire Station #2 is \$1.2M.**
4. Has there been any preliminary studies/reports, designs or plans created for these projects?  
**Conceptual design for the City Center Complex is posted on the City of Horseshoe Bay website for reference. These are conceptual only and subject to change as design proceeds.**
5. When is construction expected to begin?  
**Anticipated construction start date is October 2023.**
6. What is the project budget or firm value?  
**See answer to #3 above.**
7. Are union bids required?  
**No.**

**1-26-2023**

1. Under the Qualifications section in the RFQ, there is a list of consultants that are deemed necessary for this project, however, a structural engineer or a building envelope consultant were not mentioned. Should we add these consultants to our team too?  
**Yes. All necessary design consultants should be included with the response to the RFQ. It is recommended that a Landscape Architect also be included as a significant part of the City Center Complex includes walking/biking trails and beautification of the grounds around the facility.**
2. Is the city planning to host a question/answer opportunity for this RFQ request?  
**Questions may be submitted to the Project Manager and answers will be posted to the City's website. [RFQ-Questions \(horseshoe-bay-tx.gov\)](#)**
3. Has there been any preliminary design done yet?  
**See the City's website for conceptual design for City Center Complex. [HorseshoeBayCityHall-30x40 \(horseshoe-bay-tx.gov\)](#)**
4. There was an RFQ out last year for the Fire Station. Why was it delayed?  
**The City chose to combine the design and construction of the City Center Complex and Fire Station #2.**
5. There are instructions for supplying "Three (2)" complete hard/paper copies. Is the quantity three or two?  
**Three**

6. Where do I find "FORM 1295 - CERTIFICATE OF INTERESTED PARTIES"?

**A copy of the 1295 form can be found here [1295 Filing Info \(state.tx.us\)](http://1295 Filing Info (state.tx.us)) which is for reference only and cannot be filled out by hand. You should use the Texas Ethics Commission filing application to generate the form and print it from there. A hard copy of the questionnaire has been posted to the City's website.**

7. Who wrote the RFQ?

**City staff and consultant.**

8. Who will be reviewing submissions?

**Committee of city staff and officials.**

9. Review previously conducted facility assessments where applicable. What assessments are available?

**No assessments have been conducted.**

10. What square footage was the pricing for the \$11M Complex based upon?

**Approximately 14,000 SF.**

### **1-30-2023**

1. Do we have a title commitment for the property at Highway 2147 & Piedra, Horseshoe Bay, TX?

**Yes, for the 3.5-acre City Center tract. The 6 acre LCRA tract on the east side of the City Center is leased for 20 years from LCRA and will only be used for parking and walking trails.**

2. Are water and sewer utilities available adjacent to the sites? Will it be part of the project to design and build utility approach mains to the sites?

**Off-site water and sewer utilities are to be installed by city staff.**

3. The conflict of interest questionnaire was not attached to the RFP. Please provide the document or a link.

**A copy of the 1295 form can be found here [1295 Filing Info \(state.tx.us\)](http://1295 Filing Info (state.tx.us)) which is for reference only and cannot be filled out by hand. You should use the Texas Ethics Commission filing application to generate the form and print it from there. A hard copy of the questionnaire has been posted to the City's website.**

4. Is it the intention of the City to award both the City Center Complex as well as the Fire Station to the same AE design team, or will the City be awarding two design commissions to two separate teams (one for each facility)?

**Design services for the selected firm will include both projects.**

5. Are there any minimum small/minority/women business participation goals?

**No.**

6. Are there any specific sustainability goals for the projects

**No.**

### **1-31-2023**

1. SUBMITTAL – Are you requiring 2 or 3 copies of the response?

**Three.**

2. QUALIFICATIONS – Can you clarify what you mean when you say, "Include the ratio of staff to subcontractors in your proposed project team."?

**What is the number of staff employed with the AE firm compared to the number of professionals from all disciplines subcontracted to the AE firm.**

3. RESPONSE ADMINISTRATIVE REQUIREMENTS – INSURANCE REQUIREMENTS – Can you clarify if we need to acknowledge somewhere that we will maintain and require our subcontractors to maintain, at all times the coverages listed or if you would like us to provide you with a blank copy of our current certificate of insurance showing the coverage required for Professional Liability?

**Response should include acknowledgement of required coverage under Insurance Requirements.**

4. For on-site visits to existing Fire Station, who is the appropriate contact?

**Fire Chief, Brent Batla. 830-953-0096 or [brentbatla@me.com](mailto:brentbatla@me.com)**

5. How will we receive any addenda for this RFQ? Will they be emailed out or will they be posted on the city's website?

**Addenda's will be posted to city website.**