

## Lakeside Water Control and Improvement District No. 1

### REQUEST FOR QUALIFICATIONS (“RFQ”) FOR FEASIBILITY STUDY FOR SWIMMING POOL

#### I. Purpose

Lakeside Water Control and Improvement District No. 1 (the “*District*”) is soliciting statements of qualifications (“*SOQs*”) from interested parties to prepare a feasibility study regarding the construction of a new swimming pool and/or aquatic center for recreation, competition, and fitness (the “*Pool Project*”). The terms for such services will be established through a negotiated contract (the “*Contract*”), and compensation will be based upon qualifications and experience. Accordingly, this RFQ invites respondents to submit SOQs for the comprehensive swimming pool feasibility study described herein.

The solicited feasibility study should address, among others, the following questions:

- Who are the potential user groups for the Pool Project?
- What is the appropriate size of the pool for the District’s needs?
- What amenities should the pool include?
- How can the amenities enhance positive cashflow for the District?
- How will the Pool Project impact other District operations?
- What are the management requirements and associated costs for the Pool Project?
- What is the construction cost for the Pool Project?
- What is the District’s financial commitment to operations for the Pool Project?

#### II. Scope of Services

The selected respondent will provide a comprehensive feasibility study for the Pool Project. The exact scope of services will be determined as set forth in the Contract, and should include, but not be limited to, the following:

- Needs Analysis – Coordination and collaboration with the District’s Swimming Pool Subcommittee to prioritize objectives for the Pool Project;
- Existing Provider Analysis – Assessment/evaluation of existing area facilities and perceived need for the Pool Project;
- Market Analysis – Projected attendance, fee schedules and appropriate programming for the Pool Project based on analyses of age groups, population density, incomes and user groups;
- Project Concept(s) – Comprehensive, customized conceptual drawings and/or descriptions of alternatives for the accommodation of desired programming elements;

- Construction Cost Estimates – Detailed, itemized, site-specific cost projections for the “brick and mortar” aspects of creating structures and mechanical support equipment for the Pool Project;
- Project Cost Estimates – Projections for overall total costs for the Pool Project, including construction, development, contingencies, etc.;
- Revenue and Expense Projections – Financial performance projections, i.e. positive or negative cash flow, based on data and analysis outlined above; and
- Design Program Analysis – Detailed description of construction materials, techniques and specific equipment recommended for the Pool Project based on the conceptual design(s).
- Presentation of Findings – Attend a regular meeting of the Board of Directors of the District to present findings of Feasibility Study.

### III. Responsive Materials

Responsive SOQs shall address the following items:

- Description of the Firm – Provide contact information as well as information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the District. Indicate and describe the respondent’s in-house services such as design, accounting, etc. In addition, list any additional sub-consultants the respondent would include as part of its Feasibility Study team.
- Background of Key Personnel – Identify all key leadership personnel and provide a brief resume including pertinent education and experience. Identify persons that will be principally responsible for working with the District and indicate the role and responsibility of each individual. Include an organizational chart showing responsibilities and relationships, as well as the relationship of individual team members, if applicable.
- References and Description of Experience with Similar Projects – Identify relevant new construction and/or modernization projects that the respondent has successfully completed, including project scope, budget, and final costs. Provide information such as photographs, floor plans, and the like. Use this section of the SOQ to indicate the areas of expertise the respondent has previously provided to entities similar to the District, and how the respondent’s experience will enable the District to benefit from that expertise. To the extent possible, limit responses to projects of similar scale and planning concept. Provide references, including name, address, and telephone number, of persons who can attest to your performance on the described relevant projects.
- Experience with State, Federal and Local Agencies – Indicate the respondent’s knowledge of and experience with any State, Federal, and/or local agencies (e.g., the City of Pflugerville or Travis County).

- Disclosure of Client Claim Disputes – Provide a report of client claims and/or disputes the respondent has experienced in the past ten (10) years. Indicate the resolution of each claim and/or dispute or status if still in process.
- Interviews – The District reserves the right to contact any respondent for clarification purposes after SOQs are opened. If requested, respondents must provide clarification regarding information provided in the SOQ. The District, in its sole discretion, may interview any, all, or none of the respondents submitting a response to this RFQ. Only respondents who are interviewed will receive written non-selection notification.

#### **IV. Minimum, Preferred Qualifications**

Five (5) years of experience in design, construction, operation and management of aquatic facilities. Other combinations of experiences that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the services outlined in this RFQ will also be considered.

#### **V. Evaluation Criteria**

The District will compare and evaluate all SOQs and select a respondent that best meets the needs of the District based on the following factors:

- Nature and quality of the respondent's similar completed work;
- Specialized experience;
- Professional excellence and demonstrated competence;
- Experience of key personnel;
- Staff capacity, depth, and workload;
- Reliability and continuity;
- Location of the respondent's offices;
- Ability to meet timelines established by the District;
- Ability to provide superior support in construction and project coordination; and
- Any other considerations deemed relevant by the District, as allowed by law.

#### **VI. Submittal Guidelines**

The District will not accept late responses. Each respondent is responsible for insuring responses to this RFQ have been provided to Lakeside Water Control and Improvement District No. 1, Attn: David Klein, at the legal offices of the District; Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Ave., Suite 1900, Austin, Texas 78701. **SOQs are due no later than Friday, August 9, 2019.** The District's Board of Directors (the "**Board**") will then conduct an initial review of qualifications of all respondents, based upon a comparative evaluation of their relevant experience, and it is anticipated that the District will consider selecting a respondent on or before August 13, 2019.

**A. Estimated Timeline**

RFQ Released	July 10, 2019
SOQs Due	August 9, 2019
District Board review of SOQs	August 10–13, 2019
District Board action on award of Contract*	August 13, 2019

\* Denotes dates are subject to change

**B. Questions Regarding this RFQ**

Respondents may submit questions concerning this RFQ to Mr. David Klein, General Counsel for the District. His contact information is as follows:

Phone: (512) 332-5818  
Email: dklein@lglawfirm.com  
Address: Lloyd Gosselink Rochelle & Townsend, P.C.  
Attn: David J. Klein  
816 Congress Ave., Suite 1900  
Austin, TX 78701

**VII. Miscellaneous**

Other key requirements that should be noted are as follows:

- To the extent that the respondent is a company, the District will verify that the respondent is in good standing and is authorized to conduct business in Texas.
- The District may conduct a criminal history records search, and will consider respondents whose criminal record does not pose a possible threat to the security, reputation, and/or trustworthiness of the District, taking into account the relevance of the criminal record to the duties of the position, the amount of time that has passed since any criminal convictions, and the seriousness of any criminal acts.
- The chosen respondent shall maintain adequate Professional Liability Insurance to cover acts, errors and omissions arising out of the rendering of, or failure to render, professional services related to this RFQ.
- The issuance of this RFQ constitutes only an invitation to present qualifications. This RFQ is not a tender or an offer.
- This RFQ does not commit the District to enter into a Feasibility Study Contract.
- All responses to this RFQ will be considered public information pursuant to the terms of the Texas Public Information Act in Chapter 552 of the Texas Government Code (the “TPIA”). Respondents expressly waive any exceptions to disclosure to which they may

be entitled under the TPIA, including, without limitation, a claim that any material submitted in response to this solicitation is proprietary or is a trade secret or otherwise confidential under the TPIA or otherwise. Respondents recognize and agree that the District will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties.