

**Request for Proposal (RFP)  
For  
Architectural Services  
And  
Construction Administration Management Services**

Issued by:  
Lakes Regional Community Center

Proposals must be submitted  
No later than  
***Thursday, September 7, 2023, 5 p.m.***

to:  
**Lakes Regional Community Center**  
Attn: Becky Lewis, Accounting/Purchasing  
400 Airport Rd  
P.O. Box 747 (mailing)  
Terrell, TX 75160

***LATE PROPOSALS WILL BE REJECTED***  
There will not be a public opening for this Proposal

For further information regarding this RFP  
contact ***Richard Wilson, Building Manager***  
214-543-2926

Email: [richardw@lakesregional.org](mailto:richardw@lakesregional.org)

Prepared by: ***Becky Lewis, Accounting/Purchasing Specialist***

972-388-2000, EXT 1189

[beckyl@lakesregional.org](mailto:beckyl@lakesregional.org)



## **OBJECTIVE**

Lakes Regional Community Center welcomes and invites qualified firms for Architectural Services for the design and construction of the project site located at 2915 N. Main St. Paris, TX 75460. This RFP is seeking services for concept/preliminary design, final design, bidding, and construction administration management services.

## **BACKGROUND**

Lakes Regional Community Center operates from approximately fifty-four facilities over a service delivery area that spans over fifteen counties to provide services in the following areas:

- Mental Health
- Intellectual & Developmental Disabilities
- Criminal Justice system support
- Substance Abuse Services
- Early Childhood Intervention

## **PROJECT SITE LOCATION ADDRESS**

The Project Site Location address is 2915 N. Main St. Paris, TX 75460

## **BUILDING GOALS**

The selected firm will be encouraged to provide guidance and recommendations toward designing the project site that will best meet the needs of the community through a hybrid of remodeling/new construction. Lakes Regional Community Center has identified the following goals:

- Remodel Existing building Approximately 5,940 Sf
- Addition to Existing Building 2,000 Sf
- New Building minimum of 4,500 Sf

## PROJECT DESCRIPTION

1. Concept Design and Opinion of Probable Cost for the remodel/construction of the Lakes Regional Community Center property located at 2915 N. Main St. Paris, TX 75460. The selected firm will work with Lakes Regional Community Center and its' Building Facility Manager and/or Building Committee to evaluate current needs, gather input, and analyze available options for this facility. To allow sufficient time for multiple meetings, Lakes Regional Community Center anticipates this Concept Design Phase to take place thereabout **September 22<sup>nd</sup> through October 13<sup>th</sup> of 2023.**
2. Schematic Design, Design Development and Final Design Phase- Lakes Regional Community Center anticipates this phase to take place thereabout **October 13<sup>th</sup> through November 10<sup>th</sup> of 2023.**
3. Bidding and Contract Award Phase Anticipated Award Date- **Friday, September 22, 2023**
4. Construction and Project Close-Out Phase Anticipated Date- **June 30, 2024**

## SCOPE OF SERVICES

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what Lakes Regional Community Center values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for a municipal building.

### GENERAL:

The selected architect shall work closely as a part of the project team to develop a design for the facility that meets the needs of Lakes Regional Community Center. This objective will be accomplished through frequent and routine communication and meetings of the project team, a series of design review workshops, and close coordination with Lakes Regional Community Center.

**Phase 1:** Preliminary/Concept Design and Opinion of Probable Cost – Full Project Complete a space needs assessment to verify building size and site requirements. The architect shall inspect the existing facilities. If deemed necessary by Lakes Regional Community Center, its' designated members, and/or

its' Building Committee, to coordinate a one-day tour of similar and recently completed Health-Clinic purposed facilities. Any cost associated with the tour will be paid directly by Lakes Regional Community Center.

**Conceptual Site Layout:**

- Architect shall develop alternative layouts for the project on the preferred site. The site layout shall be consistent with the Building Goals set forth by Lakes Regional Community Center in this document.
- The layout of the site needs to account for the parking needs of the building and any existing public parking that may be displaced by the project.
- Surveying – map the site to 100 feet outside the limits of disturbance in sufficient detail for all planning and design purposes. Map shall include all surface features, utilities – both buried and overhead, and any other relevant information necessary for the work.
- Geotechnical Investigation - provide geotechnical and foundation evaluation investigations as a part of the site development.
- Building location and configuration will be evaluated in conjunction with the site plan to use available space and allow opportunity for future growth efficiently and effectively.
- Environmental issues: The site design shall be sensitive to and shall protect the surrounding environment.
- Grading and Storm Water Management – Grade the site and design adequate storm water management facilities to minimize the risk of flooding or excessive ponding.
- Utilities - Provide for all required utilities and where feasible, install all utilities underground. Site utilities shall include but not be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, site communications and potential back up power. Coordinate with relevant contractors.
- Landscape Design: Provide a landscape design for the facility that will be attractive, low maintenance, and consistent with conventional landscaping standards for a Healthcare Clinic building facility. Landscaping should consider best practices in contributing to effective storm water management.
- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the Lakes Regional Community Center Building Manager and/or Building Committee to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.

- **ADA Compliance:** Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.
- **Energy Conservation:** Designs shall emphasize energy conservation and consider LED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing. The report should include a brief description of applicable 3rd party funding program or incentive (ex. Focus on Energy). Consideration of solar power should also be considered, and options provided.

**Constructability issues:** The Architect shall be fully responsible for the constructability of the proposed site features and structures. The Architect shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the Village, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details.

**Schedule:** Lakes Regional Community Center is targeting the building to be furnished and operational by ***August 2024***

- Develop and regularly maintain a project schedule that includes all phases of the project through completion of construction and startup/occupancy of the new facility.
- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase.
- Promptly notify Lakes Regional Community Center of any delays that will impact the successful completion of the work.

**Construction Cost Control:** Lakes Regional Community Center is anticipating a total project cost in the range of \$1,750,000 to \$2,250,000 for Building project located at 2915 N. Main St. Paris, TX 75460, including all soft and hard project costs. Controlling the total project cost is critical to project success.

- The Architect shall work within and adhere to this project budget. The Architect agrees to work closely with Lakes Regional Community Center to control costs. The Architect will be keenly aware of project costs throughout all phases of the project.
- If an adjustment in the project budget is required to meet the overall objectives of Lakes Regional Building Manager and/or Building Committee, the Architect shall promptly notify Lakes Regional Community Center and provide the necessary supporting documentation to allow

Lakes Regional Community Center to make a decision. The Architect shall not proceed with completion of the project without the prior written authorization of Lakes Regional Community Center and an adjustment to the project budget.

- If adjustment of the project budget is not feasible, the Architect shall work with Lakes Regional Community Center to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- The Architect shall remain responsible to maintain the project within the budget. If project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the Architect, Lakes Regional Community Center may direct the Architect to redesign the facility at no additional cost to bring the work within budget.

**Other issues as required to complete the work:** The Architect shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.

#### **Architect's Minimum Responsibilities for Phase 1 - Preliminary Design**

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of Lakes Regional Community Center.
- Develop a space needs analysis for Lakes Regional Community Center and Police Station.
- Retain a Geotechnical Engineer licensed in the State of Texas to analyze site conditions and recommend foundation configuration and loadings.
- Retain a surveyor licensed in the State of Texas to survey the property and develop any required site topographic maps, utility maps, and any other base mapping information necessary to complete the work.
- Gather and compile all necessary data required from the Lakes Regional Community Center's records, from field reconnaissance, and from other sources as is necessary to complete the work.
- Schedule and coordinate quality control reviews during the completion of Phase 1 – Preliminary Design. Quality control will include but will not be limited to interim submittals and review meetings with Lakes Regional Community Center or their designated members.

- Provide preliminary conceptual designs for review and comment to assist Lakes Regional Community Center or their designated members in determining the preferred site layout and building configuration.
- Provide an Opinion of Probable Cost for all alternatives and preferred site layouts and building configurations.
- Provide regular reports to Lakes Regional Community Center or their designated members about the progress of the work.
- Regularly update the project schedule.
- Control project costs to keep the project within budget. Assist Lakes Regional Community Center or their designated members in finalizing and adjusting the project budget as needed.
- Any other work considered normal for a project of this type and scope as required to meet the needs of Lakes Regional Community Center or their designated members.
- Provide project meeting minutes.

The Architect shall provide Lakes Regional Community Center or their designated members with any and all necessary drawings, renderings, and exhibits to convey the intent of the conceptual design to Lakes Regional Community Center or their designated members. The Architect shall not proceed with Final Design until receipt of written approval of the conceptual design from Lakes Regional Community Center or their designated members.

#### **Phase 2: Final Design – Full Project**

Upon approval of the Preliminary Design, the Architect shall proceed to Final Design and development of bidding documents. The final design shall incorporate the approved conceptual design into Drawings and Specifications suitable for public bidding. Based on the concept developed in Phase 2, the Architect shall prepare final design documents for the work to include but not limited to:

- A. Site Plan
- B. Site Utilities
- C. Site Grading
- D. Storm Water/Erosion Control Plan
- E. Landscaping
- F. Administration/office design
- G. Architectural requirements
- H. Interior space layout
- I. Telephone system and audio/visual low voltage systems

- J. Fiber Optic Communications
- K. Building material schedules
- L. Window and door schedules
- M. Room Finish Schedules
- N. Plumbing
- O. Sprinkler
- P. Electrical
- Q. HVAC
- R. ADA Compliance
- S. Any other component and schedule necessary to complete the work Develop final drawings, which shall include but shall not necessarily be limited to:
  - a. Site Survey
  - b. Site Plan and Details.
  - c. Site Grading Plan and Details.
  - d. Storm Water/Erosion Control Plan
  - e. Floor Plans
  - f. Exterior Building Elevations
  - g. Roof Plan
  - h. Wall Sections and Details
  - i. Renderings
  - j. Interior elevations
  - k. Room Finish Schedules
  - l. Door and Window Schedules
  - m. Reflective ceiling plans
  - n. Structural Plans and Details
  - o. Sprinkler Plans (if needed)
  - p. HVAC Plans and Details
  - q. Plumbing Plans and Details
  - r. Electrical Plans and Details
  - s. Security System Plans and Details
  - t. other drawings needed to define work and allow competitive bidding

**Constructability:** The Architect shall be responsible for the constructability of the final design. The Architect shall coordinate the design of all mechanical, electrical, and plumbing work to avoid conflicts between the respective systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by Lakes Regional Community Center or their designated members, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all associated details.

**Geotechnical Investigation and Foundation Design:** Architect shall retain the services of a Geotechnical Engineer to perform an investigation of the site soils and determine required design criteria. The Geotechnical Engineer shall be a Professional Engineer licensed in the State of Texas. Based on these soils' investigations, the Geotechnical Engineer shall make recommendations on type and size of foundations for the complex.



**Site Surveying and Grading:** Architect shall retain the services of a Registered Land Surveyor licensed in the State of Texas to prepare a topographic and utility map of the property to serve as the base for design drawings. Survey shall extend a minimum of 100 feet beyond limits of disturbance. Using the topographic information, a storm water management plan shall be developed to control runoff and minimize impact to neighboring properties.

**Permit Requirements:** The Architect shall be responsible to provide information necessary to obtain required approvals and permits for the work. In the event that the design is not accepted, and a building permit or other required approvals cannot be obtained, the Architect shall redesign components of the project at no additional cost to Lakes Regional Community Center to conform with the requirements and obtain the necessary permits. Presentations are required for permitting and other approvals to Lakes Regional Community Center. The Architect shall address and incorporate any comments received from review agencies into the final document. Architect shall complete any other tasks as needed to meet the project objectives of Lakes Regional Community Center or their designated members. Anticipated tasks shall be noted in the Proposal.

**Architect Responsibilities for Phase 3 - Final Design:**

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of Lakes Regional Community Center or their designated members.
- Regularly meet with Lakes Regional Community Center or their designated members to review project status and design details.
- Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not necessarily be limited to interim submittals and regular review meetings with Lakes Regional Community Center or their designated members.
- Provide regular written reports and communication with Lakes Regional Community Center or their designated members about the progress of the work.
- Regularly update the project schedule with Lakes Regional Community Center or their designated members.
- Regularly update the project estimated costs with Lakes Regional Community Center or their designated members .
- At the completion of the work, provide a final opinion of probable costs for the project. Control project costs to keep the project within budget. Notify Lakes Regional Community Center or their designated members if estimated cost of construction exceeds the project budget, including any contingency.

- Any other work as normally required for a project of this size and scope.
- Provide project meeting minutes.
- The Final Design shall be reviewed and approved by Lakes Regional Community Center or their designated members. If the Final Design is not approved, the Architect shall revise the design until such time it gains their approval, and any such work shall be completed at no additional cost to Lakes Regional Community Center or their designated members. The project shall not proceed to the Bidding Phase without the prior written approval of Lakes Regional Community Center or their designated members.

### **Bidding Services**

**Objective:** The project developed during Phase 3 – Final Design shall be competitively bid through Lakes Regional Community Center to contract with a qualified contractor at an equitable price with minimal change orders.

#### **Architect's Responsibilities for Bidding:**

- Provide all necessary personnel, resources, and sub-consultants to assist Lakes Regional Community Center in competitively bidding the work.
- Gather and compile all necessary data required from Lakes Regional Community Center and County records and other sources as deemed necessary to bid the project successfully and competitively.
- Prepare bidding forms, conditions of the Contract, and the form of Agreement between the Contractor and Lakes Regional Community Center. Architect shall use the AIA standard forms and contracts, which may include modifications by Lakes Regional Community Center's legal counsel.
- Provide a PDF of the complete Plans and Specifications suitable for posting.
- Assist Lakes Regional Community Center in answering questions from prospective bidders.
- Participate in a pre-bid meeting with prospective contractors explaining the project concepts and goals and answering questions.
- Prepare Contract Addendums as required to clarify or modify the design.
- Assist Lakes Regional Community Center in opening and evaluating the bids and recommending an award.

**Cost Limitation on Construction Costs:** If the bid price is higher than the project budget, work with Lakes Regional Community Center and their designated members to determine ways to cut costs.

- Assist in value engineering the project to reduce costs. Evaluate alternatives, provide information, and advise Lakes Regional Community Center or its designated members as to the value of all revisions.
- Work with vendors/contractors in developing and evaluating cost reduction alternatives.
- Assist Lakes Regional Community Center in re-design and re-bidding the project if required.
- Justification of additional compensation to the Architect shall be considered based on the reasons and sources of the cost overruns.
- Provide any other work and assistance during the bidding process that would be usual and customary for a project of this size and scope.
- Prepare construction contracts.

#### **Construction Administration Services**

**Objective:** Assist Lakes Regional Community Center in monitoring, recording, and administering construction activities. Architect's Responsibilities for Construction Administration Services:

- Provide all necessary personnel, resources, and sub-consultants to assist Lakes Regional Community Center or its designated members in administering construction of the project.
- Construction administration and documentation to include but not limited to:
  - Shop drawings
  - Schedule compliance
  - Contract compliance
  - Regular construction meetings
  - Request for information
  - Request for change
  - Change Orders

- Monthly pay requests
- Operation and maintenance manuals
- Test results
- Final inspection and punch list
- Contract Closeout
- Training
- Startup and Commissioning
- Final as Built plans and documents
- Other tasks normal to facility construction administration

**Construction Inspection Services or Resident Engineer:**

- Lakes Regional Community Center or it's designated members will work with the selected firm to discuss options for inspection services and, make a determination based on cost and benefit.
- Provide a reasonable amount of on-site coordination and inspection to adequately protect Lakes Regional Community Center's interests and to ensure that the facility is constructed in compliance with project's contract documents.
- Resident inspector/engineer shall provide written site reports to Lakes Regional Community Center or its designated members each time the inspector/engineer is on site.
- Resident inspector/engineer shall witness and document startup and testing of the facility.
- Any other work noted in this Request for Proposals and the project Scope of Work required to successfully complete construction, startup, and commissioning of the facility.

**Monthly Progress Reports and Quality Control:**

Project progress reports shall be submitted by the first of every month. No payments will be released to the Architect without an acceptable monthly report. Each report shall detail progress made during the previous month, planned work for the coming month and any issues to be resolved. All monthly reports shall include an undated project schedule and cost update. Monthly reports shall not exceed one type-written page, excluding updated schedules, charts, or tables. Quality control review meetings will be held with Lakes Regional Community Center or it's designated members at 30%, 70% and at completion of each phase of the project.

**Deliverables for both Phase 1 and Phase 2:**

- Electronic copies of all submittals.
- 30 Percent: 1 paper copies of project documents to Lakes Regional Community Center or it's designated members for review.
- 70 Percent: 3 paper copies of project documents to Lakes Regional Community Center or it's designated members for review.
- Submittal Draft: 6 paper copies to Lakes Regional Community Center or it's designated members for review.
- Building Permit Submittal: Copies as required.
- Final Approved Documents: 6 complete paper copies of the documents to Lakes Regional Community Center or it's designated members.
- Bidding Documents (complete plans and specifications) shall be submitted electronically. All of the Bidding Documents shall also be combined into a single PDF suitable for posting. Submittal format shall be coordinated with Lakes Regional Community Center or it's designated members.

**Project Team and Building Committee**

The project team will include the selected firm, Lakes Regional Community Center and/or it's designated members. The Building Committee will include/ but not limited to Lakes Regional Community Center's Building Facility Manager as well as the CFO. All significant project decisions shall be made in consultation and agreement with the Building Committee and Lakes Regional Community Center's staff as approved by the Building Committee.

**Tax Exempt**

Lakes Regional Community Center, as a non-profit entity, is exempt from the payment of federal excise taxes and the State of Texas taxes.

**Timing**

The following is an anticipated schedule for the general construction project, including the RFP process. Lakes Regional Community Center reserves the right to modify any part of this schedule.

**Tasks Due Date**

Distribute RFP for Architectural Services: ***Monday, August 7, 2023***

RFP Proposals Due: ***Thursday, September 7, 2023 by 5 p.m.***

Review of Proposals, Final Candidate Anticipated Selection: ***Tuesday, September 12, 2023***

Notification to Firms for In-Person Presentation: ***Thursday, September 14, 2023 by 4:30 p.m.***

Presentations by final candidates: ***Tuesday, September 19, 2023***

Anticipated Firm Selection Award Date: ***Friday, September 22, 2023***

**Phase 1:** Concept Design and Probable Cost: Full Project: ***Friday, October 27, 2023***

**Phase 2:** Schematic Design, Design Development and Final Design: ***Friday, December 1, 2023***

**Proposal Content and Evaluation****TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS.**

Proposals submitted for this Project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal. Firms are encouraged to keep the Proposals brief and to the point, but sufficiently detailed to allow evaluation of the Project approach. Please submit the following information in the order and format indicated below.

A. Cover Letter: (1-page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also identify any unique approaches for design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

B. Company Overview: (2-page maximum).

Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure, and the office responsible for this Project as a minimum.

C. Design Experience: (5-page maximum).

Provide five examples of the types of projects which you feel best represent your firm's experience with design and construction management and an owner as a team during the pre- construction and construction phases. Include project size and description and all other pertinent project facts. Only include those projects where there is significant involvement from individuals who will be part of the proposed Project staff. Include the owner of the project as a reference for each of the referenced projects.

D. Related Project Experience (5-page maximum)

Provide a list of specific project experience with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project in comparison to the final cost and completion time. References should be provided for each project.

E. Personnel Assigned to Project (Project Team)

Provide the name of the project manager to be assigned this work along with a description of their experience and expertise. This person will be the main point of contact with Lakes Regional Community Center or it's designated members and directly responsible for the project. List the names of other key members of the project team, along with their experience and expertise. Provide resumes and references for the staff to be assigned to this Project.

If selected, the naming of personnel as listed above will be considered by Lakes Regional or it's designated members to be the project team and will be expected to be assigned to the project for its duration. These personnel are also expected to be readily available by email, telephone and in person.

F. Understanding of the Project (2-page maximum)

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the employees, time and approach that will be required for each component of the project. Discuss the proposed planning, organization and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from award of the RFP to project closeout particularly as it adheres to or strays from the schedule given.

G. Management Approach: (4-page maximum).

Provide your approach to the management of the following critical Project parameters

- a. BIM applications;
- b. Electronic delivery of plans and specifications;
- c. Schedule;

- d. Quality Control;
- e. Software;
- f. Partnering/Teamwork;
- g. Communications Management; and viii. Construction Phase administration.
- h. Insurance:

**H. Insurance: (1-page maximum)**

Upon award of the contract, the successful contractor's insurance agent will provide a Certificate of Insurance naming Lakes Regional Community Center as an additional insured, and will expressly provide for thirty (30) days prior written notice of cancellation to all insured parties.

The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Lakes Regional Community Center.

- |  |                                      |
|--|--------------------------------------|
| 1. Workers' Compensation/Employer's Liability  |                                      |
| a. Workers' Compensation -   | statutory                            |
| b. Employer's liability -  | \$1,000,000    Per Occurrence        |
| 2. Comprehensive Commercial General Liability:   |                                      |
| a. Bodily Injury/Personal Injury-  | \$1,000,000 per occurrence           |
|  | \$2,000,000 aggregate                |
| b. Property Damage -   | \$1,000,000 aggregate                |
| 3. Automobile liability:   |                                      |
| a. Bodily injury -   | \$500,000    min combined sing limit |
| 4. Contractual liability -   | same limits as above                 |
| 5. The contractor must demonstrate the ability to provide a performance bond upon award. |                                      |

All major consultants (e.g. structural, civil and mechanical) shall have the same types of insurance coverage and the same limits as the Architect/CM, provided that such limits may be reduced upon prior written agreement of Lakes Regional Community Center.



**I. Consultants: (1-page maximum)**

Identify the engineering consultant for the geotechnical report and the surveyor for the survey, with a brief introduction to their experience and capabilities

**J. Exceptions:**

State any exceptions you have to the terms of this RFP, the requirements of the Response, Compensation Proposal and the anticipated Design/CM Contract. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the anticipated form of Design/CM Contract and agree with their provisions, other than the exceptions noted in the Response.

**K. Confidentiality:**

All proposals shall become the property of Lakes Regional Community Center once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark that material with a "Confidential" stamp. While Lakes Regional Community Center will attempt to keep such information confidential, as a public body it cannot guaranty that it will remain confidential. Lakes Regional Community Center will inform you of a public records request to see such information. You may contest such a request at your sole expense. Lakes Regional Community Center assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

**L. Conflicts of Interest:**

Firms submitting a Proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for architectural and construction management services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the Proposal.

**M. Signatures and Costs:**

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. Lakes Regional Community Center is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

Proposals should be complete but concise. Firms will be evaluated on the following information listed in the order of importance:

#### **N. Fee Schedule:**

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the project costs have been derived. Provide an estimate of hours needed to complete the tasks outlined in the Scope of Services.

#### **Selection Process**

Lakes Regional Community Center Building Committee will review proposals, attend presentations, and make a recommendation for final approval.

Eight (2) copies of the proposal should be received by **Thursday, September 7, 2023**, 5 p.m. An electronic copy of all proposals should also be emailed to [beckyl@lakesregional.org](mailto:beckyl@lakesregional.org) and cc'd to [richardw@lakesregional.org](mailto:richardw@lakesregional.org) (see contact information below) by **Thursday, September 7, 2023**. All proposals and presentations will be reviewed based on the criteria listed.

No more than three firms will be selected to provide an in-person presentation to the Building Committee. The presentations are scheduled for **Tuesday, September 19, 2023**, At Lakes Regional Community Center's Administration office located at 400 Airport Rd. Terrell, TX 75160 between 10am-12 pm. Each firm will have 15 minutes to present and 10 minutes to respond to questions. All firms will be contacted by 4:30 pm on **Thursday, September 14, 2023**, with Lakes Regional Community Center's decision on which firms will be invited for an in-person presentation. Upon approval by the Building Committee, the selected firm shall provide a standard contract for Lakes Regional Community Center to review and sign. Lakes Regional Community Center reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of Lakes Regional Community Center, the Building Committee and/or its designated members, will best serve the interest of Lakes Regional Community Center.

#### **Rejection of Proposals**

Lakes Regional Community Center reserves the right to reject any and all of the responses received as a result of this RFP. Lakes Regional Community Center, the Building Committee and/or its designated members does not intend to award a contract solely based on responses to this RFP.

#### **Proposal Cost and Duration/Proprietary Information**

The architectural and engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of Lakes Regional Community Center and part of the official public record. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as "Confidential and Proprietary Information" Confidential and Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Texas State Statute(s).

**Point of Contact**

All communication and questions regarding the project should be directed to:

***Richard Wilson – Building Facility Manager***  
[richardw@lakesregional.org](mailto:richardw@lakesregional.org)  
214-543-2926

**Submission and bidding Contact**

***Becky Lewis, Accounting/Purchasing***  
Lakes Regional Community Center  
P.O. Box 747  
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