

County of Hunt

STATE OF TEXAS

PURCHASING DEPARTMENT
2507 Lee Street, Room 104
Greenville, Texas 75401-1097



PHONE: (903) 408-4148
FAX: (903) 408-4242
clowry@huntcounty.net

Request for Qualifications

RFQ # 185-19, Request for Qualifications for Architectural Services Hunt County Juvenile Center – Assessment and Design Services

I. General

Hunt County is requesting **One (1) Original and Four (4) copies of Qualification Statements** from state-registered architectural firms or individuals qualified to provide professional assessment and design services on a project for a study to evaluate the feasibility to redesign and or expand the existing facility. Any such service(s) obtained will be procured pursuant to Chapter 2254, Subchapter A of the Texas Government Code. **Qualification Statements will be received at the office of the Hunt County Purchasing Agent, 2507 Lee Street, Room 104, Greenville, Texas, 75401 until 10:00_A.M. Central Time, Thursday, May 23, 2019. Late statements will not be accepted. Email or fax Qualification Statements WILL NOT be accepted.** Each firm is responsible for insuring that responses to this RFQ have been delivered by date, time and location specified.

The Hunt County Purchasing Department is willing to assist any firm(s) in the interpretation of qualification provisions or explanation of how qualification forms are to be completed. Assistance can be received by visiting the Purchasing Office at 2507 Lee Street, Room 104, Greenville, TX 75401, or by calling 903-408-4148 or by email at clowry@huntcounty.net.

It is understood that Hunt County reserves the right to accept or reject any or all responses to this RFQ as deemed to be in the best interest of Hunt County. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing firms and kept secret during the negotiation/evaluation process. *However, all documents shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by firm as such. All confidential information should be clearly marked in red.*

No fees or charges for services are to be disclosed in the Request for Qualifications.

Hunt County assumes no liability for any costs related to the development of a response to this RFQ in the event this effort does not result in the execution of an architectural services contract with the responding firm.

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Those firms responding to this solicitation shall not communicate with other county officials during the solicitation/evaluation process. Any questions related to the Request for Qualification Statements should be directed to:

Cheryl Lowry
Purchasing Agent
903-408-4148 / FAX 903-408-4242
email: clowry@huntcounty.net

II. Selection

A selection committee will review the Qualification Statements received and a short list of firms (not more than three) will be compiled. Interviews may be conducted by the selection committee of firms most qualified. Additional information may be required at that time. Negotiations will begin with the firm determined to be most qualified for the project. The Hunt County Commissioner's Court will make the final selection and approve the proposed contract.

Negotiations will include selection of specific services as in the best interest of Hunt County. The selected firm must be prepared to enter negotiations with each service individually represented by costs and necessity to the overall project. Hunt County may elect to contract for any or all of the proposed services after negotiations.

The Request for Qualifications will be evaluated using a points system based on the criteria as outlined in section V. "Evaluation Criteria":

III. Scope of Services

The architectural services contract will include, but is not limited to all project-related architectural services for evaluating the feasibility to redesign/expand the existing facility on the existing property. Facility is approximately 19,188 sq. ft. of which there are 92 spaces for inmates in the existing structure. Hunt County desires a plan which will utilize the space in the Hunt County Juvenile Center located at 2701 Johnson Street, Greenville, Texas 75401

The selected architectural firm must be capable of providing the following services for Hunt County, meeting the requirements by Texas Commission on Jail Standards, including but not limited to the following areas:

- Prepare all preliminary and final design plans and specifications
- Provide mechanical, electrical, structural, geotechnical and plumbing engineering
- Assist with preparation of the bid packet
- Manage project within budgetary constraints
- Conduct all necessary interim and final inspections
- Other services as described in AIA small commercial project standards

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IV. Qualification Statements

The County wants to contract with a competent architectural firm, registered to practice in the State of Texas, which has a demonstrated experience in the following areas:

- Development of assessments and design plans;
- Licensed and in good standing as a professional architect in the State of Texas;
- Analysis of cost effective space utilization to redesign/expand existing space and
- Projects located in this general region of the state.

V. Evaluation Criteria

The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
1. Related Experience	50
2. Work Performance	25
3. Capacity to Perform	25
Total Possible	100

Definition of Criteria:

Related Experience: speaks to the level of experience (past/present projects) the responding firm or individual has with working on similar projects; particularly those in this part of the state.

Work Performance: speaks to the level of satisfaction that the responding firm's present/past client's display for the firm's/individual's present and past performances.

Capacity to Perform: speaks to the experience, training and background that the responding firm's staff maintains (those who would be directly involved with this project) and/or the capacities of the other design team members, which would make them suitable for this project.

VI. Vendor Response Information

At a minimum, responses to this RFQ will include the following:

1. A list of tasks, which in the opinion of the responding firm, should be completed in order to accomplish the elements described under the Scope of Services section of this RFQ;
2. A description of the responding firm's qualifications to address the items listed under the Statement of Qualifications section of this RFQ;

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Hunt County Juvenile Center – Assessment and Design Services**

3. A listing of present/past clients or projects for whom or on which the responding firm has served as the principle design agent for the project(s);
4. If known, a listing of the responding firm’s staff, including their resumes, who would be assigned to work with the County on this project along with the sub-consultants who would serve on the responding firm’s design team; and
5. Any other information the responding firm feels to be appropriate for inclusion in his/her qualifications for this project.

VII. Ownership of Documents

Upon completion of the project and payment in full of all fees associated with the project any/all documents, cad drawings, CD/DVD’s, program sheets, blue prints, overlays or other related documents shall become the sole property of Hunt County. The selected firm and principal shall release all claims to any and all documents for present and future use by Hunt County.

The undersigned by his/her signature represents that he/she is authorized to bind the firm to fully comply with the terms and conditions of the attached Request for Qualifications. By signing below, you have read the entire document and agreed to the terms therein.

Firm Name: _____

Address: _____

Contact Name: _____ City, State, Zip: _____

Telephone Number: _____ FAX Number: _____

E-mail address: _____

By: _____ By: _____
Authorized Representative – Signed by Hand Authorized Representative – Typed

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



Organization Name
House Bill 89 Verification

I, _____, the undersigned
representative of _____

(hereafter referred to as company) being
an adult over the age of eighteen (18) years of age, after being duly sworn by the
undersigned notary, do hereby depose and verify under oath that the company named-
above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or
otherwise taking any action that is intended to penalize, inflict economic harm on, or
limit commercial relations specifically with Israel, or with a person or entity doing
business in Israel or in an Israeli-controlled territory, but does not include an action made
for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association,
corporation, partnership, joint venture, limited partnership, limited liability partnership,
or any limited liability company, including a wholly owned subsidiary, majority-owned
subsidiary, parent company or affiliate of those entities or business associations that
exist to make a profit.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20____, personally appeared
_____, the above-named person, who after
by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

Date