



2016-510

REQUEST FOR STATEMENTS OF QUALIFICATIONS

**2016-510 PROFESSIONAL SERVICES - REDESIGN COMAL
COUNTY ELECTIONS OFFICE**

RFQ #: 2016-510

DUE: May 24, 2016, 11:00 A.M.

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INTENTION TO RESPOND
RFQ 2016-510
REDESIGN FOR COMAL COUNTY ELECTIONS OFFICE

If your company intends on responding to this Request for Qualifications, please complete and return this form to Comal County Purchasing, purrijw@co.comal.tx.us, or by faxing to 830-608-2031. This form must be completed and returned promptly to ensure that any addenda or other miscellaneous information regarding this project is presented to all interested parties.

_____ Our company does intend on responding to this RFQ.

_____ Our company does not intend on responding to this RFQ.

Company Name _____

Address _____

Contact Person _____

E-Mail _____

Phone _____

INTRODUCTION

Comal County Commissioners Court is requesting Statements of Qualifications from firms who can adequately demonstrate they have the resources, experience, and qualifications for the PROFESSIONAL SERVICES - REDESIGN COMAL COUNTY ELECTIONS OFFICE, located at 396 N. Seguin Ave., New Braunfels, Texas 78130.

Respondents to this Request for Qualifications shall be licensed to practice architecture or engineering within the State of Texas. Statements submitted by anyone with license application pending shall not be considered responsive.

Interested firms are invited to submit their responses in conformance with the criteria outlined herein.

Comal County is always conscious and extremely appreciative of your effort in the preparation of this document. Any questions or requests for clarification must be submitted to the Purchasing Office, in writing, prior to **5:00 P.M. on May 11, 2016** via email at: purrijw@co.comal.tx.us with subject line indicating 2016-510 PROFESSIONAL SERVICES - REDESIGN COMAL COUNTY ELECTIONS OFFICE/QUESTION. There will be no exceptions. All responses to the questions will be sent to all known interested firms. Receipt of all Addenda to this RFQ, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFQ submittal. All Addenda shall become part of the requirements of this RFQ. Failure to acknowledge receipt of an Addendum may result in rejection of the RFQ submittal. All Addenda will be posted at http://www.co.comal.tx.us/PUR_BIDS.htm.

Respondents shall not contact any members of Commissioners Court, elected officials, or employees of the Comal County Commissioners Court, the Comal County Sheriff's Office, or any member of the Evaluation Team regarding any aspect of this RFQ, until after award of a contract by Commissioners Court.

If your firm would be interested in submitting qualifications for this project, please submit one (1) Original, and seven (6) copies to:

Ramona Womack, CPPO, CPPB
Director of Purchasing
Comal County Purchasing Office
1297 Church Hill Drive, Suite 203
New Braunfels, TX 78130

RFQ Submittals must be plainly marked on the outside of the envelope as follows: **2016-510 REDESIGN FOR COMAL COUNTY ELECTIONS OFFICE, due 11:00 A.M., May 24, 2016.**

Late statements will not be accepted. Each firm is responsible for insuring responses to this RFQ have been delivered by date, time and to the location specified. The submittals shall be valid for a period of ninety (90) days after the stated deadline. Results will not be given by phone.

RFQ SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall respond to each item outlined below within the specific format described. Please limit response to the information requested. Submittals shall be no more than fifty (50) pages, whether single or double sided. Supplemental brochure information will not be accepted. Each section of the submittal shall be tabbed according to the numbering system below.

1. Letter of Interest:

- a. Maximum of two (2) pages.
- b. The letter of interest must include the firm's name, address, telephone number, fax number and contact person.
- c. A person authorized to bind the firm by contract must sign the letter of interest.

2. Firm Organization:

- a. Type of Ownership – individual, partnership or corporation.
- b. Number of years in business.
- c. Listing of primary disciplines and services provided.
- d. Present size of firm and breakdown by employee category.
- e. Include firm's most recent audited financial statements.
- f. Financial references, including contact name and phone number.
- g. Insurance coverage in force (general liability, professional liability, automotive liability, worker's compensation) and limits of same.
- h. Summary of litigation, judgments, claims or disputed amounts occurring in the last five years with owners, contractors (general or subcontractors), and architects.
- i. Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years.
- j. Identify adverse actions sanctioned by any regulatory authorities over the last five (5) years.

3. Project Team:

- a. Identify key personnel for this project.
- b. Identify the key person licensed to practice architecture or engineering within the State of Texas and his/her license number, date of issuance and classification.
- c. Include resumes for key personnel assigned to this project, their experience on comparable projects, tenure with the firm, percentage of time committed to Comal County's project, number of unrelated projects assigned to key personnel, and percentage of time committed to said projects.
- d. Identify sub-consultants to be utilized and their experience on comparable projects.
- e. Include resumes for sub-consultant key personnel and their experience on comparable projects.
- f. Provide an organization chart for all key personnel on this project.

4. Experience:

- a. Provide a listing of representative projects (at least three) where your firm served as the Architect/Engineer of Record.
- b. Provide a construction manager or contractor reference (with current phone number) familiar with your firm's performance on each project.
- c. Provide the two most recent projects your firm has completed. Include the total percentage of change orders and performance relative to the initial project schedule. For each project, provide the name of the owner's representative (with a current phone number) who is familiar with the firm's performance on the project.
- d. Provide project schedules and budgets.
- e. Provide delivery method (Bid/RFP/CMAR/JOC) on representative projects with support and construction phase services.

5. Disclosure

- a. Any respondent to this RFQ shall disclose all potential conflicts of interest or representation of any firm that could be involved in the proposed program and acknowledgement of compliance with Section 176.001 of the Government Code.
- b. The disclosure section of this RFQ must be addressed specifically in your response, even if no conflicts exist. Disclosure of Certain Relationship forms shall be submitted to the Comal County Clerk and not submitted with your response.

EVALUATION CRITERIA

The Request for Qualifications will be evaluated using a point system (100) on the following categories:

	Maximum Points
1. Responsiveness to the RFQ.	30
2. Demonstrated competence and ability to meet scheduled deadlines.	20
3. Qualifications of key personnel relevant to this project	10
4. Satisfaction of prior and current clients with the firm (references).	10
5. Verifiable relevant experience to this project.	30

It is understood that Comal County reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interest of Comal County. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing bidders and kept secret during the negotiation/evaluation process.

Once Qualification Statements are reviewed, a short list may be compiled by an Evaluation Committee appointed by Commissioners Court. Interviews may be conducted with the firms most qualified. Additional information may be required at that time. However, the County reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select based upon the information supplied in the Statement of Qualifications. The County reserves the right to waive any informality in any submittal and to reject any or all submittals. Negotiations will begin with the firm determined to be most qualified for the project. Commissioners Court will make the final selection and approve the proposed contract.

RESERVATION OF RIGHTS

The County is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform the requested task.

The County reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the County or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the County.

All submissions shall be subject to the Texas Public Information Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Attorney General.

In connection with the RFQ, the County reserves all rights (which rights may be exercised by the County in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the County, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the County will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the County declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.

10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.
14. Authorize firms to substitute key personnel until the County declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Disqualify any firm that changes its RFQ submittal without the County's authorization.
17. Exercise any other right reserved or afforded to the County under this RFQ. The County reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the County.

The County shall not, under any circumstances, be bound by or be liable for any obligations with respect to any services until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the County have been executed and authorized by the County, and then only to the extent of such agreements.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

COUNTY/STATE/ZIP: _____

OVERVIEW & BACKGROUND

Purpose

The Commissioners Court of Comal County, Texas ("the Owner"), is interested in selecting an Architect/Engineer (A/E) for the Redesign of Comal County Elections Office. Comal County recently acquired the property located at 396 North Seguin Avenue, New Braunfels, Texas and desires to redesign the interior of the building for the Comal County Elections Office.

Scope of Work

Redesign 5,835 Square feet of interior space to accommodate the Comal County Elections Office. This office is responsible for managing all election functions within the county and would need to include easily accessible public areas. The new design would accommodate office space for staff, a voting area for public, meeting space, and a secure area for storing voting equipment including a loading area to move voting equipment to voting precincts on election days.

Schedule:

Project Completion: December 2016

Project Objectives

It is imperative that this project be managed, designed and constructed with the utmost regard to cost, schedule and quality control by all participants. The integrity, reputation, skills and performance of the Architect must be of the highest caliber to maintain confidence in the Project Team.

Comal County will be the Owner and the Election's Office the primary occupant of this project. The Architect and the Contractor will contract independently with the Owner.