

To All Interested Parties:

The City of Carthage is soliciting statements of qualifications for the selection of an Architectural Firm interested in providing professional services to assist in site selection and design specifications for construction of a building for the Police Department.

Governed by the following schedule:

06/12/19: Sealed Response Package marked Architectural Services for Build of New Police Station will be received at the City Hall, 812 W. Panola, Carthage, Texas until 4:00 p.m. and will be opened at that time.

To be considered for this service your firm must meet the qualifications and satisfy the requirements set forth in the RFQ which may be picked up at City Hall.

Submittal Address:

Dana Clark
City Secretary
RFQ-Architectural Service
812 W. Panola
Carthage, TX 75633

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES
FOR POLICE DEPARTMENT FACILITY**



City of Carthage
812 W. Panola
Carthage, TX 75633

DEADLINE: June 12, 2019

Interested firms must submit the original RESPONSE PACKAGE and five (5) copies to: City of Carthage, Architectural Services no later than 4:00 p.m., June 12, 2019

I. GENERAL INFORMATION

The City of Carthage (City) is soliciting statements of qualifications for the selection of an Architectural Firm (Firm) interested in providing professional services as outlined in this Request for Qualifications (RFQ).

II. PROJECT SERVICES

The City is seeking qualified and experienced professionals registered to practice in the State of Texas to assist in site selection and design specifications for renovation or construction of a building for the Police Department. These services shall include, but are not limited to, assisting the City throughout the site selection, design, bid, and construction process in conformance to Americans with Disabilities Act (ADA) regulations and other relevant State and Federal mandates.

III. SCOPE OF SERVICES

Professional services to be provided to the City will include, but are not limited to, the following:

- A. Evaluation of sites and assisting in site selection.
- B. Preparation of all the necessary specifications, design plans, and architectural drawings.
- C. The Work Products shall conform to standard professional practices and shall adhere to the Texas Engineering Practice Act, and all applicable Federal and other regulations.
- D. A project design schedule indicating key milestones and dates of completion shall be included as part of this proposal.
- E. Meetings to discuss the progress of the architectural/engineering services are required and shall be held at the discretion of the designated City personnel and the Firm.
- F. Any state or federal reporting related to renovation and/or construction shall be prepared and submitted by the Firm, including negotiating with the agencies if necessary, for final approval.

IV. ADVERTISE/BID/CONSTRUCTION PHASE

In addition to the Scope of Services mentioned above, the Firm shall assist the City throughout the bid process in conformance to precise specifications and requirements. The Firm shall serve as the City's representative at the project site, issuing all instructions to contractors and preparing any change order, if needed.

The Firm shall visit the construction site, based upon and agreed schedule to observe the progress and quality of work, to determine if the work is proceeding in accordance with contract documents, guard against any defects and deficiencies and to disapprove of work not in conformance with the contract specifications. As a part of this proposal, it shall be the Firm responsibility to estimate the project duration in order to calculate the number of construction supervision site visits.

The Firm shall develop a master construction schedule, include monitoring and updating the construction schedule. It shall assist in reviewing contractor change order requests, and preparing all necessary documentation for submittal and approval or denial by the City.

The Firm shall maintain proper project files and documentation; deliver a final completed project to the City, which is in compliance with all applicable codes, ADA standards and requirements, and present to the City a complete project close out file.

V. SELECTION PROCESS

Upon the receipt of the Statement of Qualifications by the stated deadline, the City will evaluate the respondents' qualifications and rank them based on the criteria in Section VIII of this document. The City may select the highest ranked Firm or may interview a short list of Firms. The result of the selection process shall be presented to the City Council with a recommendation for selection. The City will then begin negotiating contract terms with the selected Firm. If a satisfactory contract cannot be negotiated with the Firm, the City shall formally end negotiations with the Firm and then enter into negotiation with the next highest ranked Firm. The City reserves the right to reject all submitted proposals and request a new RFQ if necessary. The award of a Contract will be subject to review and approval by the City Council.

Acceptance of evaluation methodology: By submitting a Statement of Qualifications in response to this RFQ, respondents accept the evaluating process as outlined in Section VIII and acknowledge/accept that the determination of the "most qualified" Firm may require subjective judgment by the City.

Public Information: All information, documentation and other materials submitted in response to this solicitation are considered non-confidential and/or nonproprietary and may be subject to public disclosure after the solicitation has been completed and the contract executed with the selected Firm.

The following steps are the tentative schedule for the ranking and selection of a qualified Architectural/Engineering Firm. Dates are subject to change.

- I. The selection committee will review and rank the respondents by June 18, 2019.
- II. The Carthage City Council will consider the selection committee's recommendation on or about June 24, 2019.

- III. The selected finalist will be notified on or about June 26, 2019.
- IV. Targeted commencement of services is on or about July 1, 2019.

VI. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

- I. Ability to Provide Services:
 - i. Legal name of Firm
 - ii. Contact person
 - iii. Date of Firm formation
 - iv. Legal business description (individual, Partnership, Corporation, Joint Venture, etc.)
 - v. Evidence of licensure to do business in the State of Texas
 - vi. Evidence of liability insurance and amount of coverage
- II. Qualifications and Availability:
 - i. Provide a statement of interest for the project, including Firm's history, a narrative describing the Firm's specific expertise and unique qualifications as they pertain to this particular project.
 - ii. Provide a statement on the availability and commitment of the team to undertake the project
 - iii. Provide an organizational chart for personnel (including consultants) who are to work on the project. Include the role they will play in the project.
 - iv. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
 - v. Provide a proposed project schedule.
- III. Project Experience:
 - i. Provide verifiable examples of at least five (5) major construction/remodeling projects completed over the past five (5) years. Include description of: services provided, project completion date, final construction cost, client name, and a contact person associated with the owner.
 - ii. List of other similar projects completed by lead members of the team.
 - iii. Provide example piece(s) of potential end product and any brochures or marketing pieces you wish to submit
- IV. History of Successful Performance:
 - i. Provide information of past experience related to meeting project schedules and budgets. Provide examples comparing projected budgets vs. actual completion cost for recent projects.
 - ii. Provide contact information for at least three (3) customer references.

VII. SUBMITTAL REQUIREMENTS

- I. RFQs must give full name, address, phone number, fax number and email address of the Respondent. **Failure to manually sign the RFQ will disqualify it.** The person signing the RFQ must identify a title and provide documentation establishing the authority to bind the Respondent in a Contract.
- II. Respondents must complete the Conflict of Interest Questionnaire in Exhibit A; Respondent must also identify any Respondent employee or owner who has been a City employee within the five (5) years preceding the Respondent's submittal or a statement that no such circumstances exist. The City will consider whether actual or potential conflicts may exist.
- III. All information provided in response to the RFQ should be straightforward, concise, and responsive. Emphasis should be placed on providing clear and complete factual information regarding the skills and experience and other qualifications that respond to the needs for architectural services as expressed in this RFQ. Respondents are encouraged to avoid submitting duplicate or cumulative supplemental material
- IV. The City encourages Respondents to establish prime/sub-contractor relationships, if necessary, that will support the submission of a single response covering all parts of the desired services detailed within this RFQ. If such relationships support the Respondent's submittal, the Respondent shall attach a Letter of Agreement documenting said relationship.
- V. It may be necessary for the City to interview one or more of the submitting Respondents in order to clarify or obtain more information about aspects of the Respondent's qualifications. Efforts will be made to conduct such interviews at mutually convenient times. The City reserves the right to not interview a Respondent, and base its decisions solely on the written response to the RFQ.
- VI. The City assumes no liability or responsibility for the cost incurred by a respondent for any materials, efforts, or expenses required to prepare a response or to make any presentation in connection with a response to the RFQ. All proposals shall become the property of the City.
- VII. The City reserves the right in its sole discretion to revise the RFQ or to issue other Architectural/Engineering Services RFQs at times and under circumstances that it deems beneficial to the City. Amendments, if any, will be distributed to all Respondents by mailing the revised RFQ to each Firm receiving an RFQ packet.
- VIII. A Respondent may withdraw all or a portion of its response at any time by notifying the City in writing of its withdrawal. Materials submitted in response to this RFQ become the property of the City and may be returned only at the City's option and at the expense of the submitting Respondent.
- IX. Respondent must certify in its response that neither the Respondent nor any person affiliated with the Respondent has given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift,

loan, gratuity, special discount, trip favor, or service to a public servant in order to facilitate, induce, or influence the City in connection with the submitted response.

- X. **This RFQ is not an offer, obligation, or agreement to award work to any Respondent. No contractual relationship is created by responding to this RFQ.**

One copy of a submitted response may be retained for official files, and may be subject to disclosure under the Texas Public Information Act or other law.

VIII. EVALUATION OF QUALIFICATIONS

The following criteria will be considered in the evaluation of qualifications and selecting a Firm:

- a. Firm experience, capability, credentials, and experience of team members assigned to the project—30%
- b. References and quality of comparable work performed for other public agencies—15%
- c. Quality, completeness, and organization of the RFQ response—10%
- d. Likelihood of ability to produce a quality product and meet timeline—25%
- e. Demonstrate understanding of City's needs—20%

Proposals shall be considered only from Respondents who, in the judgment of the City, are professionally competent, regularly engaged and established in business, financially responsible, able to show evidence of satisfactory past performance, and ready, willing, and able to render prompt and satisfactory services. Each Respondent shall verify that the business had been established for at least five (5) years. Respondent must have sufficient persons on staff under Contract to fulfill requirements of Contract.

IX. OTHER REQUIREMENTS

Other key requirements prospective Respondents should note are as follows:

- a. The City shall retain the right to approve or disapprove all sub-consultant selections on all projects.
- b. The City shall retain the right to approve or disapprove any changes/variances of proposed sub-consultants.
- c. Respondents must provide proof of workers compensation insurance on all workers.
- d. If the submittal to this RFQ is made by any means other than personal delivery, then it is the Respondent's sole responsibility to ensure that submittals are delivered to the exact location by the time specified.

- e. Written or broadcast communication(s) announcing that the respondent has entered into a Contractual agreement with the City may not be made without prior written approval of the City and may be refused at the sole discretion of the City.

The making of any false statement in responding to this Request for Qualifications shall be deemed to be a material breach of any subsequent contract and the City shall be authorized, at its discretion, to declare void any resulting Contracts, and remove the Respondent from all future bid lists.

X. RESERVATION OF RIGHTS

The City reserves the right to:

- a. Reject any and all qualifications received.
- b. Issue a subsequent RFQ.
- c. Amend the RFQ or cancel the entire RFQ.
- d. Remedy technical error in the RFQ process.
- e. Negotiate with any, all, or none of the Respondents to the RFQ.
- f. Waive informalities and irregularities.
- g. Accept multiple qualifications.
- h. Make multiple recommendation(s) to the Carthage City Council.

This RFQ does not commit the City to enter into a Contract, nor does it obligate it to pay any costs incurred in the preparation and submission of proposals or in anticipation of a Contract.

XI. DUE DATE AND CONTRACT INFORMATION

Please submit the original and three (3) copies of your response to this Request for Qualifications to the City **no later than 4:00 p.m. (CST), June 12, 2019**, addressed as follows:

Dana Clark
City Secretary
RFQ-Architectural Services
812 W. Panola
Carthage, TX 75633

Responses shall be sent by mail or by hand-delivery at the above address. Oral response(s) to the RFQ will not be accepted. RFQs received later than the date and time above shall be returned unopened and will be considered void and unacceptable. Proposals should be placed in a sealed opaque envelope.

Each proposal will be time stamped (on the outside of the envelope) by the City before the deadline. It is the Respondents responsibility to have the proposal correctly marked and delivered to the City by the specific date and time for receipt. A failure of any courier to timely deliver a proposal will not excuse non-compliance with this requirement, and any proposal which is not timely received will not be considered, regardless of when it was sent.

All questions concerning the RFQ process shall be directed in writing to Dana Clark, City Secretary, at dclark@carthagetexas.com The City reserves the right to request that a given question be reduced to writing, or not to answer a question when, for example, the answer would place proprietary or competitively sensitive information at risk. The City's response to questions will be distributed to all Respondents by emailing the questions and corresponding answers to each Firm receiving the RFQ packet.

Respondents shall follow formal points of contact as set out herein and shall not lobby the mayor, individual council members, or employees of the City. **Failure to follow these procedures shall be grounds for disqualification.**

The City of Carthage would like to thank you for considering our project.