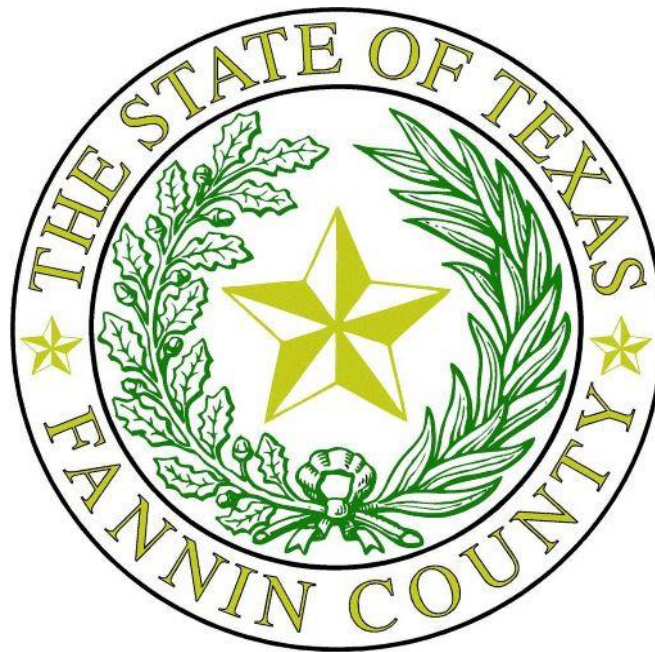


**FANNIN COUNTY, TEXAS  
REQUEST FOR QUALIFICATIONS**

**Construction Manager at Risk (CMAR)  
for Fannin County Justice Center Remodel**

**RFQ # 22-0920**



## **I. GENERAL**

Fannin County Commissioners Court is requesting Qualification Statements for a Construction Manager at Risk (CMAR) as described in Section 2269 of the Government Code. This Request for Qualifications is a two-step process.

The requested CMAR Services for Pre-Construction and Construction Services are for the complete remodel of the Fannin County Justice Center. The Fannin County Justice Center Building is a 82,500 square foot office building. The estimated construction budget is **\$11,000,000.00**.

Respondents may submit qualification statements electronically by emailing documents required in Section IV. Qualification Statements, to [awhipple@fanninco.net](mailto:awhipple@fanninco.net). If submitting electronically, do not submit paper documents. If you choose to submit in hard copy, submit seven (7) original paper copy of your submittal to the office of the Director of Purchasing:

Shonda Magness, Purchasing Agent  
Fannin County Purchasing  
101 East Sam Rayburn Drive  
Suite #313  
Bonham, Texas 75418

In the event of inclement weather and County Offices are officially closed on a Bid opening day, Qualification Statements will be received prior to 2:00 p.m. of the next business day, at which time said Qualification Statements will be publicly opened.

Qualification Statements shall be received prior to: **1:30 p.m., October 18, 2022**

Paper bids shall be placed in a sealed envelope, properly identified with bid number, bid name, company name and manually signed in ink by a person having the authority to bind his firm in a contract

Each firm is responsible for ensuring responses to this RFQ have been delivered by date, time and location specified. **Late statements will not be accepted.** All questions shall be emailed to [awhipple@fanninco.net](mailto:awhipple@fanninco.net) or [smagness@fanninco.net](mailto:smagness@fanninco.net) by the stated deadline. All questions and answers will be posted online at [www.co.fannin.tx.us](http://www.co.fannin.tx.us). Bidders are responsible for ensuring all answers to questions are reviewed prior to bid submittal. Answers provided to posted questions address minor irregularities and are for clarification purposes only and do not revise or modify the specification requirements. Answers to questions that result in revisions to the specifications will be addressed by Addendum. No oral statement of any person shall modify or otherwise change, or affect the specifications.

By submitting a response to this RFQ, each firm unequivocally acknowledges that he/she has read and fully understands this RFQ, and has asked questions and received satisfactory answers from Fannin County regarding any provisions of this RFQ with regard to which clarification was desired.

All responses submitted become the property of Fannin County and are subject to the Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by firm as such. Any material that is to be considered as CONFIDENTIAL/ PROPRIETARY in nature must be clearly marked on each applicable page as such by the respondent. Marking your entire qualification statement CONFIDENTIAL/PROPRIETARY is not in conformance with the Texas Public Information Act (*Texas Government Code*, Sec. 552.001, et seq.). Fannin County will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

**DISCLOSURE OF CERTAIN RELATIONSHIPS:** Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Fannin County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed as defined in 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. A copy of the law is available at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. The forms for reporting are available online.

By submitting a response to this request, the respondent represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. If required, send completed forms to the Fannin County Auditor's Office located at 101 E. Sam Rayburn Drive, Suite 301, Bonham, TX 75418. **Do not submit forms with your response to this RFQ.**

**DISCLOSURE OF INTERESTED PARTIES:** In compliance with Section 2252.908 of the Texas Government Code, Fannin County Commissioners Court may not enter into a contract with a business entity as a result of acceptance or award of this solicitation unless the business entity submits a disclosure of interested parties form as required by this statute. Notification will be given to the business entity recommended for award upon which the business entity will be required to submit the completed form prior to award. A copy of this law is available at <http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2252.htm>. The on-line form is available at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). The Definitions are included in Chapter 46, Ethics Commission Rules are available online.

**PROHIBITION OF CONTRACT WITH CERTAIN COMPANIES:** Vendors/Contractors/Providers must be in compliance with the provisions of §2252.152 and §2252.153 of the Texas Government Code, which states in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with any company listed on the Comptroller of the State of Texas website identified under Section 806.051 or Section 2253.253, which do business with Iran, Sudan or any Foreign Terrorist Organization. By submitting a signed response to this request, contractor verified to Denton County that it is not on any such list.

**CHAPTER 2270 VERIFICATION:** Fannin County is legally prohibited from contracting for goods and services unless the contract contains written verification from the contractor that it does not, and will not during the term of the contract boycott Israel as described in Texas Government Code §808.001(1). By submitting a response to this request, the respondent is affirming compliance with Chapter 2270 of the Texas Government Code.

**HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CONTRACTING:** The goal of Fannin County is to ensure all HUBs, as described in the Texas Government Code, Title 10 Subtitle D, Chapter 2161, have maximum opportunities to participate in the County's procurement in awarding of contracts and subcontracts. Fannin County will make a good faith effort to increase contract awards for the purchase of goods or services from the HUBs. HUB vendors are encouraged to participate in the county's purchasing and procurement process. While the County is oriented to adhere to good faith efforts, nothing in this effort shall be construed to establish set-asides or mandatory quotas. The County and all prime contractors (if subcontracts are to be let) will take the affirmative steps listed below:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business.
4. Establishing delivery schedules, where the requirements permit, which encourage participation by small and minority business, and women's business enterprises.
5. Using the services and assistance of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and the Texas Comptroller's (TPASS) Centralized Master Bidders List HUB Directory.

## **II. SCOPE OF SERVICES**

The intent of this solicitation is to obtain CMAR services from a qualified firm to provide Preconstruction Services. The CMAR will work with the Team, prior to construction, to ensure the feasibility and constructability of the Architect's design, and that the cost of construction of the Project is within the estimated Construction Budget previously established by the County through value engineering, the selection of building systems and materials, cost estimating, scheduling, and other means. CMAR shall ensure the Project Manager, Cost Estimator and any other staff deemed necessary is present at all established meetings with the team. The most qualified respondent will be required to:

1. Perform all tasks required to assist the architect in completing a functional and usable space that meets the end users' program requirements.
2. It is expected the CMAR will involve trades in the cost estimating process to ensure accurate development of the anticipated cost of the project. CMAR will update the cost estimate at each project identified in the design schedule.
3. Meet with the architect to develop a schedule for Pre-Construction Services.
4. In conjunction with the architect, plan and define the project to include:
  - a. Utilizing the structural analysis to determine structural repairs for the building;
  - b. conducting a series of meetings and on-site visits with the users, both collectively and individually, to thoroughly understand and complete the programming;
  - c. coordinating with staff from the Facilities and Technology Services Departments to determine systems and other requirements; and
  - d. to develop plans and specifications.
5. Prepare programming plan recommendation with options for site to include budget and schedule and bring defined project to County for approval.
6. Proceed with Design Development Phase to include estimated budget, drawings, calculations, and specifications that clearly describe the architectural character of the building and the materials to be used in the construction of the project. This phase includes proposed equipment layouts, structural system, electrical, mechanical and plumbing systems and landscaping and site work.
7. Upon approval of Design Development Documents, proceed with the preparation and submittal of the Construction Documents with an updated project schedule and cost estimate for County approval.
8. Coordinate project development with all related County departments and offices.
9. Provide Construction Services to coordinate the implementation and performance of all construction contracts through completion of the project.

### **III. EVALUATION**

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

#### STEP ONE - QUALIFICATION EVALUATION

1. Background/Qualifications of the Firm/Team (5)
2. Qualifications of Project Manager (15)
3. Qualifications of Project Superintendent (15)
4. Qualifications of Cost Estimating Methodology and demonstrated ability of the Respondent to successfully complete past projects with the established construction budget from the Preconstruction service. (15)
5. Availability and dedication to project (10)
6. Verifiable relevant experience (10)
7. Understanding of Project (5)
8. Creativity and thoroughness of proposed approach and/or methodology to providing services (25)

#### STEP TWO - BEST VALUE EVALUATION

1. Firm's Qualifications (50)
2. Firm's Proposed Pre-Construction Price (25)
3. The Respondent's price as based on fee and General Conditions (25)

It is understood that Fannin 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 Fannin County. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing respondents and kept secret during the negotiation/evaluation process. However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by respondents as such. All confidential information should be clearly marked in red.

Once Qualification Statements are reviewed, a ranking will be compiled by an Evaluation Committee appointed by Commissioners Court.

At the sole discretion of Fannin County, oral presentations may be conducted with some or all of the firms. The oral presentations, if required, shall be conducted so as to solicit information to enable the committee to evaluate the capability of the applicable firms to provide the specific services. Fannin County will notify the firms of the schedule, order and procedure for the presentation, including the content, time limits, use of handouts or visual aids, etc. Notwithstanding the foregoing, Fannin County emphasizes that it may elect to forego oral presentations. Consequently, all responses shall be comprehensive and clear on their face, and

no firm should rely upon the opportunity to present additional or clarifying information after submittal.

Upon completion of Step One Fannin County shall request fees and pricing for Pre-Construction Services from five or fewer firms. The selected firms will then be evaluated against Step Two criteria identified above.

Upon conclusion of the selection process, Fannin County will attempt to negotiate a contract for Pre-Construction Services with the highest ranked firm based on qualifications and price. Negotiations will include selection of specific services as in the best interest of Fannin County. The selected firm must be prepared to enter negotiations with each service individually represented by costs and necessity to the overall project. Fannin County may elect to contract for any or all of the proposed services after negotiations.

If a satisfactory contract cannot be reached, negotiations will end with that firm and negotiations will begin with the second ranked firm, and so on. Fannin County Commissioners Court will make the final selection and approve the proposed contract.

Upon conclusion of the Pre-Construction Phase, Fannin County will enter into negotiations for a Guaranteed Maximum Price (GMP) with the selected firm. The negotiated GMP and Terms and Conditions for Construction Services shall be added to the contract by amendment.

Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal or during any phase of the selection process shall be borne by the Respondent.

#### **IV. Qualifications Statements**

Respondents may submit qualification statements electronically by emailing documents required in Section II. Evaluation. If submitting electronically, do not submit paper documents. Refer to **Exhibit A** for Bonfire submittal instructions. If you choose to submit in hard copy, submit seven original paper copy of your submittal to the office of the Purchasing Agent.

Submittals of paper documents shall take the form of a bound 8 ½ inch by 11 inch report in portrait orientation with a Table of Contents and all pages numbered in sequence. Binding must allow reports to lay flat when opened and may be either wire or GBC (no 3 ring binders). Response to this RFQ should be limited to the following page limitations (single sided) and format in order to simplify evaluation. Section dividers do not count in the page limitations.

Minimum font type or font size on graphics and charts shall be 10 point. Type size for text shall be 12 point. Each section (A & B) shall be clearly identified and tabbed. Respondents shall not submit pricing in this package.

***Step One Submittal – Respondent must include the following information in their Qualification Statement for evaluation:***

1. Cover Page and Table of Contents (2 pages).
2. Executive Summary to include name, address, and telephone number of the firm submitting the qualification statement, a summary of the firm’s interest in this service, and the name and email of one or more individuals authorized to represent the firm in its dealings on a contractual basis (2 pages).
3. Company/Team qualification information that demonstrates ability to fully represent the County for the specified services. HUB status, if applicable, shall be identified for the firm and any known or potential sub-contractors. Submit a summary of the process for selection of sub-contractors (4 pages).

Disclosure – Respondents must specifically address the disclosure section of this RFQ even if no conflicts, litigations, terminations or sanctions exist.

- 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 Texas Government Code as required herein (1 page).
- b. Respond to each of the following (2 pages total):
  - (i) Address any performance related litigation that your firm may be, or has been, involved in during the last five (5) years.
  - (ii) Identify if your firm has had any contracts terminated due to non-performance during the last five (5) years.
  - (iii) Identify any adverse actions against your firm sanctioned by any regulatory authorities during the last five (5) years.
4. Names and qualifications of key team members who will participate in providing services and their individual responsibilities. At a minimum identify and provide resumes of the Project Manager, Project Superintendent and Estimating Team Manager. An organization chart shall be included. Also, provide in table format the following for each key team member:
  - (i) the proposed assigned role in the project; and
  - (ii) identify the relative experience for each project:
  - (iii) the year of service,
  - (iv) service provided,



(v) firm represented and  
(vi) and whether the listed firm was the prime or subcontractor.  
(7 pages)

5. A statement concerning the firm's ability to comply within dedicated and accelerated schedules upon direction of the Fannin County Commissioners Court. A statement concerning your firm's commitment to Fannin County and how services will be prioritized in the best interest of Fannin County (2 pages).
6. Verifiable experience on similar size and complexity of projects including a detailed list of responsibilities performed by the firm and summary of accomplishments per identified client. Provide the name and location of each project, client, contact person, phone number and email for your firm's 5 most recent CMAR projects (5 pages).
7. A summary statement identifying your understanding of services desired. Elaborate on how your firm will manage the coordination and the exchange of information between all parties to make decisions and to ensure satisfactory services (2 pages).
8. A narrative outline describing the approach and/or methodology proposed to represent the interests of Fannin County during each phase of the project. Documentation should include overall approach as well as the proposed methodology by identified tasks. Include specifics about all deliverable methods, technologies and software programs that your firm is capable of providing (5 pages).
9. A description of what information will be required during negotiations to finalize the contract with your firm. Fannin County's standard Contract is included in Exhibit C and any exceptions shall be identified (1 page).



