



FANNIN COUNTY RFQ-2022-001

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

A. BACKGROUND

Fannin County proposes to retain a highly qualified, capable firm to act as the Architect during the planning of the project for a fixed fee. The selected Architect will be required to perform the basic architectural and engineering services. The County anticipates a contract, which will include limited programming, schematic design, construction documents, limited construction administration services, and cost estimations; however, the County reserves the right to include additional project elements in the initial or subsequent professional service agreements as the County (at its sole discretion) may deem appropriate. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work. The Architect is also required to identify and select the appropriate sub-consultants; however, the County reserves the right to dis-approve proposed sub-consultants that will be associated with the Project.

B. PROJECT SCOPE OF WORK

- C. Fannin County, Texas, invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing Architectural and Engineering services for the renovation of two existing structures in Bonham, Texas. The project shall consist of two phases, Phase 1 being the renovation of the property located at 2221 North Center Street, Bonham, TX and Phase 2, currently known as the former Brookshire's Center located at 2225 N. Center Street. The county desires Phase 1 to be completed first with Phase 2 being concurrently in the construction process. Proposed work for Phase 1 of approximately 13,000 square feet shall be designed as offices for The County Clerk and Staff with ample storage, an office for Elections personnel and training space, the office of the Tax Assessor that includes the license plate division of the Motor Vehicle Department, and room for future expansion. Proposed work for Phase 2 of approximately 33, 800 square feet to accommodate: A District Court Room, Offices for District Court Judge and staff, A County Court Room, Offices for County Court at Law Judge and staff, Offices for the District Attorney and staff, Offices for the District Clerk and staff and offices for Information Technology. A Sallyport and a central holding area are required as well as separate entrances for the Judges and the defendants. The personnel spaces will consist of enclosed offices and open office areas. Common areas include: vestibule, reception, break room, conference room, copy/work room, restrooms, storage and building systems support space. Paramount of importance is the issue of security and the safety of

the public and Fannin County employees in a criminal justice facility which is oftentimes a highly emotionally charged environment. The County reserves the right to add or delete items as design/space dictates.

C. PRE-RESPONSE CONFERENCE

A mandatory pre-response conference will be held at the building sites so respondents may assess and evaluate existing structures and current conditions.

DATE OF CONFERENCES: FRIDAY, MAY 13, 2022 AND/OR WEDNESDAY, MAY 18 AT 1:30 PM

LOCATION: 2221 and 2225 N. CENTER STREET, BONHAM, TX 75418

D. SELECTION AND AWARD PROCESS

Fannin County uses a two-step process for the final selection of a qualified consultant.

Step 1 consists of a Qualifications package submitted by firms interested in being considered. The County may select up to three (3) short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information.

Step 2 consists of the selection of one finalist following interviews with the short-listed firms. The County initiates negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the County enters into the process with the next highest ranked short-listed firm. The contract is subject to approval by the Commissioners Court.

Professional services are procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A, and Professional Services. Selection of the most highly qualified respondent is made based on demonstrated competence and qualifications as determined by Fannin County based on information provided in response to the RFQ.

NO INDIVIDUAL OF ANY COUNTY DEPARTMENT HAS THE AUTHORITY TO LEGALLY AND/OR FINANCIALLY COMMIT THE COUNTY TO ANY CONTRACT, AGREEMENT OR PURCHASE ORDER FOR GOODS OR SERVICES, UNLESS SPECIFICALLY SANCTIONED BY THE REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS.

E. SUBMISSION PROCESS, DUE DATE, AND REQUIRED DOCUMENTS

One original and five copies of the response, including all required forms and applicable supporting documentation, are required. Failure to submit the required number of copies may result in the proposal being declared unresponsive. The original must be clearly marked "ORIGINAL" and the copies must be clearly marked "COPY".

Responses must be submitted not later than 4:00 pm June 2, 2022. The responses must be inside a sealed envelope or container when submitted. The response material must be addressed and delivered to:

Fannin County Purchasing
Michelle Case, Purchasing Agent
101 E. Sam Rayburn Drive
Suite 313 Bonham, TX 75418

**The outside of the envelope or container must state: 2022-001
RFQ for Architectural Services for Fannin County**

Questions must be directed to Michelle Case at mcase@fanninco.net. Questions relating to definitions or interpretations of the RFQ must be submitted in writing on or before 3:00 PM on May 26, 2022.

Submittals received later than the above date and time may be rejected and returned unopened.

F. SCHEDULE FOR SELECTION PROCESS

- Fannin County begins RFQ Process on May 4, 2022
- Pre-Response conferences to be held May 13 and May 18, 2022 at 1:30 pm (Respondents need only attend one).
- Written Questions must be directed to Michelle Case at www.fanninco.net by 3:00 PM on May 26, 2022
- Submittals are due no later than June 2, 2022.
- A Screening Committee reviews submittals and determines which qualified candidates are invited to present their qualifications further at an interview with the Screening Committee.

G. RIGHT OF COUNTY TO CANCEL REQUEST FOR QUALIFICATIONS, TO ELECT NOT TO AWARD, TO REJECT SUBMITTALS, AND TO WAIVE INFORMALITIES OR IRREGULARITIES

The County expressly reserves the right to cancel the RFQ at any time, to elect not to award contracts cited in the RFQ, to reject any or all submittals, to waive any informality or irregularity in any submittal received, and to be the sole judge of the merits of the respective **submittals received.**

H. DESCRIPTION OF SELECTION CRITERIA

1) PROJECT TEAM ORGANIZATION AND QUALIFICATIONS (30 Points)

- Qualifications and previous related work of **key project personnel**, particularly with regard to working with municipalities of similar size, government structure, complexity and issues.
- Communication and logical structure of the team organization.
- Include an organizational chart of the project team.
- Indicate each team member's name, title, license (if applicable), and years of experience necessary for the engagement.
- Describe the qualifications of each team member as it relates to the scope of work.
- Include descriptions of **relevant** previous projects that key project staff have played a central role in developing.
- Include educational background.
- Include professional engineering license status.

2) EXPERIENCE ON SIMILAR PROJECTS (30 Points)

- Record of performance of the firm
- Ability to complete the work on time and within budget
- Discuss the firm's experience on similar projects.

Include a brief description of each **relevant** project that includes: (1) project scope, (2) location, (3) client liaison name and phone number, (4) proposed and actual start and completion dates, and (5) other pertinent information.

3) PROJECT APPROACH (30 Points)

- Proposed methodology
- Types of services to be provided
- Timeliness of proposed work schedule
- Discuss the approach to be used to complete the work.
- Indicate the responsibilities of each team member
- Indicate the office location from which the work is to be performed.

4) OVERALL RESPONSIVENESS TO THE RFQ (10 Points)

Electronic capabilities

Discuss the firm's capabilities to use electronic systems; e.g., email, computer drafting (indicate software used).

NO STATEMENT OF FEES FOR THE SUBJECT SCOPE OF WORK, EITHER HOURLY OR FIXED PROPOSAL COST, SHALL BE INCLUDED WITH THE SUBMITTAL.

Disclosure of Interested Parties

Form 1295

House Bill 1295, adopted by the 84th Legislature, created §2252.908, Texas Government Code. Section 2252.908 requires a business entity entering into certain contracts with a governmental entity or state agency to file with the governmental entity or state agency a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity or state agency.

§2252.908, Texas Government Code requires the commission to adopt rules necessary to implement the new disclosure requirement and to prescribe the disclosure form. Section 2252.908 requires the disclosure form to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity or state agency before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. House Bill 1295 provides that §2252.908 applies only to a contract entered into on or after January 1, 2016.

An interested party is defined as a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts or who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

Contractors are required to acquire Form 1295 via the Texas Ethics Commission website. This requires registration, generation of Form 1295 with a unique Certificate Number & filing date, printing the form, signing and returning the form to Fannin County Purchasing Department.

Once the form is received by the Purchasing and Contract Management Department, the Buyer associated with the project will log-in to the Texas Ethics Commission portal and acknowledge receipt of the form not later than the 30th day after the date the contract for which the form was filed binds all parties to the contract. This will complete the form for the contract with which the form is associated. The completed form will be made available via the Texas Ethics Commission website.

Form 1295 can be generated via the Texas Ethics Commission web portal. The website and detailed instructions are located at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm