

2018-001

REQUEST FOR STATEMENTS OF QUALIFICATIONS

**COMAL COUNTY EMERGENCY SERVICES DISTRICT #6
FACILITY CONSTRUCTION AND BRACKEN VOLUNTEER
FIRE DEPARTMENT RENOVATION**

RFQ#: 2018-001
DUE: FEB 16, 2018 11:00 A.M.

TABLE CONTENTS

	Page
Intention to Respond -----	3
Introduction -----	4
RFQ Submittal Requirements -----	5
Evaluation Criteria -----	7
Reservation of Rights -----	8
Overview & Background -----	10

INTENTION TO RESPOND
RFQ 2018-001
FACILITY CONSTRUCTION AND BRACKEN VOLUNTEER FIRE DEPARTMENT
RENOVATION

If your company intends to respond to this Request for Qualifications, please complete and return this form to Commissioner Maschek, Comal County Emergency District #6, rmaschek@comalcountyESD6.org. 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 ESD#6 is requesting Statements of Qualifications from firms who can adequately demonstrate they have the resources, experience, and qualifications for the FACILITY CONSTRUCTION AND BRACKEN VOLUNTEER FIRE DEPARTMENT RENOVATION architectural plans.

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.

ESD#6 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 Commissioner Maschek, in writing, prior to **12:00 P.M. on January 30, 2018** via email to: rmaschek@comalcountyESD6.org with subject line indicating FACILITY CONSTRUCTION AND BRACKEN VOLUNTEER FIRE DEPARTMENT RENOVATION. There will be no exceptions. All responses to the questions will be posted to the ESD#6 website, comalcountyesd6.org.

Respondents shall not contact any members or employees of the ESD#6 Board or members of the Bracken Volunteer Fire Department Board until after award of a contract by ESD#6.

If your firm would be interested in submitting qualification for this project, please submit one (1) Original, and five (5) copies to:

Commissioner Randy Maschek
Secretary, Comal County ESD# 6
23600 FM3009
San Antonio TX, 78266

RFQ Submittals must be plainly marked on the outside of the envelope as follows: **2018-001 FACILITY CONSTRUCTION AND BRACKEN VOLUNTEER FIRE DEPARTMENT RENOVATION, due 11:00 A.M., February 16, 2018.**

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.

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 fifteen (15) pages, whether single or double sided. Supplemental brochure information will 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, email address 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. Statement of financial condition/stability.
- f. Financial references.
- 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, and percentage of time committed to this project.
- d. Identify sub-consultants to be utilized and their experience on comparable projects within the past three (3) years.
- e. Include resumes for sub-consultant key personnel and their experience on comparable project within the past three (3) years.
- 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, in constructing small to medium Fire Stations or equivalent work. Include project name and location, brief description, photographs, completion date, construction cost, client name and contact phone number. It is the respondent's responsibility to ensure that a current contact with a correct phone number is provided.
- 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 (within the past three (3) years, 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 representative projects with support and construction phase services using the Construction Manager-at-Risk delivery method.

5. Sustainable Building Practices:

- a. The ESD encourages sustainable design and construction practices, those practices that minimize energy consumption, minimize or eliminate negative environmental impacts and ensure construction of healthy facilities. To this end the ESD requests that design and construction professionals employ sustainable building practices within the past three (3) years.
- b. Provide evidence of a commitment toward sustainable building practices.

6. 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 ESD 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, within the past three (3) years to this project.	30

It is understood that ESD#6 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 the ESD. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing applicants and kept secret during the negotiation/evaluation process.

Once Qualification Statements are reviewed, a short list will be compiled by the ESD Commissioners. Interviews may be conducted with the firms most qualified. Additional information may be required at that time. However, the ESD 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 ESD 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 best qualified for the project. ESD#6 will make the final selection and approve the proposed contract.

RESERVATION OF RIGHTS

The ESD 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 ESD reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the ESD 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 ESD#6.

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 ESD reserves all rights (which rights may be exercised by the ESD 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 ESD, 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 ESD 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 ESD 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 ESD 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 ESD's authorization.
17. Exercise any other right reserved or afforded to the ESD 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 ESD.

The ESD 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 ESD have been executed and authorized by the ESD, and then only to the extent of such agreements.

Company Name: _____

Address: _____

Contact Person: _____

E-Mail: _____

Phone: _____

Signature: _____ Date: _____

OVERVIEW & BACKGROUND

The community that ESD#6 represents and services is experiencing rapid growth. ESD#6 is responding to the growth by purchasing land for a new Fire Sub-station and renovating existing facilities. These improvements will support the needs of the community.

Purpose

Emergency Service District 6 ("the Owner"), is interested in selecting the Architect/Engineer (A/E) for the Facility Construction and Bracken Volunteer Fire Department Renovation plans.

The construction concept for the project is accomplished in 3-phases, as follows:

Scope of Work

PHASE ONE

Construct a facility to house 3-4 emergency response apparatuses (approx. 50ft x 60ft). In addition, this facility will tie into the existing structure currently located at 28004 Delafield Road.

PHASE TWO

Minor renovation to the existing facility at 28004 Delafield road. This will include, but not limited to, installing a bathroom/shower facility and office space in the enclosed portion of the building. Consideration may be given to include these features into the new facility. Adding plumbing for washer and dryer is desired.

PHASE THREE (Begin after Phase 1 and 2 are complete)

Major renovation to the existing Bracken Volunteer Fire Department facility at 23600 FM3009. This renovation will reconfigure the living/common spaces of the building. The apparatus bays will not be renovated.

Schedule:

28004 Facility Construction	6 months
28004 Delafield Renovation	6 months (possible concurrent with Facility Construction)
23600 FM 3009	6 months

Budget:

Total Project Cost: \$750,000

The ESD intends to utilize Construction Management Services at Risk for project delivery.

Project Objectives

This project will be under intense scrutiny by public officials, the media and the citizens. It is imperative that it be managed, designed and constructed with the utmost regard to cost, schedule and quality control by all participants. There is a clear expectation by ESD#6 and citizens that construction costs will come in below the budgeted amount. The integrity, reputation, skills and performance of the Architect must be of the highest caliber to maintain confidence in the Project Team.

Comal County ESD#6 will be the Owner and the Bracken Volunteer Fire Department the primary occupant of this project. The Architect and the Construction Manager at Risk will contract separately with the Owner.