



Hardin County Purchasing
300 Monroe St. Kountze, Texas 77625
(409) 246-5124
Fax (409) 246-3208

Misty Sims- Purchasing Agent

February 19, 2019

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES

Sealed Proposal Request for Qualifications should be plainly marked on the envelope, **QUALIFICATION STATEMENTS** and addressed to Misty Sims, Hardin County Purchasing Department, 300 Monroe, Kountze, Texas 77625. Qualification Statements will be received until 2:00 P.M., March 8, 2019. No Qualifications Statement tendered later than time fixed will be accepted. Any Qualification Statement not received in Purchasing Department will be refused.

Hardin County is Requesting Qualification Statements from firms Architectural Firms to Design a Storage Facility and a New Justice Court, Precinct 2 Office Building

Hardin County has the right to accept or reject any or all submittals. Additional information may be obtained by contacting Hardin County Purchasing (409) 246-5124 www.hardin.co.tx . EEO employer.

**HARDIN COUNTY, TEXAS
PROPOSAL REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

I. General

Hardin County Commissioners Court is requesting Qualification Statements from firms who can adequately demonstrate they have the resources, experience and qualifications to guide the County through a comprehensive process of developing site plans, and preparation of plans and specifications for building design.

If your firm would be interested in submitting qualifications for this project, please submit a marked original and three (3) complete sets prior to **2:00 p.m., March 8, 2019**. Qualification Statements should be sent to:

Misty Sims
Hardin County Purchasing
300 West Monroe Street
Kountze, Texas 77625

Late statements will not be accepted. Each firm is responsible for insuring responses to this RFQ have been delivered by date, time and location specified. Any questions shall be directed to Hardin County Purchasing (409) 246-5124.

All responses submitted become the property of Hardin 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. All confidential information should be specifically and conspicuously marked as such in red. Hardin 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 Hardin 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 at: http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

II. EVALUATION

The Request for Qualifications will be evaluated on the following categories in the best interest of the County.

A. Firm Qualifications 40%

1. Background/Qualifications of the Firm/Team 20%
2. Availability and dedication to Hardin County projects 5%
3. Clarity and brevity of the response and requested information included and thoroughness of response to the requirements 15%

B. Technical Qualifications 60%

1. Qualifications of key personnel adequate for requirement 10%
2. Verifiable relevant experience 20%
3. Understanding of the project 10%
4. Creativity and thoroughness of proposed approach and/or methodology to providing services 20%

It is understood that Hardin 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 Hardin 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. However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by bidder as such. All confidential information should be clearly marked in red.

Once Qualification Statements are reviewed, a recommended ranking will be compiled by an Evaluation Committee appointed by Commissioners Court and a short list will be determined. Interviews may be conducted with the short list firms. Additional information may be required at that time.

At the sole discretion of Hardin County, the short list firms may be required to appear for oral presentations. 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 project specific services. Hardin 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. The oral presentations shall be scored by the Selection Committee. Notwithstanding the foregoing, Hardin 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 at a later time.

Upon conclusion of the selection process, Hardin County will attempt to negotiate a contract for the provision of services with the most qualified firm. Negotiations will include selection of specific services as in the best interest of Hardin County. The selected firm must be prepared to enter negotiations with each service individually represented by costs and necessity to the overall project. Hardin 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 most qualified firm, and so on according to the provisions of the Chapter 2254 of the Texas Government Code. Hardin County Commissioners Court will make the final selection and approve the proposed contract.

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

III. Scope of Services

The intent of this solicitation is to obtain the professional services of a qualified firm to work with Hardin County to develop and design plans and specifications for the projects. The Scope of Services will include coordination with the appropriate related entities of Hardin County government including, but not limited to, the Commissioners Court, the office of the County Attorney, Purchasing, and support services related thereto. The goals of the awarded respondent will be to assist the County to:

- A. Perform all tasks required to provide a complete, functional and usable space that meets County's requirements for a Storage Facility and a New Justice Court, Precinct 2 Building.
- B. Plan and define the project in conjunction with affected departments of the County to include coordinating with staff from County's maintenance department and affected technology staff to determine systems and other requirements, and to develop plans and specifications that balance environmental efficiencies with economic and productivity issues and is designed to optimize energy performance.
- C. Prepare plans and specifications for site to include budget and schedule with possible phasing based on priorities established by Commissioners Court and bring defined project to County for approval.
- D. Proceed with Design Development Phase to include drawings, calculations, and specifications that clearly describe the architectural character of and materials to

be used in the construction of the project; proposed equipment layouts; structural system in all essential features; electrical, mechanical and plumbing systems; and site work.

- E. Upon approval of Design Development Documents, proceed with the preparation and submittal of the Construction Documents with an updated project schedule and updated cost estimate for County approval.
- F. Coordinate project development with all related County agencies and offices.
- G. Coordinate the implementation and performance of all construction contracts through completion of the project.

IV. Project Description

The intent of this RFQ is to solicit qualification statements for a Hardin County Storage Facility and New Justice Court, Precinct 2 Office Building. The County reserves the right to award the RFQ as it is determined to be in the best interest of Hardin County. The project is described as follows:

1. STORAGE FACILITY – 5,000 square feet with adequate space for 10 year and 20 year growth.
2. OFFICE SPACE – 1,200 square feet to accommodate Justice of the Peace Precinct 2, Office Clerk, and Constable Precinct 2.

V. Qualifications Statements

Submittals shall provide a straightforward, concise description of the Firm's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the County. References to projects completed by team members while working for other firms must be duly noted.

Each copy of the submittal should be bound in a single volume where practical. All documentation should be bound in that single volume.

A. Firm

1. Cover Page and Table of Contents
2. Executive Summary to include name, address, and telephone number of the firm submitting the proposal, a summary of the firm's interest in this service, and the name of one or more individuals authorized to represent the consultant in its dealings on a contractual basis.

3. Company/Team qualification information including a description of the firm's experience with other services similar to the one described herein. HUB status, if applicable, shall be identified for the firm and all proposed sub consultants.
4. A statement concerning the firm's ability to comply with a dedicated and accelerated schedule upon direction of the Hardin County Commissioners Court.
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 as required herein. The disclosure section of this RFQ must be addressed specifically in your response, even if no conflicts exist.
 - b. Respond to each of the following:
 1. Address any litigation that your firm may be, or has been, involved in over the last five (5) years.
 2. Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years.
 3. Identify adverse actions sanctioned by any regulatory authorities over the last five (5) years.

B. *Technical Qualifications*

1. Names and qualifications of Team key personnel who will participate in the projects and their individual responsibilities. An organization chart and required qualification documentation shall be included.
2. Verifiable experience on similar size and complexity of projects including a summary report on a minimum of 5 projects including budget, description of project, and reference information. Firms should have specific experience with metal buildings.
3. A summary statement identifying your firm's understanding of the project services desired and the manner in which coordination and the exchange of information for a successful project will be assured between all parties.

4. A narrative outline describing the approach and/or methodology to be taken by your firm to represent the interests of Hardin County during each project. Documentation should include overall approach as well as the proposed methodology by identified tasks.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
 (month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY