

Jackson County Specifications



**Requests for Qualifications – Professional Architectural / Engineering Services
for Jackson County, Texas**

Vendor Responsibilities:

- Vendors are responsible to download and complete any addendums.
(Addendums will be posted on Jackson County Website no later than 48 hours prior to RFQ Opening)
- Vendors will submit responses in accordance with requirements stated on cover of document.
- Vendors may not submit responses via email or fax.

SUBMIT RFQ TO: Jackson County Auditor's Office 411 N Wells, Room 201,
Edna, TX 77957

SUBMIT NO LATER THAN: Tuesday, January 18th, 2021 at
2:00 PM (Central)

MARK ENVELOPE: RFQ - Professional Architectural / Engineering Services

Results will not be given by phone. Results will be provided to vendors on the County's website at www.co.jackson.tx.us after Commissioners Court award.

Jackson County is always conscious and extremely appreciative of your effort in the preparation of this document. Requests for information must be in writing via email and directed to: Michelle Darilek, CPA, Jackson County Auditor m.darilek@co.jackson.tx.us; 361-782-2072.

Jackson County, Texas is an Equal Employment Opportunity Employer and the County does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or the provisions of services.

ALL REQUESTS FOR QUALIFICATIONS (RFQs) MUST BE RECEIVED IN COUNTY AUDITOR'S OFFICE BEFORE RECEIVING DATE AND TIME SPECIFIED. ONLY THE NAMES OF FIRMS WHOM SUBMITTED RFPS WILL BE PUBLICLY READ. RFQS RECEIVED AFTER THE SPECIFIED TIME WILL BE RETURNED UNOPENED.

Vendor Information and Certification

Legal Name of Contracting Company	Federal ID Number or Social Security Number
Telephone Number	Facsimile Number
Complete Mailing Address (for Correspondence)	
City, State and Zip Code	
Complete Remittance Address (if different from above)	
City, State and Zip Code	
Email Address	

Name of Representative authorized to sign for Vendor:

Name and Title	Signature

All specifications and terms and conditions of the RFQ have been read.

The information contained in the Requests for Qualifications is true and complete.

I certify that the above information is correct:

Name and Title	Signature
Date:	

General Description

Jackson County is soliciting this Request for Qualifications (RFQ) for professional Architectural / Engineering Services in support of Jackson County. The County is seeking highly skilled individuals or professional firms to provide engineering, comprehensive design, review, analysis, planning, surveys, and other ancillary services necessary to implement projects under terms and conditions established by this RFQ and Jackson County. Vendor(s) chosen by the County for projects must have Professional Engineers, registered in the State of Texas, on staff and must have demonstrated experience in performing building restoration/remodel projects and/or evaluating structural integrity of buildings.

Scope of Services

The County is seeking engineering services necessary to design and renovate a building originally constructed in 1922, evaluate the structural integrity of the Courthouse, and any other design and/or build projects that may arise during the County's fiscal year. The 1922 building is not on the National Registry nor designated as historical by the Texas Historical Commission. The County may require one or more of the following areas of expertise for the successful implementation and administration of a project. The capability of a vendor to provide expertise in more than one (or all) of the services identified below will be considered favorably in the County's ranking and selection process. Vendors may subcontract for such services; however, existing relationships are preferred. All subcontracting relationships for services shall be clearly documented. No priority is implied by the order of the following services requested by the County:

- a. Development of construction plans and specifications, bid documents, and bid analysis;
- b. Development of project applications and supporting documentation;
- c. Regulatory issues and permitting management and oversight;
- d. Construction management and oversight;
- e. Design and renovation of historic buildings;
- f. Design of restroom facilities;
- g. Independent engineering review of all above-mentioned services.

Project Schedule(s)

Individual projects will be of varying duration, scope and complexity. Specific project schedule(s) will be coordinated between the County and successful vendor(s).

Description of Services and Special Conditions

All work requested of vendors described in the Scope of Services will be issued by specific written work authorization from Jackson County. Such authorization will be in the form of a "Work Order" and include a particular scope of services, a schedule, a list of deliverables, and such other information or special conditions as may be necessary for the work requested.

Minimum Qualifications

Vendors must meet the minimum qualifications listed below. Furthermore, RFQ responses that appear unrealistic in terms of technical capability, commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential contract may be rejected.

- Vendor must have been in business for a minimum of three (3) years or the principals shall have had ownership/management experience in a previous company that provided engineering, architecture, comprehensive design, review, planning, analysis, surveys, and other services.
- Vendor must have demonstrated experience in providing architecture and engineering services in the categories requested in the Scope of Services.
- Vendor for one of the engineers selected must employ at least one engineer registered as a Professional Engineer (P.E.) in the state of Texas as an employee of the respective company.

Evaluation Criteria:

Item	Maximum Points
Qualifications of firm, including Company organization, personnel qualifications and experience	30
References from clients demonstrating ability to perform services as requested in the Scope of Services	25
Project design schedule and ability to meet schedules and deadlines	25
Construction Management experience	20
Total	100

Selection Process:

Requests for Qualifications Responses will be evaluated by a committee comprised of County staff and/or consultants. In conformance with state law, RFQ Responses shall be evaluated in accordance with Chapters 2155-2157 of the Texas Government Code. Ranking merely determines which firm(s) the County selects to enter into contract negotiations and does not determine the award of a project. Project award is determined by negotiation of contract terms. Jackson County will not be liable for any costs incurred in preparing proposals or associated travel costs.

Award

The County intends to award up to three (3) contracts for the services requested under this solicitation. An award is contingent upon the successful negotiation of final contract terms and upon the County Committee’s recommendation to the Jackson County Commissioners Court and Court approval of said recommendation.

Compensation

Selected vendor(s) will be compensated under a Work Order based on a negotiated fee.

Written Work Authorization

The County will request vendor to perform certain tasks as listed in the Scope of Services, subject to a specific work order. All work orders shall be in writing, signed by both parties, and shall include a scope of services, a list of tasks to be performed by vendor, a time schedule, a list of deliverables and such other information or special conditions as may be necessary for the work requested.

Procedures for submitting Requests for Qualification Response:

Jackson County requires that firms responding to this request do so in the manner prescribed below. This information should substantiate the capacity and ability of the firm and its staff to perform the services requested herein. It is important to list projects completed of a similar nature that demonstrates this capacity. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and completeness and clarity of content. *Expensive bindings, colored displays, promotional materials, etc. are not necessary or desired.*

1. Format

Submit responses on 8-1/2-inch by 11-inch single sided paper using a 12-pitch font size. Include a Table of Contents and all pages numbered in sequence; **maximum 30 pages not including appendices or attachments**. Items such as annual reports do NOT count toward the page limit. If bound, the binding must allow reports to lie flat when open and may be either wire or GBC. Format of the report may be either "portrait" or "landscape" format with binding on either long or short side.

2. Report Content

- a. **Cover Letter.** Briefly describe your ability and interest in conducting the described work. Letter must be signed by a person having authority to enter into contract.
- b. **Company Narrative:** (1) The year the company was founded, background and history (and parent company, if applicable) and, if incorporated, the state in which the company is incorporated and the date of incorporation. If the company is an out-of-state vendor, a Certificate of Authority to do business in Texas from the Secretary of State must be provided as an Appendix. (2) The company ownership structure (corporation, partnership, LLC, or sole proprietor). (3) Location of company headquarters and location of the primary office(s) that will service any contract resulting from this RFQ, in addition to a listing of offices intended to support the contract with city, state, telephone number, email contact address, and total number of personnel at each of these offices.
- c. **Staffing Profile:** Name, address, telephone number, and email address of the Vendor's point of contact for a possible contract resulting from this RFQ. Vendor should provide brief resumes for key staff to be responsible for the performance of any contract resulting from this RFQ. The staff profile(s) should describe personnel by discipline and should identify the Texas Professional Engineer(s) who will sign/seal engineering work products.
- d. **Vendor Justification:** Complete information regarding how the Vendor is qualified to provide the services described in the Scope of Services, focusing on the company's key strengths and advantage to Jackson County to select the vendor. Please note experience with state and federally funded projects.
- e. **Major Sub-consultant Information:** Vendor must identify any sub-consultants with whom the vendor intends to utilize in performing work under any work order resulting from this RFQ. Vendor must indicate whether or not vendor holds any financial interest in any sub-consultant activities.
- f. **List of References:** Provide a minimum of three (3) references for projects you have provided similar services to that in the solicitation. For each reference, indicate the organization, contact person, telephone, type of work performed, date(s) of service and project status.
- g. **Litigation History:** Vendor must include a complete disclosure of any alleged or significant contractual failures. In addition, vendor must disclose any civil or criminal litigation or investigation pending over the last three (3) years that involves vendor or in which vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any vendor.

- h. **Annual Report:** Vendor must submit an annual report, which must include the last two (2) years of audited financial statements. Additionally, vendor should disclose any events, liabilities, or contingent liabilities that could affect vendor's financial ability to perform any contract that might result from this RFQ.
3. **Submission:** Submit one (1) original, six (6) hard copies, and one (1) electronic response on an USB flash drive in PDF format in a sealed envelope/package. The file in PDF format and must match written response identically. Failure to provide proper USB drive is cause for disqualification. Jackson County accepts no financial responsibility for any cost incurred by any vendor in the course of responding to these conditions.

Communications:

All questions and communications concerning this procurement process must be directed to Jackson County Auditor, Michelle Darilek. All requests for clarifications or additional information *must be submitted in writing via electronic mail to m.darilek@co.jackson.tx.us.*

Requests for Qualifications may be obtained from the COUNTY website, www.co.jackson.tx.us under the Bid Notices and Results or at the office of Jackson County Auditor, Michelle Darilek, CPA, at 411 N. Wells, Room 201, Edna, Texas 77957 after the County has awarded the contract.

Interpretations and Addenda:

Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing via e-mail only to the County's Proposal Contact as specified above. Deadline for submission of questions and/or clarification is no later than Tuesday, January 11, 2021 at 10:00 AM (central). Requests received after the deadline will not be responded to due to the time constraints of this Proposal process.

Should revisions to the RFP/RFQ become necessary, the COUNTY will issue written Addenda. All Addenda's must be acknowledged. Addenda may be downloaded from the COUNTY'S website at www.co.jackson.tx.us. PROPOSERS' submittals may be rejected as non-responsive if PROPOSERS have failed to submit Proposal without Addenda Acknowledgement. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect.

Place of Performance:

Applicable Law and Venue: This proposal and any contract is performable in Jackson County Texas and shall be governed by the law of the State of Texas (excluding conflict of laws rules if the application of such rules would require the application of the laws of a different state or nation). Venue for any action hereunder, at law or in equity, shall be in a court of competent jurisdiction located in Jackson County, Texas.

Public Records Act/Information Disclosure to Third Parties

Proposals will be opened on the date specified on the cover page and kept secret during the process of negotiations. Only the names of the respondents will be made public at time of opening. All Proposals

that have been submitted shall be open for public inspection only after final contract award, subject to the requirements of the Texas Public Information Act.

The law provides for certain exclusions to disclosure. If the PROPOSER believes that some information contained in their Proposals is exempt from disclosure, the PROPOSER is instructed to label such information as confidential, specify the pertinent section of the public record law that justifies nondisclosure, and request in writing the COUNTY keep such information confidential and free from disclosure. The COUNTY reserves the right to make any final determination of the applicability of the public records law. In addition, all Proposals received by the Proposal submission date will become the property of the COUNTY and will not be returned. Oral presentations, meetings where PROPOSER(S) is answering questions, negotiations, and COUNTY meetings to discuss negotiation strategy are exempt from public access.

The County reserves the right to retain all proposals regardless of which response is selected. All proposals and accompanying documents become the property of the County.

Independent Contractor:

The Respondent is an independent contractor and no employee or agent of the Respondent shall be deemed for any reason to be an employee or agent of the County

COUNTY TAXES: If the Contractor subsequently becomes delinquent in the payment of County taxes, that may be grounds for cancellation of the contract. Despite anything to the contrary, if the contractor is delinquent in payment of County property taxes at the time of invoicing, Contractor assigns any payments to be made for performance under this contract to the County Tax Assessor-Collector for the payment of delinquent taxes.

Tax Exempt:

Jackson County is exempt from all federal excise, state and local taxes under Section 151.309 of the Texas Tax Code. Texas Limited Sales Tax Exemption Certificates will be furnished upon request to the Respondent. Respondent is to issue its Texas Resale Certificate to vendors and subcontractors for such items qualifying for this exemption, and further, Respondent should state these items at cost.

Compliance with Federal and State Laws:

Certification of Eligibility

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify Jackson County and the Entities. Failure to do so may result in terminating this contract for default.

Texas Government Code Section 2252.152 Acknowledgment: By signature on vendor form, Contractor represents pursuant to Section 2252.152 of the Texas Government Code, that Contractor is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2252.153. Relating to companies that boycott Israel and investments in companies that do business with Iran, Sudan, or any other foreign terrorist organizations.

Certificate of Interest Parties Form 1295

By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Jackson County and Entities purchasing departments and/or requesting department, the "Certificate of Interested Parties", Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Visit https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information

Disclosure of Certain Relationships

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. Jackson Entities) must disclose the Questionnaire **Form CIQ (FORM D)** the person's affiliation or business relationship that might cause a conflict of interest with the local governmental entity. By law, the Questionnaire must be filed with the Jackson County Auditor's Office and/or City Secretary of the Cities, no later than seven (7) days after the date the person begins contract discussions or negotiations with the Entities, or submits an application or response to a request for Proposals or bids, correspondence, or another writing related to a potential agreement with the Entities. Updated Questionnaires must be filed in conformance with Chapter 176 Questionnaire Form CIQ is available at: http://tools.cira.state.tx.us/users/0072/docs/Forms/CIQ_form.pdf

REQUIRED FORMS:

All vendors submitting are required to complete the attached forms and return with submission:

- W-9 Form
- Conflict of Interest Questionnaire
- Affirmation of Compliance with Federal and State Laws
- Firms must have an active registration with the System for Award Management (www.SAM.gov) AND have been cleared (not suspended or debarred). Provide proof of SAM.gov registration along with your Statement of Qualifications.
- Current Certificate of insurance for professional liability

Professional Engineering Services
Request for Qualifications

BIDDER/PROPOSER'S SDNs/BLOCKED PERSONS AFFIRMATION

NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITHIN 10 DAYS OF THE AWARDED BID MAY RESULT IN THE TERMINATION OF ANY RESULTING PURCHASE ORDER OR

1) Pursuant to 44 CFR Part 13.35, the Proposer, hereby affirms that Proposer: *(Check all that are applicable)*

Is **NOT** excluded from doing business at the Federal Level.

Is **NOT** listed as Specially Designated Nationals (SDN)s/Blocked Persons (individuals and companies owned or controlled by or acting for or on behalf of targeted countries; or individuals, groups and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific).

2) Pursuant to Government Code Chapter 2270, Subtitle F and Government Code Chapter 2252, the Proposer/Bidder:

Does **NOT** boycott Israel or invest in companies that boycott Israel

Does **NOT** conduct business with Iran, Sudan, or a foreign terrorist organization

The County of Jackson may not make procurement transactions with SDNs/Blocked Persons, Companies that boycott Israel and/or companies that conduct business with any known terrorist organization. By signing below the authorized official does hereby depose and verify the truthfulness and accuracy of the contents and the statements on this certification.

Proposer/Respondent
Company Name _____

Proposer (Signature) _____ Date: _____

Proposer (Print Name) _____

Title/Position with Company _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

Date Received

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Insert System for Award Management (SAM) record search for company name and company principal

Insert Certificate of Insurance

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p style="margin-left: 20px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p style="margin-left: 20px;">Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p style="margin-left: 20px;"> <input checked="" type="checkbox"/> Other (see instructions) ▶ Governmental Entity </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p>	<p>Requester's name and address (optional)</p>
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.