

Request for Qualifications
Architectural Services for Van Zandt County Justice Center Complex

I. General

The Van Zandt County Commissioners Court is requesting qualification statements from state-registered architectural firms or engineering firms qualified to provide programming, design, bid document creation, project supervision and project closeout services. Any such service(s) obtained will be procured pursuant to Chapter 2254, Subchapter A of the Texas Government Code, and 43 T.A.C. §§ 9.30-9.40. Qualification Statements will be received at the office of the Van Zandt County Auditor's Office, 121 E Dallas Street, Room 102, Canton, Texas, 75103 until **10:00 A.M. Central Time, September 26th, 2024.** Late statements will not be accepted. Each firm is responsible for ensuring that responses to this RFQ have been delivered by the date, time and location specified.

It is understood that Van Zandt County reserves the right to accept or reject any or all responses to this RFQ as deemed to be in the best interest of Van Zandt County. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing firms and kept confidential during the negotiation/evaluation process. However, all documents shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by firm as such. All confidential information should be clearly marked in red.

No fees or charges for services are to be disclosed in the Request for Qualifications.

Van Zandt County assumes no liability for any costs related to the development of a response to this RFQ in the event this effort does not result in the execution of an architectural services contract with the responding firm.

Those firms responding to this solicitation shall not communicate with other county officials during the solicitation/evaluation process. Any questions related to the Request for Qualification Statements should be directed to:

Sandy Hill
County Auditor
903-567-2171
sandy@vanzandtcounty.org

Any questions related to the scope of services or project must be submitted in writing prior to September 19th, 2024, at 10:00 am.

II. Selection

A selection committee will review the Qualification Statements received and a short list of firms (not more than five) will be compiled. Interviews may be conducted by the selection committee of firms most qualified. Additional information may be required at that time. Negotiations will begin with the firm determined to be most qualified for the project. The Van Zandt County Commissioner's Court will make the final selection and approve the proposed contract.

Negotiations will include selection of specific services as in the best interest of Van Zandt County. The selected firm must be prepared to enter negotiations with each service individually represented by costs and necessity to the overall project. Van Zandt County may elect to contract for any or all of the proposed services after negotiations.

The Request for Qualifications will be evaluated using a points system based on the criteria as outlined in section VI. "Evaluation Criteria":

III. Scope of Services

The architectural services contract will encompass all project-related architectural services towards the design and construction of a Van Zandt County Justice Center Complex. Potential work would include but is not limited to the following:

- Program with the Van Zandt County Sheriff's Department to assess the needs and space requirements of the Justice Center.
- Work with the Van Zandt County Sheriff's Department, Van Zandt County Commissioners Court and Justice Center Committee towards the completion of a final design. A review at different stages will be made and approved towards 100% completion of documents.
- Present the agreed upon 100% design to the Van Zandt County Commissioners' Court along with cost estimates.
- Work with the Auditor's Office to develop bid documents/specifications/contracts for the Formal Bidding of the Project.
- Have weekly progress inspections/meetings during construction to advise the County that specifications are being met and any additional inspections/meetings as needed by owner.
- Help the County with final acceptance of the project and close the project out.

IV. Project Description

The project consists of the construction of the County Justice Center Complex located at TBD site.

V. Qualification Statements

The County wants to contract with a competent architectural or engineering firm, registered to practice in the State of Texas, which has a demonstrated experience in the following areas:

- Design and Specification Development of the Correctional Facilities
- Developing Bid Specifications for a Government Formal Bid process
- Project Inspections and Closeout Experience
- Must have prior experience in design of jail/detention center.
- Must meet all requirements of the Texas Commission on Jail Standards.

As such, please provide with your response a list of past and present clients, as well as resumes of all relevant staff and/or subcontractors who will or may be working for you on this project.

VI. Evaluation Criteria

The proposals received will be evaluated and ranked according to the following criteria:

	Criteria	Maximum Points
I.	Related Experience	45
2.	Work Performance	45
3.	Experience with the County	10
	Total Possible	100

Definition of Criteria:

Related Experience: speaks to the level of experience (past/present projects) the responding firm or individual has with working on similar projects. This would include the viewing of similar projects by the County and the satisfaction of the appearance and function of past/present projects.

Work Performance speaks to the level of satisfaction that the responding firm's present/past client's display for the firm's/individual's present and past performances.

Past Experience with the County speaks to the experience the firm has if any with the County in the past. This may include positive and or negative experiences.

VII Vendor Response Information

At a minimum, responses to this RFQ will include the following:

1. A description of the responding firm's qualifications to address the items listed under the Statement of Qualifications section of this RFQ;
2. A listing of present/past clients or projects for whom or on which the responding firm has served as the design lead for the project(s), as well as examples of like type buildings in the area that Van Zandt County may view prior to selection;
3. A list of tasks, which in the opinion of the responding firm, should be completed in order to accomplish the elements described under the Scope of Services section of this RFQ;
4. If known, a listing of the responding firm's staff, including their resumes, who would be assigned to work with the County on this project along with the sub-consultants who would serve on the responding firm's team;
5. A sample AIA Contract with modifications that the responding firm proposes be used for an agreement between the County and the firm; and
6. Any other information the responding firm feels to be appropriate for inclusion in his/her qualifications for this project.

The undersigned by his/her signature represents that he/she is authorized to bind the firm to fully comply with the terms and conditions of the attached Request for Qualifications. By signing below, you have read the entire document and agreed to the terms therein.

Company Name: _____

Contact Name: _____

Email: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

FAX Number: _____

By: _____ By: _____

Authorized Representative - Signed by Hand

Authorized Representative - Typed or Printed