

NAVARRO COUNTY, TEXAS

REQUEST FOR QUALIFICATIONS for NEW JAIL/SHERIFF OFFICE AND REPURPOSING OF EXISTING JAIL USING THE DESIGN-BUILD PROCESS

RFQ #2025-DB-001

Date Issued:

APRIL 30, 2025

**RESPONSES MUST BE RECEIVED NO LATER THAN:
10:00 am CST on May 16, 2025**

TABLE OF CONTENTS

RESPONDING AND CONTRACT REQUIREMENTS:

Notice to Respondents

Part I: Qualifications – General Requirements

Part II: Selection Process

Part III: General Project Description

Part IV: Questions and Request for Qualifications Submission

Part V: Request for Proposals

Part VI: Reservation of Rights

NOTICE TO RESPONDENTS
REQUEST FOR QUALIFICATIONS
for
NEW JAIL/SHERIFF OFFICE AND REPURPOSING OF EXISTING JAIL
USING DESIGN/BUILD PROCESS
Navarro County, Texas
RFQ #2025-DB-001

Navarro County, Texas invites you to submit a statement of qualifications for the design-build of:

**NEW JAIL/SHERIFF OFFICE AND REPURPOSING OF EXISTING
JAIL**

Qualification Responses addressed to the County Auditor will be received until **May 16, 2025 at 10:00a.m.**, at the Navarro County Auditor's office. All Responses must be in the Navarro County, Texas' possession on or before the scheduled date and time (no late responses will be considered). **The Navarro County, Texas Auditor's office is not open for weekend or holiday deliveries.**

Deliver Qualification Submissions and Proposals to:
Navarro County, Texas
c/o Navarro County Auditor's Office
Navarro County Courthouse
300 West 3rd Avenue, Suite 4
Corsicana, Texas 75110

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

NAVARRO COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS
NEW JAIL/SHERIFF OFFICE AND REPURPOSING OF EXISTING JAIL
RFQ #2025-DB-001

Pursuant to subchapter G of Chapter 2269 of the Texas Government Code, Navarro County, Texas (the "County") publishes this Request for Qualifications ("RFQ") and seeks statements of qualifications from interested design-build firms for the design and construction of a proposed new jail/sheriff office and repurposing of existing jail (the "Project or Projects").

This will be a two-step process. In the first step, the County will accept statements of qualifications from all interested firms. Based on the selection criteria contained in this RFQ, the County will evaluate the firms and qualify no more than five firms to submit proposals for

the design and construction of the Project. No cost related or price-related information may be submitted with the responses to this RFQ.

In the second step, the County will accept proposals from the qualified firms and rank the offerors. The proposals should include information requested by the County in this RFQ's selection criteria section. Any additional information the offerors wish to provide may be considered by the County but will not affect the scoring of the offeror unless such information is responsive to the information sought in the selection criteria. After receipt of the proposals, the County may interview each offeror. Following receipt of the proposals and any interviews, the County will rank the offerors based on the selection criteria to determine which offeror provides the best value to the County. It is the County's intent to enter into a design-build agreement with the highest ranked offeror.

This RFQ is available in hard format from the Navarro County Auditor at the following address:

Navarro County Courthouse
300 West 3rd Avenue, Suite 4
Corsicana, Texas 75110

Respondents receiving a Request for Qualifications notice in the mail or reading the announcement in the newspaper are advised that the documents are electronically available at <https://www.co.navarro.tx.us/>.

The County Auditor is designated as the contact person for all inquiries. Telephone inquiries are not permitted. Inquiries must be made in writing and include the following reference to be considered: New Jail/Sheriff Office and Repurposing of Existing Jail RFQ ##2025-DB-001.

The County reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value to the County, and hold the responses for a period of 120 days without taking action. Respondents are required to hold their responses firm for the same period of time.

PROJECT INFORMATION:

The intent of the proposed design-build projects is to construct a new jail and sheriff's office outside of downtown Corsicana and then repurpose the existing Navarro County Jail into county offices. The project shall include streets, parking, utilities, fencing and appurtenances.

The budget for the Projects is between \$189,000,000 and \$201,000,000. The County's desired duration for completion of the Projects, including all design and construction activities, is 42 months.

This RFQ is for Qualification Submittals and Proposals from Respondents that are able to provide all the components of a design-build project, either on their own or as part of a respondent's team. The separate elements (design and construction) of the Projects are not to be submitted separately. Only respondents (or respondent teams) having the ability to comply with all requirements of the RFQ, and the Design Criteria Package, and also provide all the component parts of the Project (design and construction) should respond.

DEADLINES: Qualification Submissions or Proposals received in the Purchasing Department after the stated deadline will be returned unopened and will be considered void and unacceptable. The County is not responsible for lateness of mail, carrier, or any method of delivery. Delivery by FAX is NOT acceptable. The time/date stamp clock in the County's Office shall be the official time of receipt.

The County requests Qualifications and Proposals (upon the terms and conditions set out in this RFQ/RFP) for the development, design, construction, and equipping of a new jail/sheriff's office and repurposing of the existing jail (hereinafter "Project"). Qualification Submissions and Proposals must be sealed.

SECTION I - QUALIFICATIONS – GENERAL REQUIREMENTS

- 1.1** **Sealed Qualification Submissions** will be received on or before 10:00 a.m. C.S.T. on May 16, 2025 at the office of the County Auditor located at c/o Navarro County Auditor's Office Navarro County Courthouse, 300 West 3rd Avenue, Suite 4, Corsicana, Texas 75110.
- 1.2** Qualified Offerors will be asked by the County, in writing, to provide sealed responses in accordance with this RFQ. The time, date, and place of delivery for these responses will be communicated to all Offerors in the written notice.
- 1.3** Terri Gillen, County Auditor of Navarro County, Texas, is designated as the contact person for inquires, and her contact information is set forth herein. Qualification Submissions and Proposals shall be submitted to:

Deliver Qualification Submissions and Proposals to:

Navarro County Auditor's Office
Navarro County Courthouse
300 West 3rd Avenue, Suite 4
Corsicana, Texas 75110

- 1.4** Responses must address each applicable requirement set out in this RFQ. Only Respondents who can provide, either directly or as part of a team under its control, both design and construction should tender their Qualifications Submission.
- 1.5** Unless expressly allowed by a written authorization from the County, no Qualification Submissions or Proposals may be changed, amended, or modified in any manner after it is delivered to the County; however, a Qualification Submission or Proposal may be withdrawn and resubmitted any time prior to the deadline set for receipt thereof.
- 1.6** Interested persons, entities or teams, submitting Qualification Submissions, must submit six bound hard copies of their Qualification Submission and one electronic copy of the same (.PDF preferred). At least one of the bound hard copies must be the original with signatures of the Offeror's principal or authorized representative.
- 1.7** Persons, entities or teams delivering qualifying Qualification Submissions will be notified by written notice from the County as to whether they have been selected as a Finalist to submit a sealed Proposal for the Project ("Finalist").

- 1.8 No Ex-Parte Communications during Competitive Bidding Period.** To ensure the proper and fair evaluation of a response, the County prohibits ex parte communication (e.g., unsolicited) initiated by a respondent team to a County employee or other designated representative evaluating or considering the responses prior to the time a formal decision has been made, except for questions to the appropriate person designated in this RFQ. Questions and other communication from responder will be permissible until 4:30 pm on the day specified as the deadline for questions. Any communication between responder and the County after the deadline for questions will be initiated by the appropriate County official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the response.

SECTION II – SELECTION

2.1 Qualification Submission (STEP I)

2.1 The County requests the relative qualifications of any design-build entity or team seeking to provide design-build construction services necessary for development, design, construction, and equipping of a new jail/sheriff office and repurposing of existing jail.

2.2 The County has designated a Selection Committee that will evaluate all proposals received from Offerors in Step I and will qualify up to 5 Offerors for the Project.

2.3 The County may, but is not obligated to, request interviews with Offerors during the selection process leading up to the qualification determination.

2.4 Each Respondent must submit a **Qualifications Submission** containing a full and complete response to each of the **Questions and Requests** set forth below, and fully complying with the General Requirements set out in Section 1 above, and all other applicable requirements of this RFQ. No price or cost information is to be included with a Qualifications Submission. The inclusion of pricing or cost information in a Qualifications submission may result in an automatic disqualification of the Offeror.

SECTION III - GENERAL PROJECT DESCRIPTION

3.1 Design and construction services shall consist of the following:

There are no preliminary drawings or bridging documents. The information below shall be considered the County's Design Criteria Package as required by Texas Government Code Section 2269.306(c).

Phase 1: Budget is \$165,000,000 to \$175,000,000 (inclusive of soft costs, FFE, and permitting).

The scope of work for Phase 1 includes the design and construction of a new 400 bed jail and sheriff's office. The project size is anticipated to be between 140,000 sf to 150,000 sf for the jail component, and 25,000 sf to 30,000 sf for the sheriff's office in a singular complex/building on the same property. The site has not been selected, and the Design-Builder will be required to assist Navarro County with site selection for the project during the design and preconstruction phases.

Phase 2: Budget is \$24,000,000 to \$26,000,000 (inclusive of soft costs, FFE, and permitting)

The scope of work for Phase 2 includes the design and construction to completely demolish the interior space of the existing downtown jail back to a shell space and reconfigure the current space into new program and office space for various county departments to include commissioners courtroom and offices, planning and zoning offices, constable offices, auditor offices, treasurer offices, IT departments, elections offices, tax assessor offices and others.

The Design-Builder will be responsible for all design related activities to ensure compliance with all federal, state, and local applicable codes to include but not limited to local building codes as adopted by the City of Corsicana, Texas, local fire marshal, TAS, and the Texas Commission on Jail Standards.

The phases of design for both phases will include:

- Programming and Conceptual Design
- Schematic Design
- Design Development
- Construction Documentation
- Permitting/Bidding
- Construction Administration

The Design-Builder will be responsible for all pre-construction, permitting, and construction activities to successfully complete the project maintaining safety, quality, cost, and schedule.

SECTION IV - QUESTIONS AND REQUESTS FOR QUALIFICATIONS SUBMISSION

4.1 In preparing your Qualifications Submission, answer each of the following questions and requests thoroughly. The completeness of your answers to these questions and requests will be considered in evaluating your response.

- a. Are you able and willing to provide all of the services requested in this RFQ, including design, construction and compliance with all applicable laws, rules, and regulations?
- b. Describe the experience of your firm, and of any team members, in designing and constructing jails certified for occupancy by the Texas Commission on Jail Standards, sheriff's offices, and other county government offices or buildings.
- c. Provide references and contact information for the owners of any projects listed in response to (b) above.
- d. Provide proof of your team's financial strength, stability and bonding capacity.
- e. If your firm will provide directly all of the required goods and services for the Project, or if it is proposing to provide the goods and services for the Project as part of a team under your firm's control, please answer the following questions both for your firm and for each team member if applicable.
 - i. Form of business;
 - ii. state of registration or incorporation and years in existence
 - iii. Identification of contact person;
 - iv. A brief biography of the key officers and their experience;
- f. Identify the design professionals (architects and engineers) who will be working on the Project, their qualifications, length of time employed by company, and provide proof of licensure to practice in the State of Texas.
- g. Provide the resume or qualifications of the following:
 - Offeror's executive project team;
 - Proposed Project Manager;
 - Proposed Project Superintendent; and
 - Proposed lead design personnel.

4.2 The Selection Criteria to be applied to Qualifications Submissions (Step I) are as follows:

Step I

Evaluation Factors & Weighting of those Factors for

Evaluation of Qualification Submissions

The Qualification Submissions received from the Respondents, will be reviewed, evaluated and ranked by the County, based upon the application of the following

evaluation criteria and weighting factors. If a Respondent is unable to provide qualifications responsive to each of the criteria listed below, it is disqualified. No other criteria or factors will be considered in Step I (Evaluation and Ranking of Qualification Submissions).

- | | |
|--|-----|
| 1. Respondent's (and team's) experience | 25% |
| 2. Respondent's (and team's) technical competence | 25% |
| 3. Respondent's (and team's) capability to perform | 25% |
| 4. Respondent's (and team's) past performance | 25% |

- 4.3** The County will qualify up to five offerors (the "Finalists") to submit Proposals in Step II. An invitation to submit a proposal including the deadline for said submission will be sent to each of the qualified offerors indicating their selection as Finalists.

SECTION V - REQUEST FOR PROPOSALS (RFP)

- 5.1** The Proposals received from the Finalists, will be reviewed, evaluated and ranked by the County, based upon the application of the following evaluation criteria and weighting factors.

Step II

Evaluation Factors & Weighting of those Factors

For Evaluation of Proposals for the Project

Group A – 40%

1. Experience
2. Technical competence
3. Past performance
4. Reputation of the respondent and its team members
5. Quality of the services provided by the respondent

Group B – 30%

6. Ability to complete the Project within the County's budget
7. Proposed Project Schedule
8. Pricing information and cost methodology
9. Bonding Capacity and financial condition
10. Entity type
11. Guarantee security and bonding capacity

Group C – 30%

12. Safety and long-term durability
13. Quality Assurance/Quality Control processes and procedures
14. The extent to which the Proposal meets the County needs

- 5.2** The County reserves the right to reject any or all Proposals and reserves the right to waive any irregularity in the Proposals received.
- 5.3** Each Proposal submitted by a Finalist selected by the County, must fully and thoroughly respond to, and comply with, each of the applicable criteria, requests and requirements stated herein, including but not limited to the following:
1. Proposals for the Projects will not be accepted from any entity other than the Finalists selected by the County as a result of the evaluation of Qualifications Submissions (Step I).
 2. The County will evaluate the Proposals that are submitted by the Finalists, based on the selection criteria and weighting set forth herein.
 3. Respondents should not include detailed engineering or architectural designs as part of the proposal.
 4. Proposals must comply with the applicable deadlines and all other applicable requirements described herein.
 5. Proposals must comply with the criteria, requirements and elements of the Design Criteria Package.
 6. Proposals must be signed by a person authorized to bind the entity making the Proposal. All Proposals must be delivered in sealed wrappings.
- 5.4** The County shall rank the Finalists and determine which provides the best value to the County based on the published selection criteria and the evaluation of the County's selection committee. The County will then enter into contract negotiations with the highest ranked Finalist pursuant to Section 2269.308 of the Texas Government Code.
- 5.5** Proposals submitted by Finalists shall include the Qualifications Submission of each Finalist.
- 5.6** The proposal shall be organized as shown below, with each section separated by a divider. Each divider shall have a tab clearly identifying the contents of the section.

Tab 1: Firm information

- Firm name, address, officers, contact
- Litigation/arbitration history in the past five years
- Sample Certificate of Insurance including carriers and policy limits and claims history
- Safety Information
- QA/QC Information

Tab 2: Firm Experience

- Building types, budgets, and completion dates of a maximum of three projects for governmental entities similar to the Projects made the basis of this RFQ.
- Building types, budgets, and completion dates of these types of projects
- Experience in dealing with the authorities having jurisdiction over these types of projects

Tab 3: Firm Capacity

- Names and resumes, of principals and personnel proposed for this Project
- Names and resumes of principals and personnel of major sub-consultants proposed for this Project
- Costing Methodology

Tab 4: Certifications/Forms

- Principal, officer, authorized representative non-collusion certification
- Conflict of interest questionnaire

Tab 5: Any Required Modifications to Design-Build Contract Documents

The County intends to use an AIA A141 2014 Edition with modifications to be mutually agreed upon by the parties.

In order for your firm or Design-Build Team to be considered, your firm or a member of the Design-Build Team must be licensed in the State of Texas to engage in the lawful practice of architecture.

If your firm wishes to be considered, please submit one (1) original copy and five (5) hard copies of your proposal to:

Navarro County Auditor's Office
Navarro County Courthouse
300 West 3rd Avenue, Suite 4
Corsicana, Texas 75110

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

**NAVARRO COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS
NEW JAIL/SHERIFF OFFICE AND REPURPOSING OF EXISTING JAIL
RFQ #2025-DB-001**

Submit completed Proposal no later than: May 23, 2025 @ 4:30 p.m. CST

Failure to manually sign the Proposal Response Form may disqualify the Proposer.

Persons signing the proposal must be officers of the firm or otherwise authorized to execute legal documents on behalf of the firm.

For your proposal to be responsive, you must submit all required sections.

Questions about the Project or the Proposal shall be submitted in writing and addressed to Travis Dempsey, Facility Manager at tdempsey@navarrocounty.org within the timeline specified below.

Proposal Schedule

Issue Request for Qualifications	April 30, 2025
Deadline for Questions CST	May 14, 2025 @ 4:30 p.m.
Deadline for Statement of Qualifications CST	May 16, 2025 @ 10:00 a.m.
Committee Reviews Statement of Qualifications	May 19, 2025
Interview Short List (if applicable)	May 21, 2025
Deadline for Submission of Proposals from Short List p.m. CST	May 23, 2025 @ 4:30
Committee Reviews Proposals from Short List	May 27, 2025
Negotiate and Finalize Contract	June 6, 2025
Contract Approved by County Commissioners, if necessary	June 9, 2025

SECTION VI. RESERVATION OF RIGHTS

The County 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 County reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the County 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 or presentation of the RFQ submittals. The RFQ submittals will become the property of the County.

All submissions shall be subject to the Texas Public Information Act (TPIA) unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the TPIA as determined by the Attorney General.

In connection with the RFQ, the County reserves all rights (which rights may be exercised by the County 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 County, 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 or weights of factors the County 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 County 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 TPIA.
14. Authorize firms to substitute key personnel until the County 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 County's authorization.
17. Exercise any other right reserved or afforded to the County 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 County.

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

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

COUNTY/STATE/ZIP: _____

Tab 1: Firm Information

Name of Firm: _____

Federal Tax ID Number: _____

Business Address: _____

Business Address of Office that will provide services (if different from above) _____

Principals

Contact Person: _____ Phone Number: _____

Type of Organization: _____ Years in Business: _____

(Individual, Partnership, Corporation, Association)

Has firm operated under any other name(s)? If so, state name(s) and dates of operation.

(Name) *(Date)*

(Name) *(Date)*

(Name) *(Date)*

Financial Statement

*Please attach a financial statement for your firm as of your most recent fiscal year end.
An audited financial statement is preferred.*

Please furnish bank reference and bank contact person:

Name of Bank: _____

Business Address: _____

Contact Person: _____ Phone Number: _____

Design-Builder's Litigation and Arbitration History

Each respondent shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the respondent or which has occurred in the past five years in which the respondent has been judged guilty or liable by a competent court regardless of whether the Court Order or Judgment is final or on appeal.

Insert Insurance Certificate

Tab 2: Firm Experience

Provide a list of new building types, budgets, and completion dates of governmental entity buildings, including any repair/renovation work.

Tab 3: Firm Capacity

Attach organizational chart and resume for Design-Builder or the Design-Build Team, including each architect and engineer who will be assigned to the Projects. Also include the Firm's costing methodology

Tab 4: Certifications

Non-Collusion Certification

The undersigned affirms that he or she is duly authorized to execute this questionnaire, that this company, corporation, firm, partnership or individual has not prepared this statement of qualifications in collusion with any other person, firm or entity making or considering submitting a statement of qualifications to the County for this Project, and that contents of this submittal as to terms or conditions of said submittal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this submittal.

The undersigned further affirms that he or she has had no conversations, correspondence or communication with any County employees or County Commissioner Members regarding this Project since the issuance of this RFQ, save and except authorized communication with the County's representative designated in this RFQ.

The foregoing is true and correct. The County, or any authorized representative of the County, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain relevant information.

Firm: _____

Address: _____

City/State/Zip: _____

Phone No: _____

Fax No: _____

Signature: _____

Typed Name: _____

Date: _____

FORM 1295

State of Texas Local Government Code (Chapter 2252) states that the County may not enter into a contract with a business entity unless and until the business entity has submitted a Certificate of Interested Parties (hereafter referred to as “Form 1295”) to the County for filing with the Texas Ethics Commission (hereafter referred to as “TEC”). Instructions for completing this form are included at “<https://www.ethics.state.tx.us/filinginfo/1295/>”. Form 1295 **must be submitted with your SOQ.**