



FANNIN COUNTY RFQ-2021-02

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

The Fannin County Commissioners' Court is requesting Statements of Qualifications from state-registered architectural firms or individuals qualified to provide professional design services on a project to design a Justice Center for Fannin County. 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 Fannin County Purchasing Agent, 200 East 1st Street, Bonham, TX 75418 until 3:00 PM on December 9, 2020, or Statements of Qualifications can be submitted electronically to mcase@fanninco.net

Late statements will not be accepted. Each firm is responsible for insuring that responses to this RFQ have been delivered by date, time and location specified.

It is understood that Fannin County reserves the right to accept or reject any or all responses to this RFQ as deemed to be in the best interest of Fannin 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 secret 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.

Fannin 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:

Michelle Case
Purchasing Agent
903-583-0054
mcase@fanninco.net

A selection committee will review the Qualification Statements received and a short list of firms (not more than three) 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 Fannin 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 Fannin County. The selected firm must be prepared to enter negotiations with each service individually represented by costs and necessity to the overall project. Fannin 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 V. "Evaluation Criteria":

I. Scope of Services

The architectural services contract will include, but is not limited to all project-related architectural services for completion of a master plan reflecting design and construction of a Justice Center for Fannin County. Fannin County officials will provide potential location sites to the firm who is contracted.

At this time Fannin County wishes to enter into discussions with a firm experienced and knowledgeable of requirements involved in designing a justice center with a District Courtroom and a standard Courtroom. It is anticipated that the County will engage a firm for these services in early 2021.

II. Qualification Statements

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

- Building design for judicial buildings/offices
- Projects located in this general region of the state.
- Projects involving Courtrooms

As such, please provide with your response a list of past and present clients, as well as resumes of all relevant staff and/or sub-contractors who will or may be working under you on this project should you receive an architectural services contract award. Fannin County encourages firms interested in working on this project to consider using local design expertise whenever practical. Local knowledge will benefit the design process and quite possibly create cost efficiencies for both the design firm and the County.

III. Evaluation Criteria

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

<u>Criteria</u>	<u>Maximum Points</u>
1. Related Experience	55
2. Work Performance	25
3. Capacity to Perform	15
4. Familiarity with Texas County Government Fiscal Funding and Bonding.	<u>5</u>
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; particularly those in this part of the state.

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.

Capacity to Perform: speaks to the experience, training and background that the responding firm's staff maintains (those who would be directly

involved with this project) and/or the capacities of the other design team members, which would make them suitable for this project.

IV. Vendor Response Information

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

1. 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;
2. A description of the responding firm’s qualifications to address the items listed under the Statement of Qualifications section of this RFQ;
3. A listing of present/past clients or projects for whom or on which the responding firm has served as the principle design agent for the project(s);
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 design team; and
5. Any other information the responding firm feels to be appropriate for inclusion in his/her qualifications for this project.

V. Ownership of Documents

Upon completion of the project and payment in full of all fees associated with the project any/all documents, cad drawings, CD/RW ROMs, program sheets, blue prints, overlays or other related documents shall become the sole property of Fannin County. The selected firm and principal shall release all claims to any and all documents for present and future use by Fannin County.

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.

Firm Name: _____

Address: _____

Contact Name: _____ City, State, Zip: _____

Telephone Number: _____

E-mail address: _____

By: _____ By: _____
Authorized Representative – Signed by Hand Authorized