

# Coryell County

---

## Request for Qualifications from Architectural Firms

*For*

*Services in Connection with a New Law  
Enforcement Center*

**RFO# 2**

*Issued by: Coryell County, Texas*

*Issue Date: October 30, 2019*

## 1. GENERAL PROJECT INFORMATION

### 1.1. Intent of this Request for Qualifications (RFQ)

This RFQ is intended to solicit interest and submission of firm qualifications regarding architectural and building engineering services in connections with a new County Law Enforcement Facility for Coryell County. Submissions shall be from qualified architectural firms including necessary engineering support to provide full design, documentation and construction phase services.

### 1.2. Project Description

The Coryell County Commissioners' Court (County) seeks to develop a new County Law Enforcement Center at 420 E. Main Street, Gatesville, Texas, on FM 929 near Texas State 36 in Gatesville, Texas, or on another County parcel of land in the area of downtown Gatesville. The law enforcement facility is expected to contain offices for law enforcement personnel of the Coryell County Sheriff's Office, additional law enforcement personnel assigned to the County from other agencies, and a dispatch center. It may also house two Justice of the Peace and Constable Offices, and contain a courtroom sufficient to conduct a wide array of court functions.

### 1.3. Project Approach

The Coryell County Law Enforcement Center Committee will be the primary source of input regarding facility design and operational approach. Additionally, Coryell County may retain a consultant to assist with all phases of the project. This consultant shall advise and represent Coryell County regarding specific essential design criteria, operational efficiency, and overall project implementation.

## 2. INSTRUCTIONS FOR SUBMISSION

### 2.1. Intention to Respond

It is important that Coryell County understand who is interested in participating in this RFQ process. Coryell County desires to communicate information appropriately to all interested parties and is prepared to accommodate those interested in this RFQ. The attached "Intention to Respond", is to be completed and submitted, either by US Mail, a form of express delivery, or in person, and must arrive not later than **November 13, 2019, at 3:00 p.m.** Submit this document to:

**Coryell County  
ATTN: Judge Roger Miller  
800 East Main Street, Suite A  
Gatesville, Texas 76528**

### 2.2. Inquiries

Other than questions submitted for the clarification of this RFQ, interested Respondents shall not contact any members, or employees, of Coryell County, any Coryell County Elected Official, or any Officer or employee of the Coryell County Sheriff's Office regarding this RFQ, evaluation, or selection process from the time this RFQ is issued until award of the contract, unless invited to do so by Coryell County. All firms submitting the "Intention to Respond" as noted above will receive all responses to all inquiries. Deadline for all inquiries is **November 13, 2019, at noon**. Inquiries shall be submitted in writing via fax or e-mail to:

**Coryell County**  
**Judge Roger Miller**  
**Email: countyjudge@coryellcounty.org**  
**Fax: 254-865-2040**

### 2.3. Pre-Submission Conference

A pre-submission conference for all interested respondents will **not** be held. In lieu of a pre-submission conference, Coryell County will promptly respond to all questions received prior to the inquiry deadline and provide responses to all firms submitting the "Intention to Respond" form.

### 2.4. Qualifications Submission & Selection

Respondents are required to submit five (5) bound copies and one (1) electronic copy of the Qualifications packages in a sealed envelope labeled, "Statement of Qualifications for Architectural Services - New Coryell County, Texas Law Enforcement Facility." **Responses are to be received at the below address on or before November 18, 2019, 3:00 PM CST.** Faxed or e-mailed responses will not be accepted. Submit to:

**Coryell County**  
**ATTN: Judge Roger Miller**  
**800 East Main Street, Suite A**  
**Gatesville, Texas 76528**

### 2.5. RFQ & Selection Process Timetable

It is the intention of Coryell County to accomplish the selection of the project design team according to the following scheduled milestones:

|   |                   |
|---|-------------------|
| Request for Qualifications posted:      | October 30, 2019  |
| Intention to Respond forms due:         | November 13, 2019 |
| Deadline for Inquiries/Questions:       | November 13, 2019 |
| Response to RFQ due:                    | November 18, 2019 |
| Selected Firm Notified:                 | November 25, 2019 |
| Negotiation & Award with Selected Firm: | November 26, 2019 |

Commence Services:  
Initial Data Submission:

Immediately upon award  
December 30, 2019

### 3. SUBMISSION REQUIREMENTS

3.1 Each respondent shall provide:

- A transmittal letter, labeled as a response to this RFQ, listing all attachments and executed by an authorized signatory of firm's directorship. The letter should express salient points of firm's capabilities to perform and excel in delivery of the required services.
- Contact information for key personnel in connection with this submission.
- Current Form SF330 for the firm and firm's consultants addressing the firm's capabilities to address project requirements.
- Work Plan & Project Approach illustrating firm's understanding of project needs and methodology for providing required documentation and meeting project objectives.
- Project Team Organization
- Design Schedule
- Firm's acknowledgement of the requirement for final drawings prior to receipt of full payment and required payment percentage and schedule from initial engagement to completion of drawings.

### 4. EVALUATION & SELECTION CRITERIA

- 4.1. Coryell County representatives shall review submittals for this project in a manner and methodology determined by Coryell County, under their sole authority and discretion. Selected team(s) will be invited to make an oral presentation on **November 20 or November 21, 2019.**
- 4.2. There is no expressed or implied obligation for Coryell County to reimburse any company for any expense incurred in preparing or presenting in response to this RFQ.
- 4.3. The following criteria will be used to evaluate the Respondent's Statement of Qualifications (SOQ) and interviews as per the following:
1. Completeness of submittal response: SOQ follows the prescribed format and contains all requested information.
  2. Strong, established, and proven working relationships among team members, as indicated in Form 330 and per further elaboration.
  3. Experience in similar or relevant projects by team members, as shown in Forms 330 and per further elaboration.
  4. Experience in similar or relevant projects by individuals who would be

assigned to this project, as shown in Form 330. Include resumes for the key project personnel committed to this project from each organization.

5. Experience in the design of mission critical and communications facilities addressing attendant service diversity, backup and facility hardening issues within the last five years.
6. Project experience by firms and individuals with local government agencies or institutions, as shown in Forms 330 and per further elaboration.
7. A suitably sized staff to meet the peak phases of the work.
8. Track record of meeting deadlines and working within a budget, and meeting owner's program expectations for similar projects in the last 5 years.
9. Project Management/Team Organization demonstrating structure that is coherent and responsive to Coryell County's needs.
10. Demonstrate systems and processes in-house for insuring quality and timely performance on projects. Elaborate on end of project warranty compliance and tracking program.
12. Understanding of Coryell County's needs and appropriateness of Team's approach to this project per the project RFQ scope provided.
13. Applicability and quality of references for the type and complexity of this project or similar project.
14. Willingness to accept a partial payment (provide amount of payment required) based on a percentage of completion for partial services provided and a final payment for services contingent on approval and funding.

## **5. DOCUMENTS AND DELIVERABLES**

All deliverable documents including drawings, electronic files shall become the property of the County of Coryell, to be used in any manner determined by the County without payment of any additional fees to the Consultant.

## **6. CONFLICT OF INTEREST**

Respondents must disclose to the County, in their Response, any potential conflict of interest. If such a conflict of interest does exist, the County may, at its discretion, refuse to consider the Response.

## **7. DISQUALIFICATIONS OF RESPONSES**

Responses received after the Response Submission Deadline, as recorded by the County on the date, at the time and place of submission outlined in Section 2.4 will not be considered. Respondents are solely responsible for ensuring that Responses are delivered as required. Delays caused by any delivery service, including US Postal Service, will not be grounds for an extension of the Response Submission Deadline. Faxed transmissions, e-mails, telegrams or other forms of unsealed Responses will not be considered.

## **8. THE COUNTY'S RIGHT TO REJECT**

The County at its discretion may select any one Response; or reject any or all or part of any or all Responses. The County reserves the right to negotiate with any or all Respondents. A fee will not be paid for the preparation or presentation of Responses in response to this RFQ.

## **9. NO ADJUSTMENT TO RESPONSE**

No unilateral adjustments by Respondents to submitted Responses will be permitted. Respondents may withdraw their Response prior to the closing date and time for submission of Responses by notifying the County in writing.

Respondents who have withdrawn a Response may submit a new response, which must be received by the County prior to the deadline for submission of Response. After the closing date and time, the Response is irrevocable and binding on the Respondent. If the County requires clarification of a Respondent's Response, that Respondent will provide a written response to a request for clarification, which shall then form part of the Respondent's Response.

## **10. COMMUNICATION**

The Respondent is requested to identify one senior individual by name, address, email address, and telephone and fax numbers, who will act as the Respondent's primary liaison/contact with the County for both pre- and post-submission communication and on-going consultation with regard to this response and contract that may come from it.

## **11. CONFLICTS AND OMISSIONS**

If the Respondent observes any apparent error or omission, he shall bring to the notice of Coryell County immediately. In no circumstances the Respondent shall take advantage of any apparent error or omission in the RFQ, but the County shall be permitted to make such corrections and interpretation as may be necessary for the fulfillment of the intent of the RFQ.

**12. ADDENDA**

Any revisions prior to closing date shall be included in Addenda to the RFQ distributed to all the Respondents. When an Addendum is issued, the date for submitting Responses may be changed by the County if in its opinion more time is necessary to enable the Respondents to revise their Responses. The Addendum shall state any changes to the Response Submission Date. All Respondents must acknowledge receipt of the RFQ documents and all Addenda in their Response.

**13. PERIOD OF VALIDITY AND RESPONSES OF AGREEMENT**

Responses submitted shall be irrevocable and binding on Respondents from the date of Response Submission to the date the successful Respondent is selected by the evaluation team and the successful Respondent executes an Agreement with the County.

The successful Respondent will be required to enter into a Professional Services Agreement satisfactory to the County, immediately upon presentation for execution.

**14. NO ASSIGNMENT**

The successful Respondent shall not assign any part of the project, which may be awarded to it under the Professional Services Agreement without the prior written consent of the County.

However, such written consent shall not under any circumstances relieve the successful Respondent of its liabilities and obligations under this RFQ and the Professional Services Agreement.

**15. RESOURCES COMMITMENTS**

The Respondent must make available appropriately skilled staff, equipment or sub-consultants, as the case may be, and the Respondent must be able to provide the necessary materials and supplies to carry out the project. These resources must be available on a dedicated basis as required to carry out the Project with due care, skill and efficiency.

**16. WAIVER OF RIGHTS IN RESPONSE AND INDEMNITY**

Each Respondent acknowledges and agrees that the County is likely to receive, and be required to deal with, several responses, all of which may contain or disclose information considered by their Respondents to be of special, unique, secret or proprietary nature, and that such information and the manner in which the County may use it may be entitled or subject to protection under any of the State's intellectual property laws and any the applicable State law relating to unfair competition.

The County cannot accept any Response that is subject to a reservation by the

Respondent of any such rights and each Respondent, by virtue of filing a Response pursuant to this RFQ expressly waives any and all protection to which the Respondent might otherwise be entitled in respect of that Response under all of the foregoing laws and expressly releases the County and its staff and consultants, if any, as well as the successful Respondent from any claims, actions, suits and proceedings whatsoever for the infringement of any intellectual property right or for the use of any secret or proprietary information.

Each Respondent shall indemnify and save harmless the County, its staff and its consultant, if any, against all claims, actions, suits and proceedings, including all costs incurred by the County in connection herewith brought by any person in respect of the infringement or alleged infringement of any patent, copyright, trademark or industrial design or the use or misuse in connection with their Response.