

Date: Wednesday, May 3, 2017
Due On: Tuesday, May 23, 2017 at 2 p.m.

**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL SERVICES FOR
PROPOSED WALLER COUNTY JAIL
AND SHERIFF'S OFFICE**

PROPOSAL NO. #170503-RFQ

Pursuant to the provisions listed below, sealed proposals subject to the conditions and requirements made a part hereof will be received at the Waller County Auditor's Office, 836 Austin Street Suite 221, Hempstead, TX 77445 until 2:00 p.m. on Tuesday, May 23, 2017. All proposals received after that time will be returned unopened. Proposals will be opened at 9:00 a.m. on Wednesday, May 24, 2017 during the Waller County Commissioners Court meeting at 836 Austin Street, Hempstead, TX 77445. Only the names of companies submitting qualifications will be read aloud.

The offeror's signature is required for acceptance of proposal and confirms offeror has read and understands all requirements concerning this Request for Qualifications. Each proposal must be **SEALED** & the envelope **CLEARLY** marked:

Proposal No.: 170503-RFQ/Architectural Services
Proposal Due: May 23, 2017 at 2:00 p.m.
Proposal Opening: May 24, 2017 at 9:00 a.m.

FACSIMILE AND EMAIL TRANSMISSIONS will NOT be accepted.

Submit Proposals to: Waller County Auditor's Office
836 Austin Street, Room # 221
Hempstead, TX 77445

Direct questions to Danny Rothe, Waller County Construction Manager, d.rothe@wallercounty.us.

Details for this RFQ can be found at
<http://www.co.waller.tx.us/page/Construction%20Manager>
County Homepage: <http://www.co.waller.tx.us/page/homepage>

*****DURING THE RFQ PROCESS DO NOT DISCUSS THIS RFQ OR YOUR PROPOSAL WITH ANY COUNTY EMPLOYEES OR OFFICIALS OTHER THAN THE COUNTY CONSTRUCTION MANAGER, THE JAIL SELECTION COMMITTEE, AND THE COUNTY AUDITOR'S OFFICE.*****

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INTRODUCTION

Waller County, Texas is soliciting a Request for Qualifications (RFQ) from firms that are interested in providing architectural services for the design of a proposed Jail Facility and Sheriff's Office Administration Facility. All Jail Facility design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal, and Local laws and regulations.

The anticipated budget for this project total is \$25,000,000 - \$35,000,000 dollars. Services will include a needs assessment, programming, design, specifications, construction, and assistance with the bond preparation and bond election. It is anticipated that the Jail Facility will consist of approximately 192 to 240 beds.

The County is soliciting a Request for Qualifications from firms that have a "design" capability, can adequately demonstrate they have the resources, experience, and qualifications to guide the County through a comprehensive process of developing a master site plan, preparation of plans and specifications for building design, and have successfully completed similar projects related to the proposed project. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal, and Local laws and regulations.

A prime firm will be selected to accomplish all services outlined in this Request for Qualifications.

DEFINITIONS, TERMS, AND CONDITIONS

Definitions

To simplify the language throughout this Request for Qualifications, the following definitions shall apply:

WALLER COUNTY, TEXAS – Same as *County*.

COMMISSIONER'S COURT – The elected officials of Waller County, Texas given the authority to exercise such powers and jurisdiction of all County business as conferred by the State Constitution and Laws.

CONTRACT – An agreement between the County and Firm to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

COUNTY – The government of Waller County, Texas.

FIRM – The successful Offeror of this request.

RFQ – Request for Qualifications.

Receipt of Request for Qualifications

The submitted RFQ must be received by the Auditor's Office agent prior to the time and date specified. The mere fact that the RFQ was dispatched will not be considered; the firm must insure that the RFQ is delivered and accepted by the County by the time and date specified.

Questions and Inquiries

Questions and inquiries about this RFQ shall be submitted in writing to Danny Rothe, Waller County Construction Manager, at D.Rothe@wallercounty.us **no later than 2:00 p.m. on Friday, May 12, 2017.** Answers to submitted questions will be posted online by 2:00 p.m. on Tuesday, May 16, 2017 at <http://www.co.waller.tx.us/page/Construction%20Manager>.

Reservations

The County reserves the right to accept or reject any or all RFQs, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Qualifications if found in the best interest of the County. All submitted RFQs become the property of Waller County, Texas.

Reimbursements

There are no express or implied obligations for Waller County to reimburse responding firms for any expenses incurred in preparing RFQs in response to this Request for Qualifications, and Waller County will not reimburse responding firms for these expenses, nor will the County pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Certification

RFQs must be completed and submitted as required in this document. The certification form must be fully completed.

Communication

The County shall not be responsible for any verbal communication between any employee of the County and any potential firm. Only written requirements and qualifications will be considered.

Management

Should there be a change in ownership or management of a submitting Firm; the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is non-transferable by either party.

Payment Terms

Payment will be made in accordance with the negotiated contract.

Negotiations

Negotiations may be conducted with a short list of 3-5 qualified firms(s) that submit RFQs and are reasonably capable of being selected. All firms(s) reasonably capable of being selected based on qualifications submitted in response to this request may be given an opportunity to make a presentation and/or interview with the Selection Committee. Following any interviews, firms will be ranked in order of preference and contract negotiations will begin with the top ranked firm(s). Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc.

Disclosure

At the public opening, there will be no disclosure of contents to competing firms, and all RFQs will be kept as confidential as possible during the negotiation process. Except for trade secrets and confidential information which the Firm identifies in writing as proprietary, all RFQs will be open for public inspection after the contract award. All Firms must understand that the County is subject to the Public Information Act and that the County is not responsible for determining which information submitted by a Firm is confidential or proprietary.

Award of the Contract

Award of the contract shall be based on demonstrated competence and qualifications, so long as the professional fees are consistent with, and not higher than, the published recommended practices and fees of the various professional associations and do not exceed any maximums provided by State Law.

PROJECT DESCRIPTION

Note: Each facility component noted below must allow for future growth. A master expansion plan should note how each component can be expanded

JAIL:

The jail facility shall consist of a one-story building utilizing a POD type design to include 192 – 240 maximum security jail beds, a jail kitchen, a jail medical facility, intake area, sally port, and any other related areas. The POD type design shall be expandable for future growth. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal, and Local laws and regulations.

SALLY PORT:

The vehicular sally port should be accessible from the jail and Sheriff's Office. Employees should be able to move securely between the jail and Sheriff's Office through an attached pedestrian sally port while the vehicular sally port doors are open.

SHERIFF'S OFFICE:

The building shall also include a Sheriff's Office with office space, a dispatch area, evidence storage, an armory, and other related areas.

COURT FACILITIES:

The building shall include courtroom spaces, including a magistration room, 1-2 courtrooms, office space, restrooms, a waiting area, public parking, and other related areas. There should be secure, non-public corridors from the jail to the magistration room and courtrooms for secure transfer of inmates.

SCOPE OF SERVICES

It is the County's intent that the successful Firm will be involved for the full duration of the needs assessment, design development, preparation of construction bidding documents, and construction administration phases of the project as described. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal, and Local laws and regulations.

Public Review Process

The selected Firm shall include coordination with the appropriate related entities of Waller County government including, but not limited to, the Commissioner's Court, Sheriff, Auditor's Office, Construction Manager, and support services related thereto. Firm shall participate, attend, and present information at all public/government hearings and meetings regarding the project.

BASIC SERVICES

Phase I – Preliminary (pre-financing)

Needs Assessment – the County's needs shall be assessed for what a new jail facility, Sheriff's Office, and potential court facilities should include. The jail facility must satisfy the Texas Commission on Jail Standards' requirements and include 192 – 240 maximum security beds. An assessment of estimated costs associated with work shall be included.

Floor Plan/Rendering – conceptual design and estimated costs for a facility floor plan and rendering of a new jail facility, including detailed construction and fixtures, furniture, and equipment ("FF&E") cost estimates.

Services shall include project formation necessary for project financing including but not limited to certificates of obligation and/or bonding. The selected Firm shall attend public meetings about the project and assist in answering citizens' questions about the project prior to the bond election.

Phase II – Design and Construction (post-financing)

Develop a functional program and a space program of the project that includes plans for communication/network requirements and present to Commissioner's Court for review.

Develop complete schematic design documents for Commissioner's Court approval including drawings/plans of the site and proposed building with an updated cost estimate. Design shall include consultation with County's representative in preparation of schematic floor plan incorporating owner requirements, preparing preliminary cost estimates, advising owner, preparation of final plans and specifications that conform to the Texas Commission on Jail Standards and any recommendations applicable to State and Local building codes, and final detailed line item project cost estimates. Project design shall include geotechnical services required for design, proposal evaluations and recommendations as well as construction inspection. An expansion master plan shall be included.

Prepare detail design development documents for Commissioner's Court approval including detailed and sophisticated drawings of the entire project – site master plan and all engineering features of the building with an updated cost estimate of capital and operational funding.

Develop construction documents for final Commissioner's Court approval. Prepare construction documents and specifications required for the bidding and construction process. When required these shall be done in concert with the City of Hempstead Inspection Division and Waller County. This phase shall include a final cost estimate.

Bidding – Develop construction bid documents and/or construction manager at risk bid documents, assist in preparation of the notice to bidders, distribution of specifications to prospective bidders, meeting with bidders and assistance in reviewing proposals and qualifications of bidders, and making a recommendation of award of the construction contract.

Permits – Assist with the government approval process and obtain permits from agencies, such as Texas Commission on Jail Standards, and the City of Hempstead.

Construction Administration and Monitoring – serve as Waller County's representative and provide administration of the Contract for Construction – to include construction meetings with contractors, site visits throughout the construction phase, reviews of submittals, work schedules and payment claims, reviewing work in progress and determining project completion. A separate cost estimate shall be provided for providing daily site supervision.

Advise Waller County of defects and deficiencies in the construction work on a timely basis and recommend when the County should reject work.

Provide a complete set of A/E as-built drawings upon completion of the project.

Provide final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

SELECTION PROCESS

The project selection advisory committee shall be responsible for reviewing responses to the RFQs and qualifying a short list of 3-5 firms based on past performance with the Texas Commission on Jail Standards, staff experience and team qualifications, technical competence, capacity and capability to perform, and financial strength. The County reserves the right to reject any or all responses to this RFQ.

The project selection advisory committee will interview the short list of 3-5 firms in further evaluating compatibility and qualifications to produce the required product for the County.

Based upon the submittals and the interview process, the project selection advisory committee will review and rank the short list firms based on the RFQ packages and interviews. After ratification of the list by the Commissioner's Court, the committee or a separate committee named by the Court will attempt to negotiate a contract with the firm that is ranked number one. If the County is unable to reach an agreement with the number one ranked firm, it will formally and in writing end negotiations and proceed to negotiate with the number two ranked firm, and so on until a contract is reached. All design elements and any recommendations must be approved by and meet the requirements of the Texas Commission on Jail Standards and all applicable State, Federal and Local laws and regulations.

ACCEPTANCE OF EVALUATION METHODOLOGY

Submission of qualifications indicates a Firm's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by the County during the evaluation process.

SCORING CRITERIA

Scoring Criteria shall be based on the following;

Factor	Weight
Past record of performance on planning and design of jail projects, with a focus on recent projects, with respect to such factors as cost control, quality of work, and ability to meet schedules. Such projects must have been constructed and approved for occupancy by the Texas Commission on Jail Standards.	55%
Staff experience and team qualifications	10%
Experience with city and county government officials and government projects; strength of references	10%
Evidence of understanding the Scope of Services and technical competence	10%
Capacity and capability of the firm to perform the work, with a focus on accurate cost estimates	10%
Financial strength	5%

IMPORTANT DATES

Wednesday, May 3	RFQ issued to the public
Thursday, May 11 @ 10 am	Pre-submittal conference at the Waller County Courthouse in the Assembly Room, Room 113
Friday, May 12 @ 2pm	Written questions due to Danny Rothe by email
Tuesday, May 16 @ 2pm	Answers to questions posted online at http://www.co.waller.tx.us/page/Construction%20Manager
Tuesday, May 23 @ 2 pm	RFQs due to Auditor's Office
Wednesday, May 24	RFQs opened in Commissioners Court
Wednesday, May 31	Recommended interview short list submitted to Commissioners Court
June 1-June 13*	Interviews and jail visits
Wednesday, June 14*	Recommended selection submitted to Commissioners Court

*Dates may change depending on availability and scheduling

RFQ SUBMISSION PACKET

Note: Please do not include any information about fees or pricing at this time

Interested firms shall submit 3 copies of the following:

- Completed GSA Standard Form 330 (blank form at <http://www.co.waller.tx.us/page/Construction%20Manager>)
 - For Part F.23. Project Owner's Information, please include information for 5 projects
 - For Part F.24. Brief Description of Project and Relevance to this Contract, drawings, pictures, or other visual renderings of the projects are welcome (these do not count toward the page limit noted below)
- Completed and signed Certification of RFQ
- Project timeline: a proposed project schedule identifying the start and end of each phase
- Information requested below

To the extent possible, please highlight the following points in the GSA Standard Form 330. If needed, submit up to 10 additional pages discussing the following points (documents specifically requested in Number 5 below do not count toward the page limit). You may, but are not required to, use Part H. Additional Information in the GSA Form 330 to submit additional information.

- 1) Demonstrated ability of key team personnel to work with County staff and/or other project managers in relation to the schedule and budget requirements, responsiveness to comments and suggestions, ability to explain design rationale, and handling of project alternatives.
- 2) The competence and qualifications of the individual who will be directly responsible for the proposed work based upon education and experience pertinent to the work considered.
- 3) Key personnel's history, experience, and working relationship with the Texas Commission on Jail Standards.
- 4) History of the firm's accuracy of cost estimates and ability to perform within budget constraints. Include examples of measures initiated or taken by the firm that demonstrate responsiveness to budget concerns. Discuss procedures used by the firm to assure accurate cost estimates.
- 5) Firm's experience with certificates of obligation and/or general obligation bonds, including experience with clients' financial advisors.
- 6) Firm's experience with construction managers at risk and/or general contractors.
- 7) Demonstrated financial stability and resources. Please provide the following:

(A) Financial statement

A-1 Please provide a current financial statement, preferably audited, including your organization's latest balance sheet and income statement indicating the following:

- Current Assets (e.g., cash, joint venture accounts, accounts
- Receivable, accrued income, deposits, materials inventory and prepaid expenses);
- Net Fixed Assets;
- Other Assets;
- Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

- Other Liabilities (e.g., capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

A-2 Please provide name and address of firm preparing attached financial statement, and date thereof.

(B) Insurance

B-1 Name of insurance carrier or carriers

B-2 Name and address of agent

B-3 An example Certificate of Insurance for all coverage

B-4 Total amount of excess liability insurance coverage in place

B-5 Your general liability insurance rate

(C) Claims and Suits (If the answer to any of the questions below is yes, please provide details.)

C-1 Has your organization ever failed to complete any work awarded to it?

C-2 Please describe any judgments, claims, litigation, arbitration or mediation proceedings or suits pending, outstanding or closed against your organization or its officers within the last ten (10) years.

C-3 Please describe any lawsuits, requested arbitration or mediation with regard to construction contracts your firm may have filed within the last ten (10) years.

C-4 Please describe any outstanding unresolved claims.

C-5 Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principle of another organization when it failed to complete a contract?

CERTIFICATION OF RFQ

The undersigned affirms they are duly authorized to execute a contract for their firm. The undersigned affirms that the information contained in this proposal is complete and accurate to the best of the undersigned's knowledge.

Signed By: _____ Title: _____

Typed/Printed Name: _____

Company Name _____ Date: _____

Mailing Address: _____
Street/P. O. Box City State Zip

Telephone #: _____ Cell #: _____ Fax #: _____

Employer Identification Number/Social Security No: _____