

**CALLAHAN COUNTY, TEXAS REQUEST FOR QUALIFICATIONS NO. 2020-004:  
FOR ARCHITECTURAL AND OTHER PROFESSIONAL SERVICES REGARDING  
CONSTRUCTION, REPAIRS AND IMPROVEMENTS TO THE CALLAHAN  
COUNTY ANNEX, CALVO, AND HISTORIC JAIL BUILDINGS**

**General Information and Requirements**

1. Request for Qualifications (“RFQ”)

Callahan County, Texas (“County”), acting by and through its governing body, the Callahan County Commissioners Court (“Commissioners Court”), hereby issues this **Callahan County, Texas Request for Qualifications No. 2020-004** (“RFQ”) for architectural and other professional services (including engineering services) for proposed construction, repairs, and improvements to the County Annex, Calvo, and Historic County Jail Buildings as hereafter described. The County shall give public notice of this RFQ as required by law.

2. Scope of Services

The County is engaged in a public facility and public works project (“Project”) for construction, repairs and improvements to the following County public buildings (collectively “Project Buildings”):

- (a) the **Callahan County Annex Building** (“Annex Building,” including its proposed expansion and surrounding grounds), located at 132 West 4<sup>th</sup> Street, Baird, Callahan County, Texas 79504 (as described by the public records of the Callahan County Appraisal District regarding Property ID No. R15614 therein), owned by the County and located adjacent to the Callahan County Courthouse (“Courthouse”), which courthouse is located at 100 West 4<sup>th</sup> Street, Baird, Callahan County, Texas 79504;
- (b) the **Callahan County Calvo Building** (“Calvo Building,” including its surrounding grounds), located at 109 West 5<sup>th</sup> Street, Baird, Callahan County, Texas 79504 (as described by the public records of the Callahan County Appraisal District regarding Property ID No. R11195 therein), owned by the County and located on County-owned land adjacent to the Courthouse; and
- (c) the **Callahan County Historic Jail Building** (“Jail Building,” including its surrounding grounds), located on West 5<sup>th</sup> Street, Baird, Callahan County, Texas 79504 (being an inactive jail building, and as described by the public records of the Callahan County Appraisal District regarding Property ID No. R11196 therein), owned by the County and located on County-owned land adjacent to the Courthouse.

The County requires for the Project the services of an Architect (including engineering services) with experience and competence with the design, construction, and repair of public office buildings in Texas, and that is familiar with relevant and applicable laws, standards, and regulations regarding those types of buildings, including grant or public debt funded projects in Texas. The selected Architect shall be requested to timely perform the following services for the Project:

- (a) to prepare and provide design, construction, and repair plans and related documents for the Project (including within the scope of the Project the proposed expansion of the County Annex Building) for the safe and efficient use of the Project Buildings, including analysis, recommendations, and plans regarding all issues that may contribute to or affect that use, including: (i) architectural (including interior, exterior, and landscape) issues or hazards; (ii) environmental issues or hazards (including mold, asbestos, or other contaminants); (iii) mechanical issues or hazards; (iv) utility issues or hazards (including electrical, plumbing, water, sewer/wastewater, gas utility, telephone, computer service, heating, air conditioning, and ventilation); (v) foundation, structural, and roofing issues and hazards; (vi) security and fire protection system issues and hazards; (vii) internal design or use issues or hazards (including internal office structure, and computer, voice, and data infrastructure); (viii) issues or hazards regarding building compliance with all applicable federal, state or local laws (including laws designed to enhance building use by persons with disabilities); and (ix) architectural and engineering matters and documents required for compliance with the grant and/or public debt financing and related documents being pursued by the County for the Project.
- (b) to provide recommendations to the County regarding all issues described in subparagraph (a) above, complete with cost estimates;
- (c) to provide design, construction, completion, and post-construction phase services to the County regarding design documents, construction and contract documents, procurement, negotiated proposals for contractors or consultants, evaluation of construction work, and other professional services as needed or requested by the County for the Project; and
- (d) to provide all Project services and make all recommendations to the County in compliance with applicable, federal, state, and local laws.

### 3. Copies of RFQ

Copies of this RFQ may be obtained from the Hon. G. Scott Kniffen, County Judge, Callahan County, Texas, Callahan County Courthouse, 100 West 4th Street, Suite 200, Baird, Texas 79504, (325) 854-5805 (Telephone). This RFQ may be downloaded from the County's internet website at [www.co.callahan.tx.us](http://www.co.callahan.tx.us).

#### 4. Selection Process

The RFQ Response submitted by an Architect will provide the information necessary for consideration and ranking by the County. The County, at its option, may request one or more Respondents to provide additional information or to be interviewed. Once the County has obtained the information needed, it will rank the Respondents. Contract negotiations will begin with the first ranked Respondent candidate in the manner required by law. The Commissioners Court will have the final decision regarding the selection of the Architect for the Project; however, the County may reject any or all Responses submitted regarding this RFQ.

#### 5. Licensure

All Respondents (and any proposed consultants, including engineering consultants, described in a Response) must have legally required and active Texas licensure so that all services required from them may be delivered in accordance with applicable law. Proof of licensure is required as a part of the Response to this RFQ. Respondents shall submit photocopies of current licensure documents of all Respondent personnel who are anticipated to perform work on the Project.

#### 6. Inquiries

The County will try to answer written questions concerning this RFQ, but shall not be obligated to do so. If it is believed the scope of work contains an error or is unclear, the Architect may make a written inquiry by email, facsimile, mail, courier, or hand-delivery as herein provided. Answers may be delivered by the County by email; therefore, written inquiries shall contain the name and email address of the person to whom the County reply should be made. The foregoing shall not limit the County's right to issue addenda to the scope of work prior to opening of Responses, or to delay the date and time of said opening, in order to ensure that all potential Respondents are aware of and have had sufficient time to consider the addenda.

Questions regarding this RFQ must be submitted to the County **on or before December 21, 2020 at 3:00 p.m.** County local time. Questions about the RFQ shall be delivered in writing to the Hon. G. Scott Kniffen, County Judge, Callahan County, Texas, Callahan County Courthouse, 100 West 4th Street, Suite 200, Baird, Texas 79504, (325) 854-5805 (Telephone), (325) 854-5806 (Facsimile), [scott.kniffen@callahancounty.org](mailto:scott.kniffen@callahancounty.org).

#### 7. Public Information

The County is subject to compliance with Chapter 552 of the Texas Government Code, the Texas Public Information Act. Any information submitted by a Respondent to the County is presumed to be public information and available to the public. Any information submitted to the County that a Respondent considers confidential must be marked "CONFIDENTIAL." If a request is made to review or obtain copies of the information marked Confidential under the Texas Public Information Act, the County will endeavor to advise the Respondent of the request. If requested by the Respondent, the County will ask for an Open Records Decision or ruling from the Office of the Texas Attorney General, as authorized by law; however, the Respondent, at Respondent's

sole cost and expense, will be responsible for asserting any appropriate exceptions to disclosure and submitting briefing to the Office of the Texas Attorney General to support Respondent's non-disclosure position.

8. Waiver of Formalities

The County, to the extent permitted by law, reserves the right to: (a) reschedule, extend, or cancel this RFQ at any time; (b) reject any or all Responses; (c) waive any formality or irregularity in connection with the requirements of a Response; and (d) consider a Response not made in compliance with this RFQ, although the County will have no obligation to consider a noncompliant Response.

9. Exceptions

Respondents shall read and understand all terms and conditions in this RFQ. Exceptions to this RFQ, if any, must be submitted to the County at the time that a Response is submitted and not during the contract award process. By submitting a Response to this RFQ, a Respondent acknowledges that it has read and understands all of its terms and conditions.

10. No Reimbursement for Costs

The County will not reimburse a Respondent for any costs incurred in or as a result of the: (a) RFQ procedure; (b) submission or review of an RFQ Response; or (c) participation in the Architect selection process regarding the Project.

11. Submission of RFQ Responses; Opening of Responses

Each RFQ Response shall be: (a) sealed; (b) marked on the outside of the submission envelope with "**Response of (*Insert Name of Architect*) to Callahan County, Texas Request for Qualifications No. 2020-004;**" and (c) addressed and timely delivered by mail, courier, or hand-delivery to the Hon. G. Scott Kniffen, County Judge, Callahan County, Texas, Callahan County Courthouse, 100 West 4th Street, Suite 200, Baird, Texas 79504, **on or before December 28, 2020 at 9:00 a.m.** County local time. RFQ Responses delivered after that deadline are subject to rejection by the County.

RFQ Responses properly delivered to the County shall be opened by the Commissioners Court at its **public meeting on December 28, 2020 at 9:30 a.m. County local time, at the Callahan County Courthouse, District Courtroom, 100 West 4th Street, Suite 301, Baird, Texas 79504.** Thereafter, and at the same or a subsequent public meeting as allowed by law, the Commissioners Court may conduct the evaluation of the Responses and the final selection of an Architect or Architectural firm for the Project, as described in the RFQ. The County may reject any or all RFQ Responses submitted for the Project and may rely on all protections afforded the County within the competitive procurement procedure allowed by law.

## Evaluation Methodology

### 12. Criteria for Evaluation

Based on the following criteria, the County, by and through its Commissioners Court using its sole discretion and best business judgment, shall determine the Respondent or Respondents best qualified to perform the required services:

- (a) 20 Points -- The Respondent shall demonstrate and provide evidence of its recent experience in the: (i) timely preparation and delivery of design and construction plans for the design, construction, and repair of public office buildings in Texas; and (ii) the supervision, management, and/or evaluation of the design, construction, completion, and post-construction phases for such a building project. A descriptive list of no more than five (5) such projects should be submitted.
- (b) 20 Points -- The Respondent shall provide professional references and evidence which demonstrate: (i) the facts and history of the projects listed in subparagraph (a) above; (ii) the ability to perform and complete requested services in a timely manner and in conformance with established contracts and budgets; and (iii) providing assistance to an owner of a prior project regarding construction delay, warranty matters, and/or repair or finish-out problems.
- (c) 20 Points -- The Respondent shall demonstrate its: (i) proximity to the Project site described in this RFQ; and (ii) ability to have its professional staff on site at the Project site when needed.
- (d) 20 Points -- The Respondent shall demonstrate and provide evidence of its financial capability and financial stability to correctly, timely, and reliably perform the requested services for the Project.
- (e) 20 Points -- The Respondent shall demonstrate and provide evidence of: (i) the general experience and reputation of Respondent in its professional practice area in the State of Texas; (ii) the quality of the Respondent's delivered goods and/or services; (iii) the ability of Respondent to comply with laws and regulations relating to historically underutilized businesses, the employment of women or minorities, or the use of small or disadvantaged businesses; (iv) the Respondent's safety record; and (v) the identity, number, type, job description, and location of proposed Respondent personnel who shall work on the Project, including all architects, engineers, and related staff who are or shall be employed by Respondent to provide professional services for the Project.

13. Acceptance of Evaluation Methodology

By submitting a Response to this RFQ, a Respondent: (a) acknowledges and accepts the evaluation process; and (b) understands that the determination of the most qualified Architect will require the exercise of subjective judgment by the County.

14. Architect Contract

The Architect shall be selected by the County on the basis of demonstrated competence and qualifications to perform the requested services, as herein described. After the Architect is selected by the County, the Parties will endeavor to enter into a contract for the Project in the manner provided by law, including Chapters 2254 and 2269 of the Texas Government Code. That contract shall: (a) define and describe the scope of services, the agreed-upon and reasonable fees for such services, and any reimbursable expenses, prior to any services being performed under the contract; (b) be drafted in a form provided by the County, but in a form and scope which is acceptable to the parties; and (c) recite a fair and reasonable price for the services to be provided for the Project, however, the professional fees under the contract may not exceed any maximum provided by law.

**Submittal Requirements**

15. Incorporation by Reference

All statements and instructions (including submittal or procedural requirements) in the preliminary recitals and main body of this RFQ are incorporated by reference.

16. General Respondent Information

The Response must show Respondent's business name, principal business address, email address, and telephone numbers (voice and facsimile). The Response must include the name of any individual or agent representing the Respondent with regard to this RFQ, and that person's title, telephone number, and email address. All instructions and submittal or procedural requirements in this RFQ must be followed by Respondent when a Response is submitted to the County.

17. Statement of Interest

The Response must contain a statement of interest for this RFQ, including a narrative describing the Respondent's unique qualifications pertaining to the scope of services described for the Project.

18. Statement of Availability/Commitment

The Response must contain a statement of availability and commitment of the Respondent, its principals, and assigned professionals and staff to undertake the Project services described in this RFQ.

19. Description of Work Experience

The Response must contain a description of the work experience and professional registration information for professional team members to be assigned for work on the Project.

20. Recent Project Descriptions

The Response must contain a description of the: (a) experience of the Respondent on at least three (3) projects within the last five (5) years where one or more of the services performed were within the scope of services described for the Project, and that are responsive to the selection criteria described for the Project; and (b) type of services provided on each stated project (e.g., preliminary feasibility study or survey, design, construction, or project management), and a detailed description of the type of project involved.

21. Financial Information

The Response must contain: (a) copies of Respondent's financial statements for the preceding three (3) years; (b) if available, copies of its financial rating and any supporting rating documentation; or (c) any other information sufficient to demonstrate Respondent's financial ability and stability to provide the scope of services described in this RFQ for the Project.

22. Certificate of Insurance

A Respondent must provide in the Response a specimen Certificate of Insurance showing the amount and types of insurance coverage currently maintained by Respondent for the project type described in this RFQ.

23. Litigation/Investigation Inquiry

The Response must include answers to the following issues:

- (a) Has Respondent, any principal or professional thereof, or any other person associated with Respondent for the purpose of providing professional services, been involved in a dispute involving (i) mediation, arbitration and/or litigation, or (ii) an investigation by a professional board, or state or federal agency, relating to a professional services contract or professional services performed?
- (b) If the answer to all or part of the above question is "Yes," Respondent shall provide a detailed explanation of those events, the basis for the dispute or complaint, and the resolution of those matters.

24. Service Provider List

The Response must contain a list of Respondent's employees, staff, and consultants who perform services in connection with professional service projects, including, but not limited to architects, engineers, technical personnel, and compliance personnel.

25. Additional Information

If requested, a Respondent promptly must provide the County with any additional information reasonably required to assist in the review of Respondent's qualifications.

26. Response Form

All Responses should be typed on 8.5 x 11-inch paper, but may include attached oversized drawings, photographs, or other documents at the discretion of a Respondent. Respondent must submit to the County: (a) the original Response, signed and executed by an authorized principal of the Respondent; and (b) seven (7) copies of the Response.

27. General Requirements

A Response shall contain all information required by this RFQ and be submitted to the County in a timely manner and correct form, as herein described.

28. Interpretation

Unless otherwise designated: (a) "Architect" shall include an architectural firm; (b) "Parties" shall mean the County and the Architect submitting a Response and/or the selected Respondent/Architect; (c) "Response" shall mean an RFQ response (or Qualifications Statement) submitted by an Architect regarding this RFQ; (d) "Respondent" shall mean an Architect submitting a Response to the County regarding this RFQ; and (e) unless otherwise designated, the past, present, or future tense shall each include the other, the masculine, feminine, or neuter gender shall each include the other, and the singular and plural number shall each include the other where necessary for a correct meaning in this RFQ.

29. Conflict Disclosure

A Response shall contain sufficient statements and documents to show that, prior to the Response submission, Respondent timely filed with the appropriate government office regarding this RFQ and Project all conflict disclosure statements, certificates of interested parties, or other documents required by: (a) Chapter 176 of the Texas Local Government Code; (b) Chapter 2271 of the Texas Government Code; and (c) section 2252.908 of the Texas Government Code and Title 1, sections 46.1, 46.3, and 46.5, of the Texas Administrative Code, relating to Form 1295/Texas Ethics Commission/Certificate of Interested Parties disclosure.

30. Additional Instructions and Statement



The County may require additional information or a personal interview from one or more Respondents in order to complete the Architect selection process. If the County notifies a Respondent that it has been selected to provide additional information or participate in an interview, the County may provide Respondent with additional instructions.

**[END OF RFQ]**