

**Request for Qualifications
For Architectural/Engineering Services
For the
PANOLA COUNTY COURTHOUSE
RENOVATION PROJECT**

RFQ#-23-01

RFQ DUE DATE: JUNE 20, 2023

Submit RFQ to:

PANOLA COUNTY JUDGE

RODGER MCLANE

110 S SYCAMORE ST RM 216 A

CARTHAGE, TX 75633

Panola County (County) is seeking Statements of Qualifications for professional architectural/engineering firms (Designers) for renovation of the Panola County Courthouse.

Panola County Courthouse
110 S. Sycamore St.
Carthage, TX 75633

Respondents to this Request for Qualifications shall be licensed to practice architecture and/or engineering within the State of Texas. Statements submitted by respondents whose license application is pending at the time of submission shall not be considered responsive.

Interested firms are invited to submit their responses in conformance with the criteria outlined herein.

Background

Panola County has a completed "Survey of existing building by architects and engineers to provide an evaluation of existing conditions and recommended corrective measures", a copy is available upon request.

Scope of Services

The selected Architectural/Engineering firm (Designer) will work with the Panola County Commissioners to achieve the degree of desired renovation to the existing facility. The work shall include verification of existing conditions and interviews with existing users and agents of the County as necessary to develop contract documents for the County Renovation Project. As part of the contract scope, the Designer shall complete all documentation necessary to verify conformance of the proposed work in the existing building with the Texas Accessibility Standard and other related statutory requirements of the State of Texas.

The respondent will perform basic architectural, engineering and construction administration in support of the project. Required services will include, but may not be limited to:

- 1. Conduct discussions with stakeholders and other decision-makers to set priorities, establish a budget and develop a program for the project.**
- 2. Prepare conceptual designs, drawings, budget estimates, schedules, and proposed phasing plans.**

- 3. Conduct presentations to project stakeholders, and if called upon, make presentations to the Panola County Commissioners' Court.**
- 4. Complete construction documents for Competitive Sealed Proposals delivery method.**
- 5. Provide Construction Administration services.**

RFQ Submittal Requirements

RFQ must be received on or before 9:00 a.m., June 20th, 2023

Panola County
Judge Rodger McLane
110 S. Sycamore ST RM 216 A
Carthage, TX 75633

Statement of Qualifications submittals shall be plainly marked on the outside of the envelope as follows: 23-01 Panola County Courthouse – Architectural/Engineering Services RFQ due June 20, 2023.

To be considered for selection, a firm must submit (1) original and six (6) copies of your Statement of Qualifications (SOQ), along with a Conflict-of-Interest Questionnaire and a W-9. If selected a Form 1295 will be necessary prior to an execution of a professional services contract.

Qualifications received after the date and time indicated above will not be considered. The Commissioners' Court reserves the right to reject any and all qualifications and to waive informality, technical defect or clerical error in any qualification as determined to be in the best interest of the County. All costs incurred in the preparation of the qualifications will be borne entirely by the design professional. Anything submitted to Panola County becomes the property of the County and as such, becomes public record. Any information that a Designer wishes to keep confidential should be notated as such in red.

By submitting a response to this RFQ, each Designer by initialing each page of the RFQ (as marked in the lower corner of each page) that he/she has read and fully understands this RFQ and has asked questions and received satisfactory answers from Panola County regarding any provisions of this RFQ with regard to which clarification was desired.

The submittals shall be valid for no less than a period of ninety (90) days after the stated deadline.

Any questions related to the scope of services or questions concerning the submittal of a Statement of Qualifications should be in writing to the County Judge Rodger McLane at

rodger.mclane@co.panola.tx.us, or the person assigned by the County Judge. Contacting any County employee (other than the County Judge), elected official or agent of the County is strictly prohibited. Any such verbal or written contact attempt will be considered grounds for disqualification.

Qualifications Information

While there is no page limit for the Statement of Qualifications, respondents are encouraged to be concise when providing requested information. Designers to be considered should submit a SPQ containing the following:

1. Contact information
 - a. Name of vendor/firm
 - b. Complete address
 - c. Contact person including contact's title
 - d. Email address
2. Provide a Statement that responds to the Scope of Services. Describe what you perceive to be the best course of action for fulfill the needs of Panola County in renovation of existing administrative spaces.
3. Brief history of your firm
 - a. Provide a description of the firm including years in business, total number of employees, type of projects highlighting any specialization, number of locations of offices, type of organization (i.e., corporation, partnership, other) with names of owners/partners/principals, and other general information.
 - b. Provide an organizational chart of your firm. If your firm is a nation entity, please provide a local organization chart as well as a designation of responsibilities of both local and national participants.
 - c. Is your firm currently for sale or involved in any transaction to expand or to become acquired by another business entity? If so, explain any foreseen impact.
4. Financial & Insurance information
 - a. Provide a statement of financial stability of the firm.
 - b. Is your firm currently in default on any loan agreement or financing agreement? If yes, specify details and circumstances and any prospect for resolution.
 - c. Provide information about your professional liability insurance and other insurance coverage including the name of your carrier, contact information, coverage limits and deductible.
5. Legal
 - a. Has your firm ever failed to complete any work or meet any deadlines?
 - b. Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?

- c. Has your firm filed any lawsuits or requested arbitration pertaining to design contracts within the last five (5) years?
- d. Explain the circumstances and outcome of any litigation, arbitration or claims filed against your firm.

6. Personnel

- a. List the professional and support positions and number of personnel employed locally by your firm. Please designate which of those individuals/positions will be directly assigned to the Panola County Courthouse renovation.
- b. Has any member of your firm had their professional license revoked or suspended for any reason?
- c. Provide resumes of all personnel who would be committed to this project.
- d. Provide a matrix of responsibility and current assignments showing percent of dedication to all assignments and time available for the Panola County Courthouse renovation.
- e. Provide the name of three (3) clients with whom your firm has worked on similar projects.
- f. List professional services you may seek from outside sources for services not provided by your firm. Please produce a list of potential providers along with specific information documenting their work on similar projects.
- g. Explain any relationship (relative, business associate, financial, or kinship) that exists between your firm and any Panola County employee, department head, appointed official, elected official or agent of the County.

7. Representative Projects

- a. Submit a list of all county or municipal facility renovation projects your firm has completed or currently have in progress and the status of each.
- b. For your last five (5) related projects, provide the following:
 - i. Name of project
 - ii. Client reference
 - 1. Name & Title
 - 2. Phone Number
 - 3. Email address
 - iii. Size (square footage)
 - iv. Owner's budget
 - v. Completion date
 - vi. Rendering or finished project photo
- c. Describe your firm's role for the referenced projects

8. Schedule

- a. Describe your firm's approach to timely completion of this project.
- b. List all documentation and information your firm will require from the County to complete your assessment and subsequent construction documents.

- c. Provide a milestone schedule for the project. Include in your timeline the approximate dates you will need the County to provide information to support your plan and delivery dates.

Note: in accordance with Texas State law on qualification-based selection for Architectural and Engineering Services, do not include any information related to projected fees or reimbursable expenses.

Proposed Award Schedule

Key project planning schedule milestones are as follows:

County Commissioners Court approves RFQ and schedules newspaper publication	May 23, 2023
First newspaper publication	May 27, 2023
Second newspaper publication	June 3, 2023
Site visit (recommended, not mandatory)	June 7, 2023
Deadline for questions to County Judge	June 14, 2023
RFQ submission deadline	June 20, 2023
Evaluations Complete and recommendations made to Commissioners' Court	July 3, 2023
Presentation by AE firms made to the Commissioners' Court (if requested by Court)	July 3, 2023
Commissioners' Court acts to select top firm and begin Negotiations	July 18, 2023

Evaluation Criteria

Past record of performance	15 points
Staff experience and qualifications	15 points
Evidence of understanding the Scope of Services	10 points
Capacity and capability of the firm to perform/schedule	30 points
Responses from references	20 points
Responsiveness to the RFQ	10 points

Selection

Panola County Commissioners' Court may require Designers to make additional presentations and/or require submission of further documentation to support their expertise and capabilities.

Contract Negotiations

Negotiations will begin with the firm determined by the Commissioners Court to be most qualified for the design project. If an agreement cannot be reached with the selected firm, Panola County will formally end negotiations and enter negotiations with the next most qualified responder. This procedure will continue until a suitable agreement is reached and a contract is awarded. Panola County reserves the right to suspend negotiations and cancel the RFQ at any time and for any reason.

Certification

The following statement shall be completed by an Owner, Officer, or Principal of the firm duly authorized to sign on behalf of the firm:

The information contained herein is true and accurate to the best of my knowledge. Further, the signature below certifies that the Statement of Qualifications has been completed with no consultation, collaboration or conversation with other Designers competing on this project.

Contact Information

Name of professional submitting Qualification statement:

Signature of Owner, Officer, or Principal

Printed Name

Title

Date

Email address _____

Telephone number _____

SUBSCRIBED AND SWORN to before me by the above-named

On this day _____, of 2023.

Public Notary _____

For the State of _____

Any effort to influence any employee, department head, appointed official, elected official or agent of the County are grounds for voiding a potential or current contract with Panola County.