



REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR:

Mechanical, Electrical, and Plumbing Engineering Professional Services

Related to:

**Vista Verde Tax Office Drive Thru
(RFQ Event #826)**

Issued: December 16, 2020

**PROPOSALS MUST BE RECEIVED BEFORE
4:00 P.M. CENTRAL DAYLIGHT TIME ON February 2, 2021**

**REQUEST for STATEMENTS OF QUALIFICATIONS for MEP ENGINEERING
PROFESSIONAL SERVICES**

The Purpose of this RFQ is to engage consultants to assist Bexar County Facilities Management with professional services for the following project:

**Vista Verde Tax
Office Drive Thru**

This project will consist of design and construction of a stand-alone 10 bay drive-up service center in the north parking lot of the Vista Verde Tax Office. The facility will consist of 5 teller stations that serve up to 10 different canopy covered spaces by using a pneumatic tube system and video chat.

Bexar County will make selections based on demonstrated competence and qualifications, as noted in Chapter 2254 of the Texas Local Government Code.

Firms selected should be familiar with any local, state or federal regulations that would apply to any awarded project, including, but not limited to: county regulations; Unified Development Codes, TCEQ, FEMA, etc. The projects can have rigid schedule requirements driven by both fiscal and legal considerations so firms will be expected to demonstrate the ability to provide services within time frames that meet schedule requirements.

The scope of each project will be specific for the site and the project. Deliverables may include: project schedule, cost estimates at SD, DD, CD phases, drawings and specifications at SD, DD, and CD phases, both in hard copy and electronic format. Deliverables may also include construction oversight services including but not limited to reviews of contractor submittals for compliance with design intent.

Once selected for a project, overall fees shall be established in a contractual agreement.

1. GENERAL INFORMATION

1.1 BACKGROUND:

Bexar County Facilities Management Department is seeking statements of qualifications from qualified firms to provide Professional Services for a planned project.

Planning for the future, the County developed long range strategic planning which includes both small and large scale projects. Firms working for Bexar County should be prepared and capable of offering a full range of professional services.

To be considered for selection, interested firms (“Service Providers”) must submit a Statement of Qualifications (SOQ) for this Request for Statements by submitting a SOQ that defines your firm’s abilities as it relates to the information requested later in this RFQ.

1.2 PURPOSE: This Request for Qualifications (RFQ) provides licensed architectural and engineering

professionals or others skilled in their professions with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) for professional services relating to the project detailed in this RFQ. Projects can be funded by the County's general funds, bonds, grants, or other sources.

1.3 PROJECT LOCATIONS – San Antonio, Bexar County, Texas:

- a. Planned projects will be located within limits of Bexar County.

1.4 PROJECT DELIVERY METHOD: The delivery method is determined by the project, with a scope of work defined within the County contract.

1.5 ISSUING OFFICE: This RFQ is issued by Bexar County Facilities Management Department on behalf of the Bexar County Commissioners Court.

1.6 RIGHTS RESERVED: Bexar County expressly reserves the right to accept or reject any and all statements submitted.

This request for Statement of Qualifications does not commit Bexar County to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates Bexar County to award a contract or to pay any costs incurred in the preparation of a response. Bexar County specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of Bexar County.

1.7 EVALUATION OF SOQ'S: Bexar County will base its choice on demonstrated competence, especially experience on similar facilities and qualifications.

See list of weighted criteria in Section 4 of this RFQ.

1.8 PROPOSED PROJECT SCHEDULE FOR RFQ PROCESS:

- December 16, 2020, – Issue RFQ
- December 30, 2020 10am. – Pre Proposal Meeting
 - Bexar County Public Works Building Boardroom - 1948 Probandt, San Antonio, Texas 78214
- January 11, 2021, 5:00 p.m. – Questions Due
- January 18, 2021, 5:00 p.m. – Issue Addendum (as needed)
- February 2, 2021, 4:00 p.m. – SOQ's due
 - Bexar County Public Works Building - 1948 Probandt, San Antonio, Texas 78214

1.10 SUMMARY OF SERVICES REQUIRED:

1.10.1 SPECIALTY SERVICES: Firms working for Bexar County should be prepared and capable of offering a full range of professional services.

1.10.2 PERSONNEL: The selected Service Provider(s) shall provide employment of sufficient qualified personnel to fully accomplish the services in accordance with the given schedule.

1.10.3 COORDINATION: The selected Service Provider(s) will be required to work with County staff and officials to gather information and analyze needs.

2. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

2.1 NUMBER OF COPIES OF THE SOQ NEEDED: Any qualified person or firm wishing to submit a SOQ shall provide one **(1) copies of the SOQ in Digital format on thumb drive**. No other distribution of the SOQ will be made by the Service Provider(s). On each copy, the Service Provider(s) shall print or type his/her name with a “wet” or digital signature on the transmittal letter. The submittals should be on 8 ½” x 11” paper format. The page limit for responses is 50 pages.

2.2 OFFICIALS NOT TO BENEFIT: No County officer or employee shall be admitted to any share or part of this contract, or to any benefit that may arise from it.

2.3 REJECTION OF SOQs: The County reserves the right to reject any and all SOQ’s received as a result of this Request for Qualifications or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County. The County will not pay for the information solicited or obtained through any response.

2.4 INCURRING COSTS: The County is not liable for any cost incurred by the service provider prior to issuance of a contract.

2.5 INQUIRIES: Questions regarding this RFQ must be submitted in writing to:

Dan Curry, AIA, FMP
Director of Bexar County Facilities Management
1948 Probandt, San Antonio, Texas 78214
E-mail: dcurry@bexar.org

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all Service Providers on record of having received an RFQ.

2.6 ADDENDA TO THE REQUEST FOR QUALIFICATIONS: In the event it becomes necessary to revise any part of this RFQ, addenda will be provided in the same manner and channels the RFQ was issued. **No addenda will be issued and no questions will be answered after 5:00 pm, January 18, 2021.**

2.7 RESPONSE DATE: To be considered, **SOQs** must arrive at the issuing department on or before **4:00 p.m. on February 2, 2020**. A Service Provider mailing a **SOQ** should allow normal mail delivery time to ensure timely receipt of the **SOQ** by the due date and time. Responding firms shall have sole responsibility for timely delivery of their **SOQ**. **No faxed submittals will be accepted.**

Please ensure you allow adequate time for travel to the turn-in location, parking, building security screening, and elevator travel time.

2.8 TYPE OF CONTRACT: The County uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:

2.8.1 An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;

2.8.2 A requirement that the service provider comply with all local, state and federal laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects;

2.8.3 A requirement that the selected service provider and their subcontractors show proof of, carry, and maintain the following insurance at time contract is executed for an awarded project:

- A. Commercial **General Liability Insurance** of ONE MILLION DOLLARS (\$2,000,000.00) aggregate coverage, with ONE MILLION DOLLARS (\$1,000,000.00) each occurrence. County shall be named as an additional insured on this policy.
 - B. Commercial **Automobile Liability Insurance** of ONE MILLION DOLLARS (\$1,000,000.00), combined single limit, covering all owned/leased, borrowed, hired, and non-owned autos. County shall be named as an additional insured on this policy.
 - C. **Statutory workers' compensation insurance** for all employees of SELECTED SERVICE PROVIDER with a waiver of subrogation in favor of COUNTY.
 - D. **Professional Liability** with limits of liability not less than:
 - \$ 2,000,000 Per Claim
 - \$ 4,000,000 Annual Aggregate
- a) Coverage shall be continuous (by renewal or extended reporting period) for no less than **60 months** following completion of the contract and acceptance of the work by BEXAR COUNTY.
 - b) Coverage, including renewals, shall have the same retroactive date as the original policy applicable to this Contract.

SELECTED SERVICE PROVIDER shall provide COUNTY with Certificates of Insurance and required endorsements prior to the execution of this Agreement evidencing that the stated coverages have been obtained.

SELECTED SERVICE PROVIDER is responsible for all premiums and deductibles under all of the insurance policies required by this section. When there is a cancellation, non-renewal or material change in coverage which is not made pursuant to a request by County, SELECTED SERVICE PROVIDER shall notify the County of such and shall give such notices not less than thirty (30) days prior to the change, if SELECTED SERVICE PROVIDER knows of said change in advance, or ten (10) days' notice after the change, if SELECTED SERVICE PROVIDER did not know of the change in advance. Such notice must be accompanied by a replacement Certificate of Insurance. All notices shall be given to the County at the following addresses with a copy of this Agreement:

Bexar County Risk Manager

101 W. Nueva Street, Suite 901

San Antonio, Texas 78205

In addition to any other remedies, COUNTY may have upon SELECTED SERVICE PROVIDER's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, COUNTY shall have the right to order SELECTED SERVICE PROVIDER to stop work hereunder, and withhold any payment(s) which become due to SELECTED SERVICE PROVIDER hereunder until SELECTED SERVICE PROVIDER demonstrates compliance with the requirements hereof.

Nothing herein shall be construed as limiting in any way the extent to which SELECTED SERVICE PROVIDER may be held responsible for payments of damages to persons or property resulting from SELECTED SERVICE PROVIDER's or its subcontractor's performance of the work covered under this Agreement.

It is agreed that SELECTED SERVICE PROVIDER's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by COUNTY for liability of SELECTED SERVICE PROVIDER arising out of operation under this Agreement.

SELECTED SERVICE PROVIDER agrees to require, by written contract, that all subcontractors providing services under this Agreement obtain the same insurance coverages required of SELECTED SERVICE PROVIDER, and provide a certificate of insurance and endorsement that names the SELECTED SERVICE PROVIDER and the COUNTY as additional insured.

The insurance that is required herein shall be written so that Bexar County will be notified in writing in the event of cancellation, restrictive endorsement or non-renewal at least thirty (30) days prior to such action. The selected service provider shall be responsible for obtaining Certificates of Insurance from the sub consultants, and upon request, furnish copies to Bexar County. If sub consultant is unable to provide appropriate overages, selected service provider may replace sub consultant with the consent of the County.

2.9 ACCEPTANCE OF RFQ AND SOQ CONTENT: To be considered, Service Providers must submit a complete consolidated response to this Request for Qualifications. The contents of this RFQ and the SOQ of the selected service provider may become contractual obligations, if a contract ensues. ***SOQs must be signed by an official authorized to bind the firm(s) to its provisions.*** The service provider will make no other distribution of the SOQs.

2.10 SOQ PREPARATION: Each SOQ should provide a straightforward, concise description of the Service Provider's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

2.11 ORAL PRESENTATION(S): A Service Provider who submits a SOQ may be required to make an oral presentation of its qualifications to a selection committee and/or the Bexar County Commissioners Court. These presentations provide an opportunity for respondents to clarify their qualifications to ensure thorough mutual understanding. The Issuing Office will schedule these presentations as needed.

2.12 PRIME CONTRACTOR RESPONSIBILITIES: The selected Service Provider(s) will be required to assume responsibility for all services offered in the Statement of Qualifications whether or not the service provider produces them. Further, the County will consider the selected Service Provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The complete design 'team' lineup is not being represented in these submissions just the prime. The 'team' would be assembled on a project by project basis.

3 INFORMATION REQUIRED FROM SERVICE PROVIDER:

3.1 COVER CITATION: The following citation should be on the cover:

- Submitted to:
Dan Curry, AIA
Director of Bexar County Facilities Management
1948 Probandt
San Antonio, TX 78214
- Name of project
- Date of submittal

3.2 LETTER OF TRANSMITTAL: The transmittal letter must include the following:

3.2.1 STATEMENT OF UNDERSTANDING: Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the schedule included herein.

3.2.2 CONTACT PERSON: Name of the contact person or representative for the Service Provider, title, address and phone number. State whether the contact person is authorized to bind the Service Provider. If not, who is authorized to sign on behalf of the firm?

3.2.3 LITIGATION SUMMARY: A litigation summary that briefly describes any claims or lawsuits that have been filed against the Service Provider that relate to the performance of professional services must be submitted. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. **If no summary is given or if a general statement is given which also refers the County to inquire with a firm's counsel, the SOQ may be considered NON-RESPONSIVE and eliminated from consideration.** This statement may be submitted as a separate document in a sealed envelope, but must be provided at the same time that the SOQ is submitted.

3.3 SERVICE PROVIDER INFORMATION: The Service Provider will provide information about the Service Provider(s) and the personnel to be assigned to this project. Be sure to include:

3.3.1 NAME AND ADDRESS: The name and business address of the Service Provider and principal who would be responsible for the work.

3.3.2 RESUMES: Current resumes of the proposed **PROJECT EXECUTIVE**, and **KEY PERSONNEL** to be committed to these projects.

3.3.3 RECENT PROJECTS: A list of projects recently completed or in progress by the Service Provider that is of similar scope, size and complexity to these proposed. If projects have already been built or are in progress of construction, submit the approximate construction cost(s) and date(s) completed, and the extent to which the project(s) were constructed within the estimates of probable costs. We are looking for budgetary performance of projects your Firm has been involved in. For example initial budgeted amount, contracted construction amount, and final total construction cost (including change orders, delays, etc.). There is no minimum or maximum number of submissions in regards to this section and the format they are presented in is at the discretion of the proposer.

3.3.4 REFERENCES: A list of references complete with names, addresses, and phone numbers.

3.3.5 SWMBE: A statement of the extent to which the Service Provider qualifies as a small, woman and/or minority owned business.

3.3.6 LOCAL OFFICE: A statement of the extent to which the Service Provider has a place of business within Bexar County.

3.3.7 AVAILABILITY: An assessment of the present and projected workload at the office where this project will be accomplished, including number of projects by size and on-site technical staff availability.

3.4 MANAGEMENT PLAN: Describe in both narrative and graphic form how the Service Provider proposes to manage a project.

The management plan should include a narrative, and an organizational chart of the project team, which indicates the time commitments and task responsibilities of each key team member during each phase of the project. Provide a description of how the Service Provider intends to assure that all services will be well-coordinated and that any problems that may arise can resolve without infringing on the project.

4 SELECTION CRITERIA

Commissioners Court discourages unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any SOQ being evaluated by the selection committee or the Commissioners Court which has been submitted in response to this RFQ and which contemplates award of a professional contract, unless provided for in this RFQ.

Negotiations will be undertaken with the Service Provider(s) who's SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. County will first select the most highly qualified Service Provider of the requested services on the basis of competence and qualifications, and then will attempt to negotiate a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider, then the County will end negotiations with that entity and select the next most highly qualified Service Provider and attempt to negotiate a contract with that provider at a fair and reasonable price. Award of the contract will be to the responsive Service Provider whose SOQ is most advantageous to the County.

SOQs will be evaluated on evidence of understanding of the problem, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project.

The following criteria are those that will be applied in the evaluation of the SOQ:

4.1 QUALIFICATIONS - The extent to which the Service Provider has personnel with the necessary experience and training to perform the work. **(50%)**

4.2 DEMONSTRATED COMPETENCE - The extent to which the Service Provider has demonstrated competence in performing similar work. **(50%)**

END.

LIST OF ALL SUBCONTRACTORS

Attachment B

Reporting of the expenditure data is required to assist with Bexar County’s efforts to capture payments to small, minority and women-owned businesses. This document, including the Supplier’s certification of the information, will become part of the contract awarded for this purchase, and the Contractors must report any additions, deletions, or substitutions to this certified list to the Bexar County Purchasing Department.

CERTIFICATION

The above information is true and complete to the best of my knowledge and belief.

TYPE OF GOODS PROVIDED	HEADQUARTER LOCATION City, State	NAME OF COMPANY	DOLLAR AMOUNT	Bexar County Supplier Portal Vendor ID Number	IDENTIFY if firm is a SBE/MBE/WB E/HUB/DBE List all that apply
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SIGNATURE: _____

Bexar

NAME & TITLE: _____

DATE: _____

This Document Must be Submitted with your Bid/Proposal.

LIST OF ALL PROFESSIONAL/CONSULTING SERVICE PROVIDERS SUB-FIRMS

Attachment B

Reporting of the expenditure data is required to assist with Bexar County's efforts to capture payments to small, minority and women-owned businesses. This document, including the Service Provider's certification of the information, will become part of the contract awarded for this project, and the Service Provider must report any additions, deletions, or substitutions to this certified list to the Bexar County Purchasing Department.

CERTIFICATION

The above information is true and complete to the best of my knowledge and belief.

TYPE OF GOODS PROVIDED	HEADQUARTER LOCATION City, State	NAME OF COMPANY	DOLLAR AMOUNT	Bexar County Supplier Portal Vendor ID Number	IDENTIFY if firm is a SBE/MBE/WB E/HUB/DBE List all that apply
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SIGNATURE: _____

NAME & TITLE: _____

DATE: _____

This Document Must be Submitted with your Bid/Proposal.

LIST OF ALL SUPPLIERS

Attachment B

Reporting of the expenditure data is required to assist with Bexar County's efforts to capture payments to small, minority and women-owned businesses. This document, including the Supplier's certification of the information, will become part of the contract awarded for this purchase, and the Supplier must report any additions, deletions, or substitutions to this certified list to the Bexar County Purchasing Department.

CERTIFICATION

TYPE OF GOODS PROVIDED	HEADQUARTER LOCATION City, State	NAME OF COMPANY	DOLLAR AMOUNT	Bexar County Supplier Portal Vendor ID Number	IDENTIFY if firm is a SBE/MBE/WB E/HUB/DBE List all that apply
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Bexar

The above information is true and complete to the best of my knowledge and belief.

SIGNATURE: _____

NAME & TITLE: _____

DATE: _____

This Document Must be Submitted with your Bid/Proposal.