

APR 11 2024

Janifer Newton
COUNTY CLERK, CORYELL CO., TEXAS

Coryell County

Request for Qualifications
from
Professional Preservation
Architectural Firms

For

*Services in Connection with the
Development of a Courthouse Master
Plan*

RFQ# 2024-01

Issued by: Coryell County, Texas

Issue Date: April 9, 2024

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 services in connections with the development of a master plan for the Coryell County Courthouse located in Gatesville, Texas. Submissions shall be from qualified architectural firms who are capable of complying with the requirements of the Texas Historical Commission rules and regulations regarding the requirements of a qualified Courthouse Master Plan.

1.2. Project Description

The Coryell County Commissioners' Court (County) seeks to develop a Courthouse Master Plan for the Coryell County Courthouse located at 620 E. Main Street, Gatesville, Texas. The County intends to seek funding from the Texas Historic Commission for Texas historic Courthouse Preservation Program funds, and a master plan is a prerequisite to application.

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. Please submit an Intention to Respond to include Name, Address, Phone Number, and Email, by email delivery to brandon.belt@coryellcountytexas.gov, no later than **May 7, 2024, at 10:00 a.m.**

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 **May 14, 2024, at 10:00 a.m.** Inquiries shall be submitted in writing via e-mail to brandon.belt@coryellcountytexas.gov.

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 Professional Preservation Architectural Services – Courthouse Master Plan." **Responses are to be received at the below address on or before May 21, 2024, 3:00 PM CST.** Faxed or e-mailed responses will not be accepted. Submit to:

**Coryell County
ATTN: Brandon Belt
210 S. 7th Street
Gatesville, Texas 76528**

2.5. RFQ & Selection Process Timetable

It is the intention of Coryell County to accomplish the selection of the provider according to the following scheduled milestones:

Request for Qualifications posted:	April 9, 2024
Intention to Respond forms due:	May 7, 2024
Deadline for Inquiries/Questions:	May 14, 2024
Response to RFQ due:	May 21, 2024
Selected Firm Notified:	June 11, 2024
Negotiation & Award with Selected Firm:	subsequent to June 11, 2024
Commence Services:	Immediately upon award

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
- Proposed Project Schedule

- Firm's acknowledgement of the requirement for a qualifying plan prior to receipt of full payment and required payment percentage and schedule from initial engagement to completion of approved plan.

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 **June 5th or June 6th, 2024**.
- 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. Project experience by firms and individuals with local government agencies or institutions, as shown in Forms 330 and per further elaboration.
 6. A suitably sized staff to meet the needs of the project.
 7. Track record of meeting deadlines and working within a budget, and meeting owner's program expectations for similar projects in the last 5 years.
 8. Project Management/Team Organization demonstrating structure that is coherent and responsive to Coryell County's needs.
 9. Demonstrate systems and processes in-house for insuring quality and timely performance on projects.

10. Understanding of Coryell County's needs and appropriateness of Team's approach to this project per the project RFQ scope provided.
11. Applicability and quality of references for the type and complexity of this project or similar project.
12. 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.

5. DOCUMENTS AND DELIVERABLES

All deliverable documents including drawings and 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.