

Request For Qualifications (RFQ) for Architectural Services To Perform Assessment of Historical Courthouse Building

County of Karnes, Texas

Introduction

The County of Karnes requests a statement of qualifications from architectural/engineering firms who are capable of providing the following services.

1. Identification of grant opportunities to assist with funding of recommended improvements to historical buildings, as well as successful grant applications previously submitted.
2. Performing short- and long-term restoration and/or maintenance needs assessments of historical buildings.
3. Development of construction specifications and bid packages to address maintenance and/or construction improvements to historical buildings.
4. Solicitation of bids on behalf of a client for construction improvements to historical buildings.
5. Provision of all architectural and engineering construction-phase services associated with maintenance and/or construction improvements to historical buildings, including but not limited to coordination of preconstruction requests for information (RFIs), preconstruction submittal approvals, on-site construction meetings, response and management of contractor requests for construction changes in contracts, and coordination of pre- and post-construction historical building document submittals to the Texas Historical Commission.

Background

The purpose of the RFQ process is to identify the firm the County determines is the best suited to support the County in identifying and implementing maintenance and construction improvements to Karnes County's Historical Courthouse located at 101 North Panna Maria, Karnes City Texas 78118. Since completion of the restoration project in 2018, general maintenance has been performed as needed. Recently, however, some deterioration of the facility has been identified, including loss of roof tiles, water damage and/or penetration either from the roof and/or around windows, rotting wood, failed window caulking, loss of plaster from interior walls, significant discoloration of exterior paint around doors and windows, and cracks in interior and exterior walls that may or may not be related to shifts in the foundation of the building.

The County is soliciting qualified companies/firms to provide architectural and engineering services to:

1. Assist with development of historical grant applications for maintenance and construction improvement funding.
2. Conduct a needs assessment to identify short term maintenance and/or construction improvements.
3. Develop specifications and one or more bid packages to complete the modifications identified in item 2.
4. Provide oversight of all construction activities, including procurement of construction services and coordination with the Texas Historical Commission

5. Development of a long-term maintenance plan to allow for scheduled assessments of the building in the future.

Submittals from interested firms will be accepted as specified later in this document. Following an analysis of the responses to this RFQ, firm(s) may be invited for interviews. Submittals from interested firms will be scored based on the criteria contained herein. The County will request cost proposals from submitters based on their score in accordance with State purchasing laws, with the intent to award a contract proceed with the project.

Submission:

Respondents to this RFQ shall submit 5 physical copies and 1 copy on a flash drive of your firm's response to this RFQ to:

Karnes County Auditor
Attn: Benny Lyssy, Karnes County Commissioner Precinct 2
119 N. Browne
Karnes City, Texas 78118

Questions:

All questions concerning this RFQ shall be directed in writing or in person, to Rene Montalvo / Karnes County Facility Engineer / 115 N. Market Street / Karnes City Texas 78118 / 830-623-1476 / rmontalvo@co.karnes.tx.us as described below. Questions received after the stated deadline will not be addressed. Responses from Karnes County that substantially alter this RFQ will be issued in the form of a written addendum to all those that have received an RFQ. Respondents are not to have any communication with anyone else associated with the County of Karnes, Texas until after the County has contracted for the services pertaining to this RFQ.

Deadline for Submittal of RFQ:

Responses to this RFQ are due to Karnes County as stated below. No responses will be accepted after that time, and any responses received after that time will be returned to the responder without being opened.

Schedule:

4/10/2024 – 4/26/2024	Advertisement of this RFQ.
5/7/2024	Deadline for questions from architects pertaining to this RFQ.
5/10/2024	Responses to RFQ due to Karnes County NLT 3:00 pm.
5/13/2024	Karnes County begins evaluation
5/20/2024	Karnes County announce shortlist and contact firms to schedule interviews – If necessary.
5/20/2024 - 5/24/2024	Architect presentation/interviews – If necessary.
6/11/2024	Karnes County announces award recommendation and initiates contract negotiations.

Selection Criteria:

The proposals will be evaluated using the following criteria:

<u>Item Description</u>	<u>Score</u>
General Information	5%
Qualification Statement	10%
Firm Background and Staff	15%
Professional Services Provided	15%
Experience Profile	15%
Relevant Projects	25%
Current Client and Workloads	10%
<u>Financial Stability</u>	<u>5%</u>
Total	100%

Selection Committee will consist of Rene Montalvo, Sean O’Brien, Sue Carter, Benny Lyssy, Wesley Gisler, Rita Jordan, and Jennifer Tapia (provides legal oversight only).

After the written proposals are evaluated, a short list of service providers may be asked to make a presentation to the review committee. If desired, the oral presentation shall cover the above criteria and other questions the committee may have.

Form of Response:

Architect responders shall provide the information in the RFQ Questions below in the order requested. Submissions shall be secured or bound in a manner which permits the response to lay flat when open.

RFQ QUESTIONS

Provide all the following information.

1. GENERAL INFORMATION

- Date
- Firm Name
- Address
- City, State, Zip Code
- Website
- Contact Person(s) – limited to two persons per respondent firm
 - Contact No. 1:
 - Name
 - Title
 - Telephone
 - Email Contact
 - Contact No. 2:
 - Name
 - Title

Telephone
Email

State your firm's type of organization:

- Sole Proprietorship (individual)
- Partnership
- Corporation
- Professional Corporation
- Joint Venture
- Other (explain)

Number of offices and locations.

2. QUALIFICATION STATEMENT

In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform architectural/engineering services, including any superior qualities.

3. FIRM BACKGROUND AND STAFF

- a. State the year your present firm was established.
- b. State the number of years your firm has been designing historic public building restoration.
- c. Identify the location of the branch/office and people that would produce this work.
- d. State the current number of employees in the branch/office that would do this work.
- e. State the total number of employees in firm (all office locations).
- f. Comment on your firm's staff level over the last five years.
- g. State the number of persons with your firm in the following positions, and if applicable, distinguish the number of each in the branch/office that would produce this work:
 - Registered Architects
 - Registered Professional Engineers
 - Architectural-Interns working toward license
 - CAD Drafters
 - BIM Operators
 - Administrators
- h. List your firm's principals, number of years with the firm, and architectural registration number.
- i. Who will be your designated representative assigned to the County of Karnes?
- j. Who is the senior member of the firm that will be assigned to the County of Karnes?

- k. Provide a professional resume for each of the key personnel on your proposed project team. Provide name, title, registration number, number of years with your firm, and number of years of public / government design experience. A description of their public / government design experience would also be helpful.

4. PROFESSIONAL SERVICES PROVIDED BY FIRM

- a. Indicate which services listed below are provided by your firm. Indicate whether you provide it with in-house personnel or through an outside consultant. Also indicate whether each is included in Basic Services or available for an additional fee.

Professional Service	Provided Yes/No	Inhouse or Outside Consultant	Basic Services or Additional Services
Condition Assessment of Historical Buildings			
Coordination with Texas Historical Commission			
Feasibility Studies			
Master Planning			
Construction Specification Development			
Construction Procurement Coordination			
Technology Infrastructure Design			
Assessment of Security Features			
Other:			

- b. Would your Basic Services include providing the County of Karnes with a complete program document in bound document form? (Yes/No)
- c. Consultants. List firms you would consider using as consultants for the following areas (if applicable to this scope of work), how long you have worked with each, and comment on each firm's public / government experience. Each consultant indicate whether or not they produce their work in BIM (yes or no), how many years they have been doing so, and what percentage of their projects are produced in BIM.

- Civil Engineering
- Structural Engineering
- Mechanical/Electrical/Plumbing Engineering
- Other (explain)

- d. Describe the process through which your firm will work with the County of Karnes to produce the work pertaining to this RFQ.

- e. Describe any other services offered by your firm that would be of benefit to the County of Karnes.
- f. Will your firm commit to appearing on a frequency of no less than monthly to provide project updates at regularly scheduled Karnes County Commissioner Court Meetings?
- g. Contract shall be negotiated with awarded firm based on "AIA Document B101 Standard Form of Agreement Between Owner and Architect"

5. EXPERIENCE PROFILE

- a. List the total number of projects* for the last five years, including additions and renovations.
*This list may include projects that are not completed as long as they are currently in design or under construction.

Type Of Historic Building Restorations	New Construction	Addition/Renovation
Historic Courthouse Building Maintenance & Restoration		
Service Center / Public Works		
Professional Offices		
Community Development		
Public Education		
Other Relevant Facilities (specify)		

- b. For each of the last five years, state the number of your firm's public / government projects COMPLETED (construction substantially complete in that year) and the total construction dollars for those completed projects (a single total of construction dollars per year) for each year.

6. RELEVANT PROJECTS

- a. Provide the following information on five to eight completed public / government projects that represent your firm's work and services over the last five years.

- Name of project
- Name of owner and location
- Contact person, title, phone
- Contractor
- Construction cost
- Project description

7. CURRENT CLIENTS AND WORKLOAD

- a. State the number of public clients your firm has provided services for in the last five years.

- b. Comment on your firm's current workload, commitments, and your capacity to manage the work of this RFQ at this time.
- c. Provide the following information on your current public / government clients with whom you have the most work under contract (in terms of construction cost).

City/County/Government Entity

Contact person, title, phone

Name and brief description of all recent projects completed in the last 12 months and each current project and the phase it is in.

8. TECHNOLOGY CAPABILITIES

- a. Describe the technology expertise and experience your firm offers.
- b. Computer Aided Design/Drafting (CADD): Would 100% of the construction documents be on CADD? If not, explain.
- c. At the conclusion of the project, would your firm provide the County of Karnes with drawings, specifications, CAD files, etc., for the County's use?
- d. Would your firm grant to the County of Karnes the license to reproduce any and all documents, including drawings, specifications, CAD files, and BIM model, for purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovation would be liable for his addition/renovation?

9. FINANCIAL STABILITY

- a. Comment on your firm's financial stability.
- b. Provide contact information on your primary banking reference.

10. PROFESSIONAL LIABILITY INSURANCE

- a. Comment on your firm's professional liability insurance and your commercial general liability insurance. Provide insurance company contact information.
- b. Describe limits per claim, annual aggregate, and deductible.
- c. Has your firm had any claims asserted against you within the last five years?
- d. If yes, provide details of each claim.

11. APPLICATION SIGNATURE and LEGAL FORMS

- a. Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in

any form, electronic or printed, and elected or appointed official or officer of the County of Karnes, or any employee, agent or other representative of the County of Karnes, unless specifically allowed to do so by the **Commissioners Court of Karnes County**.

- b. The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow the County of Karnes to contact references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this RFQ response has been completed with no collaboration with other firms competing on the same project.

Signature of Architect _____

Printed Name and Title _____

Name of Architectural Firm _____

Date _____

- c. Complete the following forms and include in this section:

- Conflict of Interest Questionnaire
- Felony Conviction Notice

12. SHEET LIMIT

- a. Please limit your response to a maximum of approximately 20 Pages not counting cover, table of contents, tab dividers, and legal forms. Two-sided pages count as two pages.