

Rolling Plains Management Corporation

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL and ENGINEERING SERVICES
FOR

Administration and Operations Center

DEADLINE FOR SUBMISSION

September 25, 2020 at 5:00 p.m.

Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses and Disadvantaged Business Enterprises to participate.

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I. GENERAL INFORMATION.

This request for qualifications (RFQ) is to contract for Architectural and Engineering to be provided to Rolling Plains Management Corporation (RPMC).

Services needed include the development of schematic design, plan and development of construction plans and administration of the construction for the Administrative and Operations Center, located at 118 N. 1st Street, Crowell, Texas.

The Project will consist of the demolition of a portion of existing buildings and then remodeling of a portion of the remaining buildings on the lots owned by Rolling Plains for use as an Administrative and Operations Center for the agency's public transit division. The upgraded facility will include at a minimum: six new offices, collaborative dispatch area, training and conference room, restrooms, storage, breakroom, wash bay and parking. The existing portion of the building to be upgraded for use as an office is approximately 2,250 square feet and consists of a metal frame with metal exterior and a concrete slab. After demolition, new construction will expand the building with approximately 3,900 square feet of additional square footage.

The successful firm will contract directly with RPMC and will work cooperatively with project team members to provide the architectural and engineering services requested and complete the full scope of the project within budget and on schedule.

This Request for Qualifications (RFQ) provides information on the project, the minimum scope of design professional services required and information to aid in preparing responses to this RFQ. All inquiries regarding this project and the RFQ must be in writing and either mailed or emailed to the addresses below. Please reference the project schedule for all relevant dates.

Debra K. Thomas
Executive Director
Rolling Plains Management Corporation
PO Box 490
Crowell, Texas 79227
Email: debra.thomas@rollingplains.org

RPMC will evaluate the inquiries to determine whether an Addendum is required and issue an appropriate response. All questions and responses and additional information will be included in an Addendum which will be posted to the RPMC website on or before September 17, 2020. Interested firms should periodically check the following website for revisions: http://rollingplains.org/requests_for_proposals.php.

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFQ. It is the responsibility of the proposing firm to ensure that the proposal is received by RPMC, by the date and time specified further in this document. RPMC intends to award the project to the firm best qualified to perform services for the project.

RPMC reserves the right to reject any and all proposals received in response to this RFQ.

II. SCOPE OF SERVICES.

All services will be supervised by an Architect or Engineer currently licensed in the State of Texas and all contract documents will bear the seal of a licensed Architect or Engineer in accordance with State of Texas law.

- Design building improvements to include structural engineering, electrical engineering, mechanical engineering, civil engineering and architectural analysis of the approximately 2,250 square foot existing building and demolition and rebuild of approximately 3,900 square foot of addition office space;
- Work with stakeholders to determine most appropriate final design;
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder;
- Conduct a pre-construction conference and issue the notice to proceed;
- Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration, preparing inspection reports, and review and certification of contractors pay application;
- Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements; assuring that required equal opportunity, labor standards, and wage determinations have been posted; and conducting regular on-site interviews with a representative sample of construction personnel (working for any contractors and/or subcontractors) to assure compliance with federal Davis-Bacon and or state prevailing wage labor standards.
- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards;
- Review and approve all contractor requests for payment and submit approved requests to RPMC for payment processing;
- Provide one complete set of as-built, reproducible plan drawings to the RPMC upon project completion; and
- Conduct final inspection and testing.

III. STATEMENT OF QUALIFICATIONS & CONTENT

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Services section of this RFQ. Responses should include:

- The firm's legal name, address, telephone number and principal contact e-mail address;
- The principal(s) of the firm and their experience and qualifications;
- The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- A description of the firm's prior experience, including design and construction management of any similar renovation projects, location of project, and total construction cost;
- A description of the firms current work activities and how these will be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
- The proposed work plan and schedule for activities to be performed;
- A minimum of three references that are knowledgeable regarding the firms recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. RPMC reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).
- Submit a completed and signed Consolidated Certification Form (Form PTN-130). See Addendum A.

IV. PROPOSAL SUBMISSION

A. INSTRUCTIONS ON PROPOSAL SUBMISSION

Responses are Due: **Date & Time.** Any responses received after the closing time will be returned unopened.

Proposal Submittal: Submit 6 full copies of the Statement of Qualifications. No late, faxed, or email proposal submittals will be accepted. Proposals should not exceed a total of 20 pages, excluding a one-page cover letter, firm brochure and personnel resumes. Minimum font size for all text is 11 point.

Submission Instructions. Your proposal should be addressed as follows:
 Rolling Plains Management Corporation
 Debra K. Thomas-Executive Director
 118 N. 1st Street
 PO Box 490
 Crowell, Texas 79227

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

ARCHITECTURAL PROPOSAL for Rolling Plains Admin/Operations Project

B. TENTATIVE SCHEDULE

Issue RFQ	September 8, 2020
Written Inquires must be received by	September 16, 2020
Statement of Qualifications and Response Due	September 25, 2020
Short List Selection	September 29, 2020
Short List Interviews	September 30-October 1, 2020
Contract Award	October 2, 2020

C. EVALUATION CRITERIA

Respondents will be evaluated and scored according to the following factors:

- Overall quality of the Statement of Qualifications – 15%
- The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 20%
- The consultant's capability to meet time and the availability of personnel to respond and provide services in a timely manner– 15 %
- Present or projected workload that would affect completion of the project – 15%
- Related experience on similar projects – 20%
- Small businesses owned and controlled by socially and economically disadvantaged individuals and which have been certified as a Disadvantaged Business Enterprises (DBE) from through a state Uniform Certification Program– 15 %

V. ARCHITECTURAL FIRM SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or RPMC may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked architectural firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, RPMC reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves planning and construction administration, and no future work is implied or guaranteed. RPMC reserves the right to increase the scope of work or additional projects with the selected firm as long as the increase or addition is within the firm's ability. Payment and contract terms will be negotiated with the selected firm.

In no event shall any official, officer, employee or agent of RPMC be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While RPMC has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by RPMC to award and execute a contract. Upon a determination, such actions would be in its best interest, RPMC, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all proposals received in response to this RFQ;
- Not award a contract, if it is in RPMC's best interest not to proceed with contract execution;
- If awarded, terminate any contract if RPMC determines adequate funds are not available.
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VI. ADDITIONAL INFORMATION AND CERTIFICATIONS

A. DISADVANTAGED BUSINESS ENTERPRISES (DBE)/HISTORICALLY UNDERUTILIZED BUSINESSES (HUB).

Efforts will be made by RPMC to utilize small businesses, owned and controlled by socially and economically disadvantaged individuals and which have been certified as a DBE and HUB from through a state Uniform Certification Program.

B. PROTEST RIGHTS.

All protests, complaints, questions or concerns regarding the bid process or the selection of the winning bid must be submitted in writing to:

Rolling Plains Management Corporation
Debra K. Thomas, Executive Director
PO Box 490
Crowell, Texas, 79227

All protest and complaints shall be referred to the RPMC Executive Committee for resolution.

C. CONFLICT OF INTEREST/NEPOTISM.

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request. RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

D. FEDERAL/STATE/LOCAL COMPLIANCE.

This RFQ complies with all federal and state rules and RPMC policies and procedures. Firm awarded will comply with all applicable federal and state rules including all clauses referenced in the Consolidated Certification Form (Form PTN-130) This form can be found on Rolling Plains website at <https://www.rollingplains.org> under "Opportunities" or at <https://www.txdot.gov/inside-txdot/forms-publications/forms/public-transportation.html>.