

**Bee County, Texas
Bee County Jail**



**Request for Qualifications
RFQ 17/18-003**

**Materials Testing & Technical Inspections
for the Bee County Jail**

**Issued: January 8, 2018
Due: January 30, 2018 3:00PM**

Introduction:

Bee County requests Statements of Qualifications (“SOQs”) from firms desiring to provide, Materials Testing and Technical Inspections for the Bee County Jail Project (“Project”) to be located on a site in Beeville, Texas. Bee County anticipates requiring these services in support of the construction of the Project.

Bee County’s steering committee for the Projects will receive and evaluate SOQs, and recommend the best-qualified respondent to Bee County Commissioners Court for selection and contract negotiation. It is anticipated that a single firm will be selected to perform the services requested.

Jail: The new jail of approximately 52,300sf will house 142 beds, a new infirmary and clinic, laundry facility, food service and kitchen area. It also includes an Admin area, a new intake/release area and sally port.

Sheriff’s Office: A new Sheriff’s Office will be constructed adjacent to the Jail and will be a one-story 13,200sf Law Enforcement Center. It will house the Sheriff’s Administration, Support Services, 911 Call Center, Criminal Investigations, Crime Scene and Evidence, Special Services, and Patrol.

Plans for the facility can be obtain via “Dropbox” upon request. Contact Ernie Picard, PE at ECM International at epicard@emintl.com

The information provided by the selected service providers will be used in support of the construction of the Project and they will be required to consult with the program managers, ECM International (“ECM”); and the architect, BSW; the construction manager at risk, Turner Construction; and the Bee County staff. The Project is scheduled for completion over the next 18 months.

Selection Process:

Consistent with the Professional Services Procurement Act, Texas Government Code – Chapter 2254, Bee County selects professional service providers based upon qualifications.

Bee County shall select the Professional Service Providers for these Projects based upon the demonstrated professional qualifications and competence necessary to deliver the services required.

Upon receipt of the SOQs by the stated deadline, Bee County’s selection committee will evaluate respondents’ responses and rank them based on the following criteria. It is not anticipated that Bee County will conduct interviews as part of this selection process. The results of the selection process shall be presented to the Bee County Commissioners’ Court with a recommendation for selection. Bee County will then begin negotiations with the selected firm. If negotiations are not successful, Bee County will commence negotiations with second ranked firm. This process will continue until either a contract is executed or Bee County elects to cancel this RFQ.

Evaluation Criteria:

Bee County will evaluate each SOQ as follows:

Firm's Overall Experience and History: Demonstrated professional and financial stability. Demonstrated range of successfully completed projects for municipal and other governmental entities. This will be 30% of the total score.

Firm's Experience with Projects of a Similar Nature: Demonstrated range of successfully completed new projects and project additions for institutional entities including government, detention and office facilities. This will be 30% of the total score.

Firm's Capacity: Number, range and depth of experience of the personnel proposed for the Bee County Projects. Total number of staff in firm. Number and size of other projects currently being handled by the firm. This will be 30% of the total score.

Responsiveness to the RFQ: Overall quality of the response to the RFQ, clearly demonstrating understanding of the purpose, scope, and objectives of this RFQ. This will be 10% of the total score.

Eligible Respondents:

In order for a firm or joint venture to be considered, the firm or joint venture must be licensed in the State of Texas to engage in the lawful practice of the respondent's perspective service.

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Governments list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Bee County Purchasing Manager. Failure to do so may result in terminating this contract for default.

Insurance and Bond Requirements:

Respondent shall procure, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which arise from or in connection with the performance of the work there under by the Respondent, his agents, representative, employees or sub-consultants. The cost of such insurance shall be the responsibility of the Respondent. The County shall be named as additional insured. Proof of Worker's Compensation and Liability Insurance shall be provided with bid response.

A. Minimum Limits of Insurance:

Comprehensive General Liability, to include contractual liability:
Minimum each person:

Bodily Injury	\$ 500,000
Each Occurrence	\$ 1,000,000
Property Damage	\$ 500,000

B. Automobile Liability:

Minimum each person:	
Bodily Injury	\$ 500,000
Each Occurrence	\$ 1,000,000
Property Damage	\$ 500,000

C. Worker's Compensation:

Statutory

Other Insurance Provisions:

All Coverages: each insurance policy required herein shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage limits except after thirty (30) days prior notice by certified mail, return receipt requested, has been given to the County.

Acceptability of Insurers: insurance is to be placed with insurers licensed in the State of Texas.

Verification of Coverage: coverage shall furnish the County with certificates of insurance and evidence of endorsements effecting coverage required herein. The certificates for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and to be received at the same time the bid is returned. The County reserves the right to require complete, certified copies of all insurance policies at any time.

A Bid Bond will not be required.

A Performance Bond shall not be required.

A Payment Bond (Bond for Labor & Materials) shall not be required.

Submission Process:

Proposals shall be submitted on 8" x 11 ½" paper and bound. The proposal shall be organized as shown below, with each section separated by a divider. Each divider shall have a tab clearly identifying the contents of the section.

Tab 1: Firm information:

- Firm name, address, officers, contact information (phone number and email address)
- Financial statement and bank reference(s) (all financial statements may be submitted separately in a sealed envelope marked confidential, if desired)
- Litigation/arbitration history
- Sample Certificate of Insurance including carriers and policy limits and a claims history

Tab 2: Firm Experience

- Project types, budgets, and completion dates of a maximum of five projects for government, detention or institutional entities

Tab 3: Firm Capacity

- Names and resumes, and percentage of time assigned of principals and personnel proposed for the Bee County Project

- Names and resumes of principals and personnel of major sub consultants, if any, proposed for the Bee County Project

Tab 4: Certifications

- Principal, officer, authorized representative non-collusion certification
- Conflict of interest questionnaire
- Felony conviction notice
- Certificate of Interested Parties

Tab 5: Contract

- Provide a Sample Professional Services Provider's contract

General Scope of Work:

Materials Testing, Technical Inspections:

- Earthwork – sampling and testing of soils, field density testing for all subgrade and compacted fill materials
- HMAC paving – field testing in accordance with TXDOT standards
- Concrete – concrete air entrainment, slump, temperature and compressive strength
- Special Inspections shall be performed in accordance with Chapter 17 of the 2015 International Building Code (IBC), and as listed in the Structural plans

(These are the requirements that Bee County anticipates they will require during the duration of proposed Project. However, Bee County makes no representation they will contract for all of these services initially with the selected Professional Service Provider and reserves the right to select these services on an ad hoc basis.)

If your firm wishes to be considered, please submit one (1) original and six (6) copies of your proposal to:

Veronica Saldana
 Bee County Fixed Assets Manager
 111 S. St. Mary's St.
 Ste. 101
 Beeville, TX, 78102

email: fixed.assets@co.bee.tx.us
 Tel: (361) 621-1551 x 8132

Submit completed Proposals no later than: 3:00 PM on Tuesday, January 30, 2018

Please note that due to space constraints, **no brochures** shall be submitted with your statement of qualifications. All information required of the Proposer, unless otherwise specified, shall be submitted as directed above. The page limit for the SOQ is 20 pages total exclusive of front and back covers, financial statements, certifications and requested insurance and contract forms.

Persons signing the proposal must be officers of the firm or otherwise authorized to execute legal documents on behalf of the firm.

For your proposal to be responsive, you must submit all required sections.

Questions about the proposed Projects or the Proposal shall be submitted in writing and addressed to Ernie Picard, PE at ECM International at epicard@emintl.com within the timeline specified below.

Responses will be provided no later than Wednesday, January 17, 2018 in the form of an addendum.

Proposal Schedule:

Issue Request for Qualifications: January 8, 2017

Receive Questions by: January 16, 2018

Receive Qualification Statements: January 30, 2018

Review Qualification Statements: February 6, 2018

Present to Commissioners Court: February 12, 2018

The dates noted after the submission deadline are subject to change at the county's discretion.

Tab 1: Firm Information

Name of Firm: _____

Federal Tax ID Number: _____

Business Address: _____

Business Address of Office that will provide services (if different from above) _____

Principals

Contact Person: _____ Phone Number: _____

Type of Organization: _____ Years in Business: _____
(Individual, Partnership, Corporation, Association)

Has firm operated under any other name(s)? If so, state name(s) and dates of operation.

(Name) *(Date)*

(Name) *(Date)*

(Name) *(Date)*

Financial Statement

Please provide a financial statement in a separate sealed envelope for your firm as of your most recent fiscal year end. An audited financial statement is preferred.

Please furnish bank reference and bank contact person:

Name of Bank: _____

Business Address: _____

Contact Person: _____ Phone Number: _____

Professional Service Provider’s Litigation and Arbitration History

If, in the last five years, your firm has been involved in litigation or arbitration, either as plaintiff or as defendant, please describe such involvement in detail. Include the issues and outcome for each instance.

(Insert insurance certificate here)

Tab 2: Firm Experience

Government, detention, or institutional projects, budgets, and completion dates for representative projects.

(List only those projects that were designed by the firm completing this questionnaire.)

Tab 3: Firm Capacity

Attach resume for each individual proposed to be assigned to this project, with the percentage of their time they will spend on this project.

Tab 4: Certifications

Non-Collusion Certification

The undersigned affirms that he or she is duly authorized to execute this questionnaire, that this company, corporation, firm, partnership or individual has not prepared this statement of qualifications in collusion with any other person, firm or entity making or considering submitting a statement of qualifications to Bee County for any of this project, and that contents of this submittal as to terms or conditions of said submittal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this submittal.

The undersigned further affirms that he or she has had no conversations, correspondence or communication with any Bee County employees regarding this project since the issuance of this RFQ, save and except authorized communication with the Bee County Purchasing Manager.

The foregoing is true and correct. Bee County, or any authorized representative of (owner), is authorized by the undersigned to contact any firm, institution, or person listed above to obtain relevant information.

Firm: _____

Address: _____

City/State/Zip: _____

Phone No: _____

Fax No: _____

Signature: _____

Typed Name: _____

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

Felony Conviction Notification

This Notice is Not Required of a Publicly-Held Corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name (Printed):

Authorized Company Official's Name (Printed):

******Sign Only A, B, or C******

- A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official:

- B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official:

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony: Name of felon(s): _

Details of Conviction(s): _____

Signature of Company Official:

Certificate of Interested Parties

In 2015, the Texas Legislature adopted **House Bill 1295**, which added 2252.908 to the Texas Government Code and applies to all contracts entered into on or after January 1, 2016. Section 2252.908 (b)(1)(2) applies only to a contract of a governmental entity or state agency that requires an action or vote by the governing body of the entity or agency before the contract may be signed or that has a value of at least \$1 million. In addition, pursuant to Section 2252.908 (d), a governmental entity or state agency may not enter into a contract described by Subsection (b) with a business entity unless the business entity, in accordance with this section and rules adopted under this section, submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

With regard to Bee County purchases, a vendor that is awarded a contract or purchase approved by Bee County Commissioner's Court is required to electronically complete a Form 1295 through the Texas Ethics Commission website (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) and submit a signed and notarized copy of the form to the County. A contract, including County issued purchase order (if applicable), will not be enforceable or legally binding until the County receives and acknowledges receipt of the properly completed Form 1295 from the awarded vendor.

Tab 5: Respondent shall attach a draft contract for review and consideration by Bee County for this project.

(No representation is made by Bee County that the proposed contract will be accepted.)