



**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
DESIGN OF COMMERCIAL OFFICE SPACE
IN
TEXARKANA, AND OMAHA, TEXAS**

**ISSUED DATE: April 4, 2021
REISSUED DATE: July 5, 2021
REVISED: July 9, 2021**

**Submissions Due: July 28, 2021 by 5:00PM via email only
to Mary Beth Rudel, mrudel@atcog.org.**

**ARK-TEX COUNCIL OF GOVERNMENTS
4808 ELIZABETH STREET (MAIN OFFICE)
TEXARKANA, TEXAS 75503
903-832-8636
www.atcog.org**



REQUEST FOR STATEMENT OF QUALIFICATIONS

The Ark-Tex Council of Governments (ATCOG) invites qualified parties to submit a statement of qualifications for design of commercial building office space renovations to be completed for two (2) buildings located at 4808 Elizabeth Street, Texarkana, Texas, and 111 Big League Bend, Omaha, Texas.

The purpose of this request for statements of qualifications is to select an architect to design building plans for a renovation to an office building that will encompass approximately 5,500 square feet in Texarkana and approximately 4,000 square feet in Omaha.

SCOPE OF WORK

1. Design building improvements to include structural engineering, electrical engineering, mechanical engineering, civil engineering, and architectural analysis; and
2. Work with stakeholders to determine most appropriate final design; and
3. Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and aware process, including preparing the advertisements for bid solicitation, conduction the pre-bid conference, bud opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder; and
4. Conduct a pre-construction conference and issue the notice to proceed; and
5. Provide construction contract administration including on-site observations of construction work at intervals appropriated to the stage of construction, facilitating and recording construction meetings as needed, preparing site visit reports, and review and certification of contractors pay application; and
6. Review construction submittals for project compliance with all federal and state labor standards as applicable, including reviewing payroll reports for compliance with prevailing wage requirements; and conducting on-site interviews with a representative sample of construction personnel (working for any contractors and/or subcontractors) for compliance with federal Davis-Bacon and/or state prevailing wage labor standards; and
7. Review and approve all contractor request for payment and submit approved requests to ATCOG for payment processing; and
8. Provide one complete set of as-built, reproducible plan drawings to ATCOG upon project completion; and
9. Conduct final inspection and testing.

TIMELINE

Date & Time	Action
April 4, 2021	Began advertisement of notices for Original Request for Statement of Qualifications (RFQ)
April 23, 2021	Original Statement of Qualifications were due
May 4, 2021	Submitters notified that a revised Request for Statement of Qualifications was required
July 5, 2021	Revised RFQ released and advertised
July 23, 2021 5:00pm	Deadline for questions to be submitted
July 28, 2021 5:00pm	Statement of Qualifications due
July 29 – August 4, 2021	ATCOG Evaluation Committee review of Statements of Qualifications received and selection made

RESPONSES

Responses should address the following:

1. A list of no more than five (5) similar projects with descriptions of the projects, members of the project teams, time schedule, and contact persons who are able to verify the information presented. All projects must have been completed within the past ten (10) years.
2. Your firm's resources and capabilities: including the legal name of the firm, description of the business entity (i.e., individual, corporation, L.L.C.), organizational chart, location of firm, size, staffing, experience, evidence of being licensed to provide professional architectural or engineering services in the state of Texas, and location of the office proposed to perform the bulk of the work;
3. Any planned subcontractor or teaming arrangement for the project. Information requested in Items 1 and 2 shall be submitted for teaming partner(s);
4. A description of your firm's approach to completing the project, the approximate timeframe to complete the design process, your firm's current workload and its ability to commit necessary resources to the project in order to meet the project schedule and the identity of those key individuals to be assigned to this project;
5. The identity of any ATCOG Board or staff member with which your firm or planned subcontractors have a current contractual, business or family relationship;
6. Any additional information you would like ATCOG to be aware of or which you feel might have a direct bearing on your firm's qualification to perform on the project;

SUBMISSION DEADLINE

Responses (including signed and completed attachments: Certification of Compliance with Required Elements and Assurances) must be submitted and **received by 5:00 p.m. on July 28, 2021**. One (1) electronic copy in PDF format shall be delivered to Mary Beth Rudel, Deputy Director, via email: mrudel@atcog.org. Include ATCOG Renovation RFQ in the subject line.

SELECTION PROCESS

Each submission will be scored by the ATCOG evaluation committee. The committee will include the Executive Director, Deputy Director, Housing Director and 9-1-1 Program Director. Other staff related to the project may be added to the committee if needed. Any firm submitting a Statement of Qualifications should be prepared to meet with the evaluation committee and provide a verbal presentation upon request. The submission that receives the highest score will be selected for initial contract negotiation following Texas Government Code 2254.004 and ATCOG procurement policy.

The evaluation committee will use the following matrix to score each submission:

Selection Criteria

<u>Category</u>	<u>Maximum Points</u>
Experience with Similar Projects	30
Technical Competence and Design Ability	25
Communication Skills	25
Project Approach	20
TOTAL	100

By submitting a Statement of Qualifications, the respondent accepts the evaluation process as described in this document and acknowledges that the determination of the “most qualified” firm may require subjective judgments of the evaluation committee. The process described in this document is intended to comply with Texas Government Code Chapter 2254 so that the selected firm will be secured on the basis of demonstrated competence and qualifications through a request for qualifications process.

There shall be no contact between respondents and ATCOG staff or board members during the selection process.

ACKNOWLEDGMENTS

The submittal, either as part of the Statement of Qualifications or the cover letter, shall provide the following acknowledgments:

- Acknowledgment that, if requested, you will prepare and make a presentation to the ATCOG evaluation committee;
- Acknowledgment that, if selected, the key individuals of the proposed team will not be changed without the written notification to ATCOG;

- Acknowledgment that, if selected, you will conform to requirements for grant funding and invoicing;
- Acknowledgment that all information, documentation and other material submitted in response to this document are considered non-confidential and non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation has been completed and the contract executed with the selected firm;
- Acknowledgement that the firm and subcontractors have reviewed their existing resources and commitments and will conform to the project completion date established by ATCOG as included herein.

QUESTIONS AND ADDENDA

Questions regarding this RFQ must be submitted by 5:00 p.m. on July 23, 2021, to Mary Beth Rudel via email: mrudel@atcog.org. Respondents may not ask for clarifications, nor will ATCOG provide clarifications, verbally. All submitted questions will be posted on the ATCOG website: <https://atcog.org/doing-business-with-atcog/>. Any addenda to the RFQ will be posted on the website as well.

RIGHT TO CANCEL

ATCOG reserves the right to cancel the RFQ, reject any or all submissions, and to waive minor informalities for respondents if it is deemed in the public interest to do so.

ADDITIONAL INFORMATION

Ark-Tex Council of Governments (ATCOG) is an equal opportunity employer. It is the policy of ATCOG to promote and ensure equal employment opportunities to all applicants for employment and to all employees regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression.

Procured consultants will not be considered ATCOG personnel, and ATCOG assumes proposal of certain personnel to be a statement of their availability to do the work.

Costs incurred for statement preparation are to be borne by the respondent.

DISADVANTAGED BUSINESS ENTERPRISES

Part of this project is funding by the U.S. Department of Housing and Urban Development. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the FHA project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals

- whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
 - D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
 - E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
 - F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
 - G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in FHA prime contracts and subcontracting opportunities.

Definitions

1. A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "Section 3 business concern" is as defined under 24 CFR Part 135.
5. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

Certification of Compliance with Required Elements

This is to certify that to the best of the undersigned's knowledge and belief, the information in this proposal is responsive and is true and correct. The undersigned understands that a non-responsive proposal, as defined by ATCOG, may not be reviewed and considered for agreement/contract selection. Further, the submission of the proposal has been authorized by the governing body of the proposer.

Please indicate which best represents your business. (Check)

- HUB Vendor (Historically under Utilized Business)
- DBE Vendor (Disadvantaged Business Enterprise)
- Minority Owned Business
- Business is part of a larger company (Please specify) _____
- Other (Please specify) _____

(Signature)

(Date)

(Print Name and Title)

(Print name and title of person authorized to negotiate a contract if different from person listed above.)

(Organization)

(Address)

(City)

(State)

(Zip)

(Telephone Number)

Assurances

We understand and agree that this proposal is not a contract and does not obligate the Ark-Tex Council of Governments to pay for costs incurred in the preparation of this proposal or costs incurred prior to the execution of a written contract or prior to the receipt of funds designated for this program from the funding agency.

We understand and agree that the contract provisions may vary from the provisions set forth in this request, when deemed necessary by the Ark-Tex Council of Governments. However, we agree to abide by the contract provisions contained in the proposed contract.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of the Ark-Tex Council of Governments prior to execution of a contract.

We understand and agree that the Ark-Tex Council of Governments is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

We understand and agree to abide by all federal, state and local laws, policies and regulations governing these and those additional rules which may be promulgated, or as amended, subsequent to the execution of a contract.

We understand and agree that we may be subject to a monitoring review or audit by the U.S. Department of Labor, Texas Workforce Commission, Office of Inspector General, U.S. Department of Housing and Urban Development, Texas Commission on Emergency Communications, Texas Department of Transportation, Ark-Tex Council of Governments and/or any other oversight agency. We also understand that we may be required to provide a copy of the most recent audit as part of the contracting process.

We understand and agree to submit this proposal in a good faith effort to provide services to the benefit of economically disadvantaged individuals eligible for services under this proposal.

Signature: _____ Date: _____

Printed Name: _____ Title: _____