

To: Mount Pleasant Tribune
From: Barbara Shurbet, Titus County Auditor
Subject: Bid Notice – Request for Qualifications for Architect Service
Date: February 28, 2023

Please run the following public notice ad on March 4 and March 8, 2023.

Request for Qualifications – Architect Services

Sealed qualifications will be received by the Titus County Auditor's Office located at 100 W. 1st Street, Suite 106, Mt. Pleasant, Texas 75455 on or before Monday, March 20, 2023 at 3:00 pm for RFQ # 2023-01 for Architect Services for Annex Façade Repairs. Proposals will be opened at 3:30 pm, March 20, 2023 in Room 205 of the Titus County Courthouse. Proposers are invited to attend. Qualifications received will be considered at Commissioners' Court on Monday, March 27, 2023.

To obtain an RFQ, please visit the homepage of the Titus County website at: www.co.titus.tx.us and click on the Purchasing Link on the left bottom section, then click on the RFQ – Architect Services. You may also call the auditor's office at 903-572-8101.

Payment will be made as work is performed and approved by Commissioners' Court. Titus County reserves the right to accept or reject in whole or in part any proposal received and to waive any irregularities or formalities in the best interest of Titus County.

TITUS COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES
MARCH 2023

Scope of Work

Introduction: Titus County, Texas is soliciting statement of qualifications from interested firms to provide architectural services for repairs and/or possible upgrades to the Titus County Annex Façade located at 105 West First Street, Mt. Pleasant, Texas.

Budget: The total budget for the project including architectural, engineering, landscaping, repairs and possible upgrades and all costs of any nature is currently \$ 250,000. The professional services to be provided include all services necessary for the development of plans and specifications suitable for obtaining construction proposals in accordance with state requirements including construction contract and bonding requirements.

Submittal Deadline

If you are interested in your firm being considered for this project, please submit one original and four copies of your statement of qualifications to:

Titus County Auditor, Barbara Shurbet
100 West 1st Street, Suite 106
Mt. Pleasant, Texas 75455

Due Date: Not later than 3:00 pm on March 20, 2023

All statements must be in a sealed envelope clearly marked:
"RFQ for Architectural Services for Annex Façade, Bid # 2023-01."

Electronic responses will not be accepted.

Questions and Inquiries

Any person with questions regarding this RFQ should email or fax a written request for information/clarification to:

Titus County Auditor
auditor@co.titus.tx.us
Office: 903-572-8101
Fax: 903-572-1467

If significant questions are posed and answered, an addendum will be issued and will be available at the Titus County website, www.co.titus.tx.us in the lower left section of the homepage under purchasing. Candidates should not rely on any oral communication concerning this RFQ and oral responses will have no binding effect.

The County shall not be responsible for any verbal communication between any representative of the County and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents will not relieve offeror from any obligation with regard to their response to this invitation.

Reservations

Titus County, through its duly authorized officials, reserves the right to reject any part of, or all statements without the imposition of any form of liability. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. The County reserves the right to award this RFQ to the most qualified proposer that offers the best combination of qualifications and value to the County.

Scope of Services

In general, the successful proposer shall be responsible for the design through construction. Other tasks may include assisting the County with any required environmental documentation, participation in the public process, assisting the County with any required permits and assisting the County with the general contractor selection including applicable bond requirements. The successful proposer will be responsible for construction management and will work with the County to ensure compliance with applicable covenant restrictions, applicable codes, state and federal regulations and quality construction that meets or exceed design specifications. The successful proposer will be required to provide the County with an electronic version of the final product design in a form acceptable to County Commissioners.

Ethical Standard

No County official or employee shall have interest in any contract resulting from this RFQ. County officials or employees with possible conflicts will complete a Local Government Officer Conflicts Disclosure Statement as provided by the Texas Ethics Commission. Please complete form and return with statement.

The firm selected will be required to complete a Conflict of Interest Questionnaire as provided by the Texas Ethics Commission.

Reimbursements

The County will not reimburse firms for any expenses incurred in preparing proposals in response to this request and the County will not reimburse responding firms for these expenses, nor will the County pay

any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Disclosures

All proposals will be kept confidential through the negotiation process. Once the successful proposal has been awarded, all information held by the County will be subject to the State of Texas Open Records Act.

Equal Employment Opportunity

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex, national origin, or etc.

Insurance Requirements

The proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed:

Coverage	Limits
A. Professional Liability Insurance	*\$ 1,000,000 each occurrence
B. Worker’s Compensation	*As required by Texas Law
C. Employer’s Liability	*\$500,000 each occurrence
D. Public Liability (Bodily Injury)	*\$1,000,000 combined single limit
E. Public Liability (Property Damage)	*\$1,000,000 combined single limit
F. Automobile Liability (Bodily Injury)	* \$500,000 each person
G. Automobile Liability (Property Damage)	* \$250,000 each occurrence

The proposer agrees to furnish insurance certificates indicating the proposer’s compliance with this section.

Independent Contractor Relationship

The proposer is and shall perform these services as an independent contractor, and as such shall have and maintain complete control over all of its employees, agents and operations. Neither the proposer nor anyone employed by it shall represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the County.

The proposer selected by this RFQ process will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certification, other approvals, and or insurance that may be required by the County, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Interviews

After written proposals are received and initially evaluated, the County may require one or more of the candidates to provide an oral presentation as a supplement to their statement. Any candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The County is under no obligation to grant interviews to any candidate receiving a copy of this RFQ and/or submitting a written statement in response to this RFQ.

Response Format

The items listed below shall be submitted with each statement and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in their statement being rejected.

- Tab 1 – Cover Letter
 1. Provide a cover letter indicating your firm’s understanding of the requirements relating to this RFQ. The letter must be brief and formal from the proposer that provides information regarding the firm’s interest in and ability to perform the requirements of this RFQ. A person who is authorized by the organization to enter into an agreement with the County will sign the letter.
 2. Please include all contact information.

- Tab 2 – Company Background
 1. Years in business under present name
 2. Name and address of office to perform work.
 3. Ownership structure (Corporation/Partnership)
 4. Names and title of officers in the company.

- Tab 3 – Qualifications
 1. Demonstrate the firm’s qualification and experience in the design of municipal building façade.
 2. Include insurance certificates for coverages detailed in Insurance Requirements Section.

- Tab 4 – Project Team
 1. Identify the Project Manager, including experience and qualifications related to municipal building façade design and construction.
 2. Show the organization of the proposed team.
 3. Provide resume for key personnel who will be assigned to the project
 4. Describe key outside sub-consulting firms for this project.

- Tab 5 – Work Location
 1. Describe where the prime and sub-consultants will do the key work elements for this project.

2. Describe the proximity of the firm's office as it may affect coordination with Titus County, project manager and the property location.
3. Describe the firm's familiarity with the project area
4. Describe the firm's knowledge of Titus County

- Tab 6 – References

1. Provide at least three (3) references of similar design projects for which your company has provided services

- Tab 7 – List of Ongoing and Completed Projects

1. Provide a list of similar projects in which your company is currently involved and/or has completed.
2. Please list project description and status of similar projects.

Selection Criteria

Distance from Titus County/Long-Term Cost to Acquire Services	5%
Municipal Building Façade Design & Construction Experience	25%
Proposed Project Design Team Experience	25%
References/Past Performance/Reputation	30%
Working with Community & Local Agencies on Similar Projects	5%
Proposer's Past Relationship with Titus County	5%
Other Factors as Determined (i.e., Knowledge of local issues, responsiveness)	5%

Schedule of Selection Process

*Request for Qualification Advertised (First Date)	March 4, 2023
*Statement of Qualifications Due	March 20, 2023
*Interviews (If required) Week of	March 20, 2023
*Estimated Contract Award	March 27, 2023