

Public Notice

Notice hereby given that the County of Webb is accepting Letter of Interest from architectural firms to develop plans and specifications to construct renovations to the Webb County Justice of the Peace Precinct 4 Building, located in Webb County.

Response to this request must be submitted one (1) original and six (6) copies in sealed envelopes to the Webb County Clerk's Office.

Sealed envelopes must be marked (Letter of Interest) with LOI number and title on front lower left hand corner of envelope.

LOI- 2011-01 "Architectural Services for the Renovations to the Webb County Justice of the Peace Precinct 4 Building"

LOI will be either hand delivered or mailed to the following location:

**Webb County Justice Center
Webb County Clerk's Office
1110 Victoria, St. Suite 201, 2nd Floor
Laredo, Texas 78040**

Responses must be delivered no later than **2:00 P.M. March 3, 2011**, at which time all Responses received will be opened and read to the public.

If additional information is requested please contact, Leticia Gutierrez, Webb County Purchasing Department, 1110 Washington, Suite 101, (956)523-4125, Laredo, Texas 78040. Please visit our web-site for a copy of Letters of Interest notice and specifications, under purchasing department www.webbcountytexas.gov; if you need a hardcopy of the specifications, the cost will be \$50.00 non-refundable.

The County of Webb reserves the right to reject any and all LOI's proposals or to select those that are in the best interest of Webb County.

Dr. Cecilia Mary Moreno
Purchasing Agent

Publication Dates:

Wednesday February 16, 2011

Wednesday February 23, 2011

THIS FORM MUST BE INCLUDED WITH THE RFQ PACKAGE; PLEASE CHECK OFF EACH ITEM THAT APPLIES AND SIGN

**LOI- Architectural Services for
The Renovations to the Webb County Justice of the
Peace Precinct 4 Building**

- Public Notice
- Submitted within architect notice due date; name and address of the architect, date of opening; LOI number and title on outside of sealed envelope
- Selection Criteria
 - Experience of the firm
 - Work Performance
 - Capacity to Perform
 - Affirmative Action
 - Firm's Familiarity
- Proof of no delinquent taxes owed to Webb County
- Conflict of Interest forms included

X _____
Signature of person
Completing this form

WEBB COUNTY

LOI 2011-01

Request for Letters of Interest by providers for Architectural Services

PROJECT NAME: Justice of the Peace Precinct 4 Building - Renovations

PROJECT LOCATION: 8501 San Dario

1. **GENERAL:**

- A. All LOI's will be evaluated using Texas Civil Statutes, Professional Service Procurement Act, Texas Government Code, Chapter 2254.
- B. The County of Webb shall negotiate a contract for the service based on a 2nd phase.
- C. The initial selection shall be based on the demonstrated competence and qualifications of the person, including any firm, who is to provide the services.

1. All person(s) or firm(s) will be scored on the following:

Experience	50	points
Work Performance	25	points
Capacity to Perform	15	points
Affirmative Action	5	points
Firm's Familiarity	5	points
Total Score	100	points

- 2. A short list will developed based on the above score/ranking and proceed to the 2nd phase. A Request for Proposal and Interview Guide will be provided to those short-listed and proceeds to the interview phase.
- D. After the County of Webb makes its selection, from the RFP/IG (2nd Phase) it shall proceed to negotiate a contract at a fair and reasonable price.
- E. If the County of Webb is unable to negotiate a satisfactory contract with the most highly qualified person, the County shall end negotiations with that person or firm and begin negotiations with the second most highly

qualified person. The negotiations shall be undertaken in this sequence until a contract is made.

- F. Ethical Standards-** It shall be a breach of ethics to offer, give or agree to give any County official, committee member or employee to solicit, demand, accept or agree to accept from another person, entity, or organization, a gratuity or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advise, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or contract or subcontract, or to any solicitation or proposal therefore pending before the County Commissioners.
- G. Minimum standards for responsible prospective professional service -** A prospective professional service provider must affirmatively demonstrate their responsibility. By submitting a RFP, the provider represents to the County of Webb that it meets the following requirements:
- Possess or is able to obtain adequate financial resources as required to perform under the RFP/IG;
 - Is able to comply with the required or proposed delivery schedule;
 - Has a satisfactory record of performance;
 - Has a satisfactory record of integrity and ethics;
 - Is otherwise qualified and eligible to be selected.
- H. Hold Harmless Clause-Successful Professional Service Provider** shall defend, indemnify and, save harmless Webb County and all its County officials, committee member, and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property, on account of any negligent act or fault of the successful Professional Service Provider, or any agent, employee, subcontractor or supplies in the execution of, or performance under any contract which may result from award. Successful Professional Service Provider indemnifies and will indemnify and save harmless Webb County from liability, claim or demand arise from event or casualty happenings or within the occupied premises themselves or happening upon or in any or the halls, elevators, entrances, stairways or approaches of or to facilities within which the occupied premises are located. Successful Professional Service Provider shall pay any judgment with costs, which may be obtained, against Webb County growing out of such injury or damages, and shall upon request provide a defense to Webb County by counsel reasonably acceptable to Webb County. Successful Professional Service

Provider's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful Professional Service Provider.

II. SCOPE OF SERVICES:

The County of Webb intends to retain the services of an architect to prepare plans and specifications to construct the Renovations of the Justice of the Peace Pct. 4 building located in Webb County.

III. CRITERIA:

A. Experience of Firm:

1. Development of similar or related projects. Please provide a listing of past projects and client contact person.
2. How many projects is your firm currently working on, that are local, state and federally funded? List projects
3. Currently, how many projects located in this general region is your firm working on.
4. Project Construction Management:
 - a) Architect to be in charge of this project: (Give qualifications and experience of this type of work and list the specific duties each will be assigned.)
 - b) OtherAs Sample

B. WORK PERFORMANCE:

1. Can you provide time completion dates for project activities?
_____ YES (please provide time chart)
_____ NO (If no, please explain)
2. Submit a brief summary report on your approach to management of projects within budgetary constraints. Also, include a statement identifying your firm's methodology in the development of such a plan.

3. Various elements of the plan will require review, approval or coordination with different County Offices and Departments as well as the occupants. Please submit a brief summary of your approach regarding the coordination of these efforts.
4. Please provide a list of five past/current clients where your firm has provided similar service.

C. CAPACITY TO PERFORM:

1. Capacity and capability of the firm to involve stakeholders and members of the public in the design process. (Please address plan)
2. Submit a brief summary of staffing level/experience of staff.
3. In your firm's capacity to perform, would your firm require any additional human and/or financial resources?
4. Please submit a copy of your current Professional Liability Insurance. Note: The Commissioners Court will accept Professional Liability Insurance on a project-by-project basis.

D. AFFIRMATIVE ACTION:

1. Is the proposing firm a small business or a minority firm?

_____ YES

_____ NO

SIGNATURE OF PRINCIPAL

Date

E. FIRM'S FAMILIARITY

1. Firm's familiarity with the area in which the project is located.
2. Detail your experience in working with Elected Officials, or other appointed officials and experience with government building projects.
3. Detail your experience in working on Law-Enforcements type facilities.

QUALIFIER INFORMATION:

Name of Company: _____

Address: _____

Phone: _____

E-mail: _____

Signature of Person Authorized to Sign RFQ:

(Signature)

(Print Name)

(Title)

Indicate status as to: "Partnership", "Corporation", "Sole Proprietorship" etc.

Date: _____

NOTE:

All submissions relative to this Proposal shall become the property of Webb County and are nonreturnable.

If any further information is required please call the Webb County Purchasing Agent, Dr. Cecilia May Moreno, at (956) 523-4125.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that _____ owes no delinquent property taxes to Webb County.

_____ owes no property taxes as a business in Webb County.
(Business Name)

_____ owes no property taxes as a resident of Webb County.
(Business Owner)

Person who can attest to the above information

*** SIGNED DOCUMENT AND PROOF OF NO DELINQUENT OR OWED TAXES TO WEBB COUNTY.**

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that _____ owes no delinquent property taxes to Webb County.

_____ owes no property taxes as a business in Webb County.
(Business Name)

_____ owes no property taxes as a resident of Webb County.
(Business Owner)

Person who can attest to the above information

*** SIGNED DOCUMENT AND PROOF OF NO DELINQUENT OR OWED TAXES TO WEBB COUNTY.**

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

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Signature of person doing business with the governmental entity

Date