

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

RFQ-2010-05 Architectural Services for
El Cenizo Library
Please check off

- Public Notice
- Submitted within bid notice due date; name and address of the bidder, date of opening; RFQ 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

Public Notice

Notice hereby given that the County of Webb is accepting proposals to retain the services of an architectural firm to develop plans and specifications to construct the El Cenizo Library, located in Webb County.

Request for Qualifications 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 (Sealed Proposal) with Proposal number and title on front lower left hand corner of envelope.

RFQ-2010-05 Architectural Services for El Cenizo Library

Proposals 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**

Request for Qualifications must be delivered no later than **2:00 P.M. Friday, July 2, 2010**. Request for Qualifications received after the time and date specified will have no consideration.

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 Request for Qualifications notice and specifications, under purchasing department www.webbcountytx.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 proposals or to select the proposals that are in the best interest of Webb County.

Dr. Cecilia Mary Moreno
Purchasing Agent

Publication Dates:
Sunday, June 13, 2010
Sunday, June 20, 2010

WEBB COUNTY

Q-2010-05

Request for Qualifications for Architectural Services

PROJECT NAME: El Cenizo Library

PROJECT LOCATION: El Cenizo Webb County, Texas

1. **GENERAL:**

- A. All proposals 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 two step process.
- 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
- D. After the County of Webb makes its selection, 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. A prospective professional service provider, by submitting a RFQ, 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 RFQ;
 - 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 receive an award.
- 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 is currently soliciting Request for Qualifications to retain the services of an architect to prepare plans and specifications to construct the El Cenizo Library located in Webb County. El Cenizo Library is to meet the needs of El Cenizo residents the select architect is to consult with residents and stakeholders regarding project goals. The selected architect is expected to build a relationship of trust and knowledge with the input of the residents of El Cenizo.

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 and/or approval of different County Offices and Departments as well as other entities (i.e., County Commissioners, County and County Engineer) (El Cenizo Mayor). 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 El Cenizo Residents, or other South Laredo areas.
3. Detail your experience in working with communities similar to El Cenizo.

QUILIFER 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.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity; or an employee of a local governmental entity with respect to whom the local governmental entity has, in accordance with Section 176.005, extended the requirements of Sections 176.003 and 176.004. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code.** Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with person named in item 3.** Describe the nature and extent of the employment or other business relationship with the person in item 3 as described by Section 176.003(a), Local Government Code.
- 5. List gifts accepted, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250.** List gifts accepted during the 12-month period (described by Section 176.003(a), Local Government Code) by the local government officer or family member of the officer, excluding gifts described by Section 176.003(a-1), from the person named in item 3 that in the aggregate exceed \$250 in value.
- 6. Affidavit.** Signature of local government officer.

**LOCAL GOVERNMENT OFFICER
CONFLICTS DISCLOSURE STATEMENT**

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.	OFFICE USE ONLY
1 Name of Local Government Officer _____	Date Received _____
2 Office Held _____	
3 Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code _____	
4 Description of the nature and extent of employment or other business relationship with person named in item 3 _____	
5 List gifts accepted by the local government officer and any family member, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250 during the 12-month period described by Section 176.003(a)(2)(B) Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ Date Gift Accepted _____ Description of Gift _____ (attach additional forms as necessary)	
6 AFFIDAVIT I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to a family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a), Local Government Code. <div style="text-align: right; margin-right: 100px;"> _____ Signature of Local Government Officer </div> AFFIX NOTARY STAMP / SEAL ABOVE Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> _____ Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath </div>	

