

Notice to Bidders

The County of Webb is soliciting Requests for Qualifications from qualified firms interested in providing Architectural Services. for the future construction of a new Webb County Volunteer Fire Department (WCVFD) Fire Station and Administration Building. The WCVFD Fire Station and Administration Building site is on 8.5 acres on 3 lots located on 1st street, east of Bob Bullock Loop (Lake Casa Blanca – El Ranchito Road).

Qualifications must be submitted in one (1) original and eight (8) copies in sealed envelopes to the Office of the Webb County Clerk.

Sealed envelopes must be marked with qualification number and title on front lower left-hand corner of envelope.

RFQ-2013-06 “Architect Services for Webb County Fire Station and Administration”

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

**Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78040**

Qualifications must be delivered no later than **Monday, September 9, 2013, at 2:00** p.m. at which time all qualifications received will be opened and read to the public. Late qualifications will not be considered.

County of Webb will be reviewing the qualifications offer's proposals prior to the Award of Contract.

If additional information is needed please visit our web-site at www.webbcountytx.gov under Public Notice RFP contact, Leticia Gutierrez at Webb County Purchasing Department, 1110 Washington, Suite 101, (956) 523-4125, Laredo, Texas 78041.

The County of Webb reserves the right to reject any and all qualifications or to select the qualified vendor that is in the best interest of Webb County.

Dr. Cecilia May Moreno
Purchasing Agent

Publication Dates:

Monday August 19, 2013, Monday 26, 2013 and Monday September 2, 2013

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

“Sealed RFQ”

RFQ-2013-06 “Design Build” – Webb County Volunteer Fire Department, Fire Station and Administration construction project

- Notice to Qualifier
- Statement of Work
- Conflict of Interest Forms (required)
- Certification Regarding Debarment (Form H2048) (required)
- Certification Regarding Federal Lobbying (Form 2049) (required)
- Qualifier Information Form (required)
- Proof of No Delinquent Tax Owed to Webb County (required)
- References (required)

Signature

REQUEST FOR QUALIFICATIONS (RFQ)
Architectural Services for
The Conceptual Design and Planning of the
Webb County Volunteer Fire Department (WCVFD) Station/Administration
Bldg.

PURPOSE OF REQUEST

The purpose of this Request for Qualifications is to solicit qualifications from firms interested in providing architectural services necessary for the design of a fire station / administration building in Laredo, Texas for the Webb County, Commissioner Court.

OVERVIEW

The Project will be to construct a fire station/administration building. This building will be built on approximately 8.5 acres located on 3 lots in Lake Casa Blanca Park property within city limits.

Project services shall include but are not limited to:
Design Services - completion of architectural design plans - necessary to build.

SCOPE OF SERVICES:

LOCATION: 8.5 acres on 3 lots located on 1st, east of Bob Bullock Loop. (Lake Casa Blanca – El Ranchito Road)

The qualifier will be required to perform the basic architectural service to be specified more fully in a contract agreement to be negotiated after selection. Upon selection of a proposer with whom negotiations will proceed, a specific Scope of Work will be developed. The County anticipates a contract which will include programming, schematic design, production of computer generated rendering, and cost estimation; however, the County reserves the right to include additional project elements in the initial or subsequent professional service agreements as the County may (in its sole discretion) deem appropriate. The architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The proposer is also required to identify and select the appropriate sub-consultants; however, the County reserves the right to approve proposed sub-consultants that will be associated with the project.

The selected qualifier will work with Fire Department personnel to prepare the Fire Station design.

The intent of this Project is to proceed with the selected qualifiers on the basis qualifications.

PROJECT FUNDING:

Funding for the work described herein will be provided thru a two- year Texas Forest Service grant.

I. SUBMITTAL FORMAT:

The RFQ responses should address Section II through V in the same order as listed below. The proposer may wish to include additional information.

II. MANGEMENT EXPERIENCE AND APPROACH:

Provide the qualifications and experience of the firm or firms and personnel on the proposer's team as follows:

1. Identify the lead organization and primary members of the team. Name the entity with whom county will be contracting, and identify if this will be partnership, corporation, joint venture, etc.
2. Provide an organizational chart of each member of the Proposer's team. Describe the role and responsibilities of each team member, including the major subcontractors and consultants. Identify all team members that are involved with your firm.
3. The team must include at a minimum the following in order for the response to this RFQ to be deemed acceptable:
 - (a). **Project Manager** - The Project Manager shall be the primary person in charge of and responsible for delivery of the Project in accordance with the contract requirements. The Project Manager must be present onsite as the Project progresses, have full authority to make the final decisions on behalf of the Proposer and have responsibility for communicating these decisions directly to the Webb County Engineering Department. The individual assigned to this position must be dedicated to the duties of a Project Manager.
4. Describe the approach to accomplish the various items of work required by the Project Manager as identified in the Scope.
5. Identify any firms on the team who have previously worked together on similar projects.
6. Demonstrate the team's ability to commit necessary resources to successfully complete the Project.

III. EXPERIENCE OF KEY INDIVIDUALS

Provide information demonstrating that key individuals possess the required minimum qualifications listed below:

1. All team members shall hold or obtain licenses required for performing work on the project under state and local laws.
2. Any design reports or plans shall be signed and sealed by a Registered Professional Architect registered in the State of Texas.
3. Submittal of Qualifications.
 - (a) Provide a list of all project experience in the past five (5) years, including the year of construction.
 - (b) Provide name of owner for whom the work was performed
 - (c) Provide names and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects

IV. PAST PERFORMANCE

1. Provide information demonstrating the firm's qualifications for performing work included in this RFQ. The information is to include a list of project experience in the past five (5) years.
2. Provide brief answers and explanations to the following questions:
 - (a) Has any member of the Proposer's team been declared delinquent and/or in default on any project within the last five (5) years?
 - (b) In the past five (5) years, has any member of the Proposer's team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity, or are any such actions pending against them?
 - (c) In the past five (5) years, has any member of the Proposer's team submitted a claim on a project that was not resolved without litigation and if litigated was not resolved in favor of the member of Proposer's team?
 - (d) Has any member of the Proposer's Team been assessed liquidated damages on any projects within the past five (5) years?
 - (e) Does any member of the Proposer's team have active projects that are behind schedule?
 - (f) In the past five (5) years, has any member of the Proposer's team been found in violation of any local, state, or Federal laws or regulations, or is any member of the proposer's team currently under investigation for violation of any such laws or regulations. This includes but is not limited to safety, environmental, and erosion/sediment control issues.

V. QUALIFICATIONS EVALUATION: A Score/ Selection Committee composed of the County Commissioners Court will review and rank the RFQ responses.

Evaluation Criteria shown below:

The criteria shown below will be considered in determining the firm's qualification score. The maximum points for each evaluation category will be as follows: The Webb County Commissioners Court may also choose to select holistically.

Management Experience and Approach - 35 (Points)

Experience of Key Individuals – 30 (Points)

Past Performance - 25 (Points)

Knowledge of Webb County – 10 (Points)

Maximum Score – 100 (Points)

VI GENERAL INFORMATION

The county reserves the right to accept or reject any and all responses and to discontinue the selection process at any time prior to contract execution.

The county assumes no liability and will not reimburse costs incurred by Qualifiers (whether selected or not) in developing responses to this RFQ.

Webb County

Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filled with the records administrator of Webb County no 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 violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Danny Valdez
2. Commissioner Mike Montemayor
3. Commissioner Rosaura "Wawi" Tijerina
4. Commissioner John Galo
5. Commissioner Jaime Canales
6. Judge Joe Lopez, Chairman, 49th Judicial District
7. Judge Becky Palomo, 341st Judicial District
8. Judge Monica Notzon, 111th Judicial District

Please send completed forms to the Webb County Clerk's Office located at 1110 Victoria, Suite 201, Laredo, Texas 78040.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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.

4

Signature of person doing business with the governmental entity

Date

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.

Signature of Authorized Representative

Date

Printed/Typed Name and Title of
Authorized Representative

CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
- No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.

Name of Authorized Representative	Title

Signature – Authorized Representative

Date

Qualifier Information

Name of Qualifier: _____

Address: _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign Qualifications:

Signature

Print Name

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)

Note:

All submissions relative to these RFQ's 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 or Administrative Assistant, Leticia Gutierrez, at (956)-523-4127.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name _____ 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 NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas
County of Webb

Before me, a Notary Public, on this day personally appeared _____, know to me (or proved to me on the oath of _____ to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____ 2013.

Notary Public, State of Texas

(Print name of Notary Public here)

My commission expires the ____ day of _____ 20__.

References

Name of Firm	Address	Phone	Name of Contact