



REQUEST for STATEMENTS OF QUALIFICATIONS

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES for The Environmental Assessment of Bexar County Greenhouse Gas (GHG) Emissions

1. GENERAL INFORMATION

Bexar County Infrastructure Services Department invites qualified firms to submit qualifications for professional architectural and engineering services for the Environmental Assessment of Bexar County Greenhouse Gas (GHG) Emissions. Professional services include developing a baseline greenhouse gas (GHG) emission inventory for Bexar County operations, identifying strategies to reduce or offset these emissions and developing an action plan for implementation. The emission inventory should include, but not limited to, Carbon dioxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O). Other greenhouse gas sources include perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), and sulphur hexafluorides (SF₆).

1.1. BACKGROUND

Bexar County has embarked upon an initiative to reduce GHG Emissions which are produced as a direct result of County operations. This environmentally responsible project is intended to create conditions for a healthier community and a better future for our residents. It will also assist the County in achieving air quality attainment goals.

This initiative will be conducted in three phases. The selected Firm is expected to perform Phases I and II.

Phase I - Calculate the County's "carbon footprint" by assessing the amount of carbon dioxide and other greenhouse gases that are emitted into the environment as a result of County operations. Develop an emissions reduction program that includes reduction amounts and targeted dates for achieving established goals.

Phase II - Identify strategies to reduce or offset emissions and create an action plan for implementation. Such strategies include: changing or adjusting County operational practices; improving recycling and energy conservation measures;

alternative ways to design, acquire and maintain County facilities; and greater utilization of renewable sources of energy.

Phase III - Implement action plan developed in Phase II.

1.2. PURPOSE

This Request for Qualifications (RFQ) provides licensed architectural and/or engineering professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) for the Environmental Assessment of Bexar County Greenhouse Gas (GHG) Emissions.

1.3. PROJECT LOCATION

Bexar County, Texas

1.4. ISSUING OFFICE

This RFQ is issued by Bexar County Infrastructure Services Department on behalf of the Bexar County Commissioners Court.

1.5. RIGHTS RESERVED

Bexar County expressly reserves the right to accept or reject any and all statements submitted; and is under no legal requirement to execute a resulting contract on the basis of this advertisement and intends the material provided only as a means of identifying the various consultant alternatives.

This request for Statement of Qualifications does not commit Bexar County to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates Bexar County to award a contract or to pay any costs incurred in the preparation of a response. Bexar County specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of Bexar County.

1.6. EVALUATION OF SOQS

Bexar County will base its choice on demonstrated competence, especially experience with creation of similar design documents on similar facilities for public agencies, qualifications and evidence of superior conformance with other stated criteria. See list of weighted criteria in Section 4 of this RFQ.

1.7. PROJECT PLANNING SCHEDULE

Key project planning schedule milestones are:

Issue Request for Qualifications – March 28, 2008

Pre-submittal Conference Call – April 3, 2008 at 1:00pm CST

Consultants Deadline for Questions – April 11, 2008 at 5:00pm CST

County Deadline for Response – April 16, 2008 at 5:00pm CST

RFQ Submittal Deadline – April 23, 2008 at 5:00pm CST

Request from Commissioners Court /Selection of Firm – May 6, 2008

Complete Environmental Assessment (Phase I & II) – August 2008

1.8. SUMMARY OF SERVICES REQUIRED

The services required of the selected firm include, but are not limited to:

1.8.1. Collection of data for Calendar Year 2005 pertaining to energy consumption, transportation, and waste.

1. Monthly electricity (kWh), natural gas (CCF), propane (gallons), and other fuels consumed for county operations by building or operation.
2. On-road county vehicle fleet data including the year, make, model, fuel type, miles traveled, and number of vehicles and other pertinent information.
3. Actual miles traveled by county fleet vehicles.
4. Non-road county fleet vehicles data: generators, mowers, grounds keeping, welding & other equipment, including year, make, model, fuel type, operating hours, quantity of each type.
5. Number of employees including a zip code map of employee's home and work locations or commute distance & proximity to mass transportation.
6. Number of employees utilizing public transportation or carpooling/vanpooling.
7. County personnel business travel including type of travel (land, air, & other) and distance.
8. County-owned parks data including number, size and type of trees and other vegetation.
9. Acres of landscape treated with fertilizer (i.e. parks, building lawns, etc.)
10. Total annual amount of waste in tons or pounds and the percentage of waste generated from county operations to include waste from all garbage disposed on county property (i.e. trash cans in park, municipal buildings, etc.) and amount/type of waste recycled.
11. Other relevant data.

1.8.2. Calculation of a baseline GHG Emissions Inventory for calendar year 2005 using methodologies approved by the US Environmental Protection Agency (EPA). The methodologies used to calculate the emission inventory should include those of the EPA LandGEM: Landfill Gas Emission Model, the EPA Mobile6 model, the EPA Nonroad 2005 model, and emission factors from the EPA "Inventory of U.S. Greenhouse Gas Emissions and Sinks: 1990 – 2005" report.

1.8.3. Coordination with the Alamo Area Council of Governments (AACOG) – San Antonio, Texas in the baseline GHG Emissions Inventory development process.

1.8.4. Development of strategies and action plan to be implemented by Bexar County in order to reduce or offset the calculated baseline GHG Emissions Inventory.

1.9. PERSONNEL

The Architectural and/or Engineering firm shall provide employment of sufficient qualified personnel to fully accomplish the services in accordance with the given schedule.

2. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

2.1 NUMBER OF COPIES OF THE SOQ NEEDED

Any qualified person or firm wishing to submit a SOQ (“Statement of Qualifications”) shall provide seven (7) **copies of the SOQ, five (6) of which shall be bound, and on (1) unbound.** No other distribution of the SOQ will be made by the provider. On each copy, the service provider shall print or type his/her name and **manually sign the SOQ.**

2.3 REJECTION OF SOQs: The County reserves the right to reject any and all SOQs received as a result of this Request for Qualifications or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County. The County does not intend to pay for the information solicited or obtained through any response.

2.4 INCURRING COSTS

The County is not liable for any cost incurred by the service provider prior to issuance of a contract.

2.5 INQUIRIES AND INTERPRETATIONS

Questions regarding this RFQ must be submitted in writing to:

Ms. Golda Weir, Energy Manager
Bexar County Infrastructure Services
233 N. Pecos, Suite 420
San Antonio, Texas 78207
Phone: 210/335-6708 Fax: 210/335-6713
E-mail: gweir@bexar.org

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all persons or firms on record of having received an RFQ. Service providers receiving the RFQ via Internet download should be certain to provide appropriate contact information utilizing the interactive form provided on the Internet site. Any inquiries relating to this RFQ must be submitted in writing and received no later than **5:00 p.m. CST, April 11, 2008**

2.6 ADDENDA TO THE REQUEST FOR QUALIFICATIONS

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all service providers who received the RFQ prior to the response due date, and who are recorded as having received it. **No addenda will be issued and no questions will be answered after 5:00 p.m. CST, April 16, 2008.**

2.7 RESPONSE DATE

To be considered, **SOQs** must arrive at the issuing office or department on or before **5:00 p.m. CST on April 23, 2008**. A service provider mailing a **SOQ** should allow normal mail delivery time to ensure timely receipt of the **SOQ** by the due date and time. Responding firms shall have sole responsibility for timely delivery of their **SOQ**. **No faxed nor e-mailed submittals will be accepted.**

2.8 TYPE OF CONTRACT

The County uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:

2.8.1 An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;

2.8.2 A requirement that the service provider comply with all Federal, and State laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects;

2.8.3 A requirement that the service provider carries and shows proof of the following insurance: comprehensive general liability, including contractual liability and worker's compensation as required by law and professional liability (errors and omissions). Minimum limit of insurance is established at \$1,000,000 for each occurrence. **Bexar County shall be listed as an "Additional Insured", "With Waiver of Subrogation in favor of Bexar County".**

2.9 ACCEPTANCE OF RFQ AND SOQ CONTENT

To be considered, service providers must submit a complete response to this Request for Qualifications. The contents of this RFQ and the SOQ of the selected service provider may become contractual obligations, if a contract ensues. *SOQs must be signed by an official authorized to bind the firm(s) to its provisions.* The service provider will make no other distribution of the SOQs.

2.10 SOQ PREPARATION

Each SOQ should provide a straightforward, concise description of the respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

2.11 ORAL PRESENTATION(S)

A service provider who submits a SOQ may be required to make an oral presentation of its qualifications to a selection committee and/or the Bexar County Commissioners Court. These presentations provide an opportunity for respondents to clarify their qualifications to ensure thorough mutual understanding. The Issuing Office will schedule these presentations. All presentations will be given in Bexar County Commissioners Court in the Bexar County Courthouse, at 100 Dolorosa Street, San Antonio, Texas.

2.12 PRIME CONTRACTOR RESPONSIBILITIES

The selected service provider will be required to assume responsibility for all services offered in the Statement of Qualifications whether or not the service provider produces them. Further, the County will consider the selected service provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

3 INFORMATION REQUIRED FROM SERVICE PROVIDER:

3.1 COVER CITATION

The following citation should be on the cover:

- Golda Weir, Energy Manager
Bexar County Infrastructure Services Department
233 North Pecos - La Trinidad, Suite 420
San Antonio, TX 78207
- Statement of Qualifications Enclosed
- Date of submittal

3.2 LETTER OF TRANSMITTAL

The transmittal letter must include the following:

3.2.1 STATEMENT OF UNDERSTANDING

Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the schedule included herein.

3.2.2 CONTACT PERSON

Name of the contact person or representative for the firm, title, address and phone number. State whether the contact person is authorized to bind the firm. If not, who is authorized to sign on behalf of the firm?

3.2.3 LITIGATION SUMMARY

A litigation summary that briefly describes any claims or lawsuits that have been filed against the firm(s) for misfeasance or nonfeasance of professional service. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. **If no summary is given or if a general statement is given which also refers the County to inquire with a firm's counsel, the SOQ may be considered NON-RESPON-SIVE and eliminated from consideration.** This statement can be submitted as a separate document in a sealed envelope, but must be submitted at the same time that the SOQ is submitted.

3.3 SERVICE PROVIDER INFORMATION

The respondent will provide information about the firm(s) and the personnel to be assigned to this project. Be sure to include:

3.3.1 NAME AND ADDRESS

The name and business address of the firm and principal who would be responsible for the work.

3.3.2 RESUMES

Current resumes of the proposed **PROJECT MANAGER, PROJECT ARCHITECT,** and **KEY PERSONNEL** to be committed to these projects.

3.3.3 RECENT PROJECTS

A list of projects recently completed or under design by the firm of similar scope, size and complexity to these proposed, with approximate construction cost(s) and date(s) completed, and the extent to which the project(s) were constructed within the specified budget(s).

3.3.4 REFERENCES

A list of references complete with names, addresses, and phone numbers.

3.3.5 SWMBE

A statement of the extent to which the organization qualifies as a small, woman and/or minority owned business.

3.3.6 LOCAL OFFICE

A statement of the extent to which the individual or organization has a place of business within Bexar County.

3.3.7 AVAILABILITY

An assessment of the present and projected workload at the office where this project will be accomplished, including number of projects by size and on-site technical staff availability.

3.4 STATEMENT OF WORK

Identify and outline what the service provider proposes to do. Describe your firm's approach to performing the specific services required in this project as noted in **Sections 1.7 through 1.9.**

Include a schedule of work to be performed with milestones, including a calendar day schedule for the completion of the project design.

3.5 METHOD

The respondent is asked to describe his/her substantive approach to providing the services. What services are to be performed and how? What kind of specialized services are needed? Identify any constraints native to the method proposed.

3.6 MANAGEMENT PLAN

Describe in both narrative and graphic form how the service provider proposes to manage the project.

Provide general information on the organization and management processes of the firm(s) involved in the project, as well as a more specific outline of the structure of the proposed project team (sole proprietor, partnership, corporation, joint venture, etc.). This section should answer such questions as: Who will have overall responsibility? What will the lines of authority be? How much of each person's time will be committed to the project?

The management plan should include a narrative, and an organizational chart of the project team, which indicates the time commitments and task responsibilities of each key team member during each phase of the project. Provide a description of how the service provider intends to assure that all services will be well-coordinated and that any problems that may arise can resolve without infringing on the project.

4 Evaluation Procedure/Criteria for Prequalification Selection

Commissioners Court discourages unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any SOQ being evaluated by the selection committee or the Commissioners Court which has been submitted in response to this RFQ and which contemplates award of a professional contract, unless provided for in this RFQ.

Negotiations will be undertaken with the service provider(s) whose SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. County will first select the most highly qualified provider of the requested services on the basis of competence and qualifications, and then will attempt to negotiate a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider, then the County will end negotiations with that provider and select the next most highly qualified provider and attempt to negotiate a contract with that provider at a fair and reasonable price. Award of the contract will be to the responsive service provider whose SOQ is most advantageous to the County.

SOQs will be evaluated on evidence of understanding of the problem, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project.

The following criteria are those that will be applied in the evaluation of the SOQ:

4.1 QUALIFICATIONS - The extent to which the firm has personnel with the necessary experience and training to perform the work. **(20%)**

4.2 PROFESSIONAL COMPETENCE - The extent to which the service provider has demonstrated competence in performing similar work, especially the ability to design with a prescribed program, the extent of former client satisfaction, and ability to design within a public agency's design and energy management requirements. **(20%)**

4.3 COST AWARENESS - Alternate solutions permitting Owner choices taking into consideration first cost, long term cost and maintenance factors, the ability to design

within a specified construction budget, and the extent to which the firm(s) have succeeded in doing so. **(20%)**

4.4 WORK PLAN - The extent to which the firm has developed a work program and an end product that demonstrate a thorough understanding of the scope of the projects and that will meet the needs of the County. **(15%)**

4.5 AVAILABILITY - The extent to which the firm has personnel with the time to do the job. **(10%)**

4.6 ORGANIZATION DEPTH - Backup capability relative to key personnel, and describe how Bexar County will get the best level of attention. **(5%)**

4.7 PREVIOUS PERFORMANCE – Previous performance with Bexar County and other governmental or institutional clients. **(5%)**

4.8 MANAGEMENT PLAN - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County. **(5%)**