



REQUEST for STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL/ENGINEERING PROFESSIONAL SERVICES
FOR
Solar Hot Water System Repair at
Bexar County Adult Detention Center (ADC) Annex Building

1. GENERAL INFORMATION

Bexar County Infrastructure Services Department invites qualified firms to submit qualifications for professional architectural and/or engineering services to evaluate the existing solar hot water system, provide recommendations and develop system repair specifications with construction documents.

1.1. BACKGROUND

The solar hot water system was installed in October, 2001. It is located on the roof of the ADC Annex facility (70,000 square feet). The system consists of 204 flat plate solar collectors, a storage tank (20,000 gallon capacity), drain-back tank (500 gallon), heat exchanger, pump and controls. This system is a closed loop gravity “drain-back” system. Water circulates through the solar collectors where it is heated by the sun. The heat is transferred to the water storage tank via a heat exchanger. Upon demand for hot water, solar-heated water is transferred from the storage tank throughout the facility for use in sinks, showers, laundry and kitchen equipment. Supplemental gas heating of the water is used to maintain a set temperature.

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 Bexar County Adult Detention Center (ADC) Annex Building Solar Hot Water System Repair.

1.3. PROJECT LOCATION

Bexar County Adult Detention Center Annex
1211 West Travis Street, San Antonio, Texas 78207

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 – February 6, 2008

Pre-submittal Conference – February 19, 2008 (onsite at ADC Annex)

Consultants Deadline for Questions – February 26, 2008

County Deadline for Response – February 28, 2008

RFQ Submittal Deadline – March 7, 2008

A/E Contract Award – March 25, 2008

Final Construction Documents and Specifications Due – April 29, 2008

Request from Commissioners Court to Advertise for Bids – May 6, 2008

Advertise RFP with Construction Documents and Specification – May 11, 2008

Bidding and Negotiation – June 2, 2008

Award Contract – June 17, 2008

Construction Completion – September 30, 2008

1.8. SUMMARY OF SERVICES REQUIRED

Professional services required include providing system evaluation and recommendations and Architectural/Engineering design and construction documents (drawings and specifications).

1.9. PERSONNEL

The Architectural/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 six (6) copies of the SOQ, five (5) 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 **1:00 p.m. February 26, 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 pm, February 28, 2008.**

2.7 RESPONSE DATE

To be considered, **SOQs** must arrive at the issuing office or department on or before **5:00 p.m. on March 7, 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%)**