



**REQUEST FOR STATEMENTS OF QUALIFICATIONS (“RFQ”) FOR PROFESSIONAL  
ARCHITECTURAL SERVICES FOR THE DESIGN OF BEXAR BIBLIOTECH EDU**

**San Antonio, Texas**

**CAST Tech Bibliotech RFQ**

**Issued: November 27, 2019**

**STATEMENT OF QUALIFICATIONS (“SOQ”) MUST BE RECEIVED BEFORE  
4:00 P.M. CENTRAL DAYLIGHT TIME ON January 21st, 2020 in accordance with the terms of this  
RFQ**

**REQUEST for STATEMENTS OF QUALIFICATIONS for ARCHITECTURAL SERVICES.**

**The Purpose of this RFQ is to engage qualified architects and/or architectural firms (“Service Provider(s)”) to assist Bexar County (the “County”), through Bexar County Facilities Management, with design services, construction documents development, and construction administration of a new Bexar Bibliotech EDU facility (the “Project”), located in a building on the SAISD CAST Tech campus.**

**SOQ’S DUE: January 21st, 2020, 4:00 p.m.  
SUBMIT TO: Bexar County Facilities Management,  
Paul Elizondo Tower,  
101 W. Nueva, Ste. 930, San Antonio, TX  
210-335-3350**

**Service Provider will be selected for this project only. Bexar County will make selections based on qualifications and experience.**

Service Provider selected should be familiar with any local, state or federal laws, rules, regulations, resolutions, ordinances or judicial mandates that would apply to any awarded project, including, but not limited to: County regulations; the City of San Antonio Building and Unified Development Codes, TCEQ, FEMA, etc. The Project can have rigid schedule requirements driven by both fiscal and legal considerations so prospective Service Provider will be expected to demonstrate the ability to provide work and services within time frames that meet schedule requirements.

Deliverables will include, at a minimum, the following: Schematic Design, Design Development, Construction Document drawings and specifications both in hard copy and electronic format; opinions of probable cost; TAS reviews and inspections; and construction administration services including but not limited to reviews of contractor submittals for compliance with design intent (the “Services”).

Once selected for the Project, overall fees shall be established in a written contractual agreement (the “Contract”) between the County and Service Provider.

***1. GENERAL INFORMATION***

**1.1 BACKGROUND:**

Bexar County Facilities Management Department is seeking SOQs from qualified prospective Service Providers to provide Professional Services for the renovation of an existing building owned by San Antonio Independent School District (“SAISD”) and leased by the County for a BiblioTech EDU that will occupy approximately 8,400 square feet on the shared campus of Fox Tech, CAST Tech and the Advanced Learning Academy. It will serve as the campus hub for instruction, research and learning enrichment programs for students and their families during school hours. The public will have free access to library resources and technology, as well as library space amenities including a recording studio, three study rooms, learning lab, community room, makers’ space and robotics room.

The main reading room will host 48 desktop computers with dual operating systems to facilitate both iOS and

Windows user experience. Additional technology will include 20 Macbook Pros and 20 iPad Pros for internal circulation, 100 e-readers for external circulation as well as hotspots available for external circulation to students to support off-campus learning. The facility is also programmed to have a recording studio equipped with technology to facilitate podcast, music and narrative recording. Additionally, the maker's space will support 3-D Printing and table top STEM equipment.

**To be considered for selection, interested Service Providers must submit a SOQ for this RFQ by submitting a SOQ that defines Service Provider's abilities as they relate to the information requested later in this RFQ.**

**1.2 PURPOSE:** This RFQ provides licensed architectural and engineering professionals or others skilled in their professions with sufficient information to enable them to prepare and submit a SOQ for Professional Services relating to Architectural Services. This Project will be funded by the County's general funds, bonds, grants, or other sources of funding.

**1.3 PROJECT LOCATION – San Antonio, Bexar County, Texas:**

a. CAST Tech High School, Bexar County, TX.

**1.4 PROJECT DELIVERY METHOD:** The delivery method is determined by the Project, with a scope of work defined within the County Agreement. Neither the issuance of this RFQ, nor the mere submission of a RFQ shall constitute an agreement between the County and any prospective Service Provider for any reason.

**1.5 This section intentionally not used.**

**1.6 ISSUING OFFICE:** This RFQ is issued by Bexar County Facilities Management Department on behalf of the Bexar County Commissioners Court (the "Commissioners Court").

**1.6.1 RIGHTS RESERVED:** Bexar County expressly reserves the right to accept or reject any and all statements submitted.

This RFQ 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.

**1.7 EVALUATION OF SOQ'S:** The County will base its choice of Service Provider on demonstrated competence, especially experience on similar facilities, qualifications and evidence of superior conformance with other criteria.

See list of weighted criteria in Section 4 of this RFQ.

**1.8 MANNER OF AWARDING CONTRACTS:** Professional Services contracts may be awarded in the following manner:

- a. A separate contract for each proposed project described herein
- b. Additional contracts for related services

**1.9 PROPOSED PROJECT SCHEDULE FOR RFQ PROCESS:**

- November 27, 2019 – Issue RFQ
- December 11th, 2019, 3pm. – Pre Proposal Meeting at Bexar County Paul Elizondo Tower – 2nd Floor Conference Room #204 , 101 W. Nueva, San Antonio, Texas 78205
- December 20th, 2019, 5:00 p.m. – Questions Due
- January 7th, 2020, 5:00 p.m. – Issue Addendum (as needed)
- January 21st, 2020, 4:00 p.m. – SOQ’s due: Paul Elizondo Tower, 101 W. Nueva St. Ste.930, San Antonio, Texas 78205

**1.10 SUMMARY OF SERVICES REQUIRED:**

**1.10.1 This section intentionally not used.**

**1.10.2 SPECIALTY SERVICES:** Firms working for Bexar County should be prepared and capable of offering a full range of professional services.

**1.10.3 PERSONNEL:** The selected Service Provider(s) shall provide employment of sufficient qualified personnel to fully accomplish the services in accordance with the given schedule.

**1.10.4 COORDINATION:** The selected Service Provider(s) will be required to work with County staff and officials to gather information and analyze needs.

**2. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL**

**2.1 NUMBER OF COPIES OF THE SOQ NEEDED:** Any qualified Service Provider wishing to submit a SOQ shall provide **two (2) copies of the SOQ, one (1) of which shall be bound, and one (1) in digital format on thumb drive.** No other distribution of the SOQ will be made by the Service Provider(s). On each copy, the Service Provider(s) shall print or type his/her name with an original “wet” signature on each hard copy. The hard copy submittals should be received on 8 ½” x 11” paper format. There is no limit to submission length just keep reviewers time in mind please.

**2.2 OFFICIALS NOT TO BENEFIT:** No County elected official officer or employee shall be admitted to any share or part of this contract, or to any benefit that may arise from it.

**2.3 REJECTION OF SOQs:** The County reserves the right to reject any and all SOQ’s 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 will not 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 prospective Service Provider prior to issuance of a contract.

**2.5 INQUIRIES:** Questions regarding this RFQ must be submitted in writing to:

Dan Curry, AIA, FMP  
Director of Bexar County Facilities Management  
101 W. Nueva, Suite 930  
San Antonio, Texas 78205  
Phone: 210/335-6735  
Fax: 210/335-6717  
E-mail: [dcurry@bexar.org](mailto:dcurry@bexar.org)

Any requests for information or clarification which are brought by any prospective Service Provider, its agent, employee or representative, from anyone other than the individual designated above shall be grounds for rejection of Service Provider's SOQ.

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all prospective Service Providers on record of having received an RFQ. Any inquiries relating to this RFQ must be submitted in writing and received no later than **5:00 p.m. January 9th, 2020.**

**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, January 7th, 2020.**

**2.7 RESPONSE DATE:** To be considered, SOQs must arrive at the issuing office or department on or before **4:00 p.m. on January 21st, 2020.** A prospective 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 Service Providers shall have sole responsibility for timely delivery of their SOQ. **No faxed submittals will be accepted.**

**Please ensure you allow adequate time for travel to the turn-in location, parking, building security screening, and elevator travel time.**

**2.8 TYPE OF CONTRACT:** The County uses its own Professional Services agreement in contracting for Professional Services. The characteristics of that agreement include, without limitation, the following:

**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 applicable local, state and federal laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the Project;

**2.8.3** A requirement that at the time of execution of the Contract, the Service Provider and any subcontractors, show proof of, carry, and maintain, as provided below, the following insurance:

A. Commercial **General Liability Insurance** of ONE MILLION DOLLARS (\$2,000,000.00) aggregate coverage, with ONE MILLION DOLLARS (\$1,000,000.00) each occurrence. County shall be named as an additional insured on this policy.

- B. Commercial **Automobile Liability Insurance** of ONE MILLION DOLLARS (\$1,000,000.00), combined single limit, covering all owned/leased, borrowed, hired, and non-owned autos. County shall be named as an additional insured on this policy.
- C. **Statutory workers' compensation insurance** for all employees of SELECTED SERVICE PROVIDER with a waiver of subrogation in favor of COUNTY.
- D. **Professional Liability** with limits of liability not less than:
  - \$ 2,000,000 Per Claim
  - \$ 4,000,000 Annual Aggregate
  - a) Coverage shall be continuous (by renewal or extended reporting period) for no less than **60 months** following completion of the contract and acceptance of the work by BEXAR COUNTY.
  - b) Coverage, including renewals, shall have the same retroactive date as the original policy applicable to this Contract.

SELECTED SERVICE PROVIDER shall provide COUNTY with Certificates of Insurance and required endorsements prior to the execution of this Agreement evidencing that the stated coverages have been obtained.

SELECTED SERVICE PROVIDER is responsible for all premiums and deductibles under all of the insurance policies required by this section. When there is a cancellation, non-renewal or material change in coverage which is not made pursuant to a request by County, SELECTED SERVICE PROVIDER shall notify the County of such and shall give such notices not less than thirty (30) days prior to the change, if SELECTED SERVICE PROVIDER knows of said change in advance, or ten (10) days' notice after the change, if SELECTED SERVICE PROVIDER did not know of the change in advance. Such notice must be accompanied by a replacement Certificate of Insurance. All notices shall be given to the County at the following addresses with a copy of this Agreement:

Bexar County Risk Manager  
 101 W. Nueva Street, Suite 901  
 San Antonio, Texas 78205

In addition to any other remedies, COUNTY may have upon SELECTED SERVICE PROVIDER's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, COUNTY shall have the right to order SELECTED SERVICE PROVIDER to stop work hereunder, and withhold any payment(s) which become due to SELECTED SERVICE PROVIDER hereunder until SELECTED SERVICE PROVIDER demonstrates compliance with the requirements hereof.

Nothing herein shall be construed as limiting in any way the extent to which SELECTED SERVICE PROVIDER may be held responsible for payments of damages to persons or property resulting from SELECTED SERVICE PROVIDER's or its subcontractor's performance of the work covered under this Agreement.

It is agreed that SELECTED SERVICE PROVIDER's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by COUNTY for liability of SELECTED SERVICE PROVIDER arising out of operation under this Agreement.

SELECTED SERVICE PROVIDER agrees to require, by written contract, that all subcontractors providing services under this Agreement obtain the same insurance coverages required of SELECTED SERVICE PROVIDER, and provide a certificate of insurance and endorsement that names the SELECTED SERVICE PROVIDER and the COUNTY as additional insured.

The insurance that is required herein shall be written so that Bexar County will be notified in writing in the event of cancellation, restrictive endorsement or non-renewal at least thirty (30) days prior to such action. The selected service provider shall be responsible for obtaining Certificates of Insurance from the sub consultants, and upon request, furnish copies to Bexar County. If sub consultant is unable to provide appropriate overages, selected service provider may replace sub consultant with the consent of the County.

**2.9 ACCEPTANCE OF RFQ AND SOQ CONTENT:** To be considered, prospective Service Providers must submit a complete response to this RFQ. 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 Service Provider(s) to its provisions.*** The prospective Service Provider will make no other distribution of the SOQs.

**2.10 SOQ PREPARATION:** Each SOQ should provide a straightforward, concise description of the Service Provider's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Tabbed dividers can be used.

**2.11 ORAL PRESENTATION(S):** A prospective Service Provider who submits a SOQ may be required to make an oral presentation of its qualifications to a selection committee and/or the 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.

**2.12 PRIME CONTRACTOR RESPONSIBILITIES:** The selected Service Provider(s) 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. The complete design 'team' lineup is not being represented in these submissions. The 'team' would be assembled on a project by project basis.

### **3 INFORMATION REQUIRED FROM SERVICE PROVIDER:**

**3.1 COVER CITATION:** The following citation should be on the cover of any transmittal letter submitted under this RFQ:

- Submitted to:  
Dan Curry, AIA, FMP  
Director of Bexar County Facilities Management  
101 W. Nueva St., Suite 930  
San Antonio, TX 78205
- 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 Services to be performed and a positive commitment to perform the Services within the established project schedule.

**3.2.2 CONTACT PERSON:** Name of the contact person or representative for the Service Provider, title, address and phone number. State whether the contact person is authorized to bind the Service Provider. 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 Service Provider that relate to the performance of professional services must be submitted. 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-RESPONSIVE and eliminated from consideration.** This statement may be submitted as a separate document in a sealed envelope, but must be provided at the same time that the SOQ is submitted.

**3.3 SERVICE PROVIDER INFORMATION:** The prospective Service Provider must provide information about the Prospective Service Provider(s) and the personnel to be assigned to this Project. The response must include the following:

**3.3.1 NAME AND ADDRESS:** The full legal name and business address of the prospective Service Provider and principal who would be responsible for the work.

**3.3.2 RESUMES:** Current resumes of the proposed **PROJECT EXECUTIVE**, and **KEY PERSONNEL** to be committed to the Projects.

**3.3.3 RECENT PROJECTS:** A list of projects recently completed or in progress by the Service Provider that is of similar scope, size and complexity to these proposed. If projects have already been built or are in progress of construction, submit the approximate construction cost(s) and date(s) completed, and the extent to which the project(s) were constructed within the estimates of probable costs. We are looking for budgetary performance of projects the prospective Service Provider has been involved in. For example initial budgeted amount, contracted construction amount, and final total construction cost (including change orders, delays, etc.). There is no minimum or maximum number of submissions in regards to this section and the format they are presented in is at the discretion of the proposer.

**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 prospective Service Provider qualifies as a small, woman and/or minority owned business.

**3.3.6 LOCAL OFFICE:** A statement of the extent to which the prospective Service Provider has a place of business within the 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 prospective Service Provider proposes to do. Describe the prospective Service Provider's approach to performing the specific services required. Identify the extent to which the prospective Service Provider would expect Bexar County staff and/or officials to be involved in the Project.

**3.5 METHOD:** Describe the prospective Service Provider's 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 prospective Service Provider proposes to manage the Project.

Provide general information on the organization and management processes of the prospective Service Provider'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 prospective 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 SELECTION CRITERIA**

**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 prospective Service Provider(s) who's 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 Service 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 (at the sole opinion of the County), then the County will end negotiations with that entity and select the next most highly qualified Service 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 submitted SOQ:

**4.1 QUALIFICATIONS and PROFESSIONAL COMPETENCE** - The extent to which the prospective Service Provider has personnel with the necessary experience and training to perform the Services; and the extent to which the prospective Service Provider has demonstrated competence in performing similar work for public

agencies, the extent of former client satisfaction.. **(25%)**

**4.2 WORK PLAN** - The extent to which the Service Provider has developed a work program and an end product that demonstrate a thorough understanding of the scope of the projects and that will deliver a technically accurate and complete set of construction documents that meet the needs of the County. **(25%)**

**4.3 PREVIOUS PERFORMANCE** – Previous performance with Bexar County and other governmental or institutional clients. **(25%)**

**4.4 MANAGEMENT PLAN and ORGANIZATION DEPTH** - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County and backup capability relative to key personnel, and describe how Bexar County will get the best level of attention.**(25%)**

**END.**