



# **BEXAR COUNTY FACILITIES MANAGEMENT DEPARTMENT**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR:  
PROFESSIONAL ARCHITECTURAL SERVICES FOR THE DESIGN OF  
BEXAR COUNTY WORKFORCE TRAINING CENTER**

## **Addendum 1:**

**Issued: December 31, 2019**

- Attachment 1 – Addendum Narrative and Updated Submission Schedule
- Attachment 2 – Initial Questions and Answers
- Attachment 3 – First Pre-Proposal Meeting Sign In Sheet
- Attachment 4 – Copy of First Pre-Proposal PowerPoint
- Attachment 5 – SMWBE affidavit

## **Attachment 1**

### **Addendum Narrative and Updated Submission Schedule**

#### **Addendum Narrative**

Bexar County is seeking the most experienced professionals for the execution of this project. Therefore the County would like respondents to prepare their Statements of Qualifications (SOQ) as a team, including all proposed sub-consultants. The SOQ should include service provider information for each sub-consultant as detailed in section 3.3 of the Request for Qualifications (RFQ). Sub-consultants include, but are not limited to:

- Mechanical, Electrical, and Plumbing Engineers
- Structural Engineers
- Civil Engineers (if applicable)
- Data-Comm and Low voltage Consultants
- Landscape Architects
- Interior Designers (if applicable)
- And any other Specialty Consultants required for the execution of the design

Additionally, all respondents are required to include in their submissions a completed SMWBE Affidavit. The form is included as attachment 5.

#### **Updated Submission Schedule**

As this is a departure from the prime-only approach, the submission Schedule is revised as detailed below to allow the Teams to prepare their Statements of Qualifications:

##### **1.9 UPDATED PROJECT SCHEDULE FOR RFQ PROCESS:**

- December 4, 2019 – Issue RFQ
- December 11th, 2019, 4pm. – 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
- December 31, 2019 - Addendum 1 issued  
*Bexar County Facilities Management RFQ – Workforce Training Center*

- January 10, 2020, 10:00am - Second Pre-proposal Meeting at Bexar County Paul Elizondo Tower  
2nd Floor Conference Room #204 , 101 W. Nueva, San Antonio, Texas 78205
  - FREE Parking is available in the Bexar County South Flores Parking Garage at 211 S. Flores Street San Antonio, TX 78207
  - Pre-proposal attendees will be issued a validation ticket at the meeting.
- January 15, 2020 – Additional Questions Due
- January 17, 2020 - Addendum 2 issued (as needed)
- **February 7, 2020, 4:00 p.m. – SOQ's due: Paul Elizondo Tower, 101 W. Nueva St. Ste.930, San Antonio, Texas 78205**

**\*\*SUBMISSION TIME CHANGE\*\***

**PROPOSALS MUST BE RECEIVED BEFORE  
4:00 P.M. CENTRAL DAYLIGHT TIME ON February 7, 2020**

## Attachment 2

### Initial Questions and Answers

1. What the estimated budget is on the Workforce Training Center? It did not say.
  - A. Construction is estimated at \$10.7 million.
2. The PowerPoint presentation for workforce training center from yesterday
  - A. Issued with addendum.
3. Some information about the two other projects you mentioned yesterday with similar programs in other states.
  - A. Two centers in the Horry-Georgetown Technical College System in South Carolina. One was in Conway, SC and the other one was in Georgetown, SC.  
[https://www.hgtc.edu/academics/academic\\_departments/manufacturing\\_ind/building.html](https://www.hgtc.edu/academics/academic_departments/manufacturing_ind/building.html)
  - B. Georgetown, KY advanced manufacturing center:  
<https://www.kentucky.com/news/local/education/article125386234.html>
4. Per the referenced locations above, can you provide what were the highlights and key takeaways from each site?
  - A. The facility will be tailored to the needs of Bexar County and its partners. As noted in the Pre-proposal meeting; a robust programming effort will be included as part of the professional services requested by the Team. However the flexibility of the Georgetown, SC facility was especially noted by the staff touring the centers.
5. Architects typically carry \$1 million per claim and \$2 million for aggregate on professional liability. Is \$2 million per claim and \$4 million aggregate going to be required on this RFQ?
  - A. Insurance required is stated in the RFQ; \$2,000,000 Per Claim, \$4,000,000 Annual Aggregate
6. Due Date is listed as January 14<sup>th</sup>, 2020 @ 4:00pm on the cover sheet but it is listed as January 21, 2020 @ 5:00pm in Section 2.7 Response Date. Which due date is correct?
  - A. Due date is January 14<sup>th</sup>, 2020 @ 4:00pm local time
7. Section 2.1 Number of Copies of the SOQ Needed: The paragraph reads as if there are 2 hard copies (original wet signature on each hard copy), but it states that it is 1 bound copy and on thumb drive. Can you please clarify number of hardcopies.
  - A. Only one (1) hard copy is required, with a wet signature
8. I believe in the preproposal meeting a statement was made that for the BC Workforce Training Center SOQ only the information of the Prime Firm is required; that we are not to include Consultant information in any way. Please confirm if this is the case.
  - A. This solicitation is for the selection of a complete Consultant Team including sub-consultants. Your response should include information related to those team members.

9. Has the final site location at Brooks been finalized or narrowed down? If so, will there be a survey that can be shared?  
A. No final location has been established, therefore no survey.
10. Has the County already interfaced with an equipment provider/ consultant on the types of Robotics and Large Equipment anticipated for the space?  
A. No.
11. Can you confirm the anticipated move in date?  
A. Estimated Late calendar year 2021
12. We assume that the County will utilize their IT department for any AV/Data needs. Can you confirm?  
A. No. The selected Team will need to provide a DataComm and Low Voltage sub-consultant(s). Your response should include information related to those team members.
13. Will the County provide their own security systems and controls (ie card readers, etc) or will we need to carry a consultant?  
A. No. The selected Team will need to provide a DataComm and security electronics sub-consultant(s). Your response should include information related to those team members.
14. We are assuming that the Civil and Geotech will be carried with this team. Can you confirm?  
A. The selected Architecture firm will need to provide a Civil Engineering sub-consultant as part of their team. Geotech will be contracted separately and directly with the County.

--END OF QUESTIONS--



**FACILITIES MANAGEMENT**  
PLANNING • CONSULTING • DESIGN

**PROJECT:** WF TRAINING CTR. RFG

**DATE:** 12/11/19

1 of 2

Facilities Management

101 W. Nueva

San Antonio, TX 78205

Scanned to G: Drive:

NAME	COMPANY	TITLE	PHONE	EMAIL
DICK LEAN	ARTISLER	DESIGN DIRECTOR	788244608	DICK-LEAN@ARTISLER.COM
Brian Combs	COMBS CONSULTING	VP - Tech Security	210-698-7887	Brian.Combs@Combs-Consulting.com
Megan Mahier	Studio 8 Architects	DIRECTOR	210 314 4904	Mmahier@studio8architects.com
OSCAR PARRA	✓	P.M. Director	✓	oparra@studio8architects.com
Desse Reyes	COLE ENGINEERING	<del>COLE ENGINEERING</del>	(210) 224 8811	Desse.Reyes@CengenSmartering.com
ROB REITER	MUNOZ	PRINCIPAL	210.349.1163	rob@muno-co.com
Julie Renouf	KNRG Architects	Marketing	210-695-5716	julie@knrgarch.com
EDUARDO GARCIA	STANTEC	PROJECT DIRECTOR	-	eduardo.garcia@stantec.com
Shaun Kirk	ENGGAT HYPHENATION	PRINCIPAL	512-628-6047	skirk@chwteam.com
ANDY ROWELL	ASAKURA ROBINSON	ASSOC. DESIGNER	210.750.5260	ANDY@ASAKURAROBINSON.COM
Trey Zuehl	JA	Engineer	210.858-5803	tzuehl@jeng.com
Edgar Sanchez	Petera J. Dockery Arch.	P. Manager	210.225.6130	EMAR@PETERADOCKERYARCHITS.COM
ANGEL GARCIA	MARMONMOK.COM	PARTNER	210-223-9492	garcia@marmonmok.com
Sally Smith	Hannon Mok	Dir. of Strategy	210-223-9492	Sally@marmonmok.com
Mehdi Mirmomeni	HZMGs	Managing Principal	210-525-0220	mmirmomeni@hzmng.com
Jorge Olivares	Jorge Olivares, Inc.	PM	210 802-0922	jolivares@jovinc.com
Leslie Kuhn	Pfluger	Marketing Coe	210 227-2724	lkuhn@pflugerarchitects.com
BRIANT HARKIEWICZ	MARMON MOK	Partner	210 223 9492	briant@marmonmok.com
JOHNNY G. MARTINE	G.T.P.SUN, LLC	SR. MANAGING ENGR.	(210) 628-1991	igmartinez@gtpsun.com
JOH HUIZIG	IES	PARTNER	(210) 373-1774	johnh@ie-services.com
LARRY GRAFT	ORG Architects	Program Manager	210 349 7950	larryg@orgarchitects.com
MATIN ZARIDI	GPA	PROJECT MANAGER	210 349 7000	MZaridi@GBArch.net
Terry W. Palmer	BeattyPalmerArchitects	Principal	210 212 8022	tpalmer@beattypalmer.com





# Request for Qualifications

**ARCHITECTURAL SERVICES FOR THE DESIGN OF A  
BEXAR COUNTY WORKFORCE TRAINING CENTER**

**12/11/19**

# 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 Workforce Training Center (the “Project”), located at a site TBD.
- Service Provider will be selected for this project only.
- Bexar County will make selections based on qualifications and experience.

# REQUEST for STATEMENTS OF QUALIFICATIONS for ARCHITECTURAL SERVICES

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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. 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.

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

# Project Info

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- The facility is estimated to be approximately 30,000 square feet including but not limited to the following spaces:
  - Entrance/Lobby
  - Multipurpose room
  - Restrooms
  - Classrooms
  - Computer Labs
  - Large high bay Robotics/Training lab
  - Support Offices
  - Catering Kitchen
  - Conference Spaces
  - Breakroom
  - Outdoor space
  - Delivery dock
  
- The space is intended to be highly flexible to adapt to the evolving needs of workforce training, and will include classroom and hands on instruction.

# Procurement Schedule

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- 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 14th, 2020, 4:00 p.m. – SOQ's due: Paul Elizondo Tower, 101 W. Nueva St. Ste.930, San Antonio, Texas 78205
  - PLEASE ALLOW TIME FOR PARKING AND MOVEMENT THRU THE BUILDING.

# Deliverables

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- Any qualified Service Provider wishing to submit a SOQ shall provide **two (2) copies of the SOQ**
  - **one (1) of which shall be bound**
  - **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.

# Submissions

- **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

# Evaluation Criteria

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- The following criteria are those that will be applied in the evaluation of the submitted SOQ:
- **QUALIFICATIONS and PROFESSIONAL COMPETENCE - (25%)**
- **WORK PLAN - (25%)**
- **PREVIOUS PERFORMANCE – (25%)**
- **MANAGEMENT PLAN and ORGANIZATION DEPTH - (25%)**

# Reminders

- Deadline for Questions:  
December 20<sup>th</sup>, 2019, 5:00 p.m
- Addendum Issued:  
January 7<sup>th</sup>, 2020, 5:00 p.m
- **SOQ Submission**  
**Deadline:**  
January 14<sup>th</sup>, 2020, 4:00 p.m

**Paul Elizondo Tower,  
101 W. Nueva St. Ste. 930,  
San Antonio, Texas 78205**

- For information or questions:

**Dan Curry, AIA, FMP  
Director of Bexar County  
Facilities Management  
101 W. Nueva St., Suite 930  
San Antonio, TX 78205**

Phone: 210/335-6735

Fax: 210/335-6713

E-mail: [dcurry@bexar.org](mailto:dcurry@bexar.org)



# Questions

