

TEXAS A&M FOREST SERVICE

Request For Qualifications

No. RFQ-20-001

Texas A&M Forest Service Office Building Design - Hudson, Texas

OPENING DATE: Tuesday, July 28th, 2020 at 2:00 P.M.

This Request For Qualifications (RFQ) provides information on the request, the minimum Scope of Services required, and information to aid in preparing a response to this RFQ.

Pursuant to Chapter 2254, Subchapter A, Texas Government Code, the Texas A&M Forest Service (TFS) is requesting statements of qualifications from architects who are qualified to conduct said duties required herein. The successful qualified architect will, under the Texas A&M Forest Service coordination, work with key personnel to successfully perform the contracted services/duties requested below under section **2.0, Scope of Services**.

1.0 Who We Are

The Texas A&M Forest Service (TFS) is an agency of the state of Texas and a member of The Texas A&M University System. The agency's mission is to provide statewide leadership to assure the state's trees, forests and related natural resources are protected and sustained for the benefit of all. TFS helps property owners maintain land and natural resources to ensure forestlands remain productive and healthy. TFS is also one of the lead agencies for incident management in the state. From the initial response to ongoing recovery, the agency strives to protect Texas from wildfire and other types of disasters. TFS does this by not only fighting wildfire and responding to incidents, but also by building capacity and increasing public awareness about community protection and wildfire prevention. In partnership with other agencies, local governments and fire departments, TFS provides programs to aid communities across the state, giving them tools and resources to actively protect themselves and their properties.

2.0 Scope of Services - Project Summary

TFS plans to construct a new office building to house approximately 40 staff currently located in portable buildings and a district office on the agency's property in Hudson (Lufkin), Texas. Current space needs for each department, program or operation to be located in the new building have been identified in a program of requirements document. The building will be designed and constructed in accordance with A&M System

construction standards. Based upon the space requirements identified, the preliminary square footage and construction cost estimates are as follows:

Assignable SF	Est Gross SF	Est. Construction Cost
9,820	13,340	\$2,000,000

The building will be designed to showcase mass timber products made from southern yellow pine. The architect will have to coordinate with the mass timber manufacturer and/or the general contractor on project design through construction. Currently, Smartlam (Dothan, AL) is the only manufacturer of PRG-320 certified southern yellow pine CLT panels.

The agency envisions a one-story building with a center hub and two office wings. The center hub would be designed to showcase Cross Laminated Timber (CLT) or Nail Laminated Timber (NLT) and glu-lam beams and columns, made from southern yellow pine. The center hub would be lofted (1½ to 2 stories in height). To further showcase the mass timber construction elements, the agency would like to go with an industrial look with exposed ceiling and utility lines throughout the building, as opposed to dropped ceilings. The agency wants the design to maximize the use of windows to maximize natural lighting and display of mass wood products.

3.0 Requirements of Response

One (1) hard copy and one (1) electronic copy (flash drive) of the complete Statement of Qualifications in response to this RFQ are required.

Statement of Qualifications in response to this RFQ shall contain:

- Cover letter dated and signed by authorized representative of the responding architect that gives a brief history of the architect's experience.
- Architect's name, address, email, telephone and fax numbers, and name of representative to be contacted regarding the response.
- Name, qualifications, and education of architect that will be assigned to this request.
- Information addressing architect's overall competence, knowledge, experience, and qualifications in the services requested in this RFQ.
- Past performance including experience in similar projects.
 - Experience with designing facilities that use/highlight wood products
 - Experience with designing facilities of similar size/use
 - Experience with designing facilities that use/highlight mass timber products (such as CLT, glu-lam beams/columns, etc.)
- Workload capability and current workload as well as firm's history of performing work within a specified schedule.

- List of references including name, address, phone number, and contact person for which architect has provided same or similar services within the past five years.

Statement of Qualifications should present all information in a clear and concise manner. All submissions should be clearly identified with the RFQ number and title and should not exceed 20 to 25 pages.

4.0 Selection Process

Pursuant to Texas Government Code Chapter 2254 A, a Texas A&M Forest Service selection committee will base its selection of a qualified architect based on demonstrated competence and qualifications to perform said duties.

No fees for services, cost information, or price related factors will be considered in the initial selection.

The TFS reserves the right to waive any and all formalities and to accept or reject any and all submissions if TFS determines it is in the agency's best interests to do so.

Acceptance of Evaluation Methodology – Submission of qualifications indicates Respondent's acceptance of the evaluation methodology to be utilized during the selection process and the recognition that subjective judgments must be made by the TFS during the selection process.

5.0 Contract Requirements

The TFS reserves the right to negotiate specific terms of agreement that are in the best interest of the agency.

6.0 Tentative Schedule Information

Send Notification for RFQ	Tuesday, July 7, 2020
Responses Due	Tuesday, July 28, 2020
Review and Selection	Friday, August 7, 2020
Contract Award	Tuesday, August 11, 2020
Completion of Project	December, 2021

NOTICE: The TFS reserves the right to modify this schedule as required or extend "Completion of Work" date if deemed necessary.

7.0 Submission Deadline

Statements of Qualifications in response to this RFQ must be received by the Texas A&M Forest Service Purchasing Department **no later than Tuesday, July 28, 2020 at 2:00 p.m.** and are to be sealed and delivered by mail or by hand delivery to:

Texas A&M Forest Service
Purchasing Department
200 Technology Way, Suite 1151
College Station, TX 77845

Statements of Qualifications received after the deadline will not be considered.

8.0 Public Information Statement

The TFS considers all information, documentation and other materials submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded. Respondents are hereby notified that the TFS adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

9.0 Historically Underutilized Business (HUB) Program

It is the policy of the TFS to involve qualified Historically Underutilized Businesses (HUB) to the greatest extent allowed by law in the agency's construction contracting, professional services, and purchase, lease, or rental of all supplies, materials, services, and equipment. Historically Underutilized Businesses are encouraged to participate in this Request For Qualifications.

10.0 Other

The Texas A&M Forest Service is under no legal or other obligation to execute an agreement or contract on the basis of the posting and the distribution of this RFQ. Neither this posting nor the RFQ commits the Texas A&M Forest Service to pay for any cost incurred prior to the execution of an agreement or contract.

Respondent understands and acknowledges by submitting a qualifications submission that any and all costs incurred by the Respondent as a result of the Respondent's efforts to participate in this selection process shall be at the sole risk and obligation of the Respondent.

In responding to this RFQ process, respondent understand and agrees to meet the projected timeline completion date of project by December 2021.

11.0 Agency Contact:

Alan Degelman, CTPM
Purchasing Department Head
200 Technology Way, Suite 1151
College Station, TX 77845
Phone: 979-458-7380 Fax: 979-458-7386
Email: adegelman@tfs.tamu.edu

TFS may discontinue furnishing or making available access to Confidential Information at any time in the sole discretion of TFS. Upon demand by TFS, Respondent shall promptly deliver to TFS all Confidential Information and all correspondence, designs, sketches, drawings, manuals, letters, notes, computer diskettes, computer or voice tapes, notebooks, reports or any other documents or media embodying or concerning the Confidential Information that came into Respondent's possession, by any means whatsoever, during the term of and performance of the services under this Agreement.

12.0 Non-Assignment

This Agreement is not assignable. Notwithstanding any attempt to assign this Agreement, the Respondent shall remain fully liable on this Agreement and shall not be released from performing any of the terms, covenants and conditions of this Agreement.

13.0 Severability

If a provision contained in this Agreement is held to be invalid, illegal, or unenforceable for any reason, it shall not affect any other provision of this Agreement. It is the intent of the parties that if any provision is held to be invalid, illegal or unenforceable, there shall be added in lieu thereof a valid and enforceable provision as similar in terms to such provision as is possible.

14.0 Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State of Texas. In accordance with Texas law, venue for any claim against TFS shall be in Brazos County, Texas, which is the county in which the primary office of its chief executive officer is located.

15.0 Alternative Dispute Resolution

The dispute resolution process provided for in Chapter 2260 of the Texas Government Code shall be used, as further described herein, by Texas A&M Forest Service and the Respondent to attempt to resolve any claim for breach of contract made by the Respondent:

- A. A respondent's claim for breach of this contract that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, subchapter B, of the Texas Government Code. To initiate the process, the respondent shall submit written notice, as required by subchapter B, to Robby DeWitt, Associate Director for Finance and

- Administration. Said notice shall specifically state the provisions of Chapter 2260, subchapter B, are being invoked. A copy of the notice shall also be given to all other representatives of Texas A&M Forest Service and the respondent otherwise entitled to notice under the parties' contract. Compliance by the respondent with subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, subchapter C, of the Texas Government Code.
- B. The contested case process provided in Chapter 2260, subchapter C, of the Texas Government Code is the respondent's sole and exclusive process for seeking a remedy for any and all alleged breaches of contract by Texas A&M Forest Service if the parties are unable to resolve their disputes under subparagraph (A) of this paragraph.
 - C. Compliance with the contested case process provided in subchapter C is a condition precedent to seeking consent to sue from the Legislature under Chapter 107 of the Civil Practices and Remedies Code. Neither the execution of this contract by Texas A&M Forest Service nor any other conduct of any representative of Texas A&M Forest Service relating to the contract shall be considered a waiver of sovereign immunity to suit.
 - D. The submission, processing, and resolution of the respondent's claim is governed by the published rules adopted by the Office of the Attorney General of the State of Texas pursuant to Chapter 2260, as currently effective, hereafter enacted or subsequently amended. These rules are found under 1 TAC, Chapter 68.
 - E. Neither the occurrence of an event nor the pendency of a claim constitutes grounds for the suspension of performance by the respondent, in whole or in part.
 - F. The designated individual responsible on behalf of Texas A&M Forest Service for examining any claim or counterclaim and conducting any negotiations related thereto as required under Section 2260.052, Subtitle F, Title 10 of the Texas Government Code shall be Robby DeWitt, Associate Director for Finance and Administration at 979-458-7301.

Architect hereby acknowledges that it has read and understands this entire qualifications document. All oral or written agreements between the parties hereto relating to the subject matter of this document that were made prior to the execution of this document have been reduced to writing and are contained herein. The undersigned architect agrees to abide by all terms and conditions specified herein and certifies that the information provided to TFS is true and correct in all respects to the best of its knowledge and belief.

Architect:**Signature:**_____**Printed Name:**_____**Company Name:**_____**Title:**_____**Date:**_____