

TEXAS A&M FOREST SERVICE

Request For Qualifications

RFQ-24-001

ARCHITECT/ENGINEERING SERVICES

OPENING DATE: August 26, 2024 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 architect/engineering services for construction projects throughout the state of Texas. It is the intention of TFS to create a pool of vendors to provide these services for TFS facilities throughout Texas. Architectural firms are invited to submit written qualifications for possible selection consideration.

Successful qualified architects will, under TFS 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

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

Services shall include, but are not limited to, the requirements contained in the RFQ. Services set forth that contain the words "must" or "shall" are mandatory and must be provided as specified with no alternation, modification, or exception. Services set forth that contain the words "may," "should" and "can" allow respondents to offer alternatives to the manner in which the services are provided.

The following service requirements must be included, but are not limited to: Perform the duties of architectural/engineering service for TFS on an indefinite delivery, indefinite quantity (IDIQ) basis. Only projects less than \$5 million will be awarded under this contract.

The following services may be requested but this is not an exhaustive list:

- Site investigation, pre-design and existing conditions studies, design, construction documents, constructability review and evaluation, estimating, technical design reviews, procurement support, submittal and shop drawing review/approval, record drawings, construction site inspection, and close-out documentation.
- Primary disciplines and expertise that may be required include, but are not limited to: architecture, mechanical (including component/system assessments and design), electrical, plumbing, civil, structural, fire protection, historic preservation, estimating, code compliance, environmental services, life safety, quality control review, scheduling, space planning, and sustainability. Secondary expertise that may be required includes security, surveying, LEED, risk assessment, vertical transportation, real estate market analysis, master planning, and report writing.

3.0 Requirements of Response

One electronic copy of the complete Statement of Qualifications in response to this RFQ are required.

The qualification response should also include the following information. Qualifications submitted without this information will be evaluated accordingly:

- A table of contents by section to the appropriate pages.
- Provide a brief summary which describes and highlights your firm's experience, qualifications and expertise.
- **Company Information:**
 - Firm's background, ownership and contact office.
 - Indicate if firm is current licensed in the State.
 - A description of any litigation involving the firm in the last five (5) years.
 - Has the firm, under its current name or any predecessor names, ever declared bankruptcy?
 - Has the firm ever been dismissed from work on a project? Describe the circumstances.
- **Project Experience:**

Please provide detailed descriptions and profiles of projects including (if possible) projects completed for higher education institutions or The Texas A&M University System. Information provided for professional and support staff, and/or any subcontractors must demonstrate experience and qualifications in their particular

work assignment. Information provided for similar projects must be substantiated with current references. Describe services your organization has provided in the past **three (3)** years that demonstrates your organization's capability to carry out the proposed services.

- **Project Management:**

Please provide a narrative which describes your approach toward management of projects. Provide the following information to highlight the experience and qualifications of your personnel to be assigned to various projects.

- Project Team Organization Chart indicating staff. Include delegation of responsibility and key interaction personnel.
- Resumes of personnel who may be assigned to various projects including individual references.
- List of current assignments for personnel who may be assigned to various projects.
- How your firm would address turnover of personnel assigned to various projects.
- At least three (3) Client References for similar projects. References shall include name of company, address, point of contact, and phone number. A negative reference may be cause for disqualification.
- A list of any sub-consultants proposed as part of your team for this RFQ and their specific role on your team. Additional client references must be provided for each sub.
- Describe project organization and management methods that are most appropriate to perform the services and provide deliverables as required in this RFQ. The description shall include procedures, cost and time schedules, and any other management considerations appropriate to this RFQ. Contract and project managers and key personnel shall be identified. Office locations for key personnel and any subcontractors shall be identified. The management methods shall address cost or price monitoring and control. The Respondent's management and project tracking capabilities shall be described.

All submissions should be clearly identified with the RFQ number and title and should not exceed 25 pages.

4.0 Selection Process

Pursuant to Texas Government Code Chapter 2254 A, a TFS selection committee will base its selection of qualified architects/engineers based on demonstrated competence and qualifications to perform services.

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

TFS reserves the right to waive any formalities and to accept or reject any or 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 TFS during the selection process.

Evaluation Criteria

The evaluation team will evaluate and score each proposal based on the following criteria:	Weight Criteria
Experience & Qualifications	35%
Management Plan & Primary Team Structure	35%
Demonstrated Ability to Deliver High Quality Construction Documentation	15%
Quality Assurance/Quality Control	15%

For evaluation purposes, the following criteria shall be defined as:

Experience and Qualifications: Demonstrates that respondent has the resources, e.g., qualified and experienced team, to successfully lead the project to completion. Demonstrates through references and detailed explanation within response that respondent has successfully completed similar projects.

Management Plan and Level of Involvement of Primary Team Members: The names of persons, their respective titles/roles, vitae, and dedication of time should be provided for any team member playing a significant role in projects.

Demonstrated Ability to Deliver High Quality Construction Documentation: The ability to deliver high quality construction documentation will also be assessed. This will include integration of survey, design, and the ability to minimize project change orders. Includes all requested information in a structured format. Detailed explanation and descriptions are given for all requested information.

Quality Assurance/Quality Control: Firm’s approach to ensure documents are provided in an accurate and timely fashion.

5.0 Contract Requirements

TFS reserves the right to negotiate specific terms of agreements for various projects that are in the best interest of the agency.

6.0 Tentative Schedule Information

Send Notification for RFQ
Site Visit/Prebid

August 12, 2024
N/A – No site visit or prebid meeting

Questions due from respondents	August 19, 2024
Addendum answering questions will be posted to ESBD	August 22, 2024
Responses Due	August 26, 2024
Review and Selection	September 16, 2024
Contract award/project negotiation:	After completion of review and selection

NOTICE: TFS reserves the right to modify this schedule as required if deemed necessary.

7.0 Submission Deadline

Statements of Qualifications in response to this RFQ must be received by the TFS Purchasing Department **no later than August 26, 2024 at 2:00 p.m.** and are to be emailed to bids@tfs.tamu.edu or 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

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 an agreement is awarded. Respondents are hereby notified that 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 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 RFQ. Successful Architect/Engineer firm will be required to perform a good faith effort to include HUB companies when subcontracting and complete a HUB Subcontracting plan when awarded a project under this RFQ.

10.0 Other

TFS 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 TFS 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 all costs incurred by the Respondent resulting from the Respondent's efforts to participate in this selection process shall be at the sole risk and obligation of the Respondent.

11.0 Agency Contact:

Terry Smith, C.P.M., CTCD, CTCM
Purchasing Department Head
200 Technology Way, Suite 1151, RM 1158
College Station, TX 77845
Phone: 979-458-7381
Email: tsmith@tts.tamu.edu

TFS may discontinue furnishing or making available access to confidential information at any time at 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.

12.0 Non-Assignment

Any agreement resulting from this RFQ is not assignable. Notwithstanding any attempt to assign the services, the Respondent shall remain fully liable and shall not be released from the performance of any of the terms, covenants and conditions.

13.0 Severability

If a provision contained in this RFQ or a resulting agreement is held to be invalid, illegal, or unenforceable for any reason, it shall not affect any other provision of the RFQ or 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

Any agreement resulting from this RFQ 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

To the extent that Chapter 2260, Texas Government Code is applicable to any agreement resulting from this RFQ, the dispute resolution process provided in Chapter 2260, and the

related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by TFS and Architect to attempt to resolve any claim for breach of contract made by Architect that cannot be resolved in the ordinary course of business. Architect shall submit written notice of a claim of breach of contract under this Chapter to TFS's Associate Director for Finance and Administration, who shall examine Architect's claim and any counterclaim and negotiate with Architect in an effort to resolve the claim. This provision and nothing in an agreement or contract waives TFS's sovereign immunity to suit or liability, and TFS has not waived its right to seek redress in the courts.

Architect hereby acknowledges that it has read and understands this entire RFQ 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:_____