



REQUEST FOR QUALIFICATIONS (RFQ) 20013

A/E Services for Various Projects

DATE: 4/30/2020

CONTACT NAME: All questions shall be sent via e-mail to: procurement@hacc.org. All questions must be received by 5/15/20 at 3:00pm CST

One (1) original, one (1) copy and one PDF version on a storage device of the Statement of Qualifications are due on **Thursday, May 21, 2020 at 2:00pm CST**. Deliver or hand carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window)

NOTES TO ALL FIRMS:

1. The purpose of the RFQ is to establish a pool of qualified Architectural/Engineering firms to provide design work, construction bidding documents and contract administration for various projects designated by CCHA.
2. A non-mandatory pre-proposal conference is scheduled for Tuesday, May 12, 2020, at 10:00am, 3701 Ayers, Corpus Christi, TX 78415. The meeting will be available to attend via Zoom.



Brian Bray, C.P.M.
VP of Administrative Support

Signature and submission of this Proposal shall serve as evidence that the Contractor understands and agrees to all conditions of the Request for Qualifications (RFQ) 20013.

Company Name: _____

Authorized Representative: _____
(Print Name) (Title)

Signature: _____

Address: _____

Phone Number: _____ Email: _____

Date: _____

**Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects**

- 1.0 THE AGENCY'S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 **Right to Reject, Waive, or Terminate the Solicitation.** Reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.
 - 1.2 **Right to Not Award.** Not to award a contract pursuant to this RFQ.
 - 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 30 days written notice to the successful proposer(s).
 - 1.4 **Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.
 - 1.5 **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 30 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
 - 1.6 **Right to Negotiate.** Fees will negotiated for each project.
 - 1.7 **Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
 - 1.9 **Right to Prohibit.** At any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

2.0 Scope of Work

The proposed architectural firm will provide Architectural/Engineering services that will include pre-design services, design services, construction services, cost estimating, master planning, analysis, investigations, studies in support of minor and major renovations, remodeling and modifications to existing structures. Projects may also include new construction, additions, site development and site utilities. See attached Statement of Work.

- 3.0 Request for Qualifications responses shall have a "Statement of Qualifications" cover letter and responses shall be formatted to include, but not limited to the following headings below:

3.1 General Information: (30 points)

- 3.1.1 Provide a summary of the history, present status, and future vision of your firm.
- 3.1.2 Describe your firm's organizational structure.
- 3.1.3 Describe the complete range of services and capabilities your firm offers.
- 3.1.4 List all services your firm performs with your own architects; what types of services are usually subcontracted?

Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects

3.1.5 Complete General Information Questionnaire provided.

3.2 Architectural Experience and References (40 points)

Using the following headings and the sample format below, please provide a list of projects where your firm served as the primary architect and provided architectural and project management services.

3.2.1 Exterior Renovations to multi-family housing units or similar facilities.

3.2.2 Interior Renovations to multi-family housing units or similar facilities.

3.2.3 Mechanical, Electrical, Plumbing, Engineering modifications and renovations.

3.2.4 Civil site work and landscaping.

3.2.5 List all projects for Housing Authorities, Dormitories or Large Apartment Complexes or Condominiums.

3.3 Key Personnel (30 points)

3.3.1 Provide the name, qualifications and experience of the architect(s) that will work directly with CCHA. Provide a list of that the proposed architect(s) was directly involved in providing architectural services.

3.3.2 Provide name of Civil Engineering and Mechanical, Electrical and Plumbing Engineering firms you typically use for design work.

4.0 Evaluation

4.1 Evaluation Method

4.1.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The Agency reserves the right to reject any proposals deemed by the Agency not minimally responsive (the Agency will notify such firms in writing of any such rejection).

4.1.2 Evaluation Committee. The Agency anticipates that it will select a committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFQ. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. The CO is the only person at the Agency that the proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects

4.1.3 Evaluation Selection and Ranking. Offerors will be evaluated on the published criteria. The evaluation committee will evaluate, rank, and publish said ranking once this has been completed.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency, either in hard copy or by reference. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFQ:

5.2.1 Contract Form. The Agency will not execute a contract on the successful proposer's form-contracts will only be executed on the Agency form and by submitting a proposal the successful proposer agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary).

5.2.2 Assignment of Personnel. The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

5.3 Contract Period. One initial year and four one-year options to extend.

Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects

- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
 - 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
 - 5.4.3 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
 - 5.4.4 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Corpus Christi, Nueces County, and/or the State of Texas.
 - 5.4.5 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.4) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).
 - 5.4.6 Professional Liability (Errors and Omissions) \$1,000,000 minimum.**
- 5.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis

Request For Qualifications (RFQ) 2013,
A/E Services for Various Projects

for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

- 5.6 Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposer, shall be provided to the Agency within (ten) 10 work days of notification by the Agency.

**Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects**

SECTION 1 – General Information Questionnaire (0 Points)

1. Name of Firm: _____
Address of Principle Office: _____
Phone: _____ Fax: _____
Form of Business Organization: _____
Responsible Contact Personnel:
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 5.1 Has your organization ever failed to complete any work awarded to it?
 - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - 5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last fifteen years?
6. Within the last fifteen years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
7. How many full time employees? How many part-time employees?

**Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects**

7. Proposer's Certifications:

(1) **Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.

(2) **Resident Employment.** Do you employ and plan to employ as a result of a contract issued from this RFQ Yes No If "YES," Please identify resident name and address.

(3) **Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(4) **Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(5) **Felony Disclosure.** Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) **Non-Collusive Affidavit.** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) **Proposer's Statement.** The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs, the undersigned proposer is thereby agreeing to abide by

**Request For Qualifications (RFQ) 2013,
A/E Services for Various Projects**

all terms and conditions pertaining to this RFQ as issued by the Agency, including an agreement to execute an Agency Contract form. Pursuant to all RFQ Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided in this RFQ.

Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects

Statement of Work

1. The Corpus Christi Housing Authority and Affiliates is establishing a pool of qualified Architectural/Engineering firms to perform design and contract administration services for various projects as assigned by the Housing Authority.
2. Architect shall provide a preliminary evaluation of the program and the project budget requirements, each in terms of the other.
3. Architect shall prepare, or cause to be prepared, preliminary plans, sketches and studies of the project, and project budget requirements which meet the general design requirements of the Owner; the design requirements of any state or federal law or municipal ordinance; and, the requirements of any municipal, state or federal agency having authority with respect thereto. Without limiting the foregoing, Architect specifically is required to provide to Owner the certification required in 19 Texas Administrative Code Part 2. Chapter 61, Subchapter CC (including sections 61.1032 – 61.1037, as applicable).
4. Architect shall attend conferences with representatives of CCHA, and make such changes in the preliminary plans, studies and sketches of the project as may be required to meet the budgeted cost requirements of the Housing Authority.
5. Architect shall prepare, or cause to be prepared, all contract documents including plans, specifications, detailed drawings, and all alterations of the drawings, plans and specifications required to construct and complete the project in accordance with the design requirements and budgeted amount. Attend all conferences with the representatives of the CCHA which are necessary to bring the final cost of construction within the budgeted amount.
6. Utilize those contract documents promulgated by the Housing Authority for letting of a contract on the project. If, however, Architect determines that such contract documents should be modified to more completely or accurately reflect the unique character of the project, Architect shall furnish CCHA with Architect's suggestions in sufficient time to permit such suggested modifications to be incorporated into the final bid documents.
7. Assist Housing Authority in the Solicitation of bids and serve as part of the evaluation team to recommend a contract award.
8. Make all necessary submissions and determine that all permits and prerequisites required for actual construction of the project by any governmental authority are timely

Request For Qualifications (RFQ) 20013,
A/E Services for Various Projects

obtained. These shall include (but are not limited to) the Texas Department of Licensing and Regulation, the City of Corpus Christi Fire Department, the City of Corpus Christi Building Division, and State Board of Insurance.

9. Make such reasonable modifications in the drawings, plans and specifications as may be required to meet any unanticipated condition or problem encountered during the course of construction. No change in or revision of any document shall be made without the consent of the Housing Authority.
10. Review and approve certificates of payment, keep accounts, and be responsible for the general administration and supervision of the work. The issuance of a certificate for payment shall constitute a representation by the Architect to the Housing Authority, based on the Architect's observation at the site and of the data comprising the contractor's application for payment, that the work has progressed to the point indicated; that, to the best of the Architect's knowledge, information and belief, the quality of the work is in accord with the contract documents (subject to an evaluation of the work for conformance with the contract documents upon substantial completion, to the results of any subsequent tests required by or performed under the contract documents, to minor deviations from the contract documents correctable prior to completion, and to any specific qualifications stated in the certificate for payment); and that the contractor is entitled to payment in the amount certified. However, the issuance of a certificate for payment shall not be a representation that the Architect has made any examination to ascertain how and for what purpose the contractor may have used the monies paid on account of the contract sum.
11. Conduct weekly site visits to verify contractor progress and quality of work in meeting specifications.
12. Be responsible for the assembly of all written warranties, guarantees, bonds, operating or maintenance instructions and manuals, together with any other pertinent documentation or documents called for in the plans, drawings and specifications, and deliver same to Housing Authority prior to final acceptance of the project. Architect is also to assist the general contractor, as required, to obtain the Final Certificate of Occupancy from the City of Corpus Christi to the Housing Authority as applicable.
13. Make an overall inspection of the project just prior to the expiration of the contractor's warranty period, and furnish the Housing Authority with a written statement setting forth all items of work and/or material which the Architect determines to be defective due to defective workmanship and/or materials, in order that the Housing Authority may pursue any claim it might have under the terms of the contractor's warranty.