

EXHIBIT A

REQUIREMENTS

HIDALGO COUNTY REQUEST FOR QUALIFICATIONS

**“Architectural Services for the Design and
Construction of Sheriff’s Office Substations in the
areas of Precincts No. 1 and No. 3”**

RFQ# 2007-081-04-18-MSS

The County of Hidalgo is seeking to enter into an architectural services contract(s) with a state-registered (Texas) architect for the design and construction of public safety buildings, in particular, law enforcement facilities to be erected at the Hidalgo County Precinct No. 1 and No. 3 areas.

The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of **“ARCHITECTURAL SERVICES FOR THE DESIGN AND CONSTRUCTION OF SHERIFF’S OFFICE SUBSTATIONS IN THE AREAS OF PRECINCTS NO. 1 AND NO. 3”** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., on WEDNESDAY, APRIL 18, 2007.** **ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

Deliver Submittal to:

RFQ Number: 2007-081-04-18-MSS

Hidalgo County Purchasing Department

100 E. Cano, 4th Floor

Edinburg, Texas 78539

The Submittal Envelope Must Show The Submittal Number, Name And Opening Date.

The following outlines the Request for Qualifications:

SECTION I GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that Statements of Qualifications be routed to Martha L. Salazar, Purchasing Agent, at 100 E. Cano, 4TH Floor, Edinburg, Texas 78539.

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN WEDNESDAY, APRIL 11, 2007 at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by 5:00 P.M., on FRIDAY, APRIL 13, 2007. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

DISCLOSURE OF CONFLICT OF INTEREST: Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (“the CIQ”) attached as **Exhibit D**, the vendor, person, consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk’s Office located at 100 N. Closser, Edinburg, Texas 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PARTICIPANT.**

PROPOSER’S AFFIDAVIT: Prior Contract award, respondents to this RFQ must submit a signed Proposer’s Affidavit (attached herein in **Exhibit E**) certifying that the submission is (1) not the result of Collusion as described in the Proposer’s Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer’s Affidavit, or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer’s Affidavit.

NON-COLLUSION: Submitters, by submitting the signed Proposer’s Affidavit, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

NON-DISCRIMINATION: Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT: Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF STATEMENTS OF QUALIFICATIONS: Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted

submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor's ability.

SUBMITTER DEFAULT: Hidalgo County reserves the right, in case of submitter defaults, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS QUALIFICATIONS AND/OR REQUIREMENTS: It is the responsibility of the submitter to review the request for qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict participation. Any such protest or question regarding the requirements or RFQ procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These requirements also apply to requirements that are ambiguous.

HAND DELIVERED STATEMENTS OF QUALIFICATIONS: Hidalgo County requires submitters, when hand delivering qualifications, to make sure that it is stamped with date and time by the County purchasing staff .

SIGNING OF QUALIFICATIONS: All submittals **MUST** be signed in order to be considered. **Please sign the original in BLUE INK.**

WAIVING OF INFORMALITIES: Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County. Submitter shall include a detailed list of all sub-consultants proposed to be used on the project.

SECTION II RFQ REQUIREMENTS

REQUEST FOR QUALIFICATIONS: The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested

information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original and ten (10) copies** of the RFQ shall be submitted to the address on the cover letter.

CONTENTS: The required contents for the RFQ are presented below in the order they should be incorporated into the submitted document.

Understanding of the Project: This section should demonstrate the consultant's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to three (3) pages in length.

Firm Qualifications: The County of Hidalgo is seeking to contract with a qualified and competent architectural firm, registered and licensed to practice in the State of Texas that has had experience in the following areas:

- Architectural Design and Construction Management
- Design and Construction of Safety Buildings, in particular, Law Enforcement Facilities.
- Federal, State, County and Local construction projects
- Projects located in this general region of the state

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to five (5) pages.

Personnel and Staffing: The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

Required Certifications and Submittal: This section will contain any certification and assurance as required by HIDALGO COUNTY. The architectural firm should add copies of their insurance certificates. *All applicable blank forms contained in this RFQ packet must be filled and submitted with response, except the CIQ form (Exhibit D) that has to be submitted as instructed.*

Additionally, this section should include, but not be restricted to the following information:

- A. Firm name, address, phone number and person to contact regarding the Statement of Qualification.
- B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities. This should also include the following information:
 - 1. Copy of current license and/or certification with State seal
 - 2. History of architectural certification from the Texas Board of Architectural Examiners.
 - 3. General list of construction projects within the past year.
- C. List of in-State references including the name, address and phone number of the person most closely associated with the firm's prior project performance.
- D. Ability to commence services immediately after successfully negotiating a contract for services.
- E. Familiarity with the geographical area.
- F. Statement regarding an Affirmative Action Program.

SCOPE OF SERVICES: This contract will encompass all project related architectural services necessary to provide the County of Hidalgo with the design and construction of Sheriff's Office Substation in the areas of Precincts No. 1 and No. 3, but not limited to the following:

The design consultant team selected should be experienced in the planning, design and construction of public safety buildings, in particular, law enforcement facilities. The firm and principal owner must have been established and doing business for at least five (5) years. The firm must have prior experience in the design of public safety buildings, in particular, law enforcement facilities. A firm that has designed and had constructed at least two(2) or more facilities of this type will be preferred. This project is anticipated to include all project architectural services necessary to provide the Hidalgo County Sheriff's Office with the design and construction of a Law Enforcement Facility to include remote holding cells as prescribed by the Texas Commission of Jail Standards Manual (New Maximum Security Design Chapter 259.138 (b)). The expertise and competence in the design and construction of similar type of construction is critical. The consultant team selected should be familiar with the unique needs of this type of development. It is expected that the consultant team selected will have a sufficient level of innovation and design expertise to carry out, including but not limited to, the following design criteria experience:

- Facility Programming
- Surveying/Geotechnical
- Architectural Design
- Civil, Structural, Electrical, and Mechanical
- Landscape/Lighting
- Construction Cost Estimate
- Construction Management
 - Preparation of construction plans, drawings, specifications, and bid packets for contractors
 - Analyze bids and recommend acceptance/rejection of bids.
 - Conduct periodic field-inspections required by the project to check for compliance with plans and specifications.
 - Periodically review performance and work progress of contractor.
 - Recommend acceptance/rejection of the completed project.
 - Conduct all required Field Testing and Inspection.
- Construction Contract Management
- Needs Assessment
- ADA Compliance
- Texas Commission on Jail Standards compliance.
- Code Analysis
- Cost Estimating

The facility shall be designed to allow and accommodate future growth should Hidalgo County desire such an option. The consultant team should have sufficient experienced staff and workload free from constraints to produce construction documents in a timely manner.

PARTICIPANTS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL: The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001), et seq.

SECTION III SELECTION AND SCHEDULES

EVALUATION SYSTEM: The evaluation consists of a 100-point scoring system. However, after the 100-point evaluation, Hidalgo County Commissioners Court may elect to narrow the participating firms and request a presentation from firms that have scored at least 80 points in order to finalize ranking. Such presentation will increment the total scoring points with up to 10 additional points for a maximum of 110 total scoring points.

Categories under the 100-point scoring system include the following listed criteria:

- 1) Professional Qualifications of Team (20 points).
- 2) Experience of Project Team/Ability to Commit Resources (25 points).
- 3) Experience/Availability of Project Manager (20 points).
- 4) Understanding of Project (25 points).
- 5) Familiarity with Applicable Rules and Regulations(10)

Total = 100 points.

- 6) **PRESENTATION** (10 points): Hidalgo County Commissioner's Court, at its sole discretion, may elect to request a presentation from participating firms that have scored at least 80 points in the 100-Evaluation System for up to 10 additional points in order to finalize the ranking of firms.

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFQ.

SELECTION PROCEDURES: The RFQ shall be submitted according to the schedule below. The respondents should be able to submit a Fee/Cost Proposal on short notice at a later time.

RFQ Submission: **An original and ten (10) copies** of RFQs should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building; 100 E. Cano, 4th Floor
Edinburg, Texas 78539

RFQs must be submitted by **no later than 9:30 a.m. on Wednesday, April 18, 2007.**

All costs and expenses associated with the preparation and submission of RFQs shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

RFQ/SOQ Scoring and Ranking:

- A. Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score and evaluate the written Statements of Qualifications (SOQ's) received in response to this Hidalgo County Request for Qualifications..
- B. After the SOQs have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking. However, as detailed in the Selection

Criteria (Exhibit B item 6), at the sole discretion of Commissioner's Court, a presentation may be requested from the participating firms that have scored at least 80 points in order to complete and finalize the ranking of the firms.

Negotiation Process: After ranking has been finalized, a fee proposal will be requested from the top-ranked firm. The County Commissioner's Court will then enter into negotiations process with the top ranked firm for the purpose of reaching an agreement. After an agreement is reached and negotiation efforts are successful, a contract in an approved County format will be drafted and executed with this firm for the required services. If negotiations prove unsuccessful, Commissioner's Court will terminate negotiations with this firm and will contact next highest ranked firm to open negotiations. This process will continue until negotiation efforts are successful. The County of Hidalgo reserves the right to reject any and all RFQs.

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EXHIBIT B

SELECTION CRITERIA

**HIDALGO COUNTY
REQUEST FOR QUALIFICATIONS**

**“Architectural Services for the Design and
Construction of Sheriff’s Office Substations in the
areas of Precincts No. 1 and No. 3”**

RFQ# 2007-081-04-18-MSS

EVALUATION CRITERIA

In the following criteria for minimum and preferred qualifications, one year, two years, etc. experience need not consist of continuous work but may be made up of discontinuous periods of full-time work adding up to the equivalent years of full-time experience.

RFQ Evaluation Criteria

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. Professional Qualifications of Team (20)

The firm should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualification in performing design and construction of Sheriff's Office Substations in the Precincts No. 1 and No. 3 areas. The professional team members shall have experience in performing similar contracts for counties, cities, state, or other clients as stated in the Request for Qualifications (RFQ). Similar experience gained through other clients should be substantiated by reference. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.

Minimum Qualifications - One (1) A.I.A. with educational background **or** strong experience in, but not limited to, Construction of public safety buildings, in particular, Law Enforcement Facilities, General Building Design, and Construction; structural planning and design; needs assessment; interior design; etc..

Preferred Qualifications - One (1) A.I.A. with educational background **and** strong experience in, but not limited to, Construction of public safety buildings, in particular, Law Enforcement Facilities, General Building Design and Construction; structural design; needs assessment; interior design; etc., who has designed and constructed similar projects.

2. Experience of Project Team/Ability to Commit Resources (25)

In addition to the Project Manager and the Professional Team Member(s), the provider shall designate experienced technical staff to completely and efficiently perform the work, either through their own personnel, sub-providers or commitment to hire additional staff. The proposal shall identify the project team composition, project leadership, reporting responsibilities, and address how sub-providers will fit into the management structure. Resumes of the key technical staff members, limited to two (2) pages per person must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience,

Minimum Qualifications - One technical staff member shall have 5 years experience working on similar projects.

Preferred Qualifications - One technical staff member shall have 10 years experience working on similar projects.

3. Experience/Availability of Project Manager (20)

The Project Manager must, have adequate experience in managing projects of a similar nature and scope and shall be a professional registered in the State of Texas; the project manager's resume must be included in an appendix. Scope of relative projects must be included as well.

Minimum Qualifications - The project manager must have managed 2 similar projects and must be personally involved with 50% of the technical development of said projects.

Preferred Qualifications - The project manager must have managed 5 similar projects; plus be 85-100% personally involved with the technical development of said projects.

4. Understanding of Project (25)

The proposal shall include the following:

- * demonstrate an understanding of the scope of services
- * address appropriate Federal/State/Local regulations and policies
- * identify information to be gathered or obtained

Minimum Qualifications - The RFQ must address knowledge and experience of working with multiple entities, such as counties, cities, state, etc.

Preferred Qualifications - The RFQ must address the proposed approach to complete the scope and identify information to be gathered or obtained and how it will be used in addition to the minimum qualifications.

5. Familiarity with Applicable Rules and Regulations (10)

The RFQ should indicate through past experience of the proposed Team that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

Minimum Qualifications- The RFQ must contain a narrative that outlines applicable regulations, guidelines, standards and policies.

Preferred Qualifications - Suitable examples of previous similar Projects completed by the Project Manager, in addition to the minimum qualifications.

6. Presentation (10 points).

Commissioner's Court reserves the option to request a presentation from participating firms that have scored at least 80 points in the 100-Evaluation System for an additional (10) points in order to finalize the ranking.

During presentation, selected participating firms will be required to:

1. Demonstrate their familiarity with and knowledge of the project scope and limits, including existing features and constraints;
2. Offer any insights the firm may have regarding issues or problems that might be necessary to consider;
3. Suggest any innovative approaches to the planning and design process;
4. Suggest possible technical solutions to problems inherent in this project;
5. Define why the firm believes should be selected.

RFQ EVALUATION FORM

Selection Criteria	*RIF Range	*RIF Max.	=	Score
1. Professional Qualifications of Team	15-20	(20)	=	()
2. Experience of Project Team	20-25	(25)	=	()
3. Experience/Availability of Project Manager	15-20	(20)	=	()
4. Understanding of Project	20-25	(25)	=	()
5. Familiarity with Applicable Rules and Regulations	05-10	(10)	=	()
Total		100%	Total Score	_____

ADDITIONAL POINTS -Commissioner's Court may elect to request a presentation from firms with at least 80 points in the Total Score for an additional 10 points to finalize ranking.

6. Presentation	05-10	(10)	=	()
FINAL SCORING POINTS				_____

COMMENTS:

Provider: _____

Evaluator: _____

Date: _____

* The Relative Importance Factor (RIF) is the relative importance (or weight) of each criterion as it relates to the particular project, and must be within the specified acceptable range. The RIF is expressed as a percentage of the total importance of the project, and always totals 100%.

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