

ARCHITECTURAL SERVICES

QUESTIONNAIRE

ARCHITECTURAL SERVICES FOR THE DESIGN AND CONSTRUCTION OF NEW COURTHOUSE

1. **What type of experience does the firm have in providing architectural services in construction of new courthouses? Please provide a list the following information:**
 - a. Depict your firm's role/participation in courthouse or other significant facility projects [for past 15 years]. Please include details of successes and challenges encountered in past projects;
 - b. Did you experience budget overruns in these projects? If so, for what project, how much and what were the circumstances that led to the budget overrun?
 - c. most recent courthouse projects within the last 5 years;
 - d. size of each facility with the cost of the project;
 - e. size of your firm's architectural team for each project listed;
 - f. length of time of the project from engagement to occupancy;
 - g. what construction method was used for the project;
 - h. list at least 5 references in a position of authority to contact about each project;
 - i. was a construction manager part of the project; if yes,
 - j. who was the construction manager [company or firm] and who is their employee with direct knowledge of the project;

2. **Hidalgo County Project Specific Questions:**
 - a. Please provide an organizational chart and bios of your proposed team for the Hidalgo County Courthouse including percentage of time to be worked on this project by team members, with areas of expertise that be subcontracted;
 - b. Based on your experience with similar projects, please provide a draft timeline for the Hidalgo County Courthouse Project;
 - c. Would be willing to obtain a separate insurance as requested by Hidalgo County in a reasonable amount solely naming Hidalgo County as the insured?
 - d. Have you been involved in litigation related to your services? If so, when and where?

3. **What has been your most past experience with government projects in providing architectural services, if not courthouses?**
 - a. most recent government construction projects with the last 5 years;
 - b. size of each facility with the cost of the project;
 - c. size of your firm's architectural team for each project;
 - d. length of time of the project from engagement to occupancy;
 - e. list at least 5 references in a position of authority to contact about each project;
 - f. what construction method was used for the project;
 - g. was a construction manager part of the project; if yes,
 - h. who was the construction manager [company or firm] and who is their employee with direct knowledge of the project.

4. **Give your position [given the project goal of the design and construction of a New Courthouse, what type of construction method would the most advantageous for Hidalgo County and why?**

SECTION III -SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS: The evaluation system consists of a 100-point system.

1. Professional Qualifications of Team (25)

The firms should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members responsible/assigned to assist County projects shall be identified in the organizational chart. Team members shall have experience in performing various types of contracts for counties, cities, or other clients as stated in the Request For Qualifications (RFQ). Varied experience gained through other clients should be substantiated by reference. A list of, and scope of, the various projects, for comparative purposes, shall be included in an appendix.

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. Résumés' 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 various projects proposed as similar work experience.

3. Experience/Availability of Project Manager (20)

The Project Manager must be a certified A.I.A. Architect have adequate experience in managing varied projects of a similar nature and scope and shall be a professional Architect 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.

The criteria for 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.

4. Understanding of Project (20)

The statement of qualifications 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

Responsiveness to RFQ:

- * Response is Clear
- * Response is Well Organized
- * Easy to Evaluate
- * Appropriate to this RFQ.

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

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).

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

**EVALUATION CRITERIA
EXHIBIT "B"
PROFESSIONAL ARCHITECTURAL SERVICES POOL
RFQ No. 2015-005-02-04-YSS**

Selection Criteria	Points	Score
1. Firm's Qualifications (25 pts maximum)		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	
➤ Provide information on proposed professional Firm experience	5	
➤ One (1) certified A.I.A. Architect with educational background or strong experience in, but not limited to General Building Design & Construction; structural planning and design; needs assessment; interior design etc.	3	
➤ One (1) certified A.I.A. Architect with educational background and strong experience in, but not limited to General Building Design & Construction; structural planning and design; needs assessment; interior design etc. who has designed and constructed at least two (2) projects in the area.	7	
Comments/Rationale For Points:		TOTAL
2. Firm's Experience of Project (25 pts maximum)		
➤ Designate management structure with Resumes of the key technical staff members in an appendix form	5	
➤ Identifying the project composition, project leadership, reporting responsibilities	10	
➤ One (1) technical staff member with five (5) years experience	3	
➤ One (1) technical staff member with ten (10) years experience	7	
Comments/Rationale For Points:		TOTAL
3. Availability & Experience of Project Manager (20 pts maximum)		
➤ The Project Manager must be a certified A.I.A. with adequate experience in similar nature and scope	5	
➤ Must be a Professional Architect registered in the State of Texas and must be included in Appendix	5	
➤ Project Manager with two (2) types of projects plus be 50 % involvement with technical development of project	3	
➤ Project Manager with five (5) types of projects plus be 85-100 % involvement with technical development of project	7	
Comments/Rationale For Points:		TOTAL
4. Understanding of Project (20 pts maximum)		
➤ Demonstrate and understanding of the scope of services	5	
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	
Comments/Rationale For Points:		TOTAL
5. Familiarity with Applicable Rules and Regulations (10 pts maximum)		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	
Comments/Rationale For Points:		TOTAL
Total Score		

Project Name: _____ Department: _____

Firm/Participant Name: _____

Evaluator's Signature/Name: _____ Date: _____

**GEO-TECH AND
MATERIAL
TESTING
SERVICES**

QUESTIONNAIRE

AMENDED

CONSTRUCTION MATERIALS TESTING ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION OF NEW COURTHOUSE

1. **What type of experience does the firm have in providing construction materials testing engineering services in construction of new courthouses? Please provide a list the following information:**
 - a. Depict your firm's role/participation in courthouse or other significant facility projects [for past 15 years]. Please include details of successes and challenges encountered in past projects;
 - b. Did you experience budget overruns in these projects? If so, for what project, how much and what were the circumstances that led to the budget overrun?
 - c. most recent significant size/large project(s) within the last 5 years;
 - d. size of other significant facility projects with the cost/budget of each;
 - e. list and detail your firm's Construction Materials Testing team [including, but not limited to: firms engineers(s), project managers, technicians and/or staff team for each project listed [include education, licenses, certifications, etc. for all listed];
 - f. indicate/detail the percentage of services directly provided by your firm including, but not limited to the number of laboratories;
 - g. detail/indicate what percent of the overall project services that have been sub-contracted, including, but not limited to, licensed/certified: engineers, project managers, staff and/or techs;
 - h. length of time of the project from engagement to occupancy;
 - i. list at least one (1) reference for at least three (3) projects in a position of authority to contact about each project;

2. **Hidalgo County Project Specific Questions:**
 - a. Please provide an organizational chart and bios and levels of education of your proposed Construction Materials Engineering team for the Hidalgo County Courthouse including percentage of time to be worked on this project by team members, with areas of expertise including, but not limited to: licensed/certified: engineer(s), project managers, staffers and/or techs;
 - b. Based on your experience with similar projects, please provide a draft summary of tasks to be performed for the Hidalgo County Courthouse Project;
 - c. Indicate/detail the percentage of services directly provided by your firm including, but not limited to laboratories and licensed/certified: engineers, managers, staff and/or techs;
 - d. Would the firm, if selected, be willing to obtain a separate insurance as requested by Hidalgo County in a reasonable amount solely naming Hidalgo County as the insured?
 - e. Have you been involved in litigation related to your services? If so, when and where?

3. **What has been your most past experience with government projects in providing geo-technical services, if not courthouses?**
 - a. most recent government construction projects with the last 5 years;
 - b. size of each facility with the cost of the project;
 - c. size of your firm's geotechnical team for each project;
 - d. length of time of the project from engagement to occupancy;
 - e. list at least one (1) reference for at least three (3) projects in a position of authority to contact about each project;

QUESTIONNAIRE

AMENDED

GEO-TECHNICAL ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION OF NEW COURTHOUSE

1. **What type of experience does the firm have in providing geotechnical services in construction of new courthouses? Please provide a list the following information:**
 - a. Depict your firm's role/participation in courthouse or other significant facility projects [for past 15 years. Please include details of successes and challenges encountered in past projects;
 - b. Did you experience budget overruns in these projects? If so, for what project, how much and what were the circumstances that led to the budget overrun?
 - c. most recent significant size/large project(s) within the last 5 years;
 - d. size of other significant facility projects with cost/budget of each;
 - e. size of Geo-Technical Engineering team for each project listed [including, but not limited to: licenses/certifications: engineers, project managers, staff/techs.];
 - f. indicate/detail the percentage of services directly provided by firm including, but not limited to the number of laboratories, engineers, managers, staff & techs.;
 - g. detail/indicate what percent of the overall project services that have been sub-contracted, including, but not limited to: licensed/certified-engineers, managers, staff & techs.;
 - h. length of time of the project from engagement to occupancy;
 - i. list at least one (1) reference for at least three (3) projects in a position of authority to contact about each project;

2. **Hidalgo County Project Specific Questions:**
 - a. Please provide an organizational chart and bios and levels of education of your proposed team for the Hidalgo County Courthouse including percentage of time to be worked on this project by team members, with areas of expertise including, but not limited to: licensed engineer(s), project managers, staffers and/or techs;
 - b. Based on your experience with similar projects, please provide a draft summary of tasks to be performed for the Hidalgo County Courthouse Project;
 - c. Indicate/detail the percentage of services directly provided by your firm including, but not limited to laboratories and licensed engineers, managers, staff and/or techs;
 - d. Would the firm, if selected, be willing to obtain a separate insurance as requested by Hidalgo County in a reasonable amount solely naming Hidalgo County as the insured?
 - e. Have you been involved in litigation related to your services? If so, when and where?

3. **What has been your most past experience with government projects in providing geotechnical services, if not courthouses?**
 - a. most recent government construction projects with the last 5 years;
 - b. size of each facility with the cost of the project;
 - c. size of your firm's geotechnical team for each project;
 - d. length of time of the project from engagement to occupancy;
 - e. list at least one (1) reference for at least three (3) projects in a position of authority to contact about each project;

SECTION -III **SELECTION / EVALUATION**

SELECTION/EVALUATION PROCESS:

The evaluation system consists of a 100-point system.

1. STAFFING OF PROJECT TEAM

The firms should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members responsible/assigned to assist County projects shall be identified in the organizational chart. Team members shall have experience in performing various types of contracts for counties, cities or other clients as stated in the Request for Qualifications (RFQ). Varied experience gained through other clients should be substantiated by reference. A list of, and scope of, the various projects, for comparative purposes, shall be included in an appendix. **Indicate the number of engineers on your staff.**

2. EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES

The provider shall designate experienced independent testing laboratory staff to completely and efficiently perform the work. The designated individuals (Project Manager and Key Personnel) may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership and reporting responsibilities and address how sub providers, if any, 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. Also, in this selection, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

3. METHODOLOGY

The RFQ should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

- Knowledge, experience, and the equipment to provide the anticipated services
- Management Plan for the anticipated services that will be highly responsive to the needs and interests of the

County.

4. UNDERSTANDING OF PROJECT/SIMILAR PROJECTS

The statement of qualifications 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
- Responsiveness to RFQ:
- Response is Clear
 - Response is Well Organized
 - Easy to Evaluate
 - Appropriate to this RFQ.

Minimum Qualifications

The RFQ must address knowledge and experience of working with multiple entities, such as counties, cities, 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

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 projects completed in the area by the Project Manager, in addition to the minimum qualifications.

EXHIBIT "B"

Evaluation Form

Hidalgo County

(Including all funding sources, programs, and entities)

"Professional Engineering Services- Construction Materials & Geo Technical Testing Pool"

RFQ NO: 2015-007-02-04-SMA

SELECTION CRITERIA	POINTS	SCORE
1) STAFFING OF PROJECT TEAM -- (25 points maximum)		
• Provide information on their proposed professional team members	10	
• Experience in performing various types of contracts for counties, cities or other clients as stated	10	
• A list of various projects for comparative purposes	5	
Comments/Rationale for points:	TOTAL	
2) EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES (20 points maximum)		
• Designate experienced engineering staff to efficiently perform the work.	10	
• Identify the project team composition, project leadership, reporting responsibilities etc.	10	
Comments/Rationale for points:	TOTAL	
3) METHODOLOGY (20 points maximum)		
• Knowledge, experience, and the equipment to provide the anticipated services	10	
• Management Plan for the anticipated services that will be highly responsive to the needs and interests of the County	10	
Comments/Rationale for points:	TOTAL	
4) UNDERSTANDING OF PROJECT/SIMILAR PROJECTS (25 points maximum)		
• Demonstrate an understanding of the scope of services	10	
• Address appropriate Federal/State/Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	
• Identify information to be gathered or obtained/proposed approach to complete the scope	5	
• RFQ responsiveness. Response is clear, well organized, easy to evaluate and appropriate to this RFQ	5	
Comments/Rationale for points:	TOTAL	
5) FAMILIARITY WITH APPLICABLE RULES and REGULATIONS (10 points maximum)		
• Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	
• Must contain a narrative that outlines applicable regulations, guidelines, standard and polices	5	
Comments/Rationale for points:	TOTAL	
		TOTAL SCORE:

Project No.: _____

Project Name:: _____

Department:: _____

Firm/Participant:Name: _____

Evaluator: _____ Date: _____