



RFQ/RFP No. 2016-406-01-11-HGO

TWO STEP PROCESS

REQUEST FOR QUALIFICATIONS (RFQ)  
REQUEST FOR PROPOSALS (RFP)

CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR  
PALMER PAVILION – LES GILMORE KITCHEN RENOVATIONS

PRE-PROPOSAL CONFERENCE:

**STRONGLY RECOMMENDED**

**Tuesday, December 27, 2016 @ 2:00 PM**

**Palmer Pavilion – Les Gilmore Kitchen**

**301 E. Hackberry**

**McAllen, Texas 78501**

**QUESTIONS DUE:**

**Wednesday, December 28, 2016 @ 5:00 PM**

**ANSWERS DUE:**

**Friday, January 6, 2017 @ 5:00 PM**

**PROPOSAL DUE DATE:**

**Wednesday, January 11, 2017 @ 9:30 AM**

**Hidalgo County Purchasing Department**

**Attn: Martha L. Salazar, CPPB**

**Hidalgo County Purchasing Agent**

**2812 S. Business Highway 281**

**New Administration Building**

**Edinburg, Texas 78539**

In Step-One, the County will be evaluating the information submitted by the proposers on the basis of established selection criteria as a process to rank each submittal. Proposals will be evaluated by an Evaluation Committee consisting of representatives selected by Hidalgo County Commissioners Court. For clarification purposes, additional information may be obtained from some or all of the responding firms. The evaluation committee's scores will be consolidated to identify the top five (5) firms susceptible of advancing to Step Two of the RFQ/RFP process.

In Step-Two, the short-listed Proposers will be asked to submit additional information for the project as described in the following sections. Further information will be provided regarding the information required for Step-Two but generally includes submission of a written project plan, fees and estimated general conditions costs, and participation in interviews with the evaluation committee. The County will evaluate the Proposers and begin clarifications during this stage. Information about Step-Two is included for reference only. DO NOT SUBMIT STEP TWO MATERIALS WITH YOUR PROPOSAL.

Following Step Two, the evaluation committee will then submit their recommendation(s) of the highest ranked Proposer for the project to the Commissioners Court for their approval and authorization to proceed with contract negotiations.

The County will begin negotiations with highest ranked Proposer for the project. If the County and highest ranked Proposer cannot reach an agreement, negotiations will be terminated and the County will begin negotiations with the next highest ranked Proposer. Upon the conclusion of successful negotiations, staff will recommend an award of the project to Commissioners Court.

The RFQ/RFP Coordinator shall manage the proposal evaluation process and maintain proposal evaluation records. An Evaluation Committee will independently evaluate each proposal and selection will be made according to the highest score based on the evaluation criteria outlined in the solicitation.

All proposals shall be reviewed by the RFQ/RFP Coordinator to determine compliance with basic proposal requirements as specified in this RFQ/RFP.

Submission of qualification indicates Proposer's acceptance of the evaluation techniques and the recognition that judgments must be made by the County during the evaluation process.

Hidalgo County reserves the right, at its sole discretion, to request clarifications or conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing. All communication (written or oral) with the Evaluation Committee will be coordinated by the RFQ/RFP Coordinator. Proposers are prohibited from contacting the Evaluation Committee members directly.

The County may also modify the RFQ/RFP prior to the date and time fixed for submission of offers by the issuance of an addendum. All addenda will be numbered consecutively beginning with 1.

Contract award shall be subject to the contract approval of all appropriate officials in accordance with applicable State laws and regulations.

**Procurement Schedule:** The following are the critical dates that apply to this procurement. The County will make every effort to adhere to the schedule below. However, the County