

<b>3.0 GENERAL INFORMATION:</b>
---------------------------------

**3.1 PURPOSE**

Collin County is soliciting information from qualified local Landscape Architecture firms for general Landscape Architectural consulting services.

**3.2 SCOPE OF SERVICES:**

The purpose of this Request for Qualifications (RFQ) is to provide Collin County with information necessary to determine the qualifications of firms interested in providing Landscape Architectural consulting work, including, but not be limited, to the following services:

- 3.2.1 Preparation of plans and specifications.
- 3.2.2 Review of bids and recommendation of Contractor to perform work.
- 3.2.3 Construction Administration during work in progress and final approval for turn over to County.
- 3.2.4 Projects will have a construction value up to \$200,000.
- 3.2.5 Types of projects include permanent improvement projects, maintenance and repairs to County buildings and property.
  - 3.2.5.1 Known Projects – Installation of mature trees (approximately \$10,000.00), shade demonstration garden (approximately \$3,000.00), flagstone walkway (approximately 50,000.00), and other projects as needed with a construction value up to \$200,000.

Geotechnical and Survey work for Design will be performed by Owner's contractors if needed.

**3.3 QUALIFICATIONS**

Collin County will consider the qualifications of offeror's personnel to provide services in accordance with applicable standards for landscape architectural consulting services.

**3.4 TERM**

The term of the contract shall be a period of one (1) year commencing on the date of award and continuing through and including September 30, 2017 with the option of extending the term for two (2) additional years.

**3.5 INSURANCE**

Collin County shall require insurance per Exhibit "E" of the Landscape Architectural Services Agreement to be provided upon award of a contract.

<b>4.0 GENERAL INFORMATION &amp; REQUIREMENT</b>
--

- 4.1 PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is awarded. The

Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

- 4.2 TYPE OF CONTRACT: Collin County shall require the firm selected to execute an Landscape Architectural Services Agreement upon award of a contract. It is the intent of the Collin County Construction and Projects Department to call upon the Firm to provide the services listed in 3.2 on an “as-needed” basis to be paid directly for the time and expenses incurred by the Firm.

A sample copy of the required agreement is attached.

- 4.3 EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include any information regarding respondent’s fees, pricing, or other compensation.
- 4.4 OWNER’S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all of the types of projects listed in the RFQ. The Owner reserves the right to reject any and all Qualifications and re-solicit for new Qualifications, waive any formalities or minor technical inconsistencies, or reject any and all proposals and temporarily or permanently abandon the anticipated projects. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 4.5 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firm(s) will require subjective judgments by the Owner.
- 4.6 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent’s participation in this RFQ shall be at the sole risk and responsibility of the respondent. The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law.
- 4.7 LOCATION: Firm shall provide services from an office no further than ~~15~~ 30 miles from the Collin County Construction and Projects Department Office at 4600 Community Ave. This will provide the Construction staff the opportunity to work closely with the Firm’s personnel on each project.

<b>5.0 QUALIFICATIONS SUBMITTAL FORMAT</b>
--

The qualifications submittal shall be divided into tabbed, marked sections and shall include but not be limited to information for each of the following:

**RESPONDENT’S REQUEST FOR QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)**

- 5.1 Provide a statement on the availability and commitment of the Firm's assigned principal(s) and professionals to undertake any assigned project.
- 5.2 Provide a brief history of the Firm including when the Firm was established, type of ownership and office locations. If the firm has changed name or ownership within the last three (3) years indicate the former name.
- 5.3 Provide resumes of key personnel from the Firm who will be assigned to projects. Resumes limited to two (2) pages per person.

#### **FIRM'S ABILITY TO PROVIDE SERVICES**

- 5.4 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 5.5 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 5.6 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 5.7 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee or elected official? If so, please explain.
- 5.8 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional landscape architectural services.

#### **RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS**

- 5.9 List a maximum of three (3) projects for which you have provided services that are most related to each of the types of projects listed in this RFQ (combining projects for which two or more of the listed types of projects were provided is acceptable). List the projects in order of priority, with the most relevant project listed first. Projects listed must be only projects performed by individuals who are currently available to perform work in this proposed contract. Provide the following information for each project listed:
  - 5.9.1 Project name, location, contract delivery method, and description.
  - 5.9.2 Color images (photographic or machine reproductions).
  - 5.9.3 Name of individuals who performed work on the project.
  - 5.9.4 Firm's References (for each project listed above, identify the following):
    - 5.9.4.1 The Owner's name and representative who served as the day-to-day liaison during the project, including telephone number.
    - 5.9.4.2 Length of business relationship with the Owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. Collin County may contact references during any part of this process. Collin County reserves the right to contact any other references at any time during the RFQ process.

#### **RESPONDENT'S KNOWLEDGE OF BEST PRACTICES**

- 5.10 Describe the Firm's landscape architectural philosophy, design, CAD and cost estimating methodologies, and its process for integrating institutional standards and accepted best practices into its work.
- 5.11 Describe the Firm's quality control and quality assurance program for its work. Provide specific examples of how these techniques or procedures were used for the three (3) projects listed in response to 5.9.
- 5.12 Describe your planning level cost estimating methods for landscape architectural projects. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to 5.9, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 5.13 Describe the project team's approach to assuring timely completion of the types of projects listed in the RFQ.
- 5.14 Describe how you track Owner input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on Owner comments.

#### **RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS**

- 5.15 Describe your understanding of the administrative challenges and opportunities associated with providing the types of services listed in this RFQ and your strategy for resolving these issues.
- 5.16 What do you perceive are the critical issues for this project?
- 5.17 For any three (3) of the projects listed in response to 5.9, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

<b>6.0 RANKING CRITERIA</b>
-----------------------------

The evaluation of professional qualifications of the Proposers will be based on the following criteria:

DESCRIPTION	POINTS
Request for Qualifications and Ability to Undertake The Project – Proposed Personnel	20

Firm's Ability To Provide Services	10
Respondent's Performance On Past Representative Projects	45
Respondent's Knowledge Of Best Practices	10
Respondent's Ability To Identify And Resolve Problems On Past Projects	10
Respondent's Proposal Format	5
<b>TOTAL</b>	<b>100</b>

## **7.0      FORMAT FOR REQUEST FOR QUALIFICATIONS**

### GENERAL INSTRUCTIONS

- 7.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 7.2 Qualifications shall be a MAXIMUM of twenty-five (25) PRINTED PAGES. The cover, table of contents, divider sheets, Collin County RFQ document, signature page, conflict of interest questionnaire, and W-9 do not count as printed pages.
- 7.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection.
- 7.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 7.5 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 7.6 Qualifications shall consist of answers to questions identified in Section 5 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 7.7 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

### ELECTRONIC SUBMISSION (Preferred)

- 7.8 Qualifications may be uploaded to Collin County eBid, <https://collincountytexas.ionwave.net> or submitted via flash drive or CD-ROM.

7.9 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 5 of this RFQ will be used by Collin County for evaluation.

7.10 Bookmark each criteria response to Section 5 of this RFQ for easy reference.

MANUAL SUBMISSION PAGE SIZE, BINDING, DIVIDERS, AND TABS:

7.11 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and GBC or spiral bound (No 3-ring binders).

7.12 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 5 of this RFQ will be used by the Owner for evaluation.

7.13 Separate and identify each criteria response to Section 5 of this RFQ by use of a divider sheet with an integral tab for ready reference.

TABLE OF CONTENTS:

7.14 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.

PAGINATION:

7.15 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

<b>8.0 SIGNATURE</b>
----------------------

This Statement of Qualification must be signed, and included as part of the respondent's Request for Qualifications. Failure to sign may result in rejection of the Request for Qualifications. Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of respondent's qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

8.1 REPRESENTATIONS

By signing below, Respondent represents and warrants that:

8.1.1 The Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;

8.1.2 It is not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor or service to a public servant in connection with the submitted Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner's option, and the Respondent may be removed from all future proposal lists at this County;

8.1.3 The individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;

- 8.1.4 No relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of Collin County, Texas;
  - 8.1.5 No compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);
  - 8.1.6 Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
  - 8.1.7 To the best of its knowledge, no member of Collin County Commissioners' Court or other Collin County Elected official has a financial interest, directly or indirectly, in the Project; and
  - 8.1.8 Each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of landscape architecture will be selected based on demonstrated competence and qualifications only.
- 8.2 REQUESTED DOCUMENTATION INCLUDED?
  - 8.3 ORIGINAL AND FOUR (4) COPIES INCLUDED IF SUBMITTING MANUALLY?
  - 8.4 ALL QUESTIONS ADDRESSED IN REQUIRED FORMAT?
  - 8.5 COMPLETED SIGNATURE?

**TYPE OR PRINT:**

FIRM NAME	AUTHORIZED REPRESENTATIVE & TITLE
STREET ADDRESS and/or P.O. BOX NO.	PHONE: (     ) A/C    PHONE NUMBER
CITY/STATE/ZIP CODE	FAX: (     ) A/C    FAX NUMBER
FIRM'S TAX IDENTIFICATION NUMBER	E-MAIL ADDRESS

/	
<b>SIGNATURE</b>	<b>DATE</b>