



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

COLLIN COUNTY, TEXAS

ADDENDUM No. One (1)

RFQ No. 2022-207

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL SERVICES FOR NEW HEALTHCARE, PARKING GARAGE AND MEDICAL
EXAMINER FACILITIES

DATE: APRIL 4, 2022

NOTICE TO ALL PROSPECTIVE OFFEROR'S:

PLEASE MAKE THE FOLLOWING CHANGES TO THE REQUEST FOR QUALIFICATIONS:

DELETE DOCUMENT: RFQ SPECIFICATIONS
REPLACE WITH: RFQ SPECIFICATIONS ADDENDUM 1
ADD ATTRIBUTE: #20- ADDENDUM No. 1 ACKNOWLEDGEMENT

ALL OTHER TERMS AND CONDITIONS OF THE RFQ AND SPECIFICATIONS REMAIN THE SAME.

SINCERELY,
MICHELLE CHARNOSKI, NIGP-CPP, CPPB
PURCHASING AGENT

JDG

3.0 GENERAL INFORMATION:

- 3.1 **PURPOSE:** Collin County is soliciting information from qualified architectural firms for the design of the following County facilities:

Collin County Healthcare and Parking Garage and Medical Examiner
4200 Community Ave.
McKinney, Texas 75071

Offerors will show the ability to Design and provide Construction Administration to build (1) a three story County Healthcare Facility of approximately 90,000 square feet of which half will be utilized and half will be shell space, with a 500 space parking garage and (2) a 20,000 square foot Medical Examiner Facility. The selected firm will provide a price to design and administrate the three buildings in a Design/Bid/Build format. The selected provider will include a consultant with experience in Medical Examiner operations to provide design input.

- 3.2 **BACKGROUND:** The County intends to design/expand the existing campus to increase availability of services during emergencies.
- 3.3 **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 Statement of Qualifications (SOQ) information.
- 3.4 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner's Standard Architectural Agreement. (See Attachment B)
- 3.5 **INSURANCE:** Collin County shall require insurance per Exhibit "D" of the Architectural Services Agreement to be provided upon award of a contract.
- 3.6 **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 Offeror's fees, pricing, or other compensation.
- 3.7 **OWNER'S RESERVATION OF RIGHTS:** The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, 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 Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Offeror to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 3.8 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ, Offeror accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm will require subjective judgments by the Owner.
- 3.9 **NO REIMBURSEMENT FOR COSTS:** Offeror acknowledges and accepts that any costs incurred from the Offeror's participation in this RFQ shall be at the sole risk and

responsibility of the Offeror. The Owner will not compensate Offerors 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.

- 3.10 The certifications and provisions stated in **Attachment A, Special Conditions for Contracts Funded By U.S. Federal Grant**, shall apply when Collin County expends federal funds for any contract resulting from this procurement process.

4.0 SCOPE OF SERVICES

Offerors will show the ability to Design and provide Construction Administration to build (1) a three story County Healthcare Facility of approximately 90,000 square feet of which half will be utilized and half will be shell space, with a 500 space parking garage and (2) a 20,000 square foot Medical Examiner Facility. The selected firm will provide a price to design and administrate the three buildings in a Design/Bid/Build format. The selected provider will include a consultant with experience in Medical Examiner operations to provide design input.

The Design Services for the Project shall include the following:

1. Schematic Design Documents. Surveying shall be included in the Scope. Geotechnical Engineering, soil borings, and Materials and Testing shall be included in the scope.
2. Design Documents.
3. Construction Documents.
4. Permitting through the City of McKinney
5. Bid Phase Services
6. Construction Administration Services

5.0 STATEMENT OF QUALIFICATIONS

The qualifications submittal shall be divided into tabbed, marked sections, further explained in 7.0, and shall include but not limited to information for each of the following:

OFFEROR'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

- 5.1 Provide a statement of interest for the project including a narrative describing the Prime Firm's and sub-consultant unique qualifications as they pertain to this particular project.
- 5.2 Provide a statement on the availability and commitment of the Prime Firm and consultant's assigned principal(s) and professionals to undertake the assigned project in accordance with the project planning schedule.
- 5.3 Provide a brief history of the Prime Firm and consultant(s) proposed for the assigned project including when the firms were established, type of ownership and office locations. If more than one office is listed indicate the office of each firm that will manage that firm's part of the project and only list offices that may assist with this project; no more than five (comments may be made that indicates the total number of the firm's offices). If the firm has changed name or ownership with in the last three (3) years indicate the former name.
- 5.4 Provide an Organization Chart for the team proposed for the project if necessary to illustrate how the project will be managed (this may not be necessary for smaller projects).

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- 5.5 Provide resumes of key personnel (project manager, designer, other technical professionals, etc.) from the Prime Firm and sub-consultants who will be assigned to this Project. Resumes limited to one (1) page per person. If these personnel are not available at the time of execution of the contract, resumes of substitutes must be submitted for evaluation. The County reserves the right to rescind the selection decision and negotiate with the next firm.
- 5.6 Provide a statement on the Firm's experience with Healthcare, Medical Examiner, and Parking Garage design and your consultant's experience with Medical Examiner operations. All three types of buildings should be represented in the section listing past representative projects in item 5.12 below.

PRIME FIRM'S ABILITY TO PROVIDE SERVICES

- 5.7 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.
- 5.8 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.
- 5.9 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.
- 5.10 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.
- 5.11 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 engineering services.

OFFEROR'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- 5.12 List three (3) to five (5) projects for which you have provided services that are most related to the project(s) described in this RFQ (5 is not better than 3; emphasis should be on applicability to this project). List the projects in order of priority, with the most relevant project listed first. For all sub-consultants named in the response indicate which of the listed projects they also worked on. Projects listed must be only projects performed by individuals who are currently available to perform work in this proposed contract. It is acceptable to list a project performed by a listed professional when that person worked for another firm IF that person had a key role. This must be clearly stated. Provide the following information for each project listed:
 - 5.12.1 Project name, location, contract delivery method, and description
 - 5.12.2 Color images (photographic or machine reproductions)
 - 5.12.3 Final project size in linear feet.
 - 5.12.4 Type of construction (new, renovation, or expansion)
 - 5.12.5 Actual start and finish dates for design
 - 5.12.6 Actual Notice to Proceed and Substantial Completion dates for construction
 - 5.12.7 Description of professional services Prime Firm provided for the project
 - 5.12.8 Roles performed by professionals listed in this RFQ.
 - 5.12.9 Firm's References (for each project listed above, identify the following):

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- 5.12.9.1 The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
 - 5.12.9.2 Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number
 - 5.12.9.3 Length of business relationship with the Owner.
- 5.13 Identify completed projects, of any type, up to a maximum of three (3) for which the Prime Firm received an award for design excellence from a recognized organization and provide a short descriptive narrative for each.

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

OFFEROR'S KNOWLEDGE OF BEST PRACTICES

- 5.14 Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards and accepted best practices into design.
- 5.15 Describe the Prime Firm's quality control and quality assurance program for design, explaining the method used to maintain quality control during the development of Preliminary Design Documents and Construction Documents, both for the Prime Firm and the Consultants. Describe how the Prime Firm and/or the Consultants accomplish quality assurance during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) to five (5) projects listed in response to 5.12.
- 5.16 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) to five (5) projects listed in response to 5.12, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 5.17 Describe the way in which your firm develops and maintains work schedules to conform to the Owner's project schedule. For any combination of three (3) to five (5) projects listed in response to Criteria 5.12, provide examples of how these techniques were used.
- 5.18 Describe the project team's approach to assuring timely completion of this project including the types of records, reports, monitoring systems, and information management systems that your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) to five (5) projects listed in response to 5.12. Include methods used for schedule recovery if it was necessary.
- 5.19 Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the Owner's requirements.
- 5.20 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.

OFFEROR’S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

- 5.21 Describe your understanding of the administrative challenges and opportunities associated with providing Design and Construction Administration services for the assigned ~~road or bridge~~ **multi-building** project and your strategy for resolving these issues.
- 5.22 What do you perceive are the critical issues for this project?
- 5.23 Understanding schedule limitations provide an analysis of the Owner’s project planning schedule and describe how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the Owner’s decision making.
- 5.24 For any three (3) of the projects listed in response to 5.12, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

6.0 RANKING CRITERIA

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

DESCRIPTION	POINTS
Statement Of Qualifications and Ability to Undertake The Project – Proposed Personnel of Prime Firm and Sub-Consultant(s)	20
Prime Firm’s Ability To Provide Services	10
Offeror’s Performance On Past Representative Projects	45
Offeror’s Knowledge Of Best Practices	10
Offeror’s Ability To Identify And Resolve Problems On Past Projects	10
Offeror’s Proposal Format	5
TOTAL	100

After qualification statements have been scored by the Evaluation Committee, the County may require interviews or presentations by one (1) or more of the most qualified Offeror(s). The Evaluation Committee will then identify the most highly qualified Offeror and enter into contract negotiations with that Offeror. The County reserves the right to bypass the interview process and begin negotiations with the Offeror determined to be the most qualified.

7.0 FORMAT FOR STATEMENT OF QUALIFICATIONS

GENERAL INSTRUCTIONS

- 7.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Offeror's ability to meet the requirements of

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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 fifty (50) 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 The County prefers that you submit your qualification statement by uploading it to Collin County eBid <https://collincountytx.ionwave.net> or by providing it on a flash drive or CD-ROM.
- 7.4 If you elect to submit manually, Qualifications shall be printed on letter-size (8-1/2" x 11") paper and GBC or spiral bound (No 3-ring binders).
- 7.5 Offerors 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.
- 7.6 Qualifications and any other information submitted by Offerors in response to this RFQ shall become the property of the Owner.
- 7.7 The Owner will not compensate Offerors for any expenses incurred in RFQ preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Offerors submit qualifications at their own risk and expense.
- 7.8 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.
- 7.9 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 7.10 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.
- 7.11 Failure to comply with all requirements contained in this Statement of Qualifications may result in the rejection of the Qualifications.
- 7.12 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the Offeror to the questions identified in Section 5 of this RFQ and any information obtained from references 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 section break in word processing document or by use of a divider sheet with an integral tab for ready reference for a paper submission.

TABLE OF CONTENTS:

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- 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.)

Remainder of page intentionally left blank

8.0 SIGNATURE

This execution of offer must be completed, signed, and returned with the Offeror's Statement of Qualifications (SOQ). Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the SOQ. Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of Offeror'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, Offeror 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 Offeror may be removed from all future proposal lists of the 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 Offeror and to bind the Offeror 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 Offeror 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 Offeror 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 the 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 Offeror as a member of its team that will engage in the practice of engineering will be selected based on demonstrated competence and qualifications only.

CHECKLIST

- 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

_____ /	
SIGNATURE	DATE