



COLLIN COUNTY

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

COLLIN COUNTY, TEXAS

ADDENDUM NO. TWO (2)

RFQ NO. 2022-262

REQUEST FOR QUALIFICATIONS

FOR

CONSTRUCTION MANAGER-AGENT

DATE: AUGUST 25, 2022

NOTICE TO ALL PROSPECTIVE OFFERORS:

PLEASE MAKE THE FOLLOWING CHANGES TO THE REQUEST FOR QUALIFICATIONS:

CHANGE § 5.6:

FROM: Respondents interested in performing these services must exhibit considerable relevant experience with the type of work described in the Scope of Services, and should emphasize both the experience and capability of the particular personnel who will actually perform the work. Respondents should also indicate all sub-consultants proposed to be utilized for the contract and indicate their experience with the Scope of Services requested, and capability of the particular personnel who will actually perform the work. The County is very concerned with the experience history and specific personnel of the entire consulting team that would be used for a project assignment or task order. The Construction Manager will be expected to remain with the project from start to finish. Replacement of these individual(s) without County concurrence will be grounds for cancelling the contract. The above narrative shall be no more than five (5) pages.

TO: Respondents interested in performing these services must exhibit considerable relevant experience with the type of work described in the Scope of Services, and should emphasize both the experience and capability of the particular personnel who will actually perform the work. Respondents should also indicate all sub-consultants proposed to be utilized for the contract and indicate their experience with the Scope of Services requested, and capability of the particular personnel who will actually perform the work. The County is very concerned with the experience history and specific personnel of the entire consulting team that would be used for a project assignment or task order. The Construction Manager will be expected to remain with the project from start to finish. Replacement of these individual(s) without County concurrence will be grounds for cancelling the contract. ~~The above narrative shall be no more than five (5) pages.~~

ADD ATTRIBUTE NO. 24: ADDENDUM NO. 2 ACKNOWLEDGEMENT

EXTEND RFQ CLOSING:

FROM: 08/25/2022 AT 2:00 PM (CST)

TO: 09/01/2022 AT 2:00 PM (CST)

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

SINCERELY,
MICHELLE CHARNO SKI, NIGP-CPP, CPPB
PURCHASING AGENT

/HA



Collin County Purchasing

2022-262 Addendum 2

Construction Manager-Agent

Issue Date: 7/26/2022

Questions Deadline: 8/18/2022 05:00 PM (CT)

Response Deadline: 9/1/2022 02:00 PM (CT)

Collin County Purchasing

Contact Information

Contact: Hunter Alley Senior Buyer

Address: Purchasing

Admin. Building

Ste. 3160

2300 Bloomdale Rd.

Ste. 3160

McKinney, TX 75071

Phone: (972) 548-4117

Fax: (972) 548-4694

Email: halley@co.collin.tx.us

Event Information

Number: 2022-262 Addendum 2
Title: Construction Manager-Agent
Type: Request for Qualifications
Issue Date: 7/26/2022
Question Deadline: 8/18/2022 05:00 PM (CT)
Response Deadline: 9/1/2022 02:00 PM (CT)
Notes: Pursuant to Tex. Gov't Code Ann. Ch. 2269, Subch. E, Construction Manager-Agent Me
County is soliciting statements of qualifications from qualified firms for a Construction M
Agent to assist County staff in the construction of six (6) federally grant-funded projects.

Ship To Information

Address: See Purchase Order
McKinney, TX 75071

Billing Information

Address: Auditor
Admin. Building
Ste. 3100
2300 Bloomdale Rd.
Ste. 3100
McKinney, TX 75071

Bid Attachments

2022-262 Addenda No. 1.doc

Addendum No. 1

2022-262_Addenda_No._2.doc

Addendum No. 2

updated 07.08_LEGAL NOTICE-RFQ pdf.pdf

Legal Notice

General_Instructions_Qualifications_09.08.21.docx

1.0 General Instructions Qualifications Updated 09/08/2021

Terms_of_Contract_Qualifications_-_9.9.21.docx

2.0 Terms of Contract - Qualifications

RFQ_Specifications_2022-262_MC_tracks_5.4.22_HD 6.15_ADD1.docx

3.0 Specifications - Addendum No. 1

RFQ_Specifications_2022-262_MC_tracks_5.4.22_HD_6.15_ADD2.docx

3.0 Specifications - Addendum No. 2

Exhibit 1_New Building Schedule Rev. 1.pdf

Exhibit 1: Anticipated Project / Construction Schedule

CMA PSA_DRAFT.docx

Attachment A: Professional Services Agreement - Sample

updated_ACKNOWLEDGEMENT_FORMS_FOR_TERMS_AND_CONDITIONS_FOR_FEDERAL.docx

Attachment B: Acknowledgement Forms, Federal Terms & Conditions

2022-262 HB23_CIQ.docx

Information Regarding Conflict of Interest Questionnaire

Requested Attachments

Qualification Statement

(Attachment required)

Acknowledgement Forms for Terms and Conditions for Federally Funded Projects (I through XI)

(Attachment required)

W-9

(Attachment required)

Conflict of Interest Questionnaire

Bid Attributes

1 eBid Notice

Collin County exclusively uses IonWave Technologies, Inc. (Collin County eBid) for the notification and dissemination solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specificatio addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for and/or notification of solicitations through any other means. Please initial.

(Required: Maximum 1000 characters allowed)

2 Contact Information

List the contact name, email address and phone number of the main person(s) Collin County should contact in refer solicitation. Contact(s) shall be duly authorized by the company, corporation, firm, partnership or individual to respon questions, clarification, and or offers in response to this solicitation.

(Required: Maximum 4000 characters allowed)

3 Delivery

Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be p supplier to destination. Please state delivery in calendar days from date of order.

(Required: Maximum 1000 characters allowed)

4 Exceptions

Do you take exception to the specifications? If so, by separate attachment, please state your exceptions.

Yes No

(Required: Check only one)

5 Insurance Acknowledgement

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.

(Required: Maximum 1000 characters allowed)

6 Subcontractors

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

(Required: Maximum 4000 characters allowed)

7 Reference No. 1

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated, have been provided. Texas references are preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, E-Mail. It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County. The County reserves the right to contact references other than those listed, and to consider any information acquired from during the evaluation process.

(Required: Maximum 4000 characters allowed)

8 Reference No. 2

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated, have been provided. Texas references are preferred. Include the following: Company/Entity, Contact, Address, City/State/E-Mail. It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County. Collin County reserves the right to contact references other than those listed, and to consider any information acquired from during the evaluation process.

(Required: Maximum 4000 characters allowed)

9 Reference No. 3

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated, have been provided. Texas references are preferred. Include the following: Company/Entity, Contact, Address, City/State/E-Mail. It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County. Collin County reserves the right to contact references other than those listed, and to consider any information acquired from during the evaluation process.

(Required: Maximum 4000 characters allowed)

10 Cooperative Contracts

As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 7 C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter-local agreement with Collin County prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and delivered directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any damages placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to participate in this contract. Would bidder be willing to allow other local governmental entities to participate in this contract awarded, under the same terms and conditions?

Yes No

(Required: Check only one)

1
1 **Preferential Treatment**

The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder if the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount. If a nonresident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter 6).

1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.

(Required: Maximum 4000 characters allowed)

1
2 **Debarment Certification**

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise rendered ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. Please initial.

(Required: Maximum 1000 characters allowed)

1
3 **Immigration and Reform Act**

I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are eligible to work in the United States of America. I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.

(Required: Maximum 1000 characters allowed)

1
4 **Disclosure of Certain Relationships**

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law, a conflict of interest questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor certifies that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed questionnaires to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071. Please initial.

(Required: Maximum 1000 characters allowed)

1
5 **Anti-Collusion Statement**

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporate person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and free of collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and removal from bidders list. Please initial.

(Required: Maximum 1000 characters allowed)

1
6 **Disclosure of Interested Parties**

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract is signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the contract. Section 2252.908 applies only to a contract entered into on or after January 1, 2016. Please initial.

(Required: Maximum 1000 characters allowed)

1
7 **Qualification Acknowledgment**

Offeror acknowledges that they understand the specifications, any and all addenda, agrees to the terms and conditions, and provides the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety and agrees with local conditions under which work is to be performed and will be responsible for any and all errors in the statement of qualifications resulting from Offeror's failure to do so. If statement is accepted, offeror further certifies and agrees to furnish any and all information upon conditions in the specifications of the Statement of Qualifications. Please initial.

(Required: Maximum 1000 characters allowed)

1
8 **Notification Survey**

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call 4165. How did you receive notice of this request?

Plano Star Courier Plan Room Collin County eBid Notification Collin County Website Other

(Required: Check only one)

19 Compliance with Federal Law, Regulations, and Executive Orders and Acknowledgment of Attachments

The respondent acknowledges that FEMA financial assistance or other State and Federal Assistance may be used to a portion of the contract. The Respondent will comply with all applicable Federal and state law, regulations, executive orders, procedures, and directives, as detailed in the document attached titled: "ACKNOWLEDGMENT FORMS FOR TERMS AND CONDITIONS FOR FEDERALLY FUNDED PROJECTS". Further, by initialing this attribute, the Respondent is verifying that the performance of this Contract, should federal assistance be utilized, compliance with the certifications and provisions herein is mandatory and shall not be excluded and are not subject to changes, modifications and / or negotiation, unless indicated in writing by COLLIN COUNTY.

The Respondent has reviewed, completed, and signed the attached ACKNOWLEDGMENT FORMS FOR TERMS AND CONDITIONS FOR FEDERALLY FUNDED PROJECTS and will submit signed forms for this solicitation with their response. Please initial.

(Required: Maximum 1000 characters allowed)

20 Critical Infrastructure Affirmation

Pursuant to section 2274.0102 of the Texas Government Code, Respondent certifies that neither it nor its parent company or affiliate of Respondent or its parent company, is: (1) majority owned or controlled by citizens or governmental entities of North Korea, Russia, or any other country designated by the Governor under Government Code Section 2274.0103 and headquartered in any of those countries. Please initial.

(Required: Maximum 1000 characters allowed)

21 Energy Company Boycotts

Pursuant to Section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent represents and warrants that: (1) it does not, and will not during the duration of the contract, boycott energy companies, and (2) will not boycott energy companies during the term of the contract, should the circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency. Please initial.

(Required: Maximum 1000 characters allowed)

22 Firearm Entities and Trade Associations Discrimination

Pursuant to section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent verifies that: (1) it does not have a practice, policy, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If circumstances relevant to this provision change during the contract, Respondent shall promptly notify Agency. Please initial.

(Required: Maximum 1000 characters allowed)

23 Addendum No. 1

Please initial to verify your receipt of the addendum.

(Required: Maximum 1000 characters allowed)

2 **Addendum No. 2**

4 Please initial to verify your receipt of the addendum.

(Required: Maximum 1000 characters allowed)

Bid Lines

1 Please attach your Qualification Statement

Supplier Notes: _____

Addi
(Atta

3.0 GENERAL INFORMATION:

- 3.1 INTRODUCTION: Collin County is soliciting statements of qualifications from qualified firms for a Construction Management-Agent to assist County staff in the construction of six (6) federally grant-funded projects.
- 3.2 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.
- 3.3 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of the Owner’s Standard Professional Services Agreement. (See Attachment A)
- 3.4 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.
- 3.5 OWNER’S RESERVATION OF RIGHTS: The Owner reserves the right to reject any and all Qualifications and re-solicit for new Qualifications, or to 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.
- 3.6 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(s) will require subjective judgments by the Owner.
- 3.7 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.

4.0 SCOPE OF SERVICES:

- 4.1 The County is seeking Construction Management (CM) services to assist County staff in the construction of six (6) federally grant-funded projects. The CM consultant shall be expected to collaborate with County staff, contracted engineers, contracted architects, and vendors. The CM Consultant might be requested to assist in the following project phases, which include but are not limited to:
 - 4.1.1 Design Services: Reviewing and providing feedback to the ultimate design (provided by the County contracted A/E), cost estimating and value engineering;
 - 4.1.2 Construction Management: Construction Inspection, testing, administrative review, federally required Davis Bacon and Disadvantaged Business Enterprise (DBE) compliance, and associated work.
 - 4.1.3 Project Closeout; to include preparation of closeout documents and grant closeout documents.

4.2 The project(s) will be funded in part or in whole by ARPA grant funds. The CM may assist with the following projects:

4.2.1 Phase II Detention Center Expansion: As the project is planned today, the Phase II Detention Center Expansion Project provides for an approximately 150,000 square foot, 2-story addition to the west side of the existing jail. The existing jail shall remain secure and operational throughout the course of construction. Close coordination with the jail administration for matters of utility service interruptions, physical security, securing of equipment and control of construction employees will be paramount.

The addition will house healthcare administration for the private medical service provider health care clinic, 84 medical detoxification beds, 108 acute mental healthcare beds, and 226 subacute mental healthcare beds. A portion of the addition will span over the top of the existing vehicle sally port which will need to remain operational until the Phase 1 sally port is available for use. For now, and as the Phase 2 addition approaches completion, a connecting corridor will need to penetrate the west wall and connect to the existing main corridor of the jail. While not yet finalized, the site work will consist of excavation and grading, utility extensions, concrete walkways, and driveway and parking improvements. A single parking deck is a possibility if surface area does not allow.

4.2.2 Phase II Central Plant Improvements: The project includes modifications to the existing central plant. The modifications include but are not limited to replacing the existing 500 ton chillers located in the existing Central Utility Plant at the Collin County Justice Complex with new 1,000 ton chillers. The design shall be based on magnetic bearing (oil free) chillers. The scope shall include mechanical modifications to the existing piping and mechanical and electrical modifications for chillers, pumps, and cooling towers as needed to increase the central plant capacity to 1,000 tons. The scope includes integration of the new equipment into the existing BMS system and sequence of operations. The scope shall include minimal architectural and structural work based on the mechanical work.

4.2.3 Phase II Modular Central Plant Construction: The project includes new construction of one (1) modular central plant. The new Modular Central Plant shall include a new 2,000 ton modular central plant that can be expanded up to 5,000 tons. The modular plant shall be located behind the existing Collin County Courthouse. The modular plant shall be provided by a single manufacturer with equipment to be installed and connected as required for operation consistent with the existing central plant. It is expected that this plant shall provide chilled water for the Courthouse and Administration Building and be decoupled from the existing central plant through motorized valves. The motorized valves, controlled through the County's BMS system, will allow the modular central plant the ability to provide supplemental cooling to other buildings on the chilled water loop. The scope shall include a small office, IT room for connection to the modular plant, and storage. The scope shall include architecture and structural work for the finishes of the central plant and foundations and tonnage for the modular plant and cooling towers. If louvers are desired to screen the equipment the structure required for that will be included. While not yet finalized, the site work will consist of excavation and grading, utility extensions, concrete walkways, and driveway and parking area.

4.2.4 Phase II Detention Center Improvements: The project includes demolition of the existing 17,150 square foot book-in area to be re-purposed as a larger kitchen, while the existing kitchen remains operational. The project includes remodeling the existing kitchen, laundry, warehouse and maintenance areas, which total 18,750 square foot.

4.2.5 Phase III Healthcare and Parking Facility, Medical Examiner's Office: Includes (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.

4.3 Defined Services:

4.3.1 Pre-Design Services:

4.3.1.1 Assist County staff in reviewing previously completed preliminary designs and preparing this information for potential bidders.

4.3.1.2 Assist County staff and the selected design consultant in the prioritization and scheduling of the project phases.

4.3.1.3 Prepare any Condition Assessment Reports of existing facilities that may be required.

4.3.1.4 Assist in developing an expeditious dispute resolution process for consultants or contractors or sub-contractors for issues raised.

4.3.2 Design Phase Services:

4.3.2.1 Review projects' scopes, budgets, and goals.

4.3.2.2 Validate the projects' budgets and resolve discrepancies.

4.3.2.3 Develop an overall management strategy to monitor and review design schedules, professional services for architects, engineers, and consultants (or "A/E") payment tracking, estimated project costs, compliance with the defined project scope, design function and building quality and compliance with project guidelines for each project.

4.3.2.4 May assist County staff in the solicitation and selection process for secondary and/or ad-hoc professional services for architects, engineers, and consultants per Collin County, State of Texas and Federal grant requirements.

4.3.2.5 Monitor and direct information supplied by Collin County to the commissioned design consultants pertaining to available site surveys and conditions, as-built drawings, utility information, etc.

4.3.2.6 Attend and conduct meetings necessary for coordination of project information.

4.3.2.7 Be responsible for anticipating and reporting schedule problems and conflicts.

4.3.2.8 Develop and/or review phasing plans for Construction phases to minimize disruptions of County operations.

4.3.2.9 Provide technical reviews by engineering disciplines. (this should not be considered a peer-review)

4.3.2.10 Analyze and validate construction cost estimates to confirm the type of systems, equipment and materials selected are appropriate. Recommend and obtain adjustments as necessary to maintain budget.

4.3.2.11 Monitor submittals to and obtain approvals and permits necessary by all regulatory agencies and local authorities having jurisdiction. Take action to maintain the project timeline.

4.3.2.12 Provide periodic reports that summarize project estimates, scope changes, project progress and other significant project information.

4.3.3 Construction Procurement & Award Phase Services:

4.3.3.1 Prepare preliminary schedules, confirm A/E's final construction cost estimates and assist in the preparation of procurement packages for distribution by Collin County.

4.3.3.2 Assist in conducting pre-procurement conferences (pre-bid meeting, pre-proposal conferences, etc.)

4.3.3.3 Assist in procurement evaluations.

4.3.3.4 Assist in contract preparation and award, or redesign and re-procurement if budget is exceeded

4.3.3.5 Assist in conducting pre-construction conferences and site visits, and develop final schedules in conjunction with each successful contractor.

4.3.4 Construction Phase Services:

4.3.4.1 Coordinate planned activities for each Project with all departments participating in the process.

4.3.4.2 Provide continuous project management, scheduling, payment tracking and monitoring.

4.3.4.3 Provide appropriate on-site representation

4.3.4.4 Coordinate and assist in providing technical consultations

4.3.4.5 Expedite communications and documentation for all submittals including payment requests, change orders, and record drawings

4.3.4.6 Facilitate Dispute Resolution Process

4.3.4.7 Monitor and facilitate all applicable and required regulatory requirements and approvals, to include but not be limited to Davis-Bacon Act and DBE program compliance

4.3.4.8 Be responsible to Collin County for all activities related to the construction and rehabilitation projects as assigned

4.3.5 Post-Construction Services:

4.3.5.1 Manage and expedite punch-list process

4.3.5.2 Assist in securing operation and maintenance manuals and record documents. Record documents shall be in electronic format compatible with the Collin County GIS database, in AutoCAD format, and in hardcopy.

4.3.5.3 Schedule and coordinate start-up activities, including personnel training

4.3.5.4 Prepare final reports for each facility, including project history and current status

4.3.5.5 Conduct post-occupancy evaluations at six and twelve month periods after final completion of the project, including accessibility standard post-completion inspections. Recommend corrective actions and report outstanding issues

4.3.5.6 Expedite final project closeout and approval for final payment(s), and assist in any post-construction dispute resolution as necessary

4.4 CM Authority & Prohibitions:

4.4.1 CM may prepare a Request for Pricing, if necessary, and shall make proper recommendations in writing to Collin County regarding Change Orders to the contract(s). Collin County Purchasing Agent shall be responsible for the issuance of all Change Orders. Should Change Orders require additional services such as drawings, plans, etc., the costs for such services will be adjusted and paid to the Firm, as mutually agreed upon by Collin County and the Firm. No additional payments shall be made to the Firm for Change Orders not requiring additional services.

4.4.2 Teaming Prohibition: A separate solicitation will be issued for design engineering services for this project. The selected Construction Management (CM) firm/team will work with the design firm on this project. The CM will provide plan and constructability reviews as well as cost estimating, inspection/testing during construction and other services that may be requested. Any firm/team that is participating in the design contract (including sub consultants) are not eligible to participate in the CM contract. In addition, the selected CM (including any of its sub consultants) shall be excluded from bidding, offering, and being considered for award any of the design and/or construction of this project.

- 4.5 Reimbursable: Due to federal grant-funding requirements, the County shall not accept or remit payment for additional services / reimbursable (such as advertising, office supplies, meals, and mileage). All anticipated services / reimbursable items shall be included in the not-to-exceed fee schedule.

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:

KNOWLEDGE, EXPERIENCE AND PERSONNEL

- 5.1 Present a complete picture of the experience and abilities of the consultant/team in the Construction Management of large detention facilities, central plants, and medical facilities. Provide the following information; include project descriptions, locations, descriptions of services provided by your firm and cost of the project as designed and as built:
- 5.1.1 Number of large (1,000+ bed) detention facility construction projects worked as prime consultant providing Construction Management services.
 - 5.1.2 Number of central plant facility construction projects worked as prime consultant providing Construction Management services.
 - 5.1.3 Number of medical facility construction projects worked as prime consultant providing Construction Management services.
- 5.2 Include a brief description of the projects, the role of the proposer, dates of the projects, the total cost of each project, the contract amount to the proposer, the amount and number of Change Orders, and a point of contact for the project. ~~Include the~~
- 5.3 Identify the key team members who will be responsible for accomplishing the project, listing the number of years' of related experience. Identify for each person, the projects he or she has completed that are identical to or are very similar to that described in the scope of this project, using action verbs to describe what they actually did in the projects. It is understood that the key team members may have gained their experience either together or from separate projects and possibly other companies (mentioning names of other firms is acceptable). It is the purpose of this section to provide proof that the key team members have experience that can be combined to make this project successful. Describe as many projects as necessary to accomplish this purpose.

APPROACH

- 5.4 Identify the proposed team composition and past experience working as a team.
- 5.5 Identify a staffing plan that clearly illustrates the principal elements of the organizational structure proposed to furnish services described in the Scope of Services including:
- 5.5.1 Availability and location of personnel, including sub-consultants to perform the work.

5.5.2 A description of the responsibilities of proposed available personnel and their interrelationships. This should clearly show supervisory relationships, functional areas of work provided by position, and the physical location of the individuals; i.e. office and city.

5.6 Respondents interested in performing these services must exhibit considerable relevant experience with the type of work described in the Scope of Services, and should emphasize both the experience and capability of the particular personnel who will actually perform the work. Respondents should also indicate all sub-consultants proposed to be utilized for the contract and indicate their experience with the Scope of Services requested, and capability of the particular personnel who will actually perform the work. The County is very concerned with the experience history and specific personnel of the entire consulting team that would be used for a project assignment or task order. The Construction Manager will be expected to remain with the project from start to finish. Replacement of these individual(s) without County concurrence will be grounds for cancelling the contract. ~~The above narrative shall be no more than five (5) pages.~~

It is anticipated that the “approach” proposed will not be the exact approach used in the project; that will be determined after a firm is selected and the approach, scope and fee is negotiated.

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/lawsuit history where firm is defendant for the past five (5) years for the Prime Firm and any team members proposed to provide professional services.

6.0 RANKING CRITERIA

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

DESCRIPTION	POINTS
Knowledge, Experience and Personnel (5.1-5.3)	45
Approach (5.4-5.6)	45
Prime Firm’s Ability to Provide Services(5.7-5.11)	10

TOTAL	100
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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 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 and signature page, conflict of interest questionnaire, and W-9 do not count as printed pages.
- 7.3 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.
- 7.4 Qualifications and any other information submitted by Offerors in response to this RFQ shall become the property of the Owner.
- 7.5 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.
- 7.6 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.
- 7.7 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.
- 7.8 Failure to comply with all requirements contained in this Statement of Qualifications may result in the rejection of the Qualifications.
- 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.

ELECTRONIC SUBMISSION (Preferred)

- 7.10 Qualifications may be uploaded to Collin County eBid, <https://collincountytx.ionwave.net> or submitted via CD-ROM.

- 7.11 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 and any information obtained from references will be used by Collin County for evaluation.
- 7.11 Bookmark each criteria response to Section 5 of this RFQ for easy reference.
MANUAL SUBMISSION PAGE SIZE, BINDING, DIVIDERS, AND TABS:
- 7.12 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and GBC or spiral bound (No 3-ring binders).
- 7.13 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 and any information obtained from references will be used by Collin County for evaluation.
- 7.14 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:

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

PAGINATION:

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

Remainder of page intentionally left blank

8.0 SIGNATURE

This Statement of Qualification must be signed, and included as part of the respondent's Statement of Qualifications. Failure to sign may result in rejection of the Statement of 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, 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 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 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 Collin County Commissioners Court or 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 or 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

_____ SIGNATURE	/ _____ DATE
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