

3.0 GENERAL INFORMATION:

- 3.1 INTRODUCTION: Collin County is soliciting information from qualified Roofing and Waterproofing Consultants for various types of services and testing that may be required on the twenty-seven (27) existing County buildings (see Attachment A) estimated at 916,511 sq. ft. of roof surface. It is intended that this contract will be for a one-year term beginning on the date of award and continuing through and including September 30, 2024 with the option to renew for four (4) additional one (1) year terms.
- 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 Consulting Agreement. (See Attachment B)
- 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 respondent'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, respondent 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.

- 3.8 The certifications and provisions stated in Attachment B, 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:

Collin County has a need for a qualified Roofing and Waterproofing Consultant for various types of services including but not limited to roof repair and replacement and/or waterproofing at various County owned buildings as needed.

4.1 Consultant Shall Provide:

4.1.1 Inspections & Survey Report

4.1.1.1 Inspections

- 4.1.1.1.1 Interior and exterior examinations of all roof related parapets, copings, flashing, roof mat, roof deck, and all penetrations and/or projections through the roof system.
- 4.1.1.1.2 Analysis of core samples of the roof membrane:
- 4.1.1.1.3 Analysis of insulation deck system at core areas
- 4.1.1.1.4 Analysis of insulation deck system at core areas
- 4.1.1.1.5 Moisture meter readings
- 4.1.1.1.6 Bitumen analysis

4.1.1.2 Survey Report

- 4.1.1.2.1 Roof Diagram
- 4.1.1.2.2 Existing Conditions
 - 4.1.1.2.2.1 Roof Traffic
 - 4.1.1.2.2.2 Contaminants
 - 4.1.1.2.2.3 Drainage
 - 4.1.1.2.2.4 Storm Drainage
 - 4.1.1.2.2.5 Moisture and Filtration
 - 4.1.1.2.2.6 Roof Membrane Seams
 - 4.1.1.2.2.7 Base Attachments
- 4.1.1.2.3 Recommendations and/or Scope of Work
- 4.1.1.2.4 Budget Estimates
- 4.1.1.2.5 Condition Photographs

4.1.2 Moisture Survey and Analysis

- 4.1.2.1 Infrared or nuclear scan of affected areas as requested
- 4.1.3 Project Consulting
 - 4.1.3.1 Prepare drawings for owner review and inclusion in bid package
 - 4.1.3.2 Provide bid packages to qualified contractors
 - 4.1.3.3 Attend pre-bid and pre-construction meetings
 - 4.1.3.4 Assist in evaluation and selection of bidders
 - 4.1.3.5 Submit weekly job progress reports
 - 4.1.3.6 Final inspection and project completion certification
- 4.1.4 Daily Inspection
 - 4.1.4.1 Daily on-site inspections
- 4.1.5 Asbestos abatement of materials in roofing materials and flashing – handling and disposal
- 4.1.6 Laboratory analysis of core sampling

5.0 QUALIFICATIONS SUBMITTAL FORMAT

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

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

- 5.1 Provide a statement of interest including a narrative describing the Firm's unique qualifications as they pertain to this request.
- 5.2 Provide a statement on the availability and commitment of the Firm and assigned principal(s) and professionals to undertake projects.
- 5.3 Provide a brief history of the Firm including when the firm(s) were established, type of ownership and office locations. If more than one office is listed, indicate the office that will manage the project. If the firm has changed name or ownership within the last three (3) years indicate the former name.
- 5.4 Provide a listing of number of professional staff by discipline located in the office that will manage projects.
- 5.5 Provide an Organization Chart for the team proposed for projects.
- 5.6 Provide resumes of key personnel from the Firm and consultants who will be assigned to projects. Resumes limited to two (2) pages per person.

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 Firm and any team members proposed to provide professional architectural or engineering services.

RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- 5.12 List a maximum of three (3) projects each for which you have provided services that are most related to roofing and waterproofing consulting. List the projects in order of priority, with the most relevant project listed first. For all consultants named in the response indicate the projects they also worked on. 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 gross square feet
 - 5.12.4 Type of construction (new, renovation, or expansion)
 - 5.12.5 Actual start and finish dates
 - 5.12.6 Actual Notice to Proceed and Substantial Completion dates for construction
 - 5.12.7 Description of professional services Firm provided for the project

- 5.12.8 Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- 5.12.9 Name of Project Architect (individual responsible for coordinating the day-to-day work)
- 5.12.10 Name of Project Designer (individual responsible for design concepts)
- 5.12.11 Consultants References (for each project listed above, identify the following):
 - 5.12.11.1 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
 - 5.12.11.2 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
 - 5.12.11.3 Length of business relationship with the Owner.

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 references other than those provided by the Offeror and to use the information gained from them at any time during the RFQ process.

- 5.12.12 Identify a maximum of three (3) completed projects, of any type, for which the Firm received an award for design excellence from a recognized organization and provide descriptive information for each.

References shall be considered relevant based on specific project participation and experience with the Respondent. 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.

RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 5.13 Describe the Firm's design philosophy, design methodology, and its process for integrating institutional standards into design.
- 5.14 Describe the Firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and 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) projects listed in response to 5.12.

- 5.15 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) projects listed in response to 5.12, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 5.16 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule. For any combination of three (3) projects listed in response to Criteria 5.12, provide examples of how these techniques were used.
- 5.17 Describe the types of records, reports, monitoring systems, and information management systems, which your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response to 5.12.
- 5.18 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.
- 5.19 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

- 5.20 Describe your understanding of the administrative challenges and opportunities associated with providing Design and Construction Administration services and your strategy for resolving these issues.
- 5.21 What do you perceive are the critical issues for these projects?
- ~~5.22 — 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:~~
- 5.22 Describe the project team's experience with renovation projects in occupied facilities.
 - ~~5.22.1 — Describe the project team's experience with renovation projects in occupied facilities.~~

- 5.23 For any 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	20
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 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 fifty (50) **PRINTED PAGES**. The cover, table of contents, divider sheets, and signature page do not count as printed pages.

- 7.3 No oral, telegraphic, telephonic or facsimile bids will be accepted. Bids submitted via email, CD-ROM, or Flash Drive will not be accepted. RFPs may be submitted in electronic format via Collin County eBid at <https://collincountytx.ionwave.net>.
- 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 Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents 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 Request for Qualifications may result in the rejection of the Qualifications.

PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 7.12 Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

7.13 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 Collin County for evaluation.

7.14 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:

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.)

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 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 2154.004 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.

9.0 CHECKLIST

- _____ 9.1 REQUESTED DOCUMENTATION INCLUDED?
- _____ 9.2 ORIGINAL AND FOUR (4) COPIES INCLUDED IF SUBMITTING MANUALLY
- _____ 9.3 ALL QUESTIONS ADDRESSED IN REQUIRED FORMAT?
- _____ 9.4 COMPLETED SIGNATURE?

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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 ID NUMBER

E-MAIL ADDRESS

_____ SIGNATURE	/ _____ DATE
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