



**REQUEST FOR
QUALIFICATIONS
FOR
ARCHITECTURAL & ENGINEERING
SERVICES**

RFQ# 02-2024

Brazos Valley Groundwater Conservation District
112 W. 3rd Street
Hearne, TX 77859

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NOTICE TO PROPOSERS

The Brazos Valley Groundwater Conservation District is presently accepting **Statement of Qualifications for Architectural & Engineering Services**, as more described herein, **until 12:00 PM, Friday, September 27, 2024**. Any questions concerning the contents of this document should be emailed to Alan M. Day, General Manager at aday@brazosvalleygcd.org.

To facilitate the evaluation process, **one (1) complete electronic version of the Statement of Qualifications shall be provided by email transmittal to aday@brazosvalleygcd.org**. All Statements of Qualifications are to be provided in a prepared Adobe Acrobat Portable Document File. The electronic version of the Statement of Qualifications shall be deemed delivered on the date and time in the email transmitting the submission.

Proposer may (optional but not required) also send a Delivered Statement of Qualifications. Delivered Statements of Qualifications shall be enclosed and sealed in an envelope or container clearly marked **RFQ No. 02-2024, BRAZOS VALLEY GROUNDWATER CONSERVATION DISTRICT Architectural & Engineering Services** and addressed to Brazos Valley Groundwater Conservation District, Attn: Alan M. Day, General Manager.

Statements of Qualification may be delivered in one of the following methods:

<p>Hand delivered, UPS, FedEx, or other common carrier must be received by 12 PM, September 6, 2024 to:</p> <p>Brazos Valley Groundwater Conservation District Attn: Alan M. Day 112 W. 3rd Street Hearne, TX 77859</p>	<p>U.S. Postal Service</p> <p>Brazos Valley Groundwater Conservation District Attn: Alan M. Day P.O. Box 528 Hearne, TX 77859</p>
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FAXED STATEMENTS OF QUALIFICATION WILL NOT BE ACCEPTED.

Proposers will direct all questions or concerns regarding this RFQ to:

Alan M. Day, General Manager
Brazos Valley Groundwater Conservation District
979-279-9350 (o)
817-774-6412 (c)
aday@brazosvalleygcd.org

STATEMENTS OF QUALIFICATION DELIVERED IN ANY MANNER OTHER THAN THE ABOVE STATED MANNER WILL BE REJECTED AND RETURNED TO THE PROPOSER UNOPENED. It is the Proposer's sole responsibility to ensure that his/her Statement of Qualification is delivered by the proper method to the proper address by the deadline. Postmarks will not validate Statements of Qualifications which arrive after the deadline date/time listed above. Any Statement of Qualifications received after the scheduled closing time for receipt of Statement of Qualifications may be discarded without further consideration. Statements of Qualifications may be withdrawn by submitting a request to aday@brazosvalleygcd.org prior to the scheduled closing time for receipt of Statements of Qualifications.

Introduction

Pursuant to Chapter 2254 of the Texas Government Code, the purpose of this Request for Qualifications (“RFQ”) is to solicit information that will form the basis for the Brazos Valley Groundwater Conservation District (“BVGCD” or “District”) to select a qualified architect/engineer to provide professional services associated with the District’s statutorily require.

Background

The District was formed as a political subdivision to protect groundwater resources for the citizens of Brazos and Robertson counties. Beyond its enabling legislation, the District is governed primarily by the provisions of Chapter 36 of the Texas Water Code and was created to serve a public use and benefit and is essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution. The District’s FY2024 budget represents \$792,643.31 in total revenue and \$866,225.24 in expenditures including capital outlays. The District currently employs three (3) full-time employees. The membership of the Board of Directors for the District consists of eight (8) appointed members, four each from Brazos & Robertson counties, who serve staggered four-year terms.

Section 1 – Request for Statement of Qualifications Overview

1.1 Purpose of Request for Qualifications

GENERAL INFORMATION & SUBMISSION REQUIREMENTS

General Description of Project: The Board of Directors (“Board”) of the Brazos Valley Groundwater Conservation District (“BVGCD”) is requesting qualifications from registered architects, engineers and professional design firms (each respondent being referred to as a “Candidate” herein) for conceptual design, site evaluation, facility design, permitting and construction phase services related to construction of at the current District office and public meeting space (the “Project”) identified by the Robertson County Appraisal District as Property ID No. 16013 and located at 112 W. 3rd Street, Hearne, Texas, 77859, as described on Attachment A (the “Property”). Candidates qualified and capable to provide the services described in Section 2 (the “Services”) are requested to respond to this Request for Qualifications (“RFQ”) in the manner described herein. The Board has approved general guidelines for the Project, which are attached to this RFQ as Attachment B.

1.2 Anticipated Statement of Qualification Review Dates

The following table identifies the estimated dates/time frame for receipt, evaluation, and notice of acceptance as a architectural & engineering resource of the District. Please note the following key dates when preparing your response to this RFQ.

Description	Date*
Release of RFQ	August 26, 2024
STATEMENTS OF QUALIFICATIONS DUE	September 27, 2024
Firm Interviews by District (<i>if any</i>)	To Be Determined
Notification of Selection as a Architectural & Engineering Resource for District	To Be Determined

* The above noted dates are subject to change without notice.

1.3 Statement of Qualification Evaluation

The Statement of Qualification review process used to select qualified Architectural & Engineering firms will be as follows:

- a. The District will review and evaluate all Statements of Qualification received using the criteria below. Incomplete Statements of Qualification may be rejected as non-responsive and may result in being excluded from this process.
- b. A District Evaluation Team may select firms for interviews. The District Board may request selected firms to make an oral/visual presentation in connection with the oral interview.

1.4 Evaluation Criteria

Proposers submitting Statements of Qualification are advised that all responsive documents will be evaluated to determine each firm's ability to best meet the needs of the District. The District's evaluation will include, but is not limited to, a consideration of the following criteria:

- a. Responsiveness. Responsiveness of the Statement of Qualifications in clearly stating the firm's practice areas and services, and in meeting the requirements of the RFQ for Financial Auditing services.
- b. Experience/Ability. The extent of the firm's previous experience working with political subdivisions, and the firm's knowledge of political subdivision architectural & engineering needs.
- c. Qualifications. Qualifications of the firm to provide the District with prompt, responsive Architectural & Engineering services, including appropriate support staffing as needed; firm research and other resources; and demonstrated history of competence in handling architectural & engineering matters.
- d. References. Information obtained by the District from the firm's provided references and other clients.
- e. Costs. The firm's proposed Architectural & Engineering fees for services provided.

Section 2 – Scope of Work

The Candidate that enters a contract with the BVGCD pursuant to this RFQ (the “Architect”) will be responsible for providing the following Services to the BVGCD:

2.1 Review of Project Requirements and Preliminary Conceptual Design (Phase I):

The Architect will meet with the Building Committee to review and conduct preliminary discussions related to the guidelines specified in Attachment B, the adjoining the neighboring property/building currently be leased to H&R Block Tax Service, and other priorities associated with the Project. The Architect will then prepare a preliminary conceptual drawing of the Project.

2.2 Site Evaluation (Phase II):

(a) The Architect and/or other design professionals working through and under Architect shall provide a comprehensive evaluation of the feasibility of the of the Project, to include structural soundness evaluations of the Property as related to applicable construction standard and the requirements of the City of Hearne, Texas and Robertson County.

(b) Evaluation of available utilities including water, wastewater, electric, gas, telecommunications and internet services for the Property

(c) identification of all governmental approvals and permits that must be obtained in order to develop the Property as a site for the Project. The Architect and/or other design professionals working through or under the Architect may also recommend additional items to be included in the site evaluation Services. The Architect shall provide a detailed report and documentation setting forth findings and conclusions and containing supporting information and references with respect to the site evaluation Services. The report shall include a proposed Project timeline describing key milestones for design, permitting and construction. The report must be submitted to the Board within 90 days of the commencement of the site evaluation Services, and must be approved by the Board prior to commencement of any other Services. If the Board elects not to proceed with the Project after consideration of the site evaluation report:

(1) the Services may be concluded and the contract terminated; or

(2) the Board may approve an amendment to the contract providing for evaluation and review of other proposed locations for the Project with the Building Committee.

2.3 Facilities Design and Permitting (Phase III):

If the Property is suitable for construction of the Project and the Board authorizes the Project to proceed, or if the Board authorizes development of the Project at another location, the Architect shall coordinate with the Building Committee to design facilities that meet the general

guidelines approved by the Board, including those set forth in Attachment B. Strict compliance with ADA standards in the design process is required. The Architect shall submit the proposed design to the Building Committee for initial approval, and then to the Board for final approval. The Facilities Design phase shall also include assisting the District in obtaining required permits and approvals identified in the Site Evaluation phase, including development permits from the City of Hearne, Texas, Robertson County and other government permits, as necessary. Any material changes to the design approved by the Board that are imposed or otherwise required because of the permitting process will be presented to the Board for approval.

2.4 Bid and Award of Construction Contract for Project (Phase IV):

The Architect shall conduct the bid process for construction of the Project and tabulate and present all bids received for consideration by the Board at a meeting duly noticed under the Texas Open Meetings Act. The Architect shall also coordinate with the Board's Building Committee in seeking bid clarifications and requesting additional information as appropriate. The award of the contract for construction of the Project will be made by decision of the Board and shall be in accordance with state and federal law.

2.5 Construction Phase Services (Phase V):

The Architect shall provide construction management and inspection services throughout the construction of the Project on behalf of the LPGCD at intervals appropriate to the stage of construction, and coordinate inspections with third party inspectors engaged by the LPGCD, if any. The Architect shall prepare a construction management and inspection plan for inclusion in the description of the Architect's contractual scope of Services, which plan shall be subject to the approval of the BVGCD. The Architect shall provide certification to BVGCD upon completion that the Project has been constructed and completed in accordance with applicable plans, specifications, permits and approvals.

2.6 Monthly Progress Reports:

The Architect shall provide written monthly progress reports to the General Manager during each of the foregoing phases, with such reports to be presented to the Board by the General Manager. Monthly reports shall be due to the General Manager on or before the second Monday of each month.

RFQ Approach

The District, which is a political subdivision of the State, follows the State of Texas' Procurement Procedures for Professional Services under Chapter 2254 of the Government Code. Responses to this RFQ will be collected and evaluated in accordance with the criteria specified. After final selection, the District's General Manager will negotiate with the firm to define the cost schedules, terms and conditions that will apply to the contract work. Once an agreement is reached, the contract may be executed.

Section 3 – Statement of Qualifications

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Candidates shall carefully review the following criteria and requests and submit a complete Statement of Qualifications responding to all requests and questions in Section 3 in the format required by Section 4. Incomplete responses will be considered non-responsive and are subject to rejection.

3.1 Candidate General Information:

Each Candidate must provide the following information:

- (a) Legal name of the entity as registered with the Secretary State of Texas
- (b) Entity type (individual, partnership, corporation, joint venture, etc.)
- (c) Address of the office that will be providing the Services
- (d) Number of years in business, under its present or former name
- (e) Number of employees by professional or skill group

Past Performance and References:

- (a) List a maximum of five (5) projects for which the Candidate has provided services that are most similar to the Services required for this Project. List the projects in order of priority, with the most relevant project listed first. Provide the project name, location, owner name, contract delivery method and general project description for each project listed.
- (b) If applicable, provide examples of how the Candidate has creatively incorporated site design, traffic, mechanical, electrical, plumbing and other solutions into similar projects.
- (c) Describe any litigation or legal proceedings initiated by or against the Candidate within the last three years, under its present or former name, that would affect performance under a contract with the BVGCD, and include copies of the most recent pleadings with respect to each matter.

This description should include, without limitation, litigation related to allegations that the Candidate:

- (1) breached a contract;
 - (2) committed acts or made omissions constituting negligence or willful misconduct; or
 - (3) violated environmental, health or safety laws or regulations.
- (d) Describe any written complaints made by the public to any state licensing board with jurisdiction over the Candidate, under its present or former name, as well as any investigations or actions taken by any such licensing board against the Candidate, within the last three years.

3.3 Candidate's Interest and Availability to Undertake the Project:

- (a) Describe the Candidate's interest in providing Services required for completion of this Project, including a narrative describing any unique qualifications as they pertain to this Project.
- (b) Provide a statement describing the general availability and commitment of members of the Candidate's proposed Project team, including its principal(s), other associated professionals, consultants and subcontracted service providers, to undertake the Project, as well as their availability

to coordinate with the Board and the Board's Building Committee during each phase of the Services. The statement should include an anticipated completion date for each phase of the Services based upon the described availability.

(c) Provide a statement as to the ability of the Candidate to perform the portions of the Services as described in Section 2. Describe any special expertise or particularized knowledge of the Candidate as related to the Services as a whole, and each individual phase thereof. Identify any aspects or portions of the Services, as described in Section 2, that the Candidate is unwilling or unable to perform.

(d) Identify any tasks or activities that the Candidate recommends be added to the scope of the Services that would benefit the Project from the standpoint of efficiency in design, permitting or construction, and the overall cost and quality of the Project. Identify in general terms any perceived challenges or problems associated with the Project.

3.4 Personnel and Project Team:

(a) Provide a statement confirming that the Candidate will only assign properly licensed and certified professionals to perform those portions of the Services that are required to be performed by professionals holding licenses and certifications.

(b) Describe the proposed Project team, including if applicable, the names of all consultants and subcontracted service providers that the Candidate would propose to perform any portion of the Services, and provide the information required by Section 3.1 for each such consultant or subcontractor. In addition, describe the role of each consultant and subcontracted service provider, and the basis for selection.

(c) Provide a resume setting forth the education, experience, expertise, licenses, certifications and other qualifications for the lead architect, and each licensed design professional that is proposed to lead or supervise any phase of the Services.

3.5 Plan for Delivery, Administration and Completion of the Services:

(a) Provide estimated times of commencement and completion of each phase of the Services, excluding construction phase Services.

(b) Describe the Project team's approach to assuring timely completion of this Project, including methods to be used for schedule recovery, if necessary.

(c) Describe or provide written copies of any safety programs or policies proposed to be implemented or monitored by the Candidate during the construction of the Project.

(d) Provide a general description of proposed construction phase Services, including proposed inspection and observation frequency, reporting methods, approach to conflict resolution, and standards to be applied in evaluating construction performance.

(e) Describe any quality assurance/control programs or procedures to be utilized by the Candidate to enhance the likelihood of successful completion of the Project within all BVGCD guidelines and in accordance with plans and specifications approved by the BVGCD. This description should include discussion of the method(s) used and how the firm maintains quality control during the development of construction documents and quality assurance during the construction phase of a project.

(f) Describe the proposed approach for coordination with the Board to address complaints, problems and inquiries by government authorities and members of the public.

(g) Describe the proposed lines of authority and communication for principals and key professional members of the Project team, including the persons responsible for providing monthly progress reports to the General Manager by the second Monday of each month for presentation to the Board.

(h) Describe how the Candidate will report on the status of the Services and Project to the General

Manager and indicate the availability of Project team members to attend meetings to provide reports to the Board.

(i) Describe the Candidate's design philosophy, methodology and process for integrating institutional standards into the design.

(j) Describe any cost estimating methods to be used for the development of plans and specifications and all anticipated permitting requirements.

(k) Provide a statement as to the Candidate's position on ownership and/or transfer of the Candidate's work product upon receipt of payment for the Services, and any limitations the Candidate would seek to impose upon BVGCD's use of such work product in the future.

(l) Confirm that rates and fees charged to BVGCD will be reasonable by comparison those charged by the Candidate to customers that are not required to comply with Texas Government Code Chapter 2254.

(m) Confirm that the Candidate and others to perform Services currently carry or will procure insurance meeting the minimum requirements described in Attachment D, or in the alternative, describe substantially similar insurance carried by the Candidate or reasons that the requirements should not apply (e.g. the Candidate has no employees).

I. RATE/FEE SCHEDULE

- I.A. Proposer will include a fee proposal specifically reflecting the method of determining charges for work performed; and include hourly rates associated with different staff levels.
- I.B. Proposer shall include other necessary costs and expenses, to include, but not limited to the following:
 - i. Hourly rate for telephone consultation
 - ii. Cost for faxtransmission/receiving
 - iii. Hourly rate for travel time

II. CERTIFICATE OF NON-DISCRIMINATION (Exhibit A)

- II.A. Proposer shall complete, sign, date, and include with its Statement of Qualifications the Certificate of Non-Discrimination attached to this RFQ.

III. REFERENCES FORM (Exhibit B)

- V.A. A minimum of three (3) verifiable references shall be listed on the “References” sheet provided in this RFQ; this list may include current and former clients (with reason for cancellation if applicable), with all references being able to fully comment on the Proposer’s related experience;

All costs related to the Proposer's Statement of Qualifications/Proposal submission are the sole responsibility of the Proposer. All Statements of Qualifications that are submitted are the property of the District.

All information contained in Statements of Qualifications submitted may be subject to the Texas Public Information Act and/or the Texas Open Meetings Act, and the use and disclosure of the information provided are governed by these Acts. Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

3.2. Request for Clarification/Information

Questions regarding the meaning of the Scope of Work, Qualifications, or other pre-proposal documents shall be directed to Alan M. Day at aday@brazosvalleygcd.org.

3.3. Request for Qualifications (RFQ) Submittals

For the purpose of this Request for Qualifications, it should be noted that the documents submitted by prospective Proposers are sealed Statements of Qualifications. When submitted Statements of Qualifications are opened, rates and other information shall not be made public unless the firm submitting the Statement of Qualifications is selected as financial auditor by the District. At that time, any executed retainer agreement or other executed contract between Proposer and District shall become public information, subject to disclosure under Texas law.

EXHIBIT A

CERTIFICATION OF NON-DISCRIMINATION

**TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH
STATEMENT OF QUALIFICATIONS**

Proposer hereby certifies in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices, and Proposer shall comply with applicable federal and Texas anti-discrimination laws.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2019.

PROPOSER:

(Type or print complete legal name of firm)

BY:

(Signature)

NAME:

(Type or Print)

TITLE:

(Type or Print)

ADDRESS:

CITY _____, STATE _____, ZIP _____

EXHIBIT B

REFERENCES

Proposer shall provide a minimum of three (3) References with three (3) or more years' experience with the Proposer.

REFERENCE #1

NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

REFERENCE #2

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

REFERENCE #3

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

(ATTACH ADDITIONAL SHEETS IF DESIRED)

STATEMENT OF QUALIFICATIONS/PROPOSAL SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Proposer's Statement of Qualifications. It is only intended as a guide.

Proposers are encouraged to use the following checklist when preparing their proposed Statement of Qualifications/Proposal:

- LETTER OF INTEREST** – all requested information included, and signed by authorized representative
- RESPONSE TO MANDATORY REQUIREMENTS** – include narrative, resumes, experience and qualifications, proof of professional liability insurance, association memberships, groups/individuals represented regarding groundwater, and statement of no conflict of interest
- FEE PROPOSAL** – all requested information included, including hourly rates, billable hours, increments, and other expenses that may be incurred by the District
- EXHIBIT A – Certification of Non-Discrimination** – completed and signed by authorized representative
- EXHIBIT B - References** – complete as requested