

NOTICE OF INTENT

Request for Qualifications (RFQ) for Architect and Engineering (A&E) Services

ETCOG is requesting Qualifications for **RFQ for Architect and Engineering (A&E) Services**. Those interested in participating in this competitive process may download **ALL** documents related to this RFQ from the ETCOG website (www.etcog.org):

On HOME PAGE, Click on tab "About ETCOG"
On NEXT SCREEN, Left side of page, Click on "Request for Qualifications"
Then "RFQ for Architect and Engineering (A&E) Services"

QUALIFICATIONS ARE DUE TO ETCOG ON: March 22, 2010 AT 12:00 P.M. (CST)

A PRE-QUALIFICATION CONFERENCE WILL BE HELD:

EAST TEXAS COUNCIL OF GOVERNMENTS

TUESDAY, March 9, 2009 AT 10:00 A.M.

LARGE CONFERENCE ROOM

3800 Stone Road

Kilgore, Texas 75662

RSVP: Proposers planning to attend the Pre-Qualification Conference should RSVP, via fax to Deborah L. Butts, Director of Innovation & Efficiency, at (903) 984-8641 by 5:00 p.m., Monday, March 8, 2010.

Company Name: _____

Contact Name _____

Planning to attend Pre-Qualification Conference: ____ YES ____ NO

If yes, number of representatives from your company: _____

Tel. No.: _____ Fax No.: _____

E-Mail Address: _____

For questions concerning submitting a qualification, call: **(903) 984-8641, EXT. 249**. All other questions must be submitted in writing via facsimile OR EMAIL and directed to:

Deborah L. Butts, Director of Innovation & Efficiency

Fax: (903) 983-1440 or:

Deborah.butts@etcog.org

The deadline for receipt of written questions shall be 5:00 p.m., Kilgore, TX Central Standard Time (CST), March 15, 2010.

All documents relating to this RFQ including but not limited to, the RFQ documents; questions; responses to questions; addenda; and special notices will be posted under the RFQ name on the ETCOG web site.

It is the proposer's sole responsibility to review this web site and retrieve all documents prior to the RFQ due date.



**REQUEST FOR QUALIFICATION
for
ARCHITECT AND ENGINEERING SERVICES**

East Texas Council of Governments is soliciting proposers for **ARCHITECT AND ENGINEERING SERVICES. THE ORIGINAL AND FIVE (5) COPIES OF COMPLETED QUALIFICATIONS MUST BE RECEIVED BY:**

**Deborah L. Butts, Director of Innovation & Efficiency
East Texas Council of Governments
AT 3800 Stone Road
Kilgore, Texas 75662**

ON OR BEFORE MARCH 22, 2010 AT 12:00 P.M. (NOON)

All responses, including a "NO RESPONSE", are due to Deborah L. Butts by the due date. All qualifications must be clearly marked with the RFQ name, the name of the company submitting the qualifications package, and date on the outside of the envelope/box and the air bill/courier receipt. Original response must be clearly marked "**ORIGINAL**" and contain all original signatures.

Any response received after the date and/or hour set for the RFQ deadline will not be accepted. Proposers will be notified and will advise ETCOG as to the disposition by either pick up, return at proposer's expense, or destroyed with written authorization of the proposer. If Qualifications are sent by mail to the East Texas Council of Governments the proposer shall be responsible for actual delivery of the Qualifications before the advertised due date. If mail is delayed either in the postal service or in the internal mail system of the East Texas Council of Governments beyond the date and hour set for the RFQ due date, responses thus delayed will not be considered and will be disposed of as authorized.

Responses may be withdrawn at any time prior to the official evaluation. Alterations made before opening time must be initialed by proposer guaranteeing authenticity. After the official evaluation, Qualifications become the property of ETCOG and may not be amended, altered or withdrawn without the recommendations of the Director of Innovation & Efficiency and the approval of Executive Director.

PRE-QUALIFICATION CONFERENCE WILL BE HELD:

**TUESDAY, MARCH 9, 2010 AT 10:00 A.M.
EAST TEXAS COUNCIL OF GOVERNMENTS
LARGE CONFERENCE ROOM
3800 Stone Road, Kilgore, Texas 75662**

Attendance at this conference is not mandatory. Written minutes and/or notes will not be available, therefore attendance is encouraged. If a Proposer is unable to attend the Pre-Qualification Conference, questions may be submitted in writing. Proposers are encouraged to submit written questions, via electronic mail or facsimile, by March 15, 2010 to the Director of Innovation & Efficiency listed above. The purpose of this conference will be to clarify the contents of this Request for Qualification in order to prevent any misunderstanding of the ETCOG's position. Any doubt as to the requirements of this Request for Qualification or any apparent omission or discrepancy should be presented to the ETCOG at this Pre Qualification conference. The ETCOG will then determine the appropriate action necessary, if any, and may issue a written amendment to the Request for Qualification. Oral statements or instructions will not constitute an amendment to this Request for Qualification.

SECTION I. GENERAL INFORMATION

PURPOSE OF REQUEST FOR QUALIFICATIONS (RFQ)

The East Texas Council of Governments (ETCOG) is soliciting and receiving qualification statements for Architect and Engineering Services to provide comprehensive professional engineering, planning, environmental, and construction phase services on an as needed basis in connection with the development and improvement of facilities for East Texas Council of Governments.

The type of services may include, but not limited to, civil, environmental, mechanical, and electrical engineering design; utilities and infrastructure design; storm water and drainage system design; surveying; preparation of plans, specifications, and engineer's reports; cost estimating and scheduling; technical studies; permitting; bidding and award; construction administration and resident engineering inspection; project record-keeping and close-out services; and all other related services.

The firm selected to provide these professional services may be awarded a contract, subject to approval by the ETCOG Executive Committee. The tasks to be undertaken by the consultant shall be on a task order basis with the fee for each project or task to be determined by a Work Order identifying specific scope of work and costs at the time of the request by ETCOG.

The Request for Qualifications (RFQ) documents will be available beginning Tuesday, February 22, 2010. Documents may be picked up at 3800 Stone Road, Kilgore, Texas 75662 during regular business hours Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. until 5:00 p.m. Please note that our office is closed from 12:00 p.m. to 1:00 p.m.

Electronic copies of the RFQ documents can be obtained by contacting Deborah Butts at deborah.butts@etcog.org or by download from the ETCOG website at: www.etcog.org

The ETCOG reserves the right to accept, reject, cancel or modify any bid or qualification, waive all formalities, and to award the bid most advantageous to the East Texas Region.

There is no expressed or implied obligation for ETCOG to reimburse responding entities for any expenses incurred in preparing or presenting Qualifications in response to this request.

It is also intended that the services provide to ETCOG as a result of this RFQ will provide future opportunities to the winning proposer for branded services under ETCOG through interlocal agreements with ETCOG member governments that would benefit from these services and want to participate.

ETCOG INFORMATION

The East Texas Council of Governments (ETCOG) is a voluntary association of counties, cities, school districts and special districts within the fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. Established in 1970, ETCOG, either directly, or through its contractors, provides programs and services for East Texas seniors, employers, and job seekers. ETCOG and its contractors also facilitates and manages the 9-1-1 emergency call delivery system, provide peace officer training, homeland security planning services; deliver rural transportation services, business finance programs, and environmental grant funding for the region.

Questions and Timeframe

Questions concerning this RFQ should be e-mailed to ETCOG at deborah.butts@etcog.org or by fax at 903.983.1440, attention Deborah L. Butts. A copy of all questions/responses will be e-mailed and/or faxed to all bidders and available on the ETCOG website (www.etcog.org). To allow adequate time for ETCOG to research and respond all questions must be submitted by 5:00 p.m. on Friday, March 15, 2010.

No oral explanation in regard to the meaning of the Request for Qualifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the RFQ should be directed, by 5:00 p.m. on Friday, March 15, 2010 in writing to:

DEBORAH L. BUTTS
FAX: (903) 983-1440
E-MAIL: deborah.butts@etcog.org

All documents relating to this RFQ including but not limited to, the RFQ document, questions and responses to questions will be posted on the ETCOG web site (www.etcog.org). It is the proposers' sole responsibility to review this site and retrieve all related documents prior to the RFQ due date.

The East Texas Council of Governments takes no responsibility for informing recipients of changes to the original solicitation document. It is the Proposer's responsibility to obtain a copy of any amendment relevant to this solicitation. Failure to submit amendments with the solicitation response may be grounds for deeming a submittal non-responsive. If you experience any problems obtaining this Request for Qualifications, please call (903) 984-8641 ext. 249.

One (1) original and five (5) hard copies of the written qualifications and supporting materials must be received by ETCOG at the following location no later than **12:00 p.m. (NOON) (CST) on Monday, March 22, 2010. Please note that ETCOG is not asking for, nor authorizing your soliciting quotes from general contractors at this time.** Qualifications should be sent to:

Deborah L. Butts, Director of Innovation & Efficiency
East Texas Council of Governments
3800 Stone Road
Kilgore, Texas 75662

All responses must be clearly marked with the RFQ Name, the name of the company submitting the qualifications. Upon receipt, the date and time will be documented on the outside of the envelope/box by ETCOG Staff. Original response must be clearly marked "**ORIGINAL**" and contain all original signatures.

This solicitation and possible future amendments may be obtained from our web site at: www.etcog.org by selecting the link "RFQ Architect and Engineering Services".

Any interested potential proposers without Internet access may obtain a copy of this solicitation by calling (903) 984-8641 ext. 249, or a copy may be picked up during regular business hours (ETCOG office is closed for lunch from 12:00 p.m. to 1:00 p.m.) at the East Texas Council of Governments offices located at 3800 Stone Road, Kilgore, Texas 75662.

Confidentiality

We require that you hold all details of this request for qualifications confidential and private, and refrain from discussing or sharing its contents with any other party. The information provided in response to this RFQ will be held confidential.

Selection Process

The Qualifications will be measured against the evaluation criteria. An onsite interview session will be conducted with the top three (3) ranked qualification(s), which are deemed the most suitable for ETCOG.

TIMELINE

RFQ Released

Pre-Qualification conference

Deadline for questions

Qualification submittal deadline

It is the responsibility of the proposer to ensure their qualification is received.

Onsite Interviews

Select winning Qualifications

Executive Committee Approval

Anticipated effective date of contract

COMPLETION DATE

February 22, 2010

Tuesday, March 9, 2010 at 10:00 a.m.

March 15, 2010 at 5:00p.m.

March 22, 2010 at 12:00p.m. (Noon)

Scheduled for March 30 between 9:30am to 3:30pm

No Later than April 8, 2010

April 8, 2010

April 8, 2010

General Information

All Qualifications and related materials become the property of ETCOG and will not be returned. All transactions are subject to the final approval of ETCOG. ETCOG reserves the right to reject any or all Qualifications without cause for liability.

Scope of Services

Professional services needs are anticipated for multiple facilities across the East Texas Region, representing a wide variety of building/occupancy types. Specific projects are likely to be identified with a broad scope requiring a full range of architectural, engineering and other professional services, as well as more narrowly defined design projects or advisory services with scopes that are predominately: 1) Texas Accessibility Standards (TAS) Compliance and ADA requirements or 2) Building Code Compliance and require the performance of **PSPs** with these capabilities. Each project will be assigned to a PSP, which will provide the required professional disciplines with its own forces or qualified professionals subcontracted to the PSP.

ETCOG is seeking architect and engineering services. Specific responsibilities include, but are not limited to:

Parking lot and drive expansion including lighting, striping and curbs are planned on existing lots located at 3800 Stone Road, Kilgore, TX. The project includes design and construction that coordinates with to the structure of Stone Road building. Gates with electronic gate openers, security lighting, and security cameras will be included.

Restroom renovations and expansion.

Security system/Fire Alarm System/Keyless Entry/Monitoring Services

Renovation of building interior. Designated staff will work to finalize the design for the interior layout of office space based on approved standards. All options for office space

are being reviewed (cubicles, desks, modular walls, etc.) including reutilization of existing furniture; maximize aesthetics and efficient use of current resources and space.

Bus shelters are planned following adoption of a new route. New shelters will be required on the new routes from the study. The project will require all of the new locations to be compliant with the Americans with Disabilities Act (ADA) regulations. If adequate funds are available, additional improvements to existing, shelter sites are anticipated.

The consultant will be requested to develop plans, studies, and bid packages to meet, but not limited to, all DOL, DHHS, DOT, TWC, TxDOT, THHS, TDADS, and City of Kilgore specifications. Contracts will be developed using Federal, State and Local guidelines and requirements. All materials will be deliverable quality unless stated otherwise in work order.

A consultant master agreement will be prepared by consultant. Each project or task will be authorized by a work order identifying the specific scope of work with the fee for each project or task. The costs will be established and agreed upon at the time of the request.

The amount allocated for fees will be negotiated with the Firm found best qualified. The Firm will be paid for services not to exceed the negotiated amount unless amended with a contract change order. A detailed scope of work and cost for project services will be negotiated once funding has been approved. The project will be conducted within the parameters and requirements of a negotiated contract.

These projects will be subject to the availability of funding and nothing shall obligate the ETCOG to proceed with any of the projects. All work shall be accomplished in compliance with all Federal, State, and local guidelines and regulations including the Environmental Protection Agency and Texas Environmental Statutes

SECTION II. FORMAT FOR QUALIFICATION SUBMITTAL

The specifications listed in Section II of this qualification are the minimums required. However, we are open to additional specifications, designs, and concepts for the provision of these services. Please use the following as a guideline to format your qualification:

Length and Font Size:

Please use fonts no smaller than 10 point. Maximum qualification length including title page, cover letter, qualification, and budget should not exceed 35 pages.

Title Page:

ETCOG, Request for Qualifications for Architect and Engineering Services, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

Cover Letter:

Signed by the person or persons authorized to sign on behalf of the company (1-2 pages). Include an explanation of services, which ETCOG will be able to provide as branded services to member governments through interlocal agreements.

Questionnaire:

Provide your response utilizing **Attachment A** as the format.

Certification:

Attachment B must be completed, signed and submitted with qualification.

SECTION III. EVALUATION CRITERIA

During the evaluation process, ETCOG reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions. Qualifications that meet the mandatory requirements, as stated above, will be evaluated for a total of 100 points for the following criteria with points allotted for each criterion as follows:

Criteria	Possible Points
Quality of response	10
Recent experience in projects comparable to the proposed projects	10
Demonstrated Ability, including experience of firm and staff	15
References and Reputation	15
Additional services offered	5
Services made available to ETCOG member governments	10
Current workload and ability to meet project schedules or deadlines	15
Interview	20
TOTAL	100

Quality of Response- The information is presented In a clear, logical manner and is well organized.

Recent experience in projects comparable to the proposed projects- Expertise in recommending and communicating appropriate recommendations and proposed solutions that meet the needs and criteria set forth in the RFP.

Demonstrated Ability- refers to the qualifications necessary to undertake this project and the to the qualifications have the prior experience in related projects and in providing services similar to those requested in this RFQ and the customer satisfaction factor of current or previous clients. Financial stability will also be considered as part of this criterion

References and Reputation- Proposer has successfully completed similar projects

Additional Services Offered- ability to provide services beyond the minimum requested

Services made available to ETCOG member Governments- ability to identify and propose solutions to ETCOG needs and needs of ETCOG member governments as identified

Interview- the top three ranking qualifications received will be contacted for an interview with the ETCOG Building Committee and ETCOG staff during the time period of March

NOTE: Those submitting Qualifications will be notified of the contract award on or about April 8, 2010.

Contracting opportunities for historically underutilized businesses and disadvantaged business enterprises (HUBs/DBEs as defined in FTA regulations and Texas Government Code 481-1010) shall be considered in the procurement process. (A HUB/DBE proposer will be chosen in the case of a tie.) Proposer must submit verification of its HUB/DBE status with its response to the RFQ.

SECTION IV. GENERAL PROVISIONS

Provisions of this RFQ and the contents of the successful responses are considered available for inclusion in final contractual obligations.

A response to this request does not commit ETCOG to award a contract or pay any costs incurred in the preparation of a response nor to pay for any other costs incurred prior to the execution of a formal contract.

ETCOG reserves the right to accept or reject any or all Qualifications received and to cancel this RFQ in part or in its entirety.

ETCOG reserves the right to make any changes to this RFQ, as it deems necessary. ETCOG will provide notification of such changes to all organizations recorded as having received or requesting an RFQ.

ETCOG reserves the right to make such additional investigations, as it deems necessary to establish the competence and financial stability of any proposer submitting a qualification.

Experiences with the ETCOG and entities that evaluation committee members represent may be taken into consideration when evaluating qualifications and experience.

Joint Qualifications or Co-Qualifications are allowable. A description of the relationship and the joint proposers must be included.

All contracts negotiated as a result of this Request for Qualifications will be require contractors to maintain documentation, which substantiates the expenditures in order for their invoice to be paid. The proposer shall have the fiscal capability to wait for their reimbursement of funds. Reimbursements are generally processed within thirty (30) days of receipt.

Proposer must agree to comply with East Texas Council of Governments fiscal policies. ETCOG will consider comparable policies if the policies meet grant requirements and are approved as a part of the contract negotiation.

The contract awarded from this Request for Qualifications may be funded from federal, state and local funding sources, including, but not limited to: United States Department of Transportation, United States Department of Labor, United States Department of Health and Human Services, Texas Department of Transportation, Texas Workforce Commission, Texas Health & Human Services, Texas Department for Aging and Disability Services as well as funds from the American Reinvestment and Recovery Act (ARRA).

ETCOG reserves the right to accept, reject or negotiate Qualifications received as well as to vary or waive any provisions set forth in this request for Qualifications in the best interests of the East Texas region.

This Request for Qualifications does not commit or obligate the ETCOG to pay for any costs incurred in the preparation of a response or in advance of the execution of a contract.

Proposers may not hire ETCOG management, support staff, or policy board members that were involved in the evaluation and/or selection process under this Request for Qualifications in order to provide services through the qualification.

Qualifications not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within ten calendar days of the final action by the ETCOG Executive Committee, with David Cleveland, Executive Director, at the address identified above.

A qualification may be withdrawn at any time prior to the selection announcement date, by writing the primary contact person. Qualifications may be amended at any time after submission but prior to the due date by writing to the authorized contact person. Qualifications may be amended after the due date only at the direction of ETCOG.

ETCOG reserves the right to amend or withdraw this RFQ at any time. The ETCOG's governing boards reserve the right to reject any or all Qualifications under this offering.

ETCOG reserves the right to contact any individual, agency, or employer listed in a qualification or to contact others who may have experience and/or knowledge of the proposer's relevant performance/qualifications. ETCOG also reserves the right to negotiate the final terms of any agreement or contract with the proposer.

SECTION V. SPECIAL TERMS AND CONDITIONS

A. ETCOG is requesting Qualifications from firms who can adequately demonstrate they have the resources, experience and qualifications necessary to provide Architectural and Engineering Services. All firms responding must be qualified and have licensed, trained, and/or certified personnel in accordance with state and federal rules to provide various consulting services, or must joint venture or subcontract with a qualified firm to provide the services proposed.

B. For purposes for satisfying requirements of the "Texas Professional Services Procurement Act", this RFQ is designed to anticipate responses from professional proponents who may be otherwise be covered by the Act.

C. Minimally, ETCOG requires the services of a firm that employs professionals with sufficient credentials to perform Architect and Engineering Services.

ATTACHMENT A
QUESTIONNAIRE

1. BASIC INFORMATION

1.1 Architect (*Firm Name*)

1.2 Business Address:

1.3 Telephone Number: ()

1.4 Person to Contact:

1.5 Type of Organization: (*Check One*)

- Individual or Sole Proprietorship Partnership
 Professional Corporation/Association Joint Venture*
 Corporation Other*

** If Joint Venture or Other, give details.*

2. GENERAL STATEMENT OF QUALIFICATIONS

3. **GENERAL INFORMATION** *(This information may be provided via the Architect's brochure, which may be attached and listed in Article 8.)*
- 3.1 Names of Principals:
 - 3.2 Professional History:
 - 3.3. Registration Status:
 - 3.4. Professional Affiliations:
 - 3.5 Key Personnel:
 - 3.6 Total Number of Staff:
 - 3.7 Number of Registered Architects:
 - 3.8 Honors and Awards:
 - 3.9 Professional and Civic Involvement:

4. **RELATED PROFESSIONAL SERVICES** (List proposed consultants, if applicable.)
- 4.1 Structural:
 - 4.2 Mechanical:
 - 4.3 Electrical:
 - 4.4 Interior Design:
 - 4.5 Others:

5. **PROJECTS** *(Projects for which personnel of this firm had responsible charge while associated with other firms are indicated by an asterisk.)*

5.1 The following projects are representative of the Architect's recent work, which are similar to, but not limited to those listed in the section entitled "Scope of Work" found on pages 5 and 6 of the RFQ. A brief description of each project should be completed and attached using the following format:

ARCHITECT:
PROJECT:
Size:
Cost:
Owner:
Owner Contact:
Completion Date:
Contractor/Construction
Manager:
Brief Description:

5.2 Other representative projects with dates of completion:

6. **REFERENCES** (Three (3) references are requested)
Letters of reference or the name and contact information for your references.

7. **ADDITIONAL INFORMATION** (If attachments are provided, list them here.)

ARCHITECT:
By signature, I hereby certify that, as of the above date, the information provided is true and sufficiently complete so as not to be misleading.

(Signature) _____

CERTIFICATIONS

In signing this qualification, the undersigned certifies as follows:

- 1. **Validity Certification:** The undersigned offers and agrees, if this qualification is accepted, to furnish any or all items/services upon which prices are offered at the designated point and within the time specified.
- 2. **Non-Collusion Certification:** The undersigned proposer hereby certifies that this qualification was submitted independently, without consultation, communication, or contract for the purpose of restricting competition as to any matter relating to this qualification, with any other proposer or other competitor.
- 3. **Non-Debarment Certification:** The undersigned proposer hereby certifies that he/she is not included on the U. S. Comptroller General’s Consolidated List of persons or Firms currently debarred for violations of various contracts incorporating labor standards provisions.
- 4. **Non-Conflict Certification:** The undersigned proposer hereby represents and warrants that no employee, official, or Board member of the ETCOG is or will be benefited, directly or indirectly, in this award.
- 5. **Non-Inducement Certification:** The undersigned proposer hereby certifies that neither he/she nor any employee, representative, or agent of the firm has offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any Board Member, Official, or Employee of the East Texas Council of Governments with a view toward securing favorable treatment in the awarding, amending, or making of any determination with respect to the performance of this contract.
- 6. **Drug-Free Workplace Act:** The undersigned proposer hereby certifies that he/she will provide a drug-free workplace as a precondition of receiving a federally funded contract exceeding \$25,000.00
- 7. **Historically Underutilized Business:** The undersigned proposer claiming Historically Underutilized Business (HUB) or Disadvantaged Business Enterprise (DBE) hereby certifies that entity is a registered HUB / DBE.

Identifying Information: Information must be completed legibility in ink or typewritten.

Full Legal Name: _____

Federal ID #: _____

Mailing Address: _____

Street Address (if different from above): _____

Name, Title, Telephone Number, FAX Number and E-mail Address of the Representative Authorized to Sign Engagement Contract:

Print or Type Name

Title

Telephone Number

FAX Number

E-Mail Address