

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ENGINEERING AND ARCHITECTURAL  
SERVICES**

**CITY OF WINNSBORO ANIMAL SHELTER  
IMPROVEMENTS**



**RFQ # 01 - 01/10/2022**  
**DUE DATE: December 20, 2022 by 2:00 pm**

**City of Winnsboro**

**Address:** 501 S. Main St. Winnsboro, TX 75494

**Phone:** 903.342.3654

**Website:** <https://Cityofwinnsboro.org/>

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## SECTION I – CALENDAR FOR ENGINEERING AND ARCHITECTURAL SERVICES

|                           |                                                       |
|---------------------------|-------------------------------------------------------|
| November 09 <sup>th</sup> | Announce RFQ and Advertise in Newspaper               |
| November 15 <sup>th</sup> | Pre-Submittal Meeting if needed                       |
| November 18 <sup>th</sup> | Written Inquires re: Project and/or RFQ Due to City   |
| November 29 <sup>th</sup> | City Response to Written Inquiries Due to Contractors |
| December 20 <sup>th</sup> | SOQ's Due to City                                     |
| January 03 <sup>rd</sup>  | Contractor Interviews (if conducted)                  |
| January 10 <sup>th</sup>  | Council Award of Contract                             |

## SECTION II – INTRODUCTION AND RFQ TERMS AND CONDITIONS

The City of Winnsboro seeks Statements of Qualifications for project design services from qualified design firms, to provide preliminary and final engineering and architectural design services for the Animal Shelter Improvements located in the City of Winnsboro. The successful CONTRACTOR will contract directly with the City and will work cooperatively with the CITY to successfully complete the full scope of the Project within the project budget and schedule.

Multiple contracts may be awarded as a result of this solicitation. The City will consider dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.

The CITY reserves the right to modify this schedule as required. The CITY will send changes to all known RFQ holders. Please contact the Project Manager with any questions concerning the schedule.

Project Funding: **General Obligation Bond, funded in August of 2022**

The submission requirements for this Qualification are also included on the attached Request for Qualification (RFQ) form. We will not accept faxes or emails as a form of submission. Please submit four (4) hard copies and an electronic version via USB drive of your Qualification of services and statement of Qualifications for the proposed services to the addresses below:

**Makenzie Lyons, City Administrator**  
**501 S. Main St.**  
Winnsboro, Texas 75494  
[mlyons@winnsborotexas.com](mailto:mlyons@winnsborotexas.com)

The deadline for submission of Qualifications is **2:00 p.m. on the 20<sup>th</sup> of December**. It is the responsibility of the submitting entity to ensure that the Qualification is received in a timely manner. Qualifications received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm.

## **SECTION III – DEFINITIONS, TERMS AND CONDITIONS DEFINITIONS**

To simplify the language throughout this request for Qualification, the following definitions shall apply:

CITY OF WINNSBORO – Same as City.

CITY COUNCIL – The elected officials of the City of Winnsboro, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

CONTRACT – An agreement between the City and a Provider to furnish supplies and/or services over a designated period during which repeated purchases are made of the commodity and/or service specified.

CITY – The government of the City of Winnsboro, Texas.

CONTRACTOR OR FIRM – The successful Offeror of this request.

RFQ – Request for Qualification

### **ELECTRONIC DOCUMENTS**

Requesting firms may be supplied with the original documents in electronic form to aid in the preparation of Qualification(s). By accepting these electronic documents, Firms agree not to edit or change the language or format of these documents. Submission of a Qualification by Firms signifies full agreement with this requirement.

### **RECEIPT OF QUALIFICATIONS**

The submitted Qualification(s) must be received by the City prior to the time and date specified. The mere fact that the Qualification was dispatched will not be considered; the firm must ensure that the Qualification is delivered.

Regardless of cause, late Qualifications will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery at the designated office by the designated time. Late Qualifications will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

### **QUESTIONS AND INQUIRIES**

Questions and inquiries about this Request for Qualification should be directed to: **Makenzie Lyons, City Administrator 903-342-3654** Questions should be submitted in writing no later than seven (7) days prior to the specified due date of the RFQ and may be submitted to: [mlyons@winnsborotexas.com](mailto:mlyons@winnsborotexas.com)

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made based on this statement.

### **CITY PREROGATIVE TO ACCEPT/REJECT QUALIFICATIONS**

The City reserves the right to accept or reject any or all Qualifications because of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Qualification if found in the best interest of the City. All Qualifications become the property of the City of Winnsboro.

**REIMBURSEMENTS**

There is no express or implied obligation for the City of Winnsboro to reimburse responding firms for any expenses incurred in preparing Qualifications in response to this Request for Qualification and the City of Winnsboro will not reimburse responding firms for these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

**CERTIFICATION**

Qualifications must be completed and submitted as required in this document. Certification form below should be fully completed.

The undersigned affirms that they are duly authorized to execute this contract, that this RFQ has not been prepared in collusion with any other firm, and that the contents of this RFQ have not been communicated to any other firm prior to the official opening of this RFQ.

Signed By:

Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

Bid Address: \_\_\_\_\_  
P.O. Box or Street: \_\_\_\_\_  
City, State ZIP: \_\_\_\_\_

Purch. Order Address: P.O. Box or  
Street: \_\_\_\_\_  
City, State ZIP: \_\_\_\_\_

Remit Address: P.O. Box: \_\_\_\_\_  
City, State ZIP: \_\_\_\_\_

Federal Tax ID No: \_\_\_\_\_  
Date: \_\_\_\_\_

**AGREEMENT**

Submittals should include any vendor proposed, or required, agreements and contracts regarding this RFQ.

**COMMUNICATION**

Prospective vendors shall communicate only with the staff identified herein during the entire RFQ process (from this solicitation to award). The City shall not be responsible for any verbal or non-verbal communication between a potential bidder and any other employees of the City; and such action may be cause for rejection of the subject bidder's Qualification. Only written requirements and Qualifications, and addenda as issued by the City will be considered.

## **COMPANY OWNERSHIP/MANAGEMENT**

Should there be a change in the awarded vendor ownership or management, the contract may be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

## **DISCLOSURE**

At the public opening, there will be no disclosure of contents to competing firms, and all Qualifications will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Qualifications will be open for public inspection after the contract award.

## **AWARD OF THE CONTRACT**

Award of the contract shall be made to the responsible offeror whose Qualification is determined to be the best offer, taking into consideration the relative importance of price and other factors set forth in this request for Qualifications.

The contents of the Qualification of the successful bidder will become, at our option, a contractual obligation if a contract ensues. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

Qualifications submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the proposing vendors. The City of Winnsboro reserves the right to terminate the selection process at any time and to reject any or all Qualifications.

The City of Winnsboro reserves the right to accept the Qualification that is, in its judgment, the best and most favorable to the interests of the City of Winnsboro and to the public; to reject the low-price Qualification; to accept any item of any Qualification; to reject any and all Qualifications; and to waive irregularities and informalities in any Qualification submitted or in the Request for Qualification process, provided; however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing vendors should not rely upon or anticipate such waivers in submitting their Qualification.

## **ADDENDA**

Any addenda to the Qualification specifications issued during the period between issuance of the RFQ and receipt of Qualifications are to be considered covered in the Qualification and in awarding a contract they will become a part thereof. Receipt of addenda should be acknowledged by vendors in their Qualification cover letter.

## **FALSE OR MISLEADING STATEMENTS**

If, in our opinion, if a Qualification contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by the vendor, the entire Qualification may be rejected at the discretion of the City.

## **CLARIFICATION OF QUALIFICATION**

We reserve the right to obtain clarification of any point in a vendor's Qualification or to obtain additional information necessary to properly evaluate a particular Qualification. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's Qualification.

## **RESPONSIVENESS**

Qualifications should respond to all requirements of this RFQ to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent

in the proposed system. Alternative approaches will be given consideration if the approach clearly offers us increased benefits.

### **REJECTION OF QUALIFICATION**

Qualifications that are not prepared in accordance with these instructions to vendors may be rejected/disqualified. If not rejected, the City of Winnsboro may demand correction of any deficiency and accept the corrected Qualification upon compliance with these instructions to proposing vendors.

### **INDEMNIFICATION AND RELEASE**

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

#### **INDEMNIFICATION**

It is further agreed that the Contractor (separately and collectively the "Indemnitee") shall indemnify, hold harmless, and defend the City, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the City, any other party indemnified hereunder, the Contractor, or any third party.

#### **RELEASE**

The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the City, any other party released hereunder, the Contractor, or any third party.

### **CONFLICT OF INTEREST**

Provide a completed copy of the Conflict-of-Interest Questionnaire (Form CIQ) and Certificate of Interested Parties form upon contract execution.

## **SECTION IV - TECHNICAL SPECIFICATIONS GENERAL INFORMATION**

### **BACKGROUND**

The City of Winnsboro Located in Northeast Texas, Winnsboro is a quiet community that treasures its past while embracing the future. Winnsboro's rich and varied history extends from the days of the Caddo Indians to the French settlements and from the wild logging era to the rather calm visits of Bonnie Parker and Clyde Barrow. Today, Winnsboro is a quiet East Texas community of 3,584 citizens. It remains the "hub," or centralized location, for many other East Texas cities starting with Greenville to the West, Mount Vernon to the North, Pittsburgh to the East, and Quitman and Mineola to the South. Located halfway between Dallas and Texarkana (just South of Interstate 30), Winnsboro always offers a hometown welcome. Enjoy the relaxed country atmosphere and friendly neighbors. You may find that you want to stay and call Winnsboro home.

## **GENERAL SCOPE OF WORK**

The City of Winnsboro, Texas is seeking Qualifications from competent service provider(s) to assist the City in engineering and architectural design, bidding and construction phase services for a remodel of the Animal Shelter Building, including but not limited to:

- Preliminary and final design services
- Preparation of construction plans and specifications
- Preparation of preliminary and final Opinions of Probable Cost
- Assistance with obtaining an asbestos survey, if needed
- Preparation and submission of all required permit applications
- Bidding phase services
- Construction administration
- Construction inspection

Project Location: The project is located at the 835 Hope Lane, Winnsboro, TX 75494.

Access to the site will be made available during the pre-submittal meeting during the time specified.

The pre-submittal meeting will be held at the **EXISTING ANIMAL SHELTER**, located at 835 Hope Lane, Winnsboro, TX 75494. Contractors who are interested in the project but are unable to attend the scheduled pre-submittal meeting, should call **Amanda Collins, Shelter Supervisor** at **Phone # 903-335-0595** to schedule an appointment for a site visit.

The contractor shall be duly licensed as an engineer and/or architect to practice in the State of Texas, and agrees to provide professional services in connection with the project as hereinafter stated, and shall have responsibility for compliance with all applicable laws, rules, regulations, ordinances and codes.

## **PROPOSED COST OF SERVICES**

Please provide your cost Qualification to accomplish the scope of work outlined above and for any additional services required to implement the project described in this solicitation.

The Qualification must include all costs that are necessary to successfully complete these activities. The City will consider dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises. Contract pricing for services under this RFQ will be adjusted if final project cost estimates differ from the current estimate. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract.

## **SUBMISSION REQUIREMENTS**

The following information, at a minimum, must be provided:

### **CONTRACTOR OVERVIEW**

- The name and address of the principal office and all branch offices of the Contractor.
- The size of the firm including number and type of employees. If a joint venture, list similar information for each firm and the rationale for the joint venture. Include previous similar experience as a joint venture, and a summary of the joint venture agreement indicating the roles and responsibilities of each party in the joint venture.
- Name, address, e-mail, and telephone numbers of the Project Principal and the individual designated to receive all official correspondence relating to the Project.
- List any sub-contractors and/or any other firms that will be used to provide services in relation to this project.



## PROJECT TEAM MEMBER INFORMATION

- Provide a Project Management Chart specific to this project that identifies all key team members, describes each person's role and responsibilities, and shows how each interacts with other team members and the CITY.
- Personnel Qualifications for all members of the Project Team that include title, educational background, licenses, relevant experience, work history, length of service with your firm, and three current client references.
- Selection of the successful CONTRACTOR will be based, in part, on specific members of your proposed Project Team. Include a statement indicating the firm's commitment to maintain the integrity of the assigned staff throughout the Project.

## CONTRACTOR EXPERIENCE

- Briefly discuss five projects that best represent your team's ability to successfully complete this project. Explain how these projects demonstrate your team's capability to successfully provide the services requested. For multi-office firms, these projects should be projects designed by the office or team members proposed for the project in the RFQ. At a minimum, for each project, provide a brief description, a before and after photo, name of project owner, up-to-date client reference information (including names and phone numbers), dates services performed, specific services your team provided and size of the project.

## PROJECT UNDERSTANDING

- Briefly describe your team's understanding of the project. Include a brief description of your proposed approach to the project.
- Briefly describe any challenges or opportunities that you have identified for this project.

## ADDITIONAL INFORMATION

- Provide any additional information the Contractor believes will be helpful in making the selection.

## EVALUATION CRITERIA

The City will select a Contractor that best meets its requirements based on the information contained in the Statement of Qualifications, any reference checks conducted, personal knowledge of the Selection Committee and the information presented during any interviews conducted as part of the selection process. Additionally, the City will consider and apply any existing laws, rules or applicable provisions related to historically underutilized businesses (HUB) or the use of women, minority, and small, or disadvantaged businesses enterprises (BDE).

Specifically, the Selection Committee will review and consider the following criteria listed in the order of importance:

| Response Criteria                                                                                                                                                                                                         | Points |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| • Summary indicating understanding of the project scope, as well as, any potential opportunities and/or challenges with the project.                                                                                      | 40     |
| • The Contractors experience at successfully delivering projects of similar size and complexity on time and within budget (including change orders and allowances). Experience of the proposed Project Team is preferred. | 35     |
| • Management approach and capability to perform the work.                                                                                                                                                                 | 15     |
| • The quality and comprehensiveness of the Statement of Qualifications.                                                                                                                                                   | 10     |

**PROCUREMENT PROCESS**

This RFQ complies with all state laws and CITY policies and procedures. Address any questions and/or concerns about the process or any awards made from it to:

City of Winnsboro

Attn: **Makenzie Lyons, City Administrator**

**501 S. Main St.**

Winnsboro, TX 75494

**Phone: 903 – 342 – 3654**

Email: [mlyons@winnsborotexas.com](mailto:mlyons@winnsborotexas.com)

All inquiries regarding this Project and RFQ must be in writing and must be submitted to the CITY by the deadline specified above.

CONFLICT OF INTEREST FORM



**ATTENTION VENDORS DOING BUSINESS WITH THE CITY  
OF WINNSBORO**

Pursuant to House Bill 914, Local Government Code, chapter 176, a person or business and their agents who does business with the City of Winnsboro is required to complete a conflict-of-interest questionnaire (Form CIQ) no later than seven days after being contacted by City of Winnsboro for the purpose of establishing a business relationship. This legal requirement went into effect as of January 1, 2006.

Failure to meet this requirement could result in termination of your business relationship with the City of Winnsboro, whether or not a contract is in place. This is a legal requirement that supersedes contract provisions relating to termination.

Thank you for your cooperation.

Makenzie Lyons  
City Administrator  
City of Winnsboro  
Phone # 903.342.3654  
Email: [mlyons@winnsborotexas.com](mailto:mlyons@winnsborotexas.com)

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

For vendor or other person doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 1491, 80<sup>th</sup> Leg., Regular Session.**

**OFFICE USE ONLY**

**Date Received:**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code,

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor

1. Name of person who has a business relationship with a governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire. *(The law requires you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)*

3. Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_ Name of Officer

*This section (item 3 including subparts A, B, C and D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.*

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

 Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

 Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer services as an officer or director, or holds an ownership of 10 percent or more?

 Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
July 25, 2022

Date