

REQUEST FOR QUALIFICATIONS
PROGRAM MANAGEMENT SERVICES FOR WASHINGTON COUNTY

General Conditions

1. Washington County will be accepting sealed responses for furnishing the services set forth in this Request for Qualifications.
2. Responses received in the County Clerk Office after the submission deadline shall be returned unopened and will be considered non-responsive and are therefore void and unacceptable. Washington County is not responsible for lateness of mail, carrier, etc.
3. Responses may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by responder guaranteeing authenticity.
4. The County reserves the right to accept or reject in part *or* in whole any responses submitted, and to waive any technicalities in the best interest of the County. The County further reserves the right to negotiate, discuss and/or interview those vendors considered to be responsive.
5. Responses will be received and publicly opened at the location, date and time stated herein. Only the names of the responders will be read at that time. Responders, their representatives, and interested persons are not required to be present, but may be present.
6. By submitting a response, the responder certifies that he/she has fully read and understands the "Request for Qualifications" and has knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein.
7. The responder shall furnish any additional information as Washington County may require.
8. Washington County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.
9. From the time between the submission of a response to this RFQ and time of contract award by Commissioners Court; Entities submitting responses to this RFQ, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their submitted response to any member of the Washington County Commissioners Court or County staff except in the course of County-sponsored inquiries, briefings, interviews, or presentations. Any violation of this provision may result in disqualification of the entity. Any contact by a responding entity to Washington County shall be with the Washington County Auditor, or other persons specifically named and designated by Washington County, as the contact for questions and comments regarding the RFQ.

10. Any interpretations, corrections or changes to this RFQ will be made by addenda. Issuing authority of addenda shall be vested in Washington County Clerk. Addenda will be emailed, to all that are known to have received a copy of this request for qualification. Responders shall acknowledge, in their response to this RFQ, receipt of all addenda.

Responses are due no later than 9:00 a.m., June 3, 2019 in the Washington County Clerk's Office.

Overview

Washington County is requesting qualifications from firms who can adequately demonstrate they have the resources, experience and qualifications to perform the task of Program Management from the Project Development Phase extending through the design and construction of various projects within the Capital Improvement Program established by Washington County. This RFQ is for "Program Management" services, it is not for design or contractor services. A subsequent RFQ or RFP will be utilized to procure design teams and builder firms for the projects.

Scope of Services

Program Manager (PM) shall provide the principal and single point of contact for Washington County. Services shall include all general leadership and management functions required of a PM which shall include but are not limited to: project development phase, bond facilitation, developing Total Project Cost (TPC), recommendations for delivery method, procurement of design, builder and other consultants as required, design management including validating programming results, tracking budgets, providing cash-flow projections to financial advisor and County Clerk on a monthly basis; preparing cost estimates and Project Master Schedule, validating construction cost/cost of work, monitoring schedules; overseeing quality of all aspects of the project; communication with the project team; coordinating all issues, documentation, minutes, action items, and approvals to move the project through all its various phases; providing direct interface with end-users and other stakeholders as required; and briefing officials as necessary. Project Manager (PM) must have experience in the area of architect/construction contracts.

Demonstrated competence and qualifications of consultant's key personnel, to be assigned to this project, will be a major consideration in the evaluation process for this RFQ. In your response, please provide information about your firm, also include a list of business references that includes contact name, address, e-mail address, and telephone numbers. Washington County is interested in ready availability of the project manager and project team, and redundancy within the firm should key personnel be unavailable or reassigned before a firm is selected. Established best practices should be included.

Any questions related to the scope of services or questions concerning the submittal of qualifications should be directed to County Auditor, Sharon Stolz, email: [sstolz@wacounty.com](mailto:ssstolz@wacounty.com).

Evaluation Criteria

Submittals should address the firm's record and process for delivering high quality services on deadline and within established budgets; and its system for alerting clients early to prospective changes in the project budget. Also provide the firm's management approach and services that are provided.

The Request for Qualifications will be evaluated using a point system for the following categories:

- A. Firm-Responsiveness to the **RFQ (25 Points)**
 - Background of the firm(10)
 - References and project examples (10)
 - Clarity, thoroughness and brevity of the response and requested information (5)

- B. Technical Qualifications and Initial Response (75 Points)
 - Qualifications & availability of key personnel adequate for requirement (25)
 - Verifiable relevant experience for similar projects (15)
 - Understanding of the project(10)
 - Thoroughness of management approach and Best Practices, including: Project Development Process, Implementation Strategy, Design Management, Construction Management, Cost Control, Schedule control, Change Management including reducing Change orders, Quality control & quality assurance; Public Involvement and Public Education (25)

By submitting a response to this RFQ, each firm acknowledges that he/she understands that Washington County reserves the right: to accept or reject any and/or all responses to the RFQ; to conduct interviews or to select from responses to this RFQ without conducting interviews; as it shall be deemed to be in the best interest of Washington County. Receipt of any RFQ shall only be acknowledged in a manner so as to avoid disclosure of the contents to competing responders, and kept secret during the evaluation and any negotiation process.

However, all documentation is subject to the Open Records Act after a contract is awarded, except for trade secrets and confidential information and shall be identified by responder as such. All confidential information should be clearly marked in red on any response to this RFQ.

The responses to this RFQ will be reviewed by those representatives as appointed or as directed by the Commissioners Court. As part of the selection process, interviews may or may not be conducted, and additional information may or may not be requested from one or more firms during the selection process.

Washington County reserves the right to select a firm with or without holding interviews of, and/or presentations by any firm(s). After selection of a firm based upon qualifications, contract negotiations will begin with the selected firm. The Washington County Commissioners Court will approve the selection of the firm and the contract for services.

Washington County reserves the right to modify and/or amend this scope of services as may be required in order to accomplish the best value and best result for Washington County.

Response Submittal

Responses must be submitted in a sealed envelope clearly marked: "Request for Qualifications", and addressed to:

Beth Rothermel
Washington County Clerk
100 E. Main Street, Suite 102
Brenham, TX 77833

Responses must be delivered not later **than: 9:00 a.m., June 3, 2019.**

Please submit five (5) copies, plus a copy of the response on USB.

The response is limited to twenty-five (25) double sided pages, 12 pitch font size, including names, addresses, telephone numbers, and e-mail addresses for the prime provider and any sub-providers if proposed and their responsibilities by work category. Overview of the firm's specific experience on comparable projects, limit to five (5) and a minimum of three (3) references from similar projects, including any experience with other counties and a contact person from those counties.

References should include:

- Name of agency/firm, contact person, phone number and email address
- Year the services were provided
- Type of project and scope of services provided

Supporting attachments and/or appendices (related project, graphics, resumes, etc.) are not included in the twenty-five (25) page limit, but should be conservative in their inclusion.

CONFLICT OF INTEREST QUESTIONNAIRE

For firm or other person doing business with Washington County, Texas

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th 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.

OFFICE USE
ONLY

Date Received

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

1. Name of person doing business with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4. Describe each affiliation **or business relationship with** a person who is a local government officer and **who appoints or employs** a local government officer of the local governmental entity that is the subject of this questionnaire.

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. 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 from the filer of the questionnaire?

Yes No

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

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government *force* serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

7. _____
Signature of person doing business with the governmental entity