



REQUEST FOR PROPOSAL
RFP # 23-4090-06

CONSULTING, PLANNING, AND DESIGN
ARCHITECTURAL SERVICES
FOR AN ANIMAL SHELTER FACILITY

Due Date: Wednesday, September 27, 2023

BURNET COUNTY AUDITOR
133 E JACKSON ST.
Burnet, TX 78611
512-715-5295

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INTRODUCTION

Burnet County, hereinafter known as the County, is seeking the services of a qualified Architectural Firm licensed in the State of Texas to provide Architectural services for the Planning, Preliminary Architectural, Design Architectural, and Construction Architectural for a new Animal Shelter facility. The County reserves the right to amend this contract for additional time if it is in the best interest of the County.

Section 1: RFP Submittal and Closing Date

Two hard copies (Or one electronic submission) of the RFP must be received by 2:00 pm local time, **Wednesday, September 27, 2023**

RFPs may not exceed 20 pages. Neither late nor faxed submittals will be acceptable. Firms submitting RFPs not in compliance with Section 4 will be considered non-responsive. RFPs must be addressed to the following:

PLEASE MAIL YOUR REQUEST FOR PROPOSAL TO:

BURNET COUNTY
Attn: COUNTY AUDITOR/PURCHASING AGENT
133 E JACKSON ST.
BURNET, TEXAS 78611

OR

SUBMIT AN ELECTRONIC FILE TO:

bids@burnetcountytexas.org. Electronic files will be remain unopened until the due date and time.

In order to assure your packet is fairly considered, it must be submitted in properly sealed envelope, clearly marked on the left-hand corner with the numbers "23-4090-06". Envelopes containing proposals that are unmarked or marked otherwise may be opened prematurely.

Section 2: Inquiries

2.1 Questions that arise prior to the RFP deadline shall be addressed to the following: purchasing@burnetcountytexas.org

2.2 Consultants may be directed to submit questions in writing to the Burnet County Auditor, or his/her designee no later than seven days prior to the submittal date. Substantive questions and answers will be provided to all RFP recipients.

Section 3: General Statement of Work and Delivery Schedule

3.1 General WorkStatement

The objective of this work is to assist Burnet County with the design, bid, and construction of a new Animal Shelter facility.

3.2 Consultant's Responsibilities

The scope of work to be performed by the Consultant for the Animal Shelter may include Architectural services relating to the Planning, Preliminary Architectural, Design Architectural and Construction Architectural of the project.

Services to be provided may include some of, but not limited to, the following:

1. Assist the County with development and planning of the project.
2. Prepare preliminary project costs.
3. Assist the County in the financial planning for the project.
4. Bid preparation and evaluation.
5. Meet with the County and representatives of local, state, and federal agencies as necessary.
6. Prepare conceptual schematics and designs and review the designs with the County and applicable agencies and prepare preliminary cost estimates based on the conceptual design.
7. Proceed with final design after the County has approved the conceptual schematic design.
8. Complete the necessary detailed design of the project, prepare detailed drawings, specification, and contract documents, and make approximate estimates of the anticipated final costs based on the final designs.
9. Attend public meeting and/or conferences with the County and representatives of other agencies and interested parties.
10. Attend bid openings, tabulate bid proposals, analyze the bids, check the bid forms and bonds, check quantities in the bids, and assist the County in negotiating and awarding the contract.
11. Meet with the County and contractors in preconstruction conferences.
12. Keep the County informed concerning progress of the work and attend meetings held by the County, regulatory agencies, and contractor as they relate to the project.
13. Review shop and working drawings furnished by the contractor.
14. Provide general review and assist county inspectors on an as-need basis for inspection of the contractor's work as construction progresses.
15. Review the contractor's requests for progress payments and advise the County as to the extent of the work accomplished as of the date of the request.
16. Make final inspections of projects and report the results to the County and any other applicable agency.

17. Ensure compliance with applicable state and federal requirements and regulations specific to each project in accordance with funding sources.

3.3 Proposed Contract

Burnet County intends to select one qualified consultant based upon its review of the RFPs and, if the County determines necessary, the discussions (interviews), and award one contract for an indefinite delivery period as described elsewhere herein.

Section 4: RFP Requirements

4.0 No Fee Schedule

The County shall utilize a two-step consultant selection process:

1. Selecting the most qualified firm, and
2. Entering into fee negotiations

Costs will not be evaluated as part of the selection process. Costs will be negotiated after a Proposer is selected. A Preliminary Fee Schedule for any Proposer selected for contract negotiations, must be submitted within five (5) working days of the Proposer's notification of selection unless an extension is granted by the County.

4.1 Consultant's Capabilities/Experience/References Max Score 25

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects, providing references, if available
- Internal procedures and /or policies related to work quality and cost control
- Management and organizational structure
- Capability to perform the work for the duration of the contract

4.2 Project Team Max Score 25

Outline the firm's personnel who would work with the County. The response should address the following:

- Extent of principal involvement
- Names of key members who will be performing the work on these projects and their responsibilities.
- Qualifications and relevant individual experience.
- Experience with similar projects and interdisciplinary teams.

4.3 Method of Approach Max Score 25

Outline the firm's approach to working with the County on County projects.

4.4 Understanding of Requested Services and Local Area Max Score 25

Outline the firm's understanding of the requested services and local area. The response should address items such as expertise and familiarity with local conditions that could affect project construction success such as local materials sources, weather conditions, geology, local contracting resources, etc.

Section 5: Proposal Evaluation and Consultant Selections

5.1 Evaluation Process

Requests for Proposals submitted on time will be forwarded to an evaluation committee for scoring against the evaluation criteria and a ranking developed. The outcome of the evaluations may, at the County's sole discretion, result in (a) note to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. This often means notice of placement on a discussion (interview) list with time and date of the discussion (interview). The selection process may be canceled if the County determines it is in the public interest to do so.

5.2 Evaluation Criteria

Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<u>Criteria</u>	<u>Maximum Score</u>
A. Consultant's Capabilities / Experience/ Reference	25
B. Project Team	25
C. Method of Approach	25
D. Understanding of Requested Services and Local Area	25

In the event the County elects to hold discussions (interviews), the final selection will be based upon the same evaluation criteria and scoring used to evaluate the written proposals.

Section 6: General Information

6.1 The County may require any clarification of change it needs to understand the selected consultant's project approach.

6.2 The successful consultant must have Worker's Compensation Insurance covering work in the State of Texas or otherwise comply with Texas Statutes regarding Worker's Compensation Insurance. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the professional services contract.

6.3 The County reserves the right to reject any or all proposals, and is not liable for any costs the consultant incurs while preparing or presenting the proposal.

6.4 The County reserves the right to cancel this RFP upon a good cause finding.

6.5 The County will award a contract to the consultant whose proposal, in the opinion of the County Commissioners Court, scores highest using the scoring and ranking methods described herein.

6.6 The selected consultant will be required to assume the responsibility for all services outlined in the RFP, whether the consultant or a sub-consultant produces them.

6.7 Burnet County does not discriminate in selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or poly of the state or federal government.

6.8 DBE Requirements

~~The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of Burnet County to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of 12.6% percent has been established for this contract. The proposer shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.~~