



## REQUEST FOR QUALIFICATIONS (RFQ) 24-001 for Architectural Services

### "Central Counties Services – Killeen and Copperas Facilities"

#### PROJECT OVERVIEW:

Central Counties Services (CCS) is seeking qualified architecture services to provide design services for two properties located in Killeen and Copperas Cove, Texas.

1. The repurposing of an existing, vacant bank building at 1011 Wales Drive in Killeen, Texas. This Project includes extensive renovations of the interior of the building, parking, and other outdoor elements, as well as minimal façade renovation and upgrades to the exterior skin of the building. The facility will house Central Counties Services Behavioral Health Department, ECI, IDD, staff offices, a pharmacy, and other support facilities to serve the western Bell County and southeast Coryell County population.

2. Design services for the renovation of a building located in Copperas Cove, at 1012 North Drive. This building will require design services for both the interior and exterior of this facility, as well as minimal façade renovation and upgrades to the exterior skin of the building. The facility will house behavioral health and IDD service delivery programs.

#### INQUIRIES:

Questions or clarification requests regarding the RFQ or Project shall be directed in writing to Johnnie Wardell, C.E.O., Central Counties Services, via email at [johnnie.wardell@ccs1967.org](mailto:johnnie.wardell@ccs1967.org). All correspondence must include the following reference to be considered: "RFQ Architectural Services for Central Counties Services Killeen Campus."

Questions and responses will be published on the Central Counties Services website at <https://www.centralcountiesservices.org/PublicNotices>

*The CCS instructs that the above-listed contact is the only authorized source of information concerning this solicitation.*

### 1.0 GENERAL REQUIREMENTS

#### 1.1 Key Dates

- Advertise RFQ 1<sup>st</sup> Publication June 9, 2024
- Advertise RFQ 2<sup>nd</sup> Publication June 16, 2024

- RFQ Due July 8, 2024, by 2:00 pm
- Notify Finalist/Request Proposal July 12, 2024
- Select Architect July 23, 2024

**Sealed Qualification Submissions will be received on or before July 8, 2024, by 2 pm.**

Statements of Qualifications may be sent by USPS mail or by courier to:

Central Counties Services  
 Attn: Johnnie Wardell (RFQ 24-001)  
 304 South 22<sup>nd</sup> Street  
 Temple, Texas 76501

- 1.2 Qualification Submissions will not be accepted after the deadlines set for receipt thereof. No submittals received after this deadline will be considered. If USPS P.O. Box is used the Respondent is cautioned to allow sufficient time. Central Counties Services is not responsible for lateness of mail, carrier, or any method of delivery. Delivery by FAX or Email is NOT acceptable. The time/date stamped by the CCS Secretary shall be the official time of receipt.
- 1.3 Unless expressly allowed by a written authorization from the CCS, no Qualification Submissions may be changed, amended, or modified in any manner after it is delivered to CCS; however, a Qualification Submission may be withdrawn and resubmitted any time prior to the deadline set for receipt thereof.
- 1.4 Interested persons or entities submitting Qualification Submissions, must submit one unbound original (suitable for photocopying) and three (3) bound copies and one (1) electronic copy, USB thumb drive, of their Qualification Submission. Two of the bound copies must be executed originals bearing the signature of an authorized representative of the Respondent.
- 1.5 Responses must be typed on standard (8 1/2" by 11") paper, with each page numbered sequentially. Responses must contain a table of contents with page numbers and be arranged to correspond the terms/requirements of this RFQ in the order that those terms/requirements appear in this RFQ.
- 1.6 Qualification Submissions will be opened by CC Staff at 2:00 pm local time on **July 8, 2024**, in the CCS Conference Room at 304 South 22<sup>nd</sup> Street, Temple, Texas 76501.
- 1.7 Persons or entities delivering Qualification Submissions will be notified by close of business, **July 12, 2024**, if they have been selected based on demonstrated competence and qualifications as the most highly qualified provider - requesting submission of a priced Proposal.
- 1.8 Priced Proposals from the selected person or entity shall be due to the RFQ contact person by 2:00 p.m. local time on **July 23, 2024**.

## 2.0 Scope of Services

The following services are anticipated to be included.

- Programming/Schematic Design
- Budget
- Architectural Design Services

- Limited Civil Engineering Services
- MEP Engineering (Mechanical, Electrical, and Plumbing)
- Permitting and Construction Plans
- Interior Design and Finishes
- Life Safety/Fire Safety Systems
- Energy Code Compliance
- Landscaping
- Assist CCS in the development of an RFP for the procurement of a Construction Manager at Risk (CMAR) and aid in the selection process.

### **3.0 Schematic Design Phase**

- 3.1 Review project needs, goals, and requirements.
- 3.2 Integrate programmatic elements.
- 3.3 Integrate physical elements.
- 3.4 Review the detailed scope of work with the Owner.
- 3.5 Code Review with City Planning and Development Department.
- 3.6 Code review with City Public Works Department.
- 3.7 Identify and schedule project milestones.
- 3.8 Develop schematic design drawings and outline specifications.
- 3.9 Develop a project budget.

### **4.0 Design Development Phase**

- 4.1 Prepare design development documents based on approved schematic design documents that specify all design elements in more detail.
- 4.2 Formal presentations to the Client.
- 4.3 Update the project budget.
- 4.4 Prepare contract documents based on approved and accepted design development drawings and approval from CCS.
- 4.5 CCS individuals, teams, or committees shall review plans for the Project. Final plans will require approval from Johnnie Wardell and, ultimately, the City of Killeen.
- 4.6 Contract documents, including specifications, standards, and special notices or provisions, should accompany plans for each review.

### **5.0 CMAR Procurement Phase**

- 5.1 Coordinate with the Owner to provide an RFP for procuring a Construction Manager at Risk.
- 5.2 Assist the Owner with evaluation and selection of a Construction Manager at Risk.

### **6.0 Construction Phase**

- 6.1 Project Architect will provide Contract Administration and Construction Observation (CACO) Services.

- 6.2 Attend weekly update meetings with CMAR, Contractor, and CCS representative.
- 6.3 Provide cost management with CCS approval on all change orders.
- 6.4 Assist CMAR in acquiring all necessary permits and overseeing communications with the Owner's Representative.
- 6.5 Provide punch list at Substantial Completion.
- 6.6 Provide walk-thru upon completion.

## 7.0 Selection

### Qualification Submission (STEP 1)

- 7.1 Each Respondent must submit a Qualifications Submission containing a complete response to each of the Questions and Requests set forth below and fully complying with the General Requirements set out in Section 1 above and all other applicable requirements of this RFQ. No price or cost information is to be included with a Qualifications Submission.
- 7.2 The Qualification Submissions received from the Respondents will be reviewed, evaluated, and ranked by the CCS and/or its designees based on the application of the following evaluation criteria and weighting factors as follows:
  - Respondent's experience 20%
  - Respondent's technical competence 25%
  - Respondent's capability to perform 35%
  - Respondent's past performance 20%
- 7.3 In preparing your Qualifications Submission, answer the following questions and requests thoroughly while attempting to keep each answer to 100 words or less. The completeness of your answers to these questions and requests will be considered when evaluating your response.
- 7.4 List a maximum of five (5) projects for which you have provided services that are most related to this Project. List the projects in order of priority, with the most relevant Project listed first. Provide the following information for each Project listed:
  - Project name, location, contract delivery method, and description
  - Color images (photographic or machine reproductions)
- 7.5 Describe the experience of your firm and of any team members in designing similar facilities.
- 7.6 For each Project identified in answer to the question above, provide a contact name at that facility or governmental agency and the name of the chief executive officer of the entity for which the work was done if different than the contact provided. For each person identified, provide a current address and telephone number to reach them.
- 7.7 Identify the design professionals who will be working on the Project and their qualifications, and provide a copy of their license to practice in the State of Texas, including Registered Architects and Registered Professional

Engineers.

- 7.8 Identify any special certifications, degrees, or professional designations held by each design professional you propose to use for the Project.
- 7.9 Provide a full resume (educational, professional, work-related history) of:
  - Respondent's key team members;
  - Proposed Project Manager
- 7.10 Identify all lawsuits filed, legal claims, or demands against the Respondent (or any of Respondent's Team members) and/or any of their respective principals/officers received within the last five (5) years.
- 7.11 Are you able and willing to provide all of the services requested in this RFQ in compliance with all applicable laws, rules, regulations, and court orders?
- 7.12 Provide a summary you believe is relevant to the consideration that you (and your team members) have the capability to perform this Project.
- 7.13 Provide a summary you believe is relevant to the consideration that you (and your team members) have the capacity and willingness to perform this Project in a timely manner.
- 7.14 Provide a summary of any similar projects that your team has completed, and any projects completed with Central Counties Services specifically.

### **Request for Proposals (STEP 2)**

- 7.15 CCS reserves the right to reject any or all proposals and waive any irregularity in the proposals received.
- 7.16 CCS shall first attempt to negotiate a contract with the selected person or entity. If CCS is unable to negotiate a satisfactory contract with the selected person or entity, CCS shall, formally and in writing, end negotiations with that selected person or entity and proceed to negotiate with the next person or entity in the order of the evaluation ranking, until a contract is reached or negotiations with all ranked persons or entities end.
- 7.17 Following the selection of a person or entity, an agreement based on "AIA Document B101 Standard Form of Agreement between Owner and Architect" shall be prepared by the selected person or entity for execution by Central Counties Services and said architect.

## **8.0 Design and Construction**

- 8.1 Following selection, the successful Respondent's design team shall complete a design and submit all design elements for review and approval by CCS.
- 8.2 Architectural designs must be compatible with the activities that take place in each department inside the proposed space. Special consideration must be given to the good design practice in a behavioral health setting.
- 8.3 Concepts and designs must include the following features. Behavior Health, ECI, IDD departments, miscellaneous support areas, offices, private restroom/shower areas, and meeting rooms. Public spaces will be required in several locations, as well as public restrooms and meeting spaces.

- 8.4 Design professionals on the Project must be covered by professional liability insurance in a coverage amount of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. Design professionals on the Project must be licensed/registered to practice their profession in the State of Texas.
- 8.5 Each design must be in full compliance with all applicable laws, rules, regulations and court orders, and in full compliance with all the offers, proposals, terms and conditions set forth in their Proposal.

## 9.0 Statement of Qualifications and Proposals

- 9.1 CCS does not assume, and hereby expressly disclaims, any responsibility or obligation of any nature to any of the persons or entities responding to this RFQ/RFP (or to any other entity) and will make no payment or reimbursement of any cost, fee or other expenditure whatsoever associated with the preparation or submission of a Qualification Submission or Proposal.
- 9.2 The contract(s) awarded will be governed by the laws of the State of Texas and deemed payable and performable in Bell County, Texas. The venue for all disputes thereunder shall lie in Bell County, Texas.
- 9.3 In addition to all rights provided by law, CCS:
  - Reserves the right to reject any or all Proposals.
  - May, at its sole discretion, waive technical mistakes, informalities, or irregularities in any Proposal received;
- 9.4 Neither this document nor the advertisement of the Notice of the RFQ is an offer.
- 9.5 Respondents shall, as a part of their Proposal, address and identify how they intend to comply with all existing laws or rules related to the use of women, minority, small, or disadvantaged businesses. Respondents shall, as a part of their Proposal, address and identify how they intend to comply with all existing laws related to historically underutilized businesses.
- 9.6 It is the express intent of CCS that each Proposal as submitted be comprehensive, prepared in good faith, and present a reasonable likelihood to be developed, built, and fully operational in a reasonable length of time. Its design and construction are to be in full compliance with all applicable laws, rules, regulations, court orders, standards, and ordinances.
- 9.7 It is the intent and desire of the CCS to identify, through this RFQ process, the most qualified team for this Project. The teams submitting sealed RFQ responses will be evaluated based on the criteria and point scale enumerated above. The teams will be ranked using the scores derived from these criteria.
- 9.8 If so desired or deemed necessary by the committee, the top-ranked teams **may** be asked to come in for an interview. Once the top-ranked team is identified, CCS will move forward with the terms of the agreement. If negotiations should stall, then negotiations shall begin with the second highest team and so on until an agreement can be made.

9.9 STATEMENT OF QUALIFICATIONS SUBMITTAL

**TYPE OR PRINT**

TEAM NAME	AUTHORIZED REPRESENTATIVE AND TITLE
STREET ADDRESS and/or PO BOX NO.	PHONE
CITY, STATE, ZIP	FAX
FIRM'S TAX IDENTIFICATION NUMBER	EMAIL ADDRESS
<b>SIGNATURE</b>	<b>DATE</b>