

## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

Sealed Request for Statements of Qualification addressed to Pilar Rodriguez, PE, Executive Director, Hidalgo County Regional Mobility Authority (HCRMA), will be received on Ocotober 27, 2017 until 4:30 p.m. at the HCRMA Offices (4th Floor) (HCRMA Hall), 118 South Cage Boulevard (P. O. Box 1766 Pharr, Texas 78577-1766) Pharr, Texas 78577 for:

### **ARCHITECTURAL DESIGN SERVICES FOR THE REMODEL OF HCRMA ADMINISTRATION FACILITY PHARR, TEXAS**

Request for Statements of Qualification packets may be obtained at the office of Executive Director, 118 South Cage Boulevard, 4<sup>th</sup> Floor, Pharr, Texas 78577 or at the following web address: ***www.hcrma.net***. Any informational questions for this project may be directed to Pilar Rodriguez, PE, Executive Director by calling (956) 402-4762.

Statements of Qualification received past the aforementioned deadline shall not be considered. The owner will evaluate the Statements of Qualifications of the firms on the basis of technical ability, experience and ability to perform the work.

Envelopes must be clearly marked:

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**SOQ-ARCHITECTURAL DESIGN SERVICES FOR  
REMODEL OF HCRMA ADMINISTRATION FACILITY  
PHARR, TEXAS**

## **I. Purpose**

The Hidalgo County Regional Mobility Authority (HCRMA), Texas is seeking qualifications from experienced Architectural firms for professional services in the preparation of architectural and engineering design and construction documents, interior design and telecommunications design for the renovation of the HCRMA Administration Facility. This facility is located at 201 and 203 West Newcombe Avenue, Pharr, Texas.

It is anticipated that this proposed facility will incorporate an estimated 5,000 square feet of renovated area. The work is anticipated to be constructed in two phases to allow for continuity of HCRMA operations.

The overall design should include the following amenities:

- Common reception area
- Central counter work area
- Centralized file/storage area
- Administrative offices
- Conference rooms
- Mechanical/electrical/plumbing
- Audio/Visual
- Data/VOIP cabling
- Related support facilities or areas

## **Funding**

The proposed project budget is estimated to be \$100,000.00 including building renovations, furniture, fixtures & equipment, as well as, Architectural/Engineering fees.

## **II. Services Required**

The design consultant selected should be experienced in the planning and design of educational training and public safety facilities. The consultant selected should be familiar with the unique needs of this type of development and must have the ability to work and interact with various HCRMA departments through the design and construction of this facility. It is expected that the consultant selected will have a sufficient level of innovation and design expertise to carry out the following design criteria:

- Architectural Design Services
- Interior Design
- Civil, Structural, Mechanical, Electrical, and Plumbing Design Services
- Cost Estimation

The consultant should have sufficient experienced staff and a workload free from constraints to produce construction documents in a timely manner.

To the Consultant selected, the HCRMA will provide:

- Record information for utility verification, when applicable.
- A certified boundary survey, including existing topography, easements, rights-of-way, and property boundary for plan preparation.
- Electronic copy (Microsoft Word 2016) of HCRMA Special and General Provisions, forms and notices for contract documents preparation.

### **III. Proposal Requirements**

Each proposal must address, but may not be limited to, the following elements:

1. Firm name, including the addresses of all firm offices identifying in which office the work will be performed.
2. Names, position, phone and email of contact person(s).
3. Names of principals in the firm; years firm has been in business.
4. Number of staff by discipline in the office that will be working on project and copies of their resumes.
5. A listing of at least three related projects to contain dates and contract values, names, addresses and phone numbers of representatives of these municipal, Institutional, or private projects who can be contacted as references.
6. Names and disciplines of sub consultants (if any) proposed for the project, joint ventures with local firms are encouraged.
7. DBE/MBE/WBE status of firm and sub consultants, if applicable.
8. Listing of all pending litigation against or involving the firm or its agents or employees with respect to any work performed.
9. Amount of professional liability insurance coverage carried by your firm.
10. Name and phone number of person to contact at the banking institution where your firm does business.
11. *The elements defined in Article VI - Evaluation Criteria shall be addressed by the firms responding to the SOQ.*

### **IV. Evaluation Committee**

After the deadline for receipt of SOQ's, an evaluation committee made up of the Chief Development Engineer, Chief Construction Engineer and Chief Auditor/Compliance Officer will review all submittals utilizing the evaluation criteria noted in Section VI.

### **V. Evaluation and Selection Process**

Based on the Evaluation Committee's review, it is expected that several firms will be short-listed for further consideration, and may be required to submit supplemental information. Additionally, after review of the findings of the committee by the Executive Director, firms may be required to make a formal presentation before the HCRMA Chairman and Board of Directors.

The Evaluation Committee will rate the submittals, generate a short list of (3) three firms, and conduct presentation-interviews with each of the (3) three firms. During the presentation, candidate firms will be required to: 1) demonstrate their familiarity with and knowledge of the project scope and limits, including existing features and constraints (2 points); 2) offer any insights they may have regarding issues or problems that they believe will need to be considered (2 points); 3) suggest any innovative approaches they might have to the planning and design process (2 points); 4) suggest possible technical solutions to problems inherent in this project (2 points); and 5) define why they believe their firm should be engaged (2 points).

The presentations will be evaluated and rated on each of these points. Following the presentation-interviews, the firms will be ranked by the review committee based on the cumulative ratings for each firm on the points indicated above. A fee proposal will be requested from the top-ranked firm. The HCRMA will then enter into negotiations with that top ranked firm for the purpose of reaching an agreement. If negotiation efforts are successful, a contract will be executed with this firm for the required services. If negotiations are unsuccessful, the HCRMA will terminate negotiation efforts and will open negotiations with the second ranked firm. This process will continue until negotiation efforts are successful.

## **VI. Evaluation Criteria (100 Points Total)**

### **A. Firm's Capabilities (25 points)**

- Demonstrated capability on similar or related projects. Provide references of projects including size, estimated construction costs and actual construction costs, when constructed and services provided. Provide reference name, address and phone number. (10 points)
- Management and organizational capabilities. (5 points)
- Capability of firm to accept project with other ongoing projects and priorities. (5 points)
- Professional quality of the proposal. (5 points)

### **B. Project Team (30 points)**

- Qualifications and relevant individual experience. Submit resumes of key personnel. (10 points)

- Licensure of firm and subconsultant members as required by state statute. (5 points)
- Any unique qualifications of key members of project team. (5 points)
- Time commitment of key team members. (5 points)
- Extent of principal involvement. (5 points)

C. Project Understanding (15 points)

- Demonstrated knowledge of the work required to be performed. (15 points)

D. Schedule (15 points)

- Capability to complete without cost escalations. (5 points)
- Internal measures for timely completion. (5 points)
- Furnish qualified site inspections. (5 points)

E. Affirmative Action (5 points)

- MBE/DBE/WBE firm. (5 points)

F. Presentation/Interview (10 points)

- Address presentation/interview question 1 thru 5. (10 points)

**VII. Contract Award**

The HCRMA does not guarantee that a contract (or contracts) will be awarded as a result of the SOQ. In the event that a contract award is made, but the contract is not executed, the HCRMA does not guarantee that the contract will be re-awarded.

**VIII. Response Deadline**

Responses to the SOQ must be addressed to Pilar Rodriguez, PE, Executive Director, Hidalgo County Regional Mobility Authority and received at 118 South Cage Boulevard, 4<sup>th</sup> Floor (P. O. Box 1766, Pharr, TX 78577-1766), Pharr, TX 78577, by 4:30 p.m., October 27, 2017 for consideration. Four (4) complete sets of the response must be submitted no later than this date and time in a sealed envelope indicating that its contents are in response to the Request for Statements of Qualifications for "**Architectural Design Services For Remodel of HCRMA Administration Facility – Pharr, Texas.**"