



Request for Qualifications

The City of Lake Worth is soliciting qualifications for **PROFESSIONAL ARCHITECTURAL /ENGINEERING SERVICE FOR THE PUBLIC WORKS REMODEL PROJECT.**

By Mail via US Postal Service
Original and Three (3) Copies
Of
Completed Bid
Must Be Received in the
Purchasing Office
At 3805 Adam Grubb Drive
Lake Worth, Texas 76135
On or Before January 22, 2020
At 2:00 p.m.

By Courier, Federal Express, UPS
Original and Three (3) Copies
Of
Completed Bid
Must Be Received in the
Purchasing Office
At 3805 Adam Grubb Drive
Lake Worth, Texas 76135
On or Before January 22, 2020
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All responses, including a “NO RESPONSE”, are due in the Purchasing Department by the due date in sealed envelopes or boxes. All responses must be clearly marked with the RFQ Number, the name of the company submitting the qualifications package, and the date and time of opening on the outside of the envelopes/box and/or Air Bill/Delivery Receipt. Original response must be clearly marked “ORIGINAL” and contain all original signatures.

Any response received after the date and hour set for the RFQ opening will not be accepted. Respondent will be notified and will advise Lake Worth Purchasing as to disposition by either pick up, return at respondent’s expense, or destroyed with written authorization of the Respondent. If responses are sent by mail to the Purchasing Department, the respondent shall be responsible for actual delivery of the qualifications package to the Purchasing Department before the advertised date and hour for opening of the RFQs. If mail is delayed either in the postal service or in the internal mail system of Lake Worth beyond the date and hour set for the RFQ due date, responses thus delayed will not be considered and will be disposed of as authorized.

Responses may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, responses become the property of Lake Worth and may not be amended, altered or withdrawn without recommendation of the Purchasing Agent and approval of the City Manager.

Lake Worth is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this proposal.

No verbal explanation from either City officials or employees regarding the meaning of the request for qualifications will be made and no oral instructions will be given before the award of the contract. Request from interested respondents for additional information or interpretation of the information included in the qualifications package should be directed in writing to:

Kelly McDonald, CTCD, TRMC
Fax: (817) 237-9684
Email: purchasing@lakeworthtx.org

All documents relating to the RFQ including but not limited to,, the RFQ document, questions and their responses, addenda and special notices will be posted under the RFQ number on the Lake Worth web site and www.PublicPurchase.com , and available for download by respondents and other interested parties. It is the respondents' sole responsibility to review this site and retrieve all related documents prior to the RFQ due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, January 08, 2020. All questions and their responses will be posted on the websites and available for download by respondents after the deadline for questions.

All Proposal Response Forms and Questionnaires must be fully completed and included in your response. Detailed specifications have been provided and any deviations or exceptions must be referenced on the form provided. Unless deviations are specifically state herein, services will be provided according to the specifications at no additional charge.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Chapter 552, Government Code. Trade secrets or confidential information MUST be placed in a separate envelope marked "CONFIDENTIAL INFORMATION." NOTE: PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.

Responses shall be opened to avoid disclosure of contents to competing offerors and kept confidential during the process of negotiation. All responses that have been submitted shall be open for public inspection after the contract is awarded, except for trade secretes and confidential information contained in the proposals and identified as such.

The successful respondent shall defend, indemnify, and hold harmless Lake Worth from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on City premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

Continuing non-performance of the respondent in terms of Specifications shall be a basis for termination of the contract by the City. The City shall not pay for work, equipment, or supplies which are unsatisfactory. Respondents will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The contract may be terminated by either party upon written thirty (30) days' notice prior to cancellation.

Lake Worth reserves the right to accept or reject, in part or in whole, any response submitted, and to waive any technicalities for the best interest of the City. Responses may be rejected, among other reasons, for any of the following specific reasons:

1. Responses received after the time limit for receiving proposals.
2. Responses containing any irregularities.
3. Unbalanced value of any items.

Respondents may be disqualified, and their response not considered, among other reasons, for any of the following specific reasons:

1. Reasons for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one Response for the work contemplated.
3. The Respondent being interested in any litigation against the City.
4. The Respondent being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which, in the judgment of the City, will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents is delinquent on property taxes in Tarrant County.

It is the respondent's sole responsibility to print and review all pages of the RFQ document, attachments, questions and their responses, addenda and special notices. The RFQ Signature Form must be signed and returned. Failure to provide signature on this form renders response non-responsive. Failure to complete or submit of all required forms, including but not limited to the RFQ Signature Form, Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

Due care and diligence have been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the respondent. Lake Worth and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the respondent to determine the full extent of the exposures.

The successful respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

I. GENERAL STATEMENT

- A. Lake Worth is interested in engaging an architectural/engineering firm and/or architectural/engineering firms teamed together to provide professional architectural and engineering services for the Public Works and City Hall Customer Service Remodel Project.
- B. Public Works provides for the remodel of the existing Public Works offices and maintenance shop (estimated 4,500 Sq. ft.) and the construction of a metal climate-controlled storage building to house specialized equipment and general workspace. There will also be minor parking lot reconfiguration and fence associated with the planned project.
- C. City Hall Customer Service provides for the remodel of the existing Conference rooms, Breakroom, Hallway, and Customer Service work areas.

II. PROJECT SCOPE

- A. Public Works
 - a. Remodel of office space and the reconfiguration of open space;
 - b. Construction of one (1) metal climate-controlled storage building with general workspace;
 - c. Minor parking lot reconfiguration; and
 - d. Fencing
- B. Customer Service
 - a. Kitchen – complete remodel also to include all new appliances and the addition of a stove.
 - b. Conference Room and Hallway to include new flooring paint and ceiling tiles.
 - c. Customer Service remodel is to include reconfiguration of existing area to raise the desk area up and the installation of bullet resistant windows.

III. RESPONSE SUBMITTAL REQUIREMENTS

- A. In the interest of performing a thorough and timely review of all qualified packages received, Lake Worth requests that all packages be submitted in the following tabbed format, with strict adherence to the page limitations specified below. All pages shall be 8 ½” x 11”. Please do not submit any qualification packages in a font size less than eleven (11) points.
- B. The qualifications package must meet the specified format, be presented in a concise form, be provided in one (1) unbound and clearly marked “Original” and three (3) copies of the completed package and be signed and dated.

IV. STATEMENT OF QUALIFICATIONS

- A. Submittals to Lake Worth shall be a maximum of six (6) pages, not including pages 7 through 14, with type on one (1) side only. Any attachments will be discarded and not considered in the evaluation. The following information should be provided in the State of Qualifications in the exact order specified below:
 - a. Firm’s local address.
 - b. Firm’s corporate or main office address.
 - c. Names and qualifications of principals who will oversee work for Lake Worth.
 - d. Names and qualifications of architects and engineers, licensed by the State of Texas, who will perform work for Lake Worth.
 - e. Firm’s table of organization chart.
 - f. At least five (5) references, other than Lake Worth, for which the firm has provided similar size and scope of work in the last five years. List if firm was

the architect of record or a consultant to the architect of record. References must include organization name, contact, person, phone number, and e-mail address.

- g. Discussion of how the firm will expedite the design of the projects, if selected.
- h. Discuss in-house staff capabilities. Discuss which services will be outsourced.
- i. Discuss the Firm's LEED certification experience and building sustainability experience.
- j. Discuss reason why the firm would be uniquely qualified for the work described.
- k. List the names and qualifications of sub-consultants.
- l. List and discuss any litigation that the firm (or sub-consultants) has been involved in regarding design, construction and/or renovation of building space in the last five (5) years.
- m. Provide a list of any outstanding claims against the firm.

V. EVALUATION CRITERIA

A. The responses for the RFQ will be evaluated using one hundred (100) point system on the following categories:

a. Responsiveness (15 points)

- 1. Requested information included and thoroughness of response.
- 2. Documented understanding of project management principles.
- 3. Proposed approach to project organization.
- 4. Clarity and brevity of the response.

b. Staffing Plan (30 points)

- 1. Provision for the required disciplines and skills.
- 2. Provision for participation by firm's key personnel.
- 3. Qualifications of key personnel adequate for project.

c. Firm's Capability to Provide the Services (35 points)

- 1. Background of the firm.
- 2. Relevant experience on active government projects.
- 3. Specific experience on active government projects.
- 4. Methodology proposed to meet objectives of the project.
- 5. Location of firm within the general geographical area of the project and in-depth knowledge of the market in the locality of the project.
- 6. References.

d. Track Reports of the Project Completed on Time and Within Budget (20 points)

- 1. Included projects completed with minimal design changes during construction.
- 2. Includes changes required due to A/E drawing inconsistencies, errors and omissions.
- 3. Includes previous Lake Worth experience and results or reference checks.

B. Lake Worth shall rank those firms qualified in order as outlined above. The top tier firms may be required to make a presentation to the City to discuss the firm's capabilities to provide services for this project. The Purchasing Agent will present the final selection to the City Council for final award. Once selected, Lake Worth will initiate negotiations regarding Architectural and/or Engineering Service with the top ranked firm. Should negotiations fail with the first choice, Lake Worth will initiate negotiations with the next ranked firm, and so forth.

The successful Respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

RESPONDENT AGREES THAT IT WILL PROTECT, DEFEND, INDEMNIFY AND SAVE WHOLE AND HARMLESS LAKE WORTH, AND ALL OFFICERS, AGENTS AND EMPLOYEES OF LAKE WORTH (HEREINAFTER "THE INDEMNIFIED PARTIES") FROM AND AGAINST ALL CLAIMS, DEMANDS, CAUSES OF ACTION, DAMAGES, JUDGMENTS, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS OF WHATSOEVER NATURE, CHARACTER OR DESCRIPTION THAT ANY PERSON OR ENTITY HAS OR MAY HAVE ARISING FROM OR ON ACCOUNT OF ANY EMPLOYMENT RELATED MATTER ASSERTED BY ANY OF ITS EMPLOYEES AGAINST THE INDEMNIFIED PARTIES OR FOR ANY INJURIES OR DAMAGES (INCLUDING, BUT NOT RESTRICTED TO , DEATH) RECEIVED OR SUSTAINED BY ANY PERSON, PERSONS OR PROPERTY, ON ACCOUNT OF, ARISING OUT OF, OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY NEGLIGENT ACT OR OMISSION OF RESPONDENT OR ANY AGENT, SERVANT, EMPLOYEE OR SUBCONTRACTOR OF RESPONDENT IN THE EXECUTION OR PERFORMANCE OF THE AGREEMENT. RESPONDENT FURTHER AGREES TO PROTECT, INDEMNIFY AND HOLD THE INDEMNIFIED PARTIES HARMLESS AGAINST AND FROM ANY AND ALL CLAIMS AND AGAINST AND FROM ANY AND ALL LOSS, COST, DAMAGE, JUDGMENTS OR EXPENSE, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS ARISING OUT OF THE BREACH OR ANY OF THE REQUIREMENTS AND REVISIONS OF THE AGREEMENT BECAUSE OF ANY FAILURE OF RESPONDENT, ITS EMPLOYEES, OFFICERS, AGENTS, SUBCONTRACTORS, INVITEES OR ASSIGNS IN ANY RESPECT TO COMPLY WITH AND PERFORM ALL THE REQUIREMENTS AND PROVISIONS HEREIN.

RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES, AND INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Lake Worth's bid process. Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The City recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
State HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

If your company is already certified, attach a copy of the certification to this form and return with bid.

Company Name: _____
Representative: _____
Mailing Address: _____
City, State, Zip: _____
Telephone No.: _____ Fax No.: _____

Indicate all that apply:

- ☐ Minority-Owned Business Enterprise
☐ Women-Owned Business Enterprise
☐ Disadvantaged Business Enterprise

RFQ PROPOSAL SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent agrees this proposal becomes the property of Lake Worth after the official opening.

The undersigned affirms that the respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees on behalf of Respondent that if this proposal is accepted, Respondent will furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be ninety (90) calendar days.

The undersigned affirms that he/she is duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Respondent, nor any employee of Lake Worth, and that the contents of this RFQ have not been communicated to any other respondent or to any employee of Lake Worth prior to the official opening of this RFQ.

Respondent hereby assigns to Purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that he/she has read and understands the specifications and any attachments contained in this RFQ package. Failure to sign and return this form will result in rejection of the entire proposal.

Signature _____ X
Authorized Representative

Name and Address of Company:

_____	Date: _____
_____	Name: _____
_____	Title: _____
Tel. No. _____	Fax No. _____
Email Address: _____	

After Hours Emergency Contact:

Name: _____ Tel. No. _____



Did you provide References, sign your Bid and/or your Addendum?

If not, the Bid will be rejected.

COMPANY IS:

- ☐ Corporation organized & existing under the laws of the State of _____
- ☐ Partnership consisting of _____
- ☐ Individual trading as _____
- ☐ Principal offices are in the city of _____

The following information applies ONLY to an awarded Respondent

Certificate of Interested Parties (Form 1295)

In 2018, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 to the Government Code. The law states that a government entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract.

The Filing Process:

1. Prior to contract by signed, Respondent will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a “Certificate Number.” Respondent must print, sign and notarize Form 1295.
3. Within ten (10) business days from notification of pending award by the Lake Worth Purchasing Department, the completed Form 1295 must be submitted to the City of Lake Worth.
4. Respondent will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a Lake Worth contract.

Instructions and information are available at <https://ethics.state.tx.us/1295-info.htm> or you may call the Texas Ethics Commission at (512) 462-5800.

**BY SIGNING ON THE “COMPLIANCE PAGE”
RESPONDENT AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE.**

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a bid in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of bid submission and time of award, the Respondent will notify the Lake Worth Purchasing Coordinator. Failure to do so may result in termination of the contract for default.

RELATING TO STATE CONTRACT WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL

Effective September 1, 2017, Contractor/Respondent verifies that it/he/she does not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel is defined by Texas Government Code Section 808.001, effective September 1, 2017.

DISCLOSURE OF INTERESTED PARTIES

By submitting a bid in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Lake Worth Purchasing Coordinator, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within ten (10) business days from notification of pending award, renewal, amended or extended contract.

Visit https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

Signature

Authorized Representative

X

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFQ. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFQ stipulated must be fulfilled at no additional expense to Lake Worth.

[illegible]