

**REQUEST FOR QUALIFICATIONS #2022-16
ARCHITECTURAL SERVICES
CITY COUNCIL CHAMBER REMODEL PROJECT**



DUE DATE: OCTOBER 13, 2022- 2:00 P.M.

City of Friendswood
City Secretary's Office
910 S. Friendswood Drive
Friendswood, TX 77546



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**Request for Qualifications 2022-16
Architectural Services
City Council Chamber Remodel Project**

I. INVITATION

The City of Friendswood (the “City”) invites the submittal of statements of qualifications from qualified individuals or firms interested in providing professional services relating to designing the remodel of City Council Chambers to include technology upgrades for presentation, recordings, streaming and other AV equipment, lighting upgrades, repainting, replace flooring, installing security system, upgrade furniture, and redesign of the dais and seating. This will have ADA compatibility and design for audio and visual for outdoor transmission of meetings.

The selected firm will have a demonstrated record of work experience in architectural services related to this effort. Prior work with municipal city council chambers is preferred.

II. SUBMITTAL PROCESS

Individuals and firms interested in performing these services must submit a statement of qualifications to the City of Friendswood, City Secretary’s Office, 910 S. Friendswood Drive, Friendswood, Texas 77546 no later than 2:00 p.m., Thursday, October 13, 2022. Submittals must include two (2) electronic copies, each copy on one flash drive or CD. Each flash drive/CD must contain only one (1) file in PDF format and must match identically. The PDF files must include the ink signature of a person with the authority to bind the vendor into a contract. All submitted materials must be clearly marked with **RFQ NO. 2022-16, ARCHITECTURAL SERVICES FOR CITY COUNCIL CHAMBER REMODEL PROJECT.**

III. SELECTION PROCESS

From a review of the statements of qualifications received, the City intends to select an individual or firm with whom it shall attempt to negotiate a contract. The City may choose to establish a shortlist of firms and interview those firms. If the City chooses to interview your firm, you will receive notification by mail or email of the date and time of the interview. The City may choose to award to more than one firm or individual if it is in the best interest of the City.

Friendswood will use an Evaluation Panel to evaluate the submittals. The statement of qualifications received will be part of the selection process utilized by the City together with a potential interview. The City will select the most highly qualified firm on the basis of demonstrated competence and qualifications, as specified in the evaluation criteria included hereinbelow. The selected firm then will negotiate a contract with the City at a fair and reasonable price. If, in the opinion of the City, a satisfactory contract cannot be negotiated with such firm, the City will formally end negotiations with that firm, select the next most highly



qualified firm, and negotiate a contract at a fair and reasonable price with the next most highly qualified firm. The City will continue this process until a contract is entered into.

Certified Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE) are encouraged to submit qualifications.

Notwithstanding the above, the City reserves the right to reject any and all submittals, to waive informalities and technicalities, and to negotiate directly with any respondent.

IV. EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include the following (items listed below are not listed in order of importance):

- A. **Qualifications of Firm.** Qualifications of firm in executing similar projects, and qualifications related to collaborating with partners. (30%)
- B. **Experience on Similar Projects** (emphasis on last 10 years). Related project experience, including work in Texas, as well as completed and ongoing projects of the firm and the individuals who would be assigned to this project. (30%)
- C. **Available Resources to Complete Project.** This criterion would include personnel, resources and methodologies commonly used by your firm that may be applicable to the project categories. (15%)
- D. **Responsiveness to the RFQ** (10%)
- E. **References** (15%)

V. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. **No Gratuities** – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Friendswood for the purposes of influencing this selection. Any attempt by a respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. **All Information True** – Respondents represents and warrants to the City that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
- C. **Interviews** – If the City, as a result of the initial evaluation of the statements of qualification, develops a “short list,” such respondents will be notified in writing of their status in the selection process. Respondents who are “short-listed” may expect and anticipate in a subsequent interview which may focus the above-referenced criterial, including, but not limited to, the respondent’s program approach but also on an appraisal of the people who would be directly involved in the Project.
- D. **Inquiries** – Do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.



- E. **Cost of Responses** – The City will not be responsible for the costs incurred by anyone in the submittal of responses and/or in any subsequent interview.
- F. **Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
- G. **No Obligation** – The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select respondents for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all responses received should it be deemed in Friendswood’s best interest; or (6) cancel the entire process/Project.
- H. **Insurance** – The respondent shall have the appropriate liability insurance written by an insurer to transact insurance in the State of Texas in accordance with the terms according to City standards.
- I. **Texas Government Code, Chapter 2252 Statement**
By submission of a response to this RFQ, the respondent represents that, solely for the purposes of compliance with Chapter 2252 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, neither the respondent, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the respondent is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code.
- J. **Texas Government Code, Chapter 2270 Statement**
By submission of a response to this RFQ, the respondent represents and verifies that, solely for purposes of compliance with Chapter 2270 of the Texas Government Code, and subject to applicable federal law, including without limitation, 50 U.S.C. Section 4607, neither the respondent, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the respondent:
1. boycotts Israel or will boycott Israel during the term of any contract to be entered into with the City of Friendswood;
 2. boycotts energy companies or will boycott energy companies during the term of any contract to be entered into with the City of Friendswood; and
 3. has a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or will discriminate during the term of any contract to be entered into with the City of Friendswood against a firearm entity or firearm trade association.
- The terms “boycotts Israel,” “boycott energy companies,” and “discriminate against firearm entity or firearm trade association” and as used in this paragraph have the meanings assigned to the term “boycott Israel” in Chapters 2271 and 2274 of the Texas Government Code.

VI. SUBMITTAL INSTRUCTIONS



Sealed submittals are required. Submittals shall be delivered to the City Secretary's Office at the address set forth below at or before 2:00 p.m. local time, Thursday, October 13, 2022. All submittals must be labeled on the outside with the respondent's name and the name of the Project. Late submittals will not be considered.

One original copy of the response is to be addressed to:
**The City of Friendswood
City Secretary's Office
910 S. Friendswood Drive
Friendswood, Texas 77546**

To enable the City to efficiently evaluate the responses, it is **IMPORTANT** that respondents follow the required format in preparing their responses.

Submittals must include two (2) electronic copies, each copy on one flash drive or CD. Each flash drive/CD must contain only one (1) file in PDF format and must match identically. The PDF submittals must include the ink signature of a person with the authority to bind the vendor into a contract and follow the formatting, content and structure as noted in Section VII Content of Submittal. All submittals must be complete and be clearly marked with **RFQ NO. 2022-16, ARCHITECTURAL SERVICES FOR CITY COUNCIL CHAMBER REMODEL PROJECT.**

VII. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Respondents shall include an outside cover and/or first page containing the following information:

Statement of Qualifications

Respondent Firm Name

Submittal Date

A table of contents shall follow next, followed by dividers separating each of the successive 6 sections:

Section 1: Cover Letter

The first page following the divider shall be a one-page letter transmitting the response to Friendswood and stating that the proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

Section 2: Firm Information (limited to 3 pages maximum)



- a) Firm name, address, and telephone number of the firm office responsible for delivery of the Project.
- b) Structure of the firm, i.e., sole proprietorship, partnership, corporation, and
- c) Size of firm.
- d) Year firm has been in business.
- e) Names of principals in firm.
- f) Primary contact.
- g) Organizational description.
- h) Description of firm's philosophy.

Section 3: General Company History/Qualifications: (limit to 5 pages maximum)

- a) A brief history of the respondent and the services routinely provided in-house on similar projects.
- b) An organizational chart that explains team member responsibilities.
- c) The resumes of all persons to be assigned to the Project with their prospective roles identified.
- d) List of all related awards and recognitions that the respondent or key team members of the respondent have received.

Section 4: Financial and Legal Status: (limit to 6 pages maximum)

- a) Describe the general financial capability of the respondent and attach a current financial statement and balance sheet.
- b) List any actions taken by any regulatory agency against or involving the respondent or its agents or employees with respect to any work performed.
- c) All insurance coverage that the firm has which would be applicable to the Project.
- d) Jurisdictions and trade categories in which respondent is legally qualified to do business. (please indicate registration or license numbers)

Section 5: Experience and References: (limit to 10 pages maximum)

- a) Discussion of respondent's experience in working with government agencies.
- b) List comparable projects for local governments, whether ongoing or completed, including references. Please include, at a minimum, details for each Texas project listed in Section 5a. For each, please provide:
 - a. Project name and location
 - b. Year completed
 - c. Short description and project
 - d. Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
 - e. Names, addresses, and telephone numbers of clients.

Section 6: Management and Organizational Approach (limit to 6 pages maximum)

- a) Describe your respondent's understanding of the project.
- b) Describe your respondent's approach to delivering the services.
- c) Provide procedures for the development of project scheduling.



EXECUTION OF RESPONSE TO RFQ

The undersigned, in submitting this statement of qualifications, represents that they are authorized to obligate the respondent, that they have read this entire RFQ package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if all of the required submittals are timely submitted.

SUBMITTED BY:

(OFFICIAL Firm Name)

By:

(Original Signature) **Must be signed to be considered responsive**

(Typed or Printed Name)

(Title)

(Date)

Remittance Address:

(City, State and Zip Code)

Phone #: (____) _____

Fax #: (____) _____

E-Mail Address: _____

If an addendum is issued for this request for qualifications, please acknowledge receipt.

ADDENDUMS/AMENDMENTS:
1) _____ date acknowledged
2) _____ date acknowledged
3) _____ date acknowledged



Statement of Organization

1. Respondent

Full Name of Business: _____
Principal Business Address: _____

Principal Phone Number: _____
Local Business Address: _____

Local Business Contact: _____
Local Business Phone: _____
Local Business Fax: _____
Local Business E-mail: _____
Type of Organization: _____
Tax ID #: _____
License #: _____

Provide names of authorized representative(s) of the respondent who has/have legal authority to bind the respondent into contractual obligations:

- (a) _____
- (b) _____
- (c) _____

2. Subcontractor(s)

List of all firms participating in this proposal:

Name	Address	Area of Responsibility
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____
(d) _____	_____	_____



CERTIFICATE OF INTERESTED PARTIES (Form 1295)

In 2015, the Texas Legislature adopted [House Bill 1295](#). The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. **The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.**

The successful respondent will be required to submit a Form 1295, which must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (e.g., IFB 6100001234, RFO 6100001234 or RFCSP 6100001234). The form is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Print the completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with a response to any City solicitation or contract.

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

“Intermediary”, for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person’s participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity.



City of Friendswood

TEXAS GOVERNMENT CODE VERIFICATIONS

(for Companies with 10 or more full-time employees entering into a contract with a value of \$100,000 or more)

Pursuant to the Texas Government Code, I, _____, the undersigned representative of _____ (Company Name), do hereby verify the following for and on behalf of the above-referenced company (the "Company"):

- a. the Company does not boycott Israel and will not boycott Israel during the term of the contract to be entered into with the City of Friendswood;
- b. the Company does not boycott energy companies and will not boycott energy companies during the term of the contract to be entered into with the City of Friendswood; and
- c. the Company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the contract against a firearm entity or firearm trade association.

In making this verification, I understand that the following definitions apply:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
2. "Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
 - a. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or
 - b. does business with a company described by Paragraph (a).
3. "Discriminate against a firearm entity or firearm trade association" means, with respect to the entity or association, to:
 - a. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;
 - b. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - c. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association;
 but does not include:
 - a. the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and
 - b. a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship:
 - (1) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or
 - (2) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

EXECUTED this the _____ day of _____, 20_____.

Company Name

Signature

Printed Name/Title

STATE OF TEXAS §
COUNTY OF HARRIS §

Before me, _____, the undersigned notary public, on this day personally appeared _____, the _____ (Title) of _____ (Company Name), known to me to be the person whose name is subscribed to the foregoing instrument, who after by me being duly sworn, did swear and affirm that the above is true and correct.

Given under my hand and seal of office this _____ day of _____, 20_____.

Notary Public in and for the State of Texas