



Request for Qualifications for Architectural Services (RFQ)

Cow Creek Groundwater Conservation District New Office Building and Associated Improvements

Submittal Deadline: 1:00 P.M. CST, July 7th, 2017

Section I - Introduction

The Cow Creek Groundwater Conservation District (the District) is seeking specific qualifications from interested Architectural firms (Consultant) that are capable of providing professional design/bid/build services for the siting, design and construction of a new office for 3-4 employees with restrooms, a conference room, a visitor lobby, storage and a small kitchen, a meeting room with the ability to accommodate at least 25 people, a garage and parking for the office. The project will be on a 3 acre tract located at #9 Toepperwein Road in Boerne's Extra Territorial Jurisdiction. The District is interested in pursuing sustainable design solutions, specifically rainwater harvesting.

Responses to this Request for Qualifications (RFQ) will be reviewed by the District Board. The Board will consider and take action concerning the ranking of responding firms. Selection of a firm will be in accordance with the Professional Services Procurement Act.

Interested Consultants must submit, in order, written responses addressing items in Section 2 of the RFQ. Please provide three (3) copies to expedite review by the District. Finalists may be selected for interviews during July 2017.

Submittal Deadline

The District will accept Statements of Qualifications (SOQ) until 1:00 p.m., CST, July 7th, 2017 at the District's current office located at 221 Water Street in Boerne.

Point of Contact

Any questions, clarifications or requests for general information should be directed to:

Micah Voulgaris, General Manager
manager@ccgcd.org
Office: (830) 816-2504
Mobile: (830) 446-9782

Scope of Work

The following is the minimum scope of services to be provided by the firm selected for the project. Any omissions in scope should be noted to the District.

The proposed project includes a single story office building at # 9 Toepperwein Road in Boerne, Texas. Floor space in the proposed building should accommodate; offices, restrooms,

conference room, visitor lobby, storage and small kitchen. Anticipated site improvements will include a driveway and a small parking lot.

The Consultant hired will be responsible for providing a complete set of plans and specifications for the Project. The Consultant must include all sub-consultants required to provide a complete set of plans and specifications for the Project. These sub-consultants may include, but are not limited to; Landscape Architect, Civil Engineer, Structural Engineer, MEP, Interior Designer, and Surveyor.

Section 2 - Narrative

Consultants are requested to submit a complete response to each of the items listed below. Responses should be as brief as possible. Please reference each response by its item letter.

A. Basic Qualifications and Capabilities

Provide a description of the firm's resources and ability to deliver services required for the project. Provide resumes of key personnel to be used, including project experience, specific areas of expertise, relevant educational backgrounds and certifications.

B. Ability to Timely Perform

Provide information concerning the firm's specific experience on similar facilities. Firms with recent and experience in the design and construction of office space will be ranked over firms without such experience or with less experience. The District wishes to begin the construction process as soon as possible and time is of the essence.

C. Geographic Proximity

Consideration will be given to where the firm's main office is located and how that may, or may not, affect project coordination and the timely delivery of services. Preference will be given to local firms and subcontractors.

D. Performance History/References

List a minimum of three (3) clients with similar projects. The list should include:

- Name of agency/client, contact person, phone number and email address
- Year the service was provided
- Type of project and scope of services provided
- Geographic proximity of similar projects.

E. Proposed Project Approach & Scope of Services to be Provided

- Provide narrative that conveys an understanding of the project goals and objectives.
- Demonstrate the firm's capabilities, innovative approaches and/or special methodologies to accomplish the project.
- Describe and provide a systematic and methodical description of the scope of work and how it will be accomplished. Identify key personnel to be used and their areas of responsibility.

F. Contract Negotiation

After the responding firms are ranked, the District, upon approval by the Board of Directors, will enter into negotiations with the top firm selected. If negotiations for an acceptable contract with the top ranked firm are not successful, the second ranked firm will be contacted and negotiations will

be initiated with the second firm. If negotiations are successful, a contract award will be made by the District Board of Directors.

Section 3 – Procurement of Professional Services

A. General Selection Process

All submittals will be evaluated by the District's Board of Directors based on the following criteria: relevant experience of Consultant, expertise of key personnel assigned to the project; commitment to provide effective project management, ability to deliver the project on time and references.

B. Interviews

As its option, the District may conduct interviews with any Consultant to determine the best qualified Consultant and reserves the right to interview only the top ranked Consultants based on the review of the SOQ.

C. Negotiations

Upon completion of the selection process, the District will commence negotiations with the selected Consultant to establish a final scope of services and an appropriate fee to be paid to the Consultant for such services. Negotiations will be suspended from any Consultant being considered and may commence with any other Consultant if an agreement cannot be agreed to.

D. Agreement

The District's Attorney shall prepare the proposed final agreement between the District and the selected Consultant.

E. Final Approval

Final approval is expected to take place no later than September 2017

F. Miscellaneous Information

1. The District reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the District's best interests.
2. All material submitted regarding this RFQ becomes the property of the District. Such materials/documents are available for public inspection after the final selection has been made. As property of the District, the District has the right to use that information contained in the SOQ.
3. The District is not responsible for any costs incurred by the Consultants prior to conveying this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation with the prior written consent of the District.
4. The District reserves the right to make reference checks with any client listed in the documents for further information and verification of the Consultant's qualifications.
5. By submitting a response to this RFQ, the responding firm certifies that it has read and understands the request for qualifications and has knowledge of the scope and

quality of the services to be furnished and intends to adhere to the provisions described herein.

6. By submitting a response to this RFQ, the responding firm understands and agrees that this RFQ is issued based on anticipated professional services required by the Cow Creek Groundwater Conservation District and that the District has not made, and does not make, any representation, written or oral, that any such professional services will be authorized by the Board of Directors.