



040-2011-350

**REQUEST FOR QUALIFICATIONS  
FOR  
COMAL COUNTY JAIL  
SPACE USE STUDY/NEEDS ASSESSMENT**

**RFQ #: 040-2011-350**  
**RFQ DUE: April 19, 2011, 11:00 A.M.**  
**RFQ Opened: April 19, 2011, 2:00 P.M.**

Submit RFQ to: Comal County Purchasing Office  
Attn: Ramona Womack  
1297 Church Hill Dr.  
New Braunfels, TX 78130

**TABLE CONTENTS**

	Page
Introduction -----	3
Project Scope -----	4
RFQ Submittal Requirements -----	6
Reservation of Rights -----	9
CIQ -----	11
CIS -----	13

## INTRODUCTION

The County of Comal (County) is soliciting Statements of Qualifications from consulting firms for the assessment of the following county facility:

Comal County Jail  
3005 West San Antonio Street  
New Braunfels, Texas 78130

Respondents to this Request for Qualifications shall be licensed to practice architecture or engineering within the State of Texas. Statements submitted by anyone with license application pending shall not be considered responsive.

Interested firms are invited to submit their responses in conformance with the criteria outlined herein.

### Context for the Project

The County intends to redesign/expand existing County Jail facilities to fulfill its operational needs for the next twenty (20) years. The project will be separated into two (2) phases. The first phase will be to perform a detailed analysis of the existing facility, existing property, available property, and current methods of housing/supervising prisoners. The second phase will be to design the facility renovations/expansion and necessary capital improvements and prepare construction documents for the purpose of bidding and constructing. Proceeding on to phase two is dependent on funds being available for design and construction. There is no guarantee that phase two will occur; however, the County will choose a firm in accordance with the Texas Local Government Code to perform the tasks in phase two if funding and procurement needs are resolved.

Through the RFQ process, the County wishes to identify all firms interested in this project and then shorten that list of interested firms down to three (3) highly qualified consultants that will be capable of performing the analysis to include recommended renovations and/or capital improvements for the jail facility. This RFQ is intended as the means to identify these consultants.

## PROJECT SCOPE

The project's central focus will ultimately be to provide the County with a facility analysis that provides a recommendation for redesigning and/or expanding the County Jail on the existing or a preferred site. The current facility data is attached herewith ("Facility Needs Analysis" prepared by the Texas Commission on Jail Standards).

### Phase One: Detailed Facility Analysis

1. Conduct a detailed survey of the existing facility and existing property. When complete, the survey shall provide a document indicating, but is not limited to, the following:
  - a. A detailed overview of the current County Jail facility, its current use by Comal County Sheriff's Office/County Jail personnel, and the Jail facilities (intake area, housing units, kitchen/eating areas, storage, etc.).
  - b. Any opportunities to redesign/expand jail facilities on existing property, or any other property identified by the County to meet the needs of the Comal County Sheriff's Office/County Jail for the next twenty (20) years.
2. Conduct a detailed survey of the existing operations of the County Jail facility. When complete, the survey shall provide a document indicating, but is not limited to, the following:
  - a. A comparison of existing operational methods/procedures versus preferred operational methods/procedures.
  - b. Any facility improvements/expansion needed to achieve:
    - i. The County Jail needs for the next twenty (20) years; and
    - ii. If applicable, the preferred operational methods/procedures.
3. Interview selected representatives from each department/division within the Comal County Sheriff's Office to determine the needs for that specific department/division with respect to spatial needs and organizational requirements. When complete, provide the County with a document indicating, but not necessarily limited to, the following:
  - a. A breakdown of the different departments/divisions of the County Jail facility and the Comal County Sheriff's Office operations.
  - b. A list of all personnel in each department/division by job classification/title.
  - c. A list of major equipment/furniture necessary for each job classification/title in a particular department/division to adequately perform their duties.
  - d. Plan diagram of the work space/office for each job classification/title in a particular department/division.
  - e. List of all major equipment and furniture belonging to each department/division. This includes files, shelving units, special storage cabinets, and specialty equipment that are necessary for the operation of the department/division with consideration of future needs.
  - f. List of all accessory spaces necessary to the operation of the facility with consideration of future needs.
  - g. Indicate any special site requirements for the facility (i.e.; lighting requirements, loading zones, employee versus public parking, impound lot).
  - h. Provide a single page summary of square footage requirements of the entire facility with a line item for each applicable department/division. The summary should also include the total number of parking spaces required for the facility.

4. Provide a cost estimate for construction of any recommended facility improvements/expansion.
5. Provide a cost estimate for any recommended capital equipment for facility improvements/expansion.
6. Recommend the project delivery method from Chapter 271, Texas Local Government Code, that best fits construction of improvements/expansion to the County Jail (i.e.; Design-Build, Construction Manager at Risk, Traditional/Sealed Bid, etc.).

## **RFQ Submittal Requirements**

RFQ must be received on or before 11:00 a.m., April 19, 2011, addressed to:

Comal County Purchasing Office  
Attn: Ramona Womack  
1297 Church Hill Dr.  
New Braunfels, TX 78130

**Six (6) signed copies of the submittal, County Reservation of Rights, Conflict of Interest Questionnaire, and Local Government Officer Conflicts Disclosure Statement must be submitted before the stated deadline.** All pages of the submittal must be initialed by the vendor.

Any questions or requests for clarification must be submitted to the Purchasing Office, in writing, prior to 2:00 p.m. on April 12, 2011 via email at: [purrijw@co.comal.tx.us](mailto:purrijw@co.comal.tx.us) with subject line indicating 040-2011-350 Comal County Jail Space Use Study questions. There will be no exceptions. All responses to the questions will be sent to all known interested vendors. Receipt of all Addenda to this RFQ, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFQ submittal. All Addenda shall become part of the requirements of this RFQ. Failure to acknowledge receipt of an Addendum may result in rejection of the RFQ submittal. All Addenda will be posted at [http://www.co.comal.tx.us/PUR\\_BIDS.htm](http://www.co.comal.tx.us/PUR_BIDS.htm).

**RFQ Submittals must be plainly marked on the outside of the envelope as follows: 040-2011-350 Comal County Jail Space Use Study, due 11:00 a.m., April 19, 2011.**

The submittals shall be valid for a period of ninety (90) days after the stated deadline.

The statement of qualifications shall respond to each item outlined below within the specific format described. Please limit response to the information requested. Submittals shall be no more than forty (40) pages, whether single or double sided. Supplemental brochure information will not be accepted. Each section of the submittal shall be tabbed according to the numbering system below.

1. Letter of Interest:

- Maximum of two (2) pages.
- The letter of interest must include the firm's name, address, telephone number, fax number and contact person.
- A person authorized to bind the firm by contract must sign the letter of interest.

2. Firm Organization:

- Type of Ownership – individual, partnership or corporation.
- Number of years in business.
- Listing of primary disciplines and services provided.
- Present size of firm and breakdown by employee category.
- Statement of financial condition/stability.
- Financial references.
- Insurance coverage in force (general liability, professional liability, automotive liability, worker's compensation) and limits of same.
- Summary of litigation, judgments, claims or disputed amounts occurring in the last five years.

### 3. Project Team:

- Identify key personnel for this project
- Identify the key person licensed to practice architecture or engineering within the State of Texas and his/her license number, date of issuance and classification.
- Include resumes for key personnel and their experience on comparable projects.
- Identify sub-consultants to be utilized and their experience on comparable projects.
- Include resumes for sub-consultant key personnel and their experience on comparable projects.
- Provide an organization chart for all key personnel on this project.

### 4. Experience:

- Provide a listing of representative projects (at least three) to include project name and location, brief description, completion date, construction cost, client name and contact, client address and contact phone number.
- Provide a listing of representative current projects (at least three) to include project name and location, brief description, anticipated completion date, construction budget, client name and contact, client address and contact phone number.
- The above project listings must show experience in jail facilities space use study/needs assessments.
- Provide photographic representation of the projects listed.
- Representative projects list must include at least two recently completed Jail type projects.

### 5. Sustainable Building Practices:

- The County encourages sustainable design and construction practices, those practices that minimize energy consumption, minimize or eliminate negative environmental impacts and ensure construction of healthy facilities. To this end the County requests that design and construction professionals employ sustainable building practices.
- Provide evidence of a commitment toward sustainable building practices.

### Selection Procedure

All statements of qualifications received by the specified deadline will be reviewed by the Selection Committee (see below) for content, completeness, qualifications and experience. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the County reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select based upon the information supplied in the statement of qualifications. The County reserves the right to waive any informality in any submittal and to reject any or all submittals.

The following criteria will be addressed and point scores awarded in the evaluation of responses to this Request for Qualifications:

1. Responsiveness to the RFQ. Maximum points - 30

Is the submittal complete and well composed? Does the submittal mirror the organizational requirements described in the solicitation? Does the submittal demonstrate that the respondent understands the scope of services and proposes a methodology that will lead to success? Does the firm demonstrate that they employ sustainable building practices in the submittal?

2. Demonstrated competence and ability to meet scheduled deadlines. Maximum points - 20

Does the submittal include samples of work that specifically illustrates an understanding of the proposed work? Does the submittal reflect that the firm met schedule/deadline expectations for listed past and current projects?

3. Satisfaction of prior and current clients with the firm (references). Maximum points - 10

4. Proven experience relevant to this project. Maximum points - 40

Do proposed project personnel meet criteria set forth in the solicitation? Is the level of experience commensurate with the scope of services? Do personnel references confirm experience represented in the RFQ response?

Selection Committee

A Selection Committee will be established by Comal County Commissioners Court to review and select the three (3) firms best qualified to meet the County's needs for this project.

The three best qualified firms that meet the County's needs for this project will be reviewed by the Selection Committee. The Selection Committee will forward its recommendation to Comal County Commissioners Court.

Statement of Qualifications must be complete when received by the Purchasing Office. Name, address, and telephone number must be provided.

Attachments

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT: \_\_\_\_\_ PHONE: \_\_\_\_\_

TITLE: \_\_\_\_\_ FAX: \_\_\_\_\_

## **COMAL COUNTY, TEXAS RESERVATION OF RIGHTS**

The County is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform the requested task.

The County reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the County or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the County.

All submissions shall be subject to the Texas Public Information Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Attorney General.

In connection with the RFQ and needs assessment services, the County reserves all rights (which rights may be exercised by the County in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the County, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the County will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the County declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside experts and consultants in RFQ submittal evaluation.

- 11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
- 12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
- 13. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.
- 14. Authorize firms to substitute key personnel until the County declares, in writing, that a particular stage or phase of its review has been completed and closed.
- 15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
- 16. Disqualify any firm that changes its RFQ submittal without the County's authorization.
- 17. Exercise any other right reserved or afforded to the County under this RFQ. The County reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the County.

The County shall not, under any circumstances, be bound by or be liable for any obligations with respect to any services until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the County have been executed and authorized by the County, and then only to the extent of such agreements.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COUNTY/STATE/ZIP: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

**5** Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

**6** Describe any other affiliation or business relationship that might cause a conflict of interest.

**7**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the back.)

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or business relationship with person named in item 3

5 List gifts if aggregate value of the gifts received from person named in item 3 exceed \$250

Date Gift Received \_\_\_\_\_ Description of Gift \_\_\_\_\_  Did Not Accept Gift

Date Gift Received \_\_\_\_\_ Description of Gift \_\_\_\_\_  Did Not Accept Gift

Date Gift Received \_\_\_\_\_ Description of Gift \_\_\_\_\_  Did Not Accept Gift

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to a family member (as defined by Section 176.001(2), Local Government Code) of a government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(b), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath

## **LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT**

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of a governing body of a local government entity or a director, superintendent, administrator, president, or other person designated as the executive officer of the local government entity. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### **INSTRUCTIONS FOR COMPLETING THIS FORM**

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code.** Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with person named in item 3.** Describe the nature and extent of the relationship of the employment or other business relationship with the person in item 3 as described by Section 176.003(a), Local Government Code.
- 5. List gifts if aggregate value of the gifts received from person named in number 3 exceed \$250.** List gifts received during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the person named in number 3 that in the aggregate exceed \$250 in value.
- 6. Affidavit.** Signature of local government officer.