**Request for Qualifications (RFQ) for Architectural & Engineering Services**

The County of Lamar is seeking to enter into an Architectural & Engineering Services contract with a State of Texas-registered engineer. The following outlines this request for qualifications:

1. Scope of Work/Proposal of Services: The Architectural & Engineering Services contract will encompass all project-related services required for the building a facility for Lamar County to house equipment, various office spaces, and classroom and multipurpose areas.
2. Statement of Qualifications: The County of Lamar is seeking to contract with a competent, qualified firm, registered to practice in the State of Texas, that has had experience in the following areas:

Registered and in good standing;

Projects located in this general region of the state;

Past experience working on similar projects;

As such, with your proposal please address each of these points and provide a list of past local government clients, as well as resumes of all Architects that will or may be assigned to this project if you receive the Architectural services contract award. Please include the name, address, email, and phone number of at least three (3) references for completed local government projects.

**Also please provide a copy of your current certificate of insurance for professional liability.**

1. Affirmative Action/DBE/EEO: The County of Lamar is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals.
2. Evaluation Criteria: The proposals received will be evaluated and ranked according to the following criteria:

**Criteria**  **Maximum Points**

Staff Experience/Qualification 50

Past Work Performance 25

Capacity to Perform Proposed Services 25

**Total**  **100**

The Respondent’s qualifications will be evaluated based on these criteria. The most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation. For costs of architectural/engineering (A/E) professional services, negotiations must occur after the initial selection of the engineer or architect as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004)

1. Format of Submission: Please provide the following information, in order:
2. *Contact Information/Firm Type*

* Legal name of firm
* Contact persons including phone number and email address
* Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
* Location of Office that will be conducting the work

1. *Statement of Qualifications and Experience of Proposed Staff (50 points)*

Provide an overview and brief history of the firm and Subconsultant(s) to include the following:

* Organizational chart for personnel (including Subconsultants) who are to work on this project including licensure information.

Provide a copy of your current certificate of insurance for professional liability.

DBE information, if applicable, about Consultant and Subconsultant(s).

Names and roles of key personnel proposed to work on this project and their office locations; include resume for all key personnel and indicate any individuals who have had previous experience on similar scope projects.

Address points cited specifically in Section II of this RFQ

Provide the Project Manager’s experience with similar type projects

Provide the Design Engineer’s experience with similar type projects

1. *Past Work Performance (25 points*)

Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by both the Project Manager/Design Engineer and Subconsultants, including:

* Project name and location
* Client name and contract person for reference
* Services provided
* Date of completion in project status
* Final construction costs
* History of meeting project schedules
* History of accomplishing services within established budget, including planned vs. actual

1. *Capacity to Perform (25 points)*

* Address Scope of Work tasks as described in Section I.
* Explain how the team will design the project. Are there multiple design options?
* Provide a proposed project schedule for the project
* Provide staffing size by areas of expertise
* Provide current workload of prime firm
* Provide staff availability to perform services

1. Deadline for submission: Please submit four (6) paper copies and a PDF of your proposal of services and statement of qualifications. The proposals received will be received no later than **9:00 AM on June 20, 2023** at the following address:

**Lamar County Auditor’s Office**

**119 N. Main Street**

**Room B05**

**Paris, TX 75460**