

**BROWN COUNTY APPRAISAL DISTRICT  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES**

**Summary**

The Brown County Appraisal District is seeking Architectural services for the construction of an office building for the Appraisal District. The office building is to be located in Brownwood, Brown County, Texas.

**Site**

The office for the appraisal district will be situated on a tract of land being approximately one (1) acre in size. The plans call for an office building and adjacent parking facilities.

**Request for Qualifications**

The Brown County Appraisal District is seeking an architect and all other necessary consultants to design the following:

1. Building Size - A six thousand square foot to eight thousand square foot office building
2. Parking Spaces - Forty parking spaces, including four handicap accessible parking spaces.
3. Accessibility – Must have easy access from the parking lot to the Building including handicap access.

The selected architect shall be familiar with all local, state and federal rules and regulations regarding the construction of a public building.

**Architectural Services**

Chapter 2254 of the Texas Government Code provides for the contracting of professional services in the areas of engineer, architect, certified public accountant, land surveying, physician, optometrist, surgeon, surveyor, lawyer, insurance broker or consultant, construction manager, financial advisors, artist, teachers, appraisers, landscape architectural and geo-scientific. Section 2254.003 provides that the selection and award of a contract for these services shall be based on demonstrated competence and qualifications and for a fair and reasonable price.

Section 2254.004 of the Texas Government Code states the procurement of architectural or engineering services by the District requires the District first select the most highly qualified provider of the services, and then, negotiate a contract at a fair and reasonable price. If the District cannot negotiate a satisfactory contract with the most highly qualified provider, then it shall terminate negotiations with that provider and negotiate with the next most highly qualified provider without the ability to return to the initial provider.

By submitting a response to this RFQ, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the ‘best value’ design team will require subjective judgments by District staff. Therefore, the District will consider both tangible and intangible benefits.

### **Consultant Selection Process**

The selection of an architect will involve two stages and the following steps:

- 1) Submissions will be reviewed and scored by the District staff.
- 2) The District may invite a short list to participate in an interview process and conceptual site plan design review with the District staff.
- 3) The District staff will make a recommendation to the Board of Directors of the Brown County Appraisal District as to the architect that best matches the District's needs for this project.

The Brown County Appraisal District reserves the right to check references prior to award. Any negative responses received from references may be grounds for disqualification of a proposal. The District reserves the right to reject any/all submissions and re-solicit for new submissions, or to reject any/all submissions and temporarily or permanently abandon the project. The District makes no representations, written or oral, that it will enter into any form of agreement with any Respondent and no such representation is intended or should be construed by the issuance of this RFQ.

### **Overall Scope of Services**

The scope of services to be managed and provided by the architect shall include, but not be limited to the following:

- Preparation of full architectural illustrative plans and construction contract documents for all elements of the approved site, exterior architecture of the building, interior plan/elevation layouts of the building spaces and all necessary detailing.
- Providing construction contract administration throughout the construction process through completion of all punch list resolution.

### **Submittal Requirements**

Architect submissions will be reviewed based not only on their past professional experience for the proposed project, but also on their ability to address issues critical to the success of the project. Listed below are the required elements of the RFQ submission of each responding architect along with the associated weighted evaluation value of each element where applicable:

#### **1) ARCHITECT OVERVIEW (10 POINTS)**

Briefly describe the architect's organization, availability and interest.

#### **2) ARCHITECT CAPABILITIES (30 POINTS)**

Specifically identify the key team members who will be involved in the design and plan process. Prior experience of architect of any kind should be described. Successfully completed projects should be noted. Define the experience of the architect and additional staff, if any, as it relates to similar project scope, schedule and complexity.

#### **3) PROJECT APPROACH AND PRIOR EXPERIENCE (50 POINTS)**

Emphasis should be made on efficient and functional design and the design of systems and structures that minimize operating and staffing costs should also be a very high priority.

Budget methodology and cost control will be a must. Determination of appropriate cost reduction opportunities that do not materially affect the interest, integrity and long-term operation of the facility. The focus for this project will be to ensure that the development is designed for durability, maintainability and energy efficiency that is affordable.

4) REFERENCES (10 POINTS)

Provide a list of the three (3) most appropriate past-project references.

5) OTHER REQUIREMENTS

Respondent shall provide a statement with the RFQ submission that they can provide proof of insurance of the types/amounts listed below.

a) Commercial General and Umbrella Liability Insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

b) The Brown County Appraisal District shall be included and listed as an additional insured under the CGL. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the District.

c) The architect shall maintain Professional Liability Insurance and, if necessary, Commercial Umbrella Liability Insurance with a limit of not less than \$1,000,000 each wrongful act arising out of the performance or failure to perform professional services.

d) The architect shall maintain Business Auto Liability Insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any automobile including owned, hired and non-owned automobiles.

e) The architect shall maintain Workers Compensation Insurance as required by statute and Employers Liability Insurance. The Commercial Umbrella and/or Employers Liability limits shall not be less than \$1,000,000 each accident or bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

f) The Respondent shall further state/certify that the insurance coverage will be maintained during the entire term of the Contract and that all insurance coverage will be provided by insurance companies of 'A' rating in the State of Texas.

**RFQ Document Format**

Respondent shall provide one (1) original copy, five (5) additional hard copies, and one (1) electronic copy of the complete RFQ response. The electronic copy MUST be combined as a single file. All electronic copies must be Portable Document Format (PDF) in nature with any/all images inserted as part of the overall document. Electronic submissions shall indicate the Respondent’s company name, RFQ and the May 30, 2019 submission date.

The signature on the one (1) original hard copy submitted will serve as the official signature of record for all electronic copies. The proposal must be manually signed by a person with authority to bind the architect under a contract. Each submittal should be prepared in a straightforward and concise manner and shall not exceed twenty (20) single-sided pages in length.

**Expenses**

Expenses for developing and presenting qualifications shall be entirely the responsibility of the Respondent and shall not be chargeable to Brown County Appraisal District. All documentation submitted will become the property of the Brown County Appraisal District.

**Questions and Clarifications**

All questions or any necessary clarifications concerning this RFQ document should be email, to all individuals listed below in advance of 5:00 pm (CST) on May 23, 2019.

Brett McKibben, Chief Appraiser  
bmckibben@brown-cad.org

**Submission Instructions**

All RFQ submissions must be received by the Brown County Appraisal District no later than 3:30 PM (CST) on May 30, 2019, in a sealed envelope or box marked “RFQ Architect: Brown County Appraisal District” Telephone, facsimile (fax), and/or electronic mail (email) proposals will not be accepted under any circumstances.

Qualifications are to be submitted via mail, courier, hand delivery and/or express delivery methods to:

Brown County Appraisal District  
ATTN: Chief Appraiser  
403 Fisk Avenue  
Brownwood, TX 76801-2929

Late submissions will not be considered under any circumstances and those properly identified will be returned to the Respondent unopened.