

# **REQUEST FOR QUALIFICATIONS: OWNERS REPRESENTATIVE SERVICES**

**October 20, 2023**

## **1. INTRODUCTION**

**Johnson County ESD No. 1** hereinafter named the “District”, is seeking an entity, firm or individual, to serve as an Owner’s Representative for the District.

If you are interested in being considered, please respond by submitting your Statement of Qualifications as instructed in Part 5 of this RFQ.

## **2. SERVICES REQUESTED; PROJECT DELIVERY**

The District is seeking an Owner's Representative to provide professional and technical oversight in the planning, design, and construction of two new facilities. (Lillian - Station 82 and Fire Dispatch Center) to be undertaken by the District. The Owner’s Representative will assist the District in the selection of a Design-Builder and oversee their performance as well as those duties and responsibilities outlined below.

### **Essential Duties and Responsibilities:**

- Provides technical information and recommendations supporting the planning, design, construction, and renovation of these facilities.
- Prepares RFQ for the District to select the Design-Builder who represents the best value to the District
- Participates in pre-construction planning conferences; reviews, evaluates drawings and specifications submitted by the Design-Builder making the necessary corrections, consistent with established construction standards
- Updates the District on the status of these projects via written reports and/or oral presentations.
- Ensures each project undertaken has the appropriate documentation by the Design-Builder.
- Reviews and approves, for payment, bills submitted by the Design-Builder consulting to ensure compliance with approved project budget
- Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee
- Monitors progress of the Design-Builder for proper workmanship consistent with the contract documents by performing site visits during construction, or otherwise
- Observes these projects on a regular basis to ensure that plans, design standards, specifications, codes and regulations are being observed and followed
- Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service
- Ensures a smooth transition of the new facilities from the Design-Builder to the District upon Substantial Completion and occupancy by the District.

**Qualifications:**

- Licensed Architect or Professional Engineer with current licensure in the State of Texas
- At least 20 years of progressively responsible experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the principal functions of the position required
- Considerable knowledge of a variety of building design approaches, building systems and construction techniques, building codes, fire and life safety regulations, local planning and requirements, permitting and inspection requirements, and land development ordinances
- Direct experience as Architect or Engineer of Record with Fire, Police and other emergency facilities.
- Working knowledge of federal, state and local laws, rules and regulations governing the construction of these facilities
- Experience on large-scale commercial, education and government projects as the Architect or Engineer of Record.
- Ability to establish and meet milestone dates for the District to assure overall goals and objectives of the department are met
- Ability to establish and maintain effective working relationships with consultants, contractors, partners, and District personnel at all levels
- Business Liability Insurance with minimum \$1,000,000 coverage limit
- Valid Texas driver's license

**3. SELECTION**

After reviewing the submittals, the District will rank the respondents based on the relative experience and qualifications. The District reserves the right to request more information from any respondent. The District reserves the right to conduct oral interviews of the respondents if deemed necessary.

The District will begin negotiations with the top ranked respondent. The District intends to enter into a contract with the most responsible respondent whose submittal is determined to be in the best interest of the District.

The District reserves the right to reject any or all submittals or parts thereof for any reason, to negotiate changes to submittal terms and to waive minor inconsistencies with the RFQ. The District may accept submittals which take exception to any requirement in this RFQ or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFQ. The District reserves the right to make a selection based on the owner's representative's qualifications, experience in providing similar services elsewhere, the submitter's responsiveness to the RFQ requirements, or other information it deems relevant; and to negotiate a contract with the chosen firm.

## **A. RFQ Timeline**

Anticipated schedule for selection of the Owner's Representative:

- RFQ Issuance Date – October 20, 2023
- RFQ Submittal Deadline – November 10, 2023
- RFQ Opening Date: November 13, 2023

\*\*\*At time of opening, only firm names will be announced\*\*\*

- Notification to top-ranked Respondent - November 14, 2023

These dates may be subject to change at the discretion of the District.

## **4. REQUESTED SUBMISSIONS**

Applicants are requested to submit the following information when submitting a statement of qualifications in response to this RFQ:

- Cover Letter.** Cover letter must include: (a) name, address, and phone number of the office where the personnel assigned to the District will be based, and (b) name, title and phone number of the principal contact person.
- Entity Profile.** Applicant profile must include: (a) years of experience; (b) legal form of entity; (c) location of home office; (d) general history; services. If the proposed form of entity is a joint venture, please identify each entity and their respective percentage of participation. Provide a summary, on three pages or less, describing why the applicant is the most qualified for the position.
- Similar Experience; References.** Provide examples of projects undertaken for Fire and Emergency Services and/or other public bodies. Include: (a) description of the project and the services you provided for the project; (b) start and completion dates for each project. Additionally, provide the name, title, and contact information of the client most familiar with your services on the project(s) you submit.
- Management Systems.** Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for a project.
- Scheduling.** Demonstrated track record of performance of managing projects to the original schedule.
- Legal Compliance.** The applicant's history of compliance with federal, state, and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years.
- Prior Design-Build Delivery Experience.** Describe any prior experience with the Design-Build delivery method and in which capacities.

## **5. INSTRUCTIONS FOR SUBMISSIONS**

- A. **Submission/Response Deadline.** Four (4) hard copies must be submitted to the District's office at **2451 Service Drive Cleburne, Texas 76033 -no later than 12:00 p.m. on November 20, 2023** All submittals must be contained in a sealed envelope, which shall be labeled on the outside with the following information:

**Respondent Firm/Vendor/Company name and address**

**Owners Representative RFQ**

**Do not open prior to Friday, November 17, 2023**

The District does not assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the District before the specified deadline. The Bidder assumes all risk for any delay or defect in the submission of the bid.

- B. **Questions; Inquiries.** Questions regarding interpretation of the content of this RFQ must be directed by email to [tfoster@johnsoncountyfire.org](mailto:tfoster@johnsoncountyfire.org) no later than **November 15, 2023 at 5:00 p.m.** Answers to any questions shall be in writing and shall be sent by email to all entities who are on record with the District as having requested and been furnished a copy of this RFQ. It is therefore imperative that entities provide full and accurate contact information to the District. Entities shall not avail themselves of incomplete knowledge and/or lack of familiarity of this RFQ and any addenda thereto resulting from the entity's failure to register with the District and/or to provide full and accurate contact information to the District. Interpretations, corrections and changes of the RFQ which are made in any manner other than a written addendum will not be binding. The name of the party submitting the question will not be identified in the answers.
- C. **Communications.** Applicants considering responding to this RFQ are strictly prohibited from communicating with any member of District's staff other than as directed in Part 5.B herein, as all questions must be directed to the email address in the manner identified in Part 5.B.
- D. **Public Information.** Applicants responding to this RFQ are hereby notified that all RFQs submitted and information contained therein and attached thereto may become public information upon an award or final selection being made.
- E. **Preparation Costs.** District assumes no responsibility for costs incurred in the preparation, presentation or submission of the Statements of Qualification.