

REQUEST FOR QUALIFICATIONS (RFQ) **FOR DESIGN/BUILD SERVICES**

The Village of Salado is seeking to enter a design/build services contract with a professional design/build firm(s). The following outlines this request for qualifications.

PROJECT - ADA/WHEELCHAIR ACCESSIBLE PLAYGROUND

The Village of Salado Texas is requesting Statements of Qualification (SOQ) from professional Design/Build firms for the purpose of providing Construction and Design services for the Salado ADA/Wheelchair Accessible Playground Project at Pace Park in Salado, Texas.

- I. Scope of Work – The Design/Build contract will encompass all project-related design and construction services for the Village of Salado including, but not limited to, the following:
 - Preliminary and final design plans, specifications, and construction of approximately 6,500 square feet ADA/Wheelchair Accessible Playground that is wheelchair accessible
 - Conduct all field testing and inspections (interim and final); and
 - Other services determined by the Village.

Please specify actual tasks to be performed.

- II. Statement of Qualifications - The Village of Salado is seeking to contract with a competent Design/Build firm that has had experience in the following areas:
 - Municipal construction including, but not limited to, ADA/Wheelchair Accessible Playground projects
 - State-funded construction projects; and
 - Projects located in this general region of the state
 - Design/Build firm is not debarred or suspended from the Excluded Parties List System (EPLS) of Sam.gov.

As such, please provide within your proposal a list of past local government clients, as well as resumes of all professionals that will or may be assigned to this project if you receive the Design/Build services contract award.

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

- III. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	<u>15</u>
Total	100

IV. For this RFQ, Respondent’s qualifications will be evaluated, and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation. For costs of design/build professional services, negotiations must occur after the initial selection of the design/build firm as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004)

V. Affirmative Action/EEO: The Village of Salado 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.

VI. Deadline for Submission – Deadline for submittal of SOQs to the Village of Salado is 2:00 p.m., Monday, November 22, 2021. Envelopes containing responses shall be sealed and properly addressed, marked “Request for Qualifications-Design/Building Services”. **SOQs received after this date and time will not be considered.** No facsimile or emailed qualifications will be accepted. SOQs shall be submitted as follows:

US Post Office Delivery Village of Salado
 Attn: Don Ferguson, Village Administrator
 P.O. Box 219, Salado, Texas 76571
 Re: RFQ – Design/Building Services

Physical Address Delivery Village of Salado
 Attn: Don Ferguson, Village Administrator
 301 N. Stagecoach Rd., Salado, Texas 76571
 Re: RFQ – Design/Build Services

VII. Signature Required - SOQs will not be considered unless the Statement of Qualifications Acknowledgement Form is fully completed and an original handwritten signature in ink is provided by the Respondent’s authorized representative on the Proposal Acknowledgement Form, a copy of which is attached to this RFQ.

- VIII. Late Submission - The Village will not receive/accept any late proposal submission after the due date and time.
- IX. Preparation of Offers - Proposal forms should be typed, printed, or written in ink. Proposals written in pencil will not be considered for an award.
- X. Withdrawal of Offers - SOQs may be withdrawn any time prior to the official time of submission by submitting a written and signed request to Village Administrator Don Ferguson. Any Respondent who withdraws a SOQ shall sign a written receipt. After the official time of submission, all SOQs become property of the Village.
- XI. Addenda to Solicitation - If necessary, the Village may modify this solicitation by formal written addendum, which is posted within the Village's website. Respondents shall acknowledge by completing an addendum form that will be provided by the Village in the event an addendum is issued. The addendum form should be signed and returned to the Village Administrator's office. Failure to do so may cause the SOQ to be ineligible for consideration of contract award. No oral or informal addendum to this solicitation shall be binding on the Village.
- XII. Rejection of Statement of Qualifications - The Village reserves the right to accept or reject any or all SOQs or any part thereof, to waive all technicalities, and to accept the offer or offers that are determined to provide the best benefit to the Village. A failure to provide any requested information may result in rejection of a SOQ, in whole or in part, at the Village's sole discretion. However, the Village reserves the right to request additional or clarifying information from a Respondent after a SOQ has been submitted. Such information may be used to further evaluate the Respondent's SOQ.
- XIII. Insurance - Contractors providing goods, materials and services for the Village of Salado shall, during the term of the contract with the Village of Salado or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:
1. Name the Village of Salado as an additional insured as to all applicable coverage with the exception of worker's compensation insurance.
 2. Provide for at least thirty (30) days prior written notice to the Village of Salado for cancellation, non-renewal, or material change of the insurance.
 3. Provide for a waiver of subrogation against the Village of Salado for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.
- XIV. Insurance Company Qualifications - All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.
- XV. Certificate of Insurance - A certificate of insurance evidencing the required insurance shall be submitted with the Respondent's SOQ. If the contract is renewed or extended by the Village of Salado, a certificate of insurance shall also

be provided to the Village of Salado prior to the date the contract is renewed or extended.

- XVI. Type of Contract and Amount of Insurance - Statutory workers compensation insurance as required by state law.

Professional Services Professional Liability insurance with a minimum of \$1 million dollars per occurrence and \$2 million dollars aggregate.

- XVII. Anti-Collusion Certification – A completed Statement of Qualifications (SOQ) Acknowledgment Form Anti-Collusion Certification shall be submitted with the Respondent's SOQ. A copy of the form is attached to this RFQ.

STATEMENT OF QUALIFICATIONS ACKNOWLEDGEMENT FORM

IN SUBMITTING A RESPONSE TO THIS RFQ, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE VILLAGE, THE VILLAGE'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE VILLAGE'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING, THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A STATEMENT OF QUALIFICATION CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL REQUIREMENTS SET FORTH IN THIS REQUEST FOR QUALIFICATIONS:

Authorized Signatory for Contractor: _____

Name of Company: _____

Date: _____

**STATEMENT OF QUALIFICATIONS (SOQ) ACKNOWLEDGEMENT FORM
ANTI-COLLUSION CERTIFICATION**

The undersigned certifies that: (i) he/she is duly authorized to submit and execute this SOQ and (ii) the Respondent and its principals, shareholders, members, partners, employees and/or agents have not and will not attempt to lobby (directly or indirectly) the Village of Salado Board of Aldermen or any employees or agents of the Village with regard to this SOQ.

The undersigned further certifies that the enclosed SOQ is submitted in accordance with all instructions, specifications, definitions, conditions contained herein and that the undersigned is aware that failing to submit a conforming SOQ may result in partial or full rejection of the Respondent's SOQ.

Respondent or Company Name	Authorized Signature
Date	Print or Type Signatory Name
Address	Position/Title
City/State	Zip Code
Phone Number	Fax Number
Email Address	Web Page Address