



REQUEST FOR QUALIFICATIONS **ARCHITECT**



Bexar County Emergency Service District #7, is requesting qualifications for an Architect in the construction of a fire station. The Architect shall be an agent of Bexar County Emergency Service District #7 and responsible for advice and services for design, scheduling, estimating, environmental compliance, permitting, site investigation, value engineering, constructability services, help solicit bidding, review qualifications of contractors, help prepare bid packages, analyze bids and proposals, and provide advice on the selection of contractors, budget and cost control, reviewing safety programs, evaluate construction progress, and pay applications, review preliminary change order pricing and negotiate change orders, provide claim analysis and negotiation, collecting and reviewing submittals and shop drawings, and assisting in punch list preparation and completion. The Architect is not responsible for the construction work, which will be bid, to either a general contractor or subcontractor.

Project

This will be a remodel/expansion project of Bexar County ESD #7 Station 115. Station 115 is the central station for the district, housing all administrative and support staff personnel. Currently, operating out of 4 different buildings on the property of 3 acres located at *11615 Galm Rd. San Antonio, TX 78254*.

Submittals: Submit two copies of the qualifications package by July 9th, 2019 5:00 p.m. to the following:

Attn. Anthony Jimenez
11615 Galm Rd.
San Antonio, TX 78254
(210) 688-0665 #8106

Mark packages clearly with "Architect RFQ". If you have any questions you may contact Fire Chief Kevin Clarkson. firechief@d7fr.org

The State of Qualifications must include the following:

1. Cover letter including the following information:
 - a. Name, address, contact information, etc. for firm and the primary contact person.
 - b. Location of office that will be responsible for the work.
 - c. Brief company history and background, including number of years in business.
 - d. Note type of organization or company structure.
 - e. Certification that the firm is legally permitted to conduct business in the State of Texas.

- f. An individual who has the power to bind the firm contractually must sign the cover letter.
2. Describe the firm's approach to this type of work, including communication process, project management, and quality control.
3. Describe all prior participation with Bexar County Emergency Service District #7.
4. Provide resumes of key project personnel.
5. Provide concise description of comparable projects completed within last 5 years.
6. Provide the following information:
 - a. List of names and contact information for clients for which services were performed in the last five years.
 - b. Samples of the services performed including the scope and cost.
 - c. Disclosure of any actions taken against the professional.
7. Provide specific information on the firm's litigation history, in the last 5 years, of termination or default, litigation by or against the firm, and judgments entered for or against the firm.

Evaluation

Qualifications will be evaluated for the following criteria:

1. Demonstrated experience of the firm in relation to the services required and quality of performance on similar past projects;
2. Demonstrated experience, technical competence and availability of key personnel in relation to the services required;
3. Recommendation of prior clients;
4. Capability of the firm to provide services desired;
5. Value offered considering capabilities and experience of the firm; and,
6. Location of the firm.

Bexar County Emergency Service District #7 may contact any previous clients to verify the experience and performance of the prospective firm, key personnel, and sub-consultants, whether or not the client is listed as a reference. The information provided in response to the above requirements will be the basis for evaluation. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. Bexar County Emergency Service District #7 reserves the right not to award any contract.