



Request for Qualifications

Indefinite Delivery/Indefinite Quantity (IDIQ) Architectural Services RFQ #735-20-4342

July 21, 2020

General:

Midwestern State University solicits responses to the Request of Qualifications (RFQ) for firms interested in Indefinite Delivery, Indefinite Quantity (IDIQ) **MISCELLANEOUS ARCHITECTURAL SERVICES FOR SHORT RANGE PLANNING, ARCHITECTURAL MODIFICATIONS, and ARCHITECTURAL PROGRAMMING** for the Midwestern State University facilities.

The maximum amount available for fees in any given fiscal year totals \$150,000. This is not a commitment or guarantee by the University of \$150,000 per fiscal year but an agreement that services may be requested up to the \$150,000 cap in any given fiscal year. The University anticipates contracting for services September 1, 2020 through August 31, 2021 with two possible extensions of one-year terms.

I. Project Background

- A. Midwestern State University (MSU), through Facilities Services provides design and construction administration services for MSU administrative and academic units, which submit requests to undertake construction and capital improvement projects as well as Facilities Services maintenance and deferred maintenance projects.
- B. In order to provide timely and cost effective professional services for projects, Facilities Services proposes to enter into ID/IQ Professional Services Agreements with one or more firms who can provide these services. The proposed Agreements will be limited as to Contract Sum and Contract Time. Contracts will be executed using individual "Project Assignments" with the total value of fees projected not to exceed **\$150,000** for any single Prime Professional Services Contract over a period of one calendar year from time of Contract award. There is no guarantee that any specific minimum dollar amount of fees will be awarded.

The award of individual "Project Assignments" shall be based on the expertise of the Professional Service Provider, their successful performance on prior assignments, the number of projects needing professional MEP services, and the availability of funding for projects. Upon mutual consent between parties to the original Contract, the contract(s) may be extended for a period of two (2) additional one calendar year renewals under the same terms and conditions. The selected firm(s) shall contract with the University based on fees that comply with the policies of Midwestern State University.

Scope of Services:

The Scope of Work will vary from project assignment to project assignment in complexity and the scope of services to be provided by the Prime Professional Service Provider. Services to be provided may include one or more of the items of service listed below:

1. Development of a space program to include space utilization and department space requirements.
2. Studies, reports, preliminary construction cost estimates, measurements, project analysis and project feasibility studies.
3. Preparation of reports, including schematic plans and photographic documentation, detailing existing building conditions and deficiencies.
4. Recommend Architectural options for additions, remodeling, computer centers, replacement, major maintenance, or new construction including up-front project cost analysis as well as life-cycle cost analysis.
5. Provide design services to include preliminary design, design development, working drawings, and specifications for new construction and renovation projects, including preparation of cost estimates and bidding documents.
6. General contract administration including submittal review, responses to RFI's, change order issuance and periodic site inspections during construction.
7. General consulting services for assisting the Facilities Services Department with project management and program management services.
8. Services of sub-consultants, as required per specific assignment.
9. Must be available for responses within 2 hours of being notified.
10. Must be available to investigate on-site issues in a timely manner at no additional expense to the University (e.g., travel costs, project delays, etc.).

For projects which may include:

New construction, additions, reconfigure of interior shell spaces to accommodate change in use or space allocation, major and/or deferred maintenance; restoration, or modifications, and other specific project needs.

Respondent Submission:

Midwestern State University will not be responsible for any expenses relating to response development, documentation, or interview/presentation that may result from this solicitation. Failure to provide the following information shall result in the disqualification of your response.

- A. Responses shall be on single-sided 8 ½" x 11" paper.
- B. Responses shall be mailed/hand delivered or submitted electronically. **Electronic submissions are preferred.**
- C. More than 25 pages will not be read.
- D. Response information submitted shall correspond to the sections listed below and shall be in the following order:
 1. Company name, address, phone number, legal status (corporation, partnership, etc.)
 2. Name, phone number and email address of person Midwestern State University should contact with any questions.
 3. Name and title of person submitting solicitation.

4. Documentation of vendor history, including capabilities in the area of services to be provided, size and scope of operation. This shall include similar experience, including scope of work that demonstrates an expertise in providing required service, and number of years in business.
 - a) Highly recommend projects cited are ONLY ones where the submitted resumes' personnel were involved.
 - b) Personal resumes of the actual individuals who will be working for MSU and their percent time they will be working on MSU projects (assuming projects have been assigned) should ONLY be included here.
 - c) Please do not include resumes of personnel who will not be assisting with MSU projects at least 20% or more of their time. (Objective is for MSU to understand the background and qualifications of the personnel who will be directly working for MSU, not every project and everyone who ever worked at the firm.)
 - d) Resumes are included in the 25 page limit
5. Company licenses required by the Texas Board of Professional Engineers.
6. Sub consultants are suggested to be included but not mandatory.

- E. The respondent shall provide at least three references of comparable projects.
- F. The respondent shall document a time frame when vendor will be ready to provide the required services to start the design services and project management. For example "Upon award of contract our company can begin within 15, 30, 45 or over 45 days or upon issuance of contract".
- G. The respondent shall provide a copy of their "Historically Underutilized Business" certificate if a member.
- H. Ensure the proposal is signed by the owner, principal partner, or chief executive officer, otherwise the proposal will not be accepted.
- I. Award of this agreement will be contingent on availability of Midwestern State University funds.

Selection Procedure:

Following receipt and evaluation of responses to the RFQ, a firm or firms will be selected for further consideration. Responses to the RFQ will be evaluated by an appointed committee, seeking to grade responsiveness for technical qualifications and the firm's ability to provide the services. Firms may be requested to make presentations if deemed necessary. Negotiations will begin with the firm determined to be most qualified.

Proposal Evaluation:

The following criteria will be used to evaluate all submissions:

No.	Criteria	Weight
1	Past performance in terms of quality work and compliance with performance schedules. Firm should highlight particular areas of expertise	55%
2	Prior favorable service with colleges and universities similar in size and enrollment (~6,000) to Midwestern State University	20%
3	Prior favorable service to Midwestern State University	10%
4	Evidence that the firm is currently licensed/registered to provide services in the State of Texas	Mandatory
5	Demonstrated knowledge of local building codes	Mandatory
6	Certified statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency.	Mandatory

7	Overall team approach towards the provision of Comprehensive Architectural/Engineering, and Construction Contract Administrative services as required by this RFQ.	5%
8	Completeness and general response to this Request for Qualifications	10%

It is understood that Midwestern State University reserves the right to accept or reject any or all responses to this RFQ as it shall deem to be in the best interest of the University. Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing bidders and kept secret during the negotiations/evaluation process.

However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by bidder. All confidential information should be clearly marked in red.

Submission Deadline:

The qualification information is to be submitted by 2:00 pm CT, **August 12, 2020**. The University may, at its sole discretion, request oral presentations by firms selected for final consideration.

Qualification Statements are to be emailed, mailed or hand delivered to:

Joseph J. Mrugalski Jr.
Assistant Director of Purchasing & Contract Management
Midwestern State University
3410 Taft Blvd, Daniel Building
Wichita Falls, Texas 76308-2099
Phone: (940) 397-4095
joe.mrugalski@msutexas.edu

Late statements and facsimiles will not be accepted. Each firm is responsible for insuring responses to the RFQ have been delivered by date, time and location specified.

Questions related to the scope of services, submittal of Qualification Statements, or the solicitation process shall be directed no later than 12:00 pm CT, August 4, 2020 to:

Joseph J. Mrugalski Jr.
Assistant Director of Purchasing & Contract Management
Midwestern State University
3410 Taft Blvd, Daniel Building
Wichita Falls, TX 76308-2099
Phone: (940) 397-4095
joe.mrugalski@msutexas.edu

It is the responsibility of interested vendors to regularly check the MSU web site for any possible addenda(s) to this bid.

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The University prefers customers of similar size and scope of work to this proposal. ***THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.***

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

AFFIDAVIT

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final and if bid is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____,

on this day personally appeared _____

who, after having first been duly sworn, upon oath did depose and say;

That the foregoing proposal submitted by _____ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

Telephone Number:

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____,
20 _____.

Notary Public in and for the State of _____.