



**TRAVIS CENTRAL APPRAISAL DISTRICT
2019-11: REQUEST FOR QUALIFICATIONS
STATEMENT FOR PROFESSIONAL
ARCHITECTURAL SERVICES**

PROPOSAL DUE DATE: Friday, July 19, 2019 at 2:00 p.m. (CST)

ISSUED BY: TRAVIS CENTRAL APPRAISAL DISTRICT- FINANCE DEPARTMENT

Travis Central Appraisal District is accepting qualification statements for the following project:

Professional architectural services to provide design services for the District's building located at 850 E. Anderson Lane, Austin, Texas 78752. Qualification statements will be accepted until 2:00 p.m., Friday, July 19, 2019.

A copy of the RFQ package in its entirety, including the scope of work, is available on the Travis Central Appraisal District website at <https://www.traviscad.org/reports-request/> under the Financial Reports tab.

Responses shall be mailed or hand delivered in a sealed envelope marked on the outside "2019-11: RFQ for Professional Architectural Services- DO NOT OPEN" prior to 2:00 p.m. on Friday, July 19, 2019.

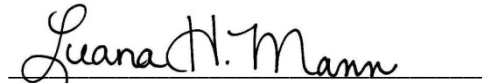
Responses can be mailed to:

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
P.O. Box 149012
Austin, Texas 78714-9012

Responses can be hand delivered to:

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
8314 Cross Park Drive
Austin, TX 78754

TCAD reserves the right to reject any or all qualification statements and to waive technicalities or formalities, and to accept the response which the District determines to be most qualified. The District may determine no action, and reserves the right to do so. Qualification statements submitted after the deadline date will not be accepted.



Leana H. Mann, CGFO
Director of Operations
Travis Central Appraisal District

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Section 1: General Information & Requirements

1.1 General Information

The Travis Central Appraisal District is soliciting Statements of Qualifications for selection of a professional architectural firm for design of the District's building located at 850 E. Anderson Lane, Austin, TX 78752 ("Project"). The proposed project is estimated to be approximately 70,000 square feet.

Collecting Qualification Statements in response to this RFQ is the first step in selecting an architect for this project. The District will determine the initial ranking of the responses. If the initial ranking is deemed reasonably conclusive by the District, the District may make a selection based on the "most qualified". If not, then the District may conduct interviews with up to five of the top ranked respondents.

After selecting the respondent that the District deems the most qualified, the District will negotiate a detailed professional services contract and a suitable fee for those services. The District will request a fee proposal from the respondent that is deemed most qualified. Potential respondents should be aware that, except in unusual cases, the District does not consider billable time incurred while traveling to and from the Project site, District's offices, or Board of Directors meetings. Potential respondents whose offices are located so that significant travel time will be required for services in the performance of this Project should consider this policy when deciding whether or not to submit the Statement of Qualifications.

1.2 Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et. Seq.*) after the solicitation is completed. The District strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

1.3 Clarifications and Interpretations

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted on the District's website at <https://www.traviscad.org/reports-requests/> under the Financial Reports tab as an addendum. It is the responsibility of the respondents to obtain this information. All addenda issued by the District prior to the proposal due date are considered to be incorporated herein by reference. The deadline for the District to issue addenda statements is Friday, July 12, 2019. Interpretations or clarifications in any other form, including oral statements, will not be binding on the District and should not be relied on in preparing qualifications. Award information will be issued by the Travis Central Appraisal District via e-mail directly to the qualified respondent. A courtesy e-mail will be sent to all other respondents who are not selected as notice of non-selection.

1.4 Submission of Qualifications

The qualifications must be received **at the address specified prior to the deadline**. The District will not consider any response to this solicitation that is not received at the address specified by the deadline.

DEADLINE AND LOCATION: The District will receive qualifications up to the time and date at the location described below:

Friday, July 19, 2019 at 2:00 p.m.

Mail to:

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
P.O. Box 149012
Austin, TX 78714-9012

Hand Deliver to:

Travis Central Appraisal District
ATTN: Leana H. Mann, Director of Operations
8314 Cross Park Drive
Austin, TX 78754

Responses shall be mailed or hand delivered in a sealed envelope marked on the outside "**2019-11: RFQ for Professional Architectural Services- DO NOT OPEN**". A contact name, return address and e-mail address for the respondents contact person must be included. Respondents should submit three (3) identical copies of the qualifications.

1.5 Point of Contact

The District designates the following person as its representative and point of contact for this RFQ. Respondents shall restrict all contact with the District and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications to the point-of-contact person:

Leana H. Mann, Director of Operations
PO Box 149012
Austin, TX 78714-9012
(512) 834-9317 Ext. 405
Lmann@tcadcentral.org

All questions and requests for clarifications must be received by 2:00 p.m., Friday, July 12, 2019.

1.6 District's Reservation of Rights

The District may evaluate the qualifications based on the anticipated completion of all or any portion of the Project. The District reserves the right to divide the project into multiple parts, to reject any and all qualifications and re-solicit for new qualifications, or reject any and 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 to this RFQ or any project and no such representation is intended nor should be construed by the issuance of this RFQ.

1.7 Reimbursement of Cost

Respondents acknowledge and accept that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.

1.8 Eligible Respondents

Only individual firms or lawfully formed business organizations may apply. This does not prevent a respondent from using consultants. The District will contact only the individual firm or formal organization that submits a qualification.

1.9 State Registration of Engineering Firms

Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers.

1.10 State Registration of Architectural Firms

Respondents are advised that the Texas Board of Architectural Examiners requires that any entity providing architectural services to the public must register with the Texas Board of Architectural Examiners.

1.11 Prohibition on Contracts with Companies Boycotting Israel

Respondents are advised that Texas Government Code, Section 2270.002 prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that : (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

Section 2: Summary Information

2.1 Historical Background

The Travis Central Appraisal District was created under the 66th Texas State Legislature in 1979 under the provisions of Senate Bill 621 known as the Property Tax Code. The District is responsible for the appraisal of property subject to ad valorem taxation in Travis County, Texas. The District is governed by a board of nine directors serving two year terms, plus a tenth statutorily designated non-voting member who is the County Tax Assessor-Collector. Travis County appoints two board members, Austin ISD appoints two board members, City of Austin appoints two board members, and Austin ISD and City of Austin appoint one board member together. The remaining two board members are appointed by a vote of the eastern and western taxing entities within Travis County.

The District was formed in 1981 and formally began operations in 1982, pursuing its mission to provide accurate appraisal of all property in Travis County at one hundred percent of market value, equally and uniformly, in a professional, ethical, economical and courteous manner, working to ensure that each taxpayer pays only their fair share of the property tax burden. As stipulated under the Texas Property Tax Code, the District serves the citizens and taxpayers of Travis County and the taxing entities which lie within Travis County.

2.2 Project Description and Scope

The District is seeking a professional architectural firm that will be required to perform the architectural and engineering services for renovations on a District owned property located at 850 E. Anderson Lane, Austin, TX 78752. Specific services and fee schedules will be specified in the contract agreement which will be negotiated after selection.

2.3 Project Schedule

RFQ Released	6/26/2019
RFQ Clarification Request Deadline	7/12/2019
RFQ Addenda Deadline	7/12/2019
RFQ Submittal Deadline	7/19/2019
Interview Respondents (if necessary)	7/22/2019-7/26/2019
Most qualified respondent selected	7/29/2019
District & Selected respondent negotiate fees and contract details	7/29/2019-8/09/2019
Agreement Execution	8/9/2019
Schematic Design begins	8/12/2019
Design drawing and schematics complete and permits filed	9/30/2019

Other project deadlines and schedule details will be discussed and outlined in the contract agreement.

2.4 General Conditions

All respondents shall agree to the following conditions:

- A. The original qualifications statement and two (2) copies shall be delivered in a sealed envelope marked “**2019-11: RFQ for Professional Architectural Services- DO NOT OPEN**” on or before 2:00 p.m., Friday, July 19, 2019, to Leana H. Mann, Director of Operations for the Travis Central Appraisal District. Requests for extension of the closing date or time will not be granted. Only qualification statements with the required documentation will be considered. Qualification statements arriving late will not be considered. Proposers should allow sufficient mailing or transportation time to insure the timely receipt of the qualification statement.
- B. All qualification statements, attachments to, and/or documents submitted with a qualification statement must be signed by an individual who is authorized to act on behalf of the proposer.
- C. Any company or corporation conducting business with TCAD shall be on file with the Secretary of State of Texas and certified to do business in this state.
- D. Respondents agree by submissions of their qualifications statement that they have reviewed the RFQ documents and instructions and accept the requirements.
- E. Each qualification statement shall be prepared in a simple manner and provide straightforward, concise delineation of the responder’s ability to satisfy the requirements of the RFQ.
- F. Respondents desiring to submit qualifications statements in response to this request must comply with all mandatory submission requirements set out in this document. Failure to comply with any part of the request may subject the response to immediate rejection.
- G. Any inquiries from parties concerning this qualification statement and its requirements shall be submitted in writing (e-mail is acceptable) to: Leana H. Mann, Travis Central Appraisal District, P.O. Box 149012, Austin, Texas 78714-9012 or at Lmann@tcadcentral.org.
- H. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any decision with a TCAD employee. Only those communications that are in writing from TCAD shall be considered as a duly authorized expression of TCAD.
- I. Proposer agrees to abide by the Prevailing Wage Standard in the cost of his/her qualification statement.

2.5 Criteria Used for Selection

Upon receipt of the qualification statements, they will be evaluated based on the following criteria:

- Contractor’s prior relationship with the District (if any)
- Ability to meet the needs of the District
- References from past and/or current clients
- Appropriate length of experience of business and owner
- Experience with similar projects
- Types and number of similarly sized/type projects
- Quality and completeness of qualification statement submitted

Section 3: Content of Submittal

Each response shall be submitted as outlined in this section. Please include an outside cover and /or first page, containing the section name. A table of contents should be shown first, followed by dividers separating each of the following sections.

3.1 CRITERION ONE: Firm Information

- Provide a statement of interest for the Project, including a narrative describing the firm's and project team's unique qualifications as they pertain to this project.
- Provide the following information for the firm:
 - Legal name of the company as registered with the Secretary State of Texas
 - Address of the office that will be providing the services
 - Number of years in business
 - Type of Operation (individual, partnership, corporation, joint venture, etc.)
 - Number of employees by skill group
 - Name of Principals in the firm
 - Primary contact for this project

3.2 CRITERION TWO: General Company History and Qualification

- Provide a brief history of the firm and each proposed consultant including a list of services routinely provided
- An organizational chart that explains the team members and their responsibilities related to this project.
- Resumes of persons to be assigned to the project with their prospective roles identified
- Documentation that the members of the architectural team are certified with the State of Texas.

3.3 CRITERION THREE: Experience and References

- Discussion of firm's experience in working with municipalities or special districts
- List of municipal projects within Texas from the past three years, whether complete or ongoing, including references. For each project, provide the following:
 - Project name and location
 - Year completed
 - Short description of project
 - Name, address, telephone number, and e-mail for owner
 - Name, address, telephone number, and e-mail for contact person tasked with the daily responsibility and management of the project
 - Original estimate and final cost
 - Final project size in square feet

- Type of Construction (new, remodel, expansion, etc.)
- Actual Start and Finish Dates for Design work
- Planned versus actual dates for schematic design
- Name of Project Architect, designer, manager (if applicable)
- Describe the firm's process in working with consultants and integrating them into the design process.
- Describe how the firm will report the status of the Project to District management.

3.4 CRITERION FOUR: Respondent's Performance on Past Projects

- List a maximum of five (5) projects for which you have provided similar services. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:
 - Project name, location and description
 - Original estimate and final cost
 - Final project size in square feet
 - Type of Construction (new, remodel, expansion, etc.)
 - Actual Start and Finish Dates for Design work
 - Planned versus actual dates for schematic design
 - Name of Project Architect, designer, manager (if applicable)
- For each of the five (5) projects listed, identify the following:
 - Owner's name and representative who served as the day-to-day liaison during the design phase of the Project, including the telephone number and e-mail address.

References shall be considered relevant based on specific project participation and experience with the respondent. The District may contact references during any part of this process. The District reserves the right to contact any other reference at any time during the RFQ process.

3.5 CRITERION FIVE: Signed Transmittal and Acknowledgement Letter

The Transmittal and Acknowledgement Letter (Exhibit A) must be signed by a principal in the firm and submitted as part of the response packet.

3.6 CRITERION SIX: Signed Ethics Statement

The Ethics Statement (Exhibit B) must be signed by a principal in the firm and submitted as part of the response packet.

3.7 CRITERION SEVEN: Signed Certification Regarding Debarment, Suspension & Other Responsibility Matters Form

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form (Exhibit C) must be signed by a principal in the firm and submitted as part of the response packet.

Section 4: Format for Statement of Qualifications

4.1 General Instructions

- Qualifications shall be prepared in order of stated criterion, providing a concise, straightforward description of the respondent's ability to meet the requirements of this RFQ. Emphasis will be on quality, completeness, clarity of content, responsiveness to the requirements and understanding of the District's needs.
- Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and may be subject to rejection.
- Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the District and are subject to the Public Information Act.
- The District will not compensate respondents for any expenses incurred in qualifications preparation or for any presentations that may be made. Respondents submit qualifications at their own risk and expense.
- The District makes no representations of any kind that an award will be made as a result of this RFQ. The District reserves the right to accept or reject any or all qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the District's best interest.
- Qualifications shall consist of answers to criteria provided in Section 3. It is not necessary to repeat the questions in the qualifications; however, it is essential to reference the question number with the corresponding answer.
- Failure to comply with all requirements contained in this RFQ may result in the rejection of the qualifications.

4.2 Page Size, Binding, Dividers and Tabs

- Responses shall be printed on letter size (8 ½" x 11") paper and collated.
- Additional attachments shall NOT be included with the qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the District for evaluation.
- Separate and identify the response to each criterion in Section 3 of this RFQ by use of a divider sheet.

4.3 Table of Contents

Submittals shall include a Table of Contents and page numbers for each part of the qualifications.

Transmittal and Acknowledgment Letter

Travis Central Appraisal District
Request for Qualifications- Professional Architectural Services

Date

In response to the above referenced request for proposal from Travis Central Appraisal District, the attached qualifications, forms, exhibits, and statements are submitted in response. I have read all attachments including the specifications and fully understand what is required.

In submitting this qualifications statement, I agree to the following conditions:

1. Proposals submitted and opened on Friday, July 19, 2019 may not be withdrawn for thirty (30) days following the statements opening.
2. To enter into negotiation and subsequently execute a Contract with the District, if selected on the basis of the Proposal.
3. To accomplish the work in accordance with the Contract documents.

(Name of Institution)

Authorized Representative:

(Signature)

(Name)

(Title)

(Date)

ETHICS STATEMENT

(Complete and Return this Form with Response)

The undersigned firm, by signing and executing this RFP or RFQ, certifies and represents to the Travis Central Appraisal District that the firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by 1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this RFP or RFQ; the firm also certifies and represents that the firm has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFP or RFQ, the firm certifies and represents that firm has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Travis Central Appraisal District concerning this RFP or RFQ on the basis of any consideration not authorized by law; the firm also certifies and represents that firm has not received any information not available to other firms so as to give the undersigned a preferential advantage with respect to this RFP or RFQ; the firm further certifies and represents that firm has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Travis Central Appraisal District in return for the person having exercised their person's official discretion, power or duty with respect to this RFP or RFQ; the firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Travis Central Appraisal District in connection with information regarding this RFP or RFQ, the submission of this RFP or RFQ, the award of this RFP or RFQ or the performance, delivery or sale pursuant to this RFP or RFQ.

THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE TRAVIS CENTRAL APPRAISAL DISTRICT, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES AND LIABILITIES ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF FIRM OR ANY AGENT OR EMPLOYEE OF FIRM IN THE EXECUTION OR PERFORMANCE OF THIS RFP or RFQ.

I have read all of the specifications and general RFP or RFQ requirements and do hereby certify that all items submitted meet specifications.

FIRM: _____

OFFICER NAME: _____

OFFICER SIGNATURE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

TELEPHONE: _____

TELEFAX: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(Complete and Return this Form with Response)

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they, the principals in the firm, and the firm:

1. Are not presently debarred, suspended, proposed for debarment, and or declared ineligible from providing bank depository services, financial management, financial records management, financial advisory services, any associated management services, and or voluntarily surrendered their license to provide such related services in the State of Texas and or the United States of America.
2. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from conducting any business and or financial transactions by any department or agency of Federal, State, and or local government.
3. Have not been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in item 3 above of the certification; and
5. Have not within a ten (10) year period preceding this RFP or RFQ had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date