

LOWER VALLEY WATER DISTRICT

REQUEST FOR QUALIFICATION FOR PREPARATION OF A FACILITY NEEDS ASSESSMENT, PROGRAMMING AND SPACE PLANNING RFQ NO. 12-0214-02

The Lower Valley Water District (LVWD) invites the submittal of Statement of Qualifications (SOQ) from qualified architectural/engineering (A/E) firms interested in providing professional services for a needs assessment, programming, space planning of LVWD facilities (Project) and land management projections. The projects considered with this RFQ would be:

1. Evaluate and assess existing facilities for present and future needs of the District.
2. Design and construction services to implement any recommendations approved by the Board of Directors.

Five signed originals SOQ and a CD with a PDF file of the SOQ enclosed in a sealed envelope/container shall be mailed/delivered to **Lower Valley Water District**, attention **Rosa Rivera**, at **1557 FM Road 1110, Clint, Texas, 79836**. **Request for Qualification must be submitted by 2:00 P.M., local time, February 14, 2012.** Submittals received after this time shall be returned unopened. All submittals must be clearly marked **Request for Qualification; Preparation of a Facility Needs Assessment, Programming and Space Planning; RFQ No. 12-0214-02**. The Lower Valley Water District retains the right to accept or reject any and all RFQ(s), to waive the technicalities and select the RFQ(s) which is in the best interest of the District.

Lower Valley Water District

Request for Qualifications
for

Preparation of a Facility Needs Assessment, Programming and Space Planning;
RFQ No. 12-0214-02

The Lower Valley Water District (LVWD) invites the submittal of Statement of Qualifications (SOQ) from qualified architectural/engineering (A/E) firms interested in providing professional services for a needs assessment, programming, space planning of LVWD facilities (Project) and land management projections. The projects considered with this RFQ would be:

- 1) Evaluate and assess existing facilities for present and future needs of the District.
- 2) Design and construction services to implement any recommendations approved by the Board of Directors.

Five signed original SOQ and a CD with a PDF file of the SOQ enclosed in a sealed envelope/container shall be delivered to Rosa Rivera, Purchasing Agent for the Lower Valley Water District at 1557 FM Road 1110 Clint, Texas 79836, at or before 2 p.m., local time, February, Monday the 13th 2011. Submittals received after this time shall be returned unopened. All submittals must be provided in a sealed envelope/container clearly labeled on the outside with the A/E's name and name of the Project.

The A/E shall provide all services necessary to verify existing facilities conditions; conduct a programming effort to develop LVWD's facility needs assessment and space plan to accommodate the future needs of the LVWD. As applicable, the A/E shall provide design services to implement the results of the programming effort.

The SOQ shall demonstrate the A/E and/or team members' relevant project experience and required qualifications. A Selection Committee composed of representatives from LVWD will review the SOQs. The criteria used to evaluate the SOQs will include the following:

Description	Points
Experience in similar or relevant projects by Prime Firm.	25
Experience in similar or relevant projects by proposed staff and team members.	25
Experience in working with Lower Valley Water District and/or other similar Utility Districts and governmental agencies.	10
Proven track record of meeting deadlines and working within a budget.	10
Understanding LVWD's needs and appropriateness of A/E's project approach.	10
Demonstrated systems and in-house processes for insuring quality and timely performance on projects.	5

Demonstrated familiarity with sustainable and energy-efficient design.	5
Applicability and quality of references.	10
Total (out of 100 points)	

All pages in the SOQ shall be 8"x11" single sided with minimum 11 point Arial font. The SOQ shall be a maximum of twenty (20) one-page, single sided sheets. Each SOQ shall be organized in the following manner:

1. One page Cover Letter stating that the signer of the document is authorized by the A/E to sign the document. The letter shall contain the name(s) of the firm(s) proposed for the project and that the Prime Firm is currently licensed by the State of Texas to provide the required professional services. Proof of license to provide Engineering/Architectural services in the state of Texas is required.
2. One page Table of Contents
3. One page Organization Chart showing the reporting structure of the personnel proposed to do the work.
4. Provide resumes of key personnel (maximum one page per individual).
5. Provide briefs on up to five relevant projects best representing the A/E's project experience (maximum one page per project). The work described must have been performed within the past five years. The briefs shall contain Project Name; Year Project Completed; Description of services provided; Name of Prime Firm and its current address, telephone number and email address; Name of Client and its current telephone number and email address; and brief explanation regarding steps A/E took to adhere to Owner's schedule and budget.
Also, provide firm's current workload and available personnel for the District's project. Provide a list of alternate consultants you use for projects of this nature. Provide the size and staff capabilities of each firm. The District reserves the right to accept or reject any or all consultants to the engineering firm.
6. Provide a narrative (maximum of three pages) that describes A/E's track record for meeting deadlines and working within a budget; A/E's processes for insuring quality and timely performance on projects; A/E's familiarity with Sustainable, Energy-Efficient Design; A/E's understanding of LVWD's needs and project approach and A/E's staff/team's working relationship.
7. Provide no more than three (3) references (Name, Phone Number and Email Address) that can attest to A/E's ability to perform quality of work to Owner's schedule and budget requirements.
8. Indicate ability to secure Professional Liability Insurance, indicating maximum amounts of insurance available.

The Lower Valley Water District will conduct an initial screening of all firm's qualifications and experience. The Lower Valley Water District, at its sole discretion, shall reserve the right to schedule interviews or presentations by prospective Engineering/Architectural Firms. The District shall select the firm or firms that provide the best value and service to the District. The District has the right to accept or reject any and all proposals, to waive all technicalities, and to select the firm or firms which are in the best interest of the District.

LOWER VALLEY WATER DISTRICT

Request for Qualifications For
Preparation of a Facility Needs Assessment, Programming and Space Planning
RFQ NO. 12-0214-02

ACKNOWLEDGEMENT FORM

“The undersigned affirms that he/she is duly authorized to execute this contract, that his company, corporation, firm, partnership or individual has not prepared this RFQ in collusion with any other submitter, and that the contents of this RFQ have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of service prior to the official opening of this RFQ.”

Company Name: _____

Address: _____

Telephone _____

Fax Number _____

Email Address _____

Submitter (Signature) _____

Submitter (Print Name) _____

Position with company _____

Signature of Company
Official Authorizing this RFQ. _____

Company Official
(Print Name) _____

Official Position _____

The submitter hereby acknowledges receipt of the following listed addendums and agrees that all addendums issued are made part of the contract documents and the submitter further agrees that his/her submittal(s) includes all changes resulting from said addendums.

Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____