

Request for Qualifications
County Needs Assessment Study



Qualification Submittal Date: 2:00pm, Tuesday, March 2, 2021

All submittals will be marked as such:

RFQ #2021-001

Rockwall County Needs Assessment Study

Lisa Constant Wylie
County Auditor
1111 E. Yellowjacket Lane #202
Rockwall, Texas 75087

Information and questions should be directed to:

Allana Crenshaw
First Assistant Auditor
amitchell@rockwallcountytexas.com
972-204-6050

I. Introduction

- a. The County of Rockwall, Texas (“County”) is issuing this Request for Qualifications (RFQ) to solicit interest from prospective qualified architectural/engineering firms to prepare a County Facility Needs Assessment (“Assessment”). The Assessment will consist of a formal report to the Rockwall County Commissioners Court that addresses current facility conditions and deficiencies and future facility needs for County functions and services housed in the New County Courthouse, Historic Courthouse, Adult and Juvenile Probation Departments, County Service Building, County Library and the Road & Bridge Facility.
- b. The County is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform an Assessment for the County.
- c. The County intends to have the selected Firm perform the services listed in the attached Scope of Services. The services requested will require the Firm to be licensed to practice architecture/engineering in the State of Texas.
- d. All proposals shall be subject to the Texas Public Information Act. The County will be conscious of a particular item in the submittal if it is clearly and prominently identified as proprietary and said item is clearly marked as such.

II. Scope of Services

The firm will prepare an Assessment consisting of a formal report to the County Commissioners Court that addresses current facility conditions and deficiencies and future facility needs for County functions and

services housed in the current County facilities, including New County Courthouse, Historic Courthouse, Adult and Juvenile Probation Departments, County Services Building, County Library and the Road & Bridge Facility.

- a. Identify the condition and deficiencies of existing County facilities including but not limited to:
 - i. Adequacy and efficiency of public lobby, meeting and court space
 - ii. Adequacy and efficiency of employees workspace (offices, meeting rooms, storage, breakroom, information technology needs)
 - iii. Building, fire, and other life safety code compliance
 - iv. Americans with Disabilities Act compliance

- b. Determine future facility needs for a horizon of at least 10 years into the future for current County functions and services, taking into consideration of the following:
 - i. Demand/need for additional space
 - ii. Increase in staffing
 - iii. Audio/visual and technology needs for public meeting and court spaces
 - iv. Public, employee and building safety
 - v. Energy efficiency

- c. Evaluate alternatives and provide preliminary cost estimates of future County facility needs for the following scenarios:
 - i. Reconstruction and renovations of current County facility to house all current functions and services
 - ii. Reconstruction and renovation of current County facility to house a portion of existing functions and services, with construction of a new facility to house the remainder of existing functions

- iii. Construction of a new County facility to house all existing functions and services not already utilizing the New County courthouse
- iv. The final study should include, but not be limited to, the following:
 - Review current space usage of listed County facilities
 - Complete a space needs assessment given number and function of County employees
 - Provide a projection of future space needs assuming a 10-year horizon
 - Identify opportunities to optimize use of current space
 - Provide recommendations describing the expansion of current spaces and/or new facilities
 - Provide recommendations and estimated costs associated with the implementation and phasing of a plan
 - Prioritize facility maintenance efforts
 - Determine site needs and future parking requirements

III. Current County Owned Buildings

- a. New County Courthouse, 1111 E. Yellowjacket Lane, includes the two District Courts, two County Courts at Law, four Justice of the Peace, one County Treasurer, District Clerk, District Attorney, County Auditor, County Clerk and Courthouse Security. The New County Courthouse also contains the jury selection room aka Liberty Hall. This building houses a total of

124 employees with a total square footage of 180,000 sf sitting on a 12.79 acre tract.

- b. Historic Courthouse, 101 East Rusk Street, includes the Commissioners Courtroom, one County Judge, four County Commissioners, Tax Office and a leased office for a State representative. This building houses a total of 16 employees with a total square footage of 14000 sf sitting on a .918 acre tract.
- c. Adult Probation, 365 W. Rusk Street, includes the Adult Probation department and a leased space for probation department programs and classes. This building houses a total of 21 employees with a total square footage of 10000 sf sitting on a .918 acre tract.
- d. County Services, 915 Whitmore, includes the Juvenile Probation department, Elections Administrator, Human Resources, Indigent Health Services, Veterans Affairs, County Agent, Maintenance and Operations and County Health Coordinator and storage. Office space is made available to the State driver's license service and the DPS and Game Warden officers. The building houses a total of 36 employees with a total square footage of 30000 sf sitting on a 3.35 acre tract.
- e. County Library, 1215 E. Yellowjacket Lane, includes the entire library staff, study rooms, genealogy room, computer lab room, a large meeting area and the Information Services department along with a volunteer oriented literacy program. The building houses a total of 35 employees with a total square footage of 52000 sf sitting on a 5.909 acre tract.
- f. Road & Bridge facility, 3322 FM 551, houses 11 employees, equipment and materials with a total square footage of 5040 sf sitting on a 15 acre tract.

IV. Proposed Award Schedule

Key project planning schedule milestones are as follows:

County Commissioners Court approves the RFQ and schedules newspaper publicationDecember 9, 2020

First newspaper publication.....December 18, 2020

Second newspaper publication.....December 25, 2020

Site visit (not mandatory)January 7, 2021

Deadline for Questions to the County AuditorFebruary 25, 2021

RFQ DeadlineMarch 2, 2021

Evaluations Complete and recommendations made to Commissioners Court for upcoming firm presentations.....March 9, 2021

Presentations by each firm made to the Commissioners CourtMarch 23, 2021

Commissioners Court acts to select top firm and begin negotiations.....April 13, 2021

V. Submittal Instructions

Sealed submittals must be received and time-stamped by 2:00pm Local time, March 2, 2021. Sealed submittals will only be accepted at the following location:

Lisa Constant Wylie
County Auditor

1111 E. Yellowjacket Lane
Ste. 202
Rockwall, Texas 75087

Seven (7) hard copies and one (1) electronic version (on flash drive) of submitter's proposal must be provided by the submittal deadline. It is the sole responsibility of the submitting firm to ensure that the sealed RFQ arrives by the specified deadline regardless of the method chosen by the firm for delivery.

Each submittal shall be signed by an individual that is authorized to act on behalf to the firm.

All submittals become the property of the Rockwall County upon receipt and will not be returned to the submitter.

Any cost or expense incurred by the firm that is associated with the preparation or selection process of the RFQ will be the sole responsibility of the firm.

Firms and all interested parties shall restrict all contact and direct all questions regarding this RFQ to:

Allana Crenshaw
First Assistant County Auditor
1111 E. Yellowjacket Lane, Ste 202
Rockwall, Texas 75087
amitchell@rockwallcountytexas.com

VI. Requirements

The ideal firm shall have experience in performing facility space needs assessments. The County will evaluate all RFQ submittals and will select the firm deemed most qualified and enter into a contract. The County plans to schedule individual presentations/interviews with the firms. The County reserves the right to request further documentation or information and to

discuss the RFQ submittal to provide clarification. The County reserves the right to reject any or all RFQ submittals and to conduct investigations, if necessary, to evaluate each submittal. Once submitted, the RFQ may not be changed, amended or modified.

Each RFQ submitted will contain the following:

- Cover letter and introduction including the name, phone number and e-mail address of the person(s) authorized to represent the company regarding all matters related to the RFQ.
- An executive summary and an organizational chart identifying team members and their areas or responsibility.
- Key personnel and their qualifications and their availability to work on this project
- Information regarding the firm's ability to meet project schedule.
- Three to five references from municipal, county or other government clients; references should specify the entity's name, address, service provided, year that service was provided, contact person and telephone number.
- Qualifications and relevant project experience of firm.
- Completed Conflict of Interest form from the Texas Ethics Commission webpage at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.

VII. Reservation of Rights

Rockwall County reserves all rights available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

- a. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the County without incurring any costs, obligations or liabilities;
- b. Issue addenda, supplements and modifications to this RFQ.
- c. Revise and modify the RFQ due date;

- d. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications;
- e. Reject any submittals received.
- f. Appoint an evaluation committee to review submittals or to seek outside expert counsel in RFQ submittal evaluation;
- g. Hold interviews or allow presentations with one or more of the firms responding to this RFQ;
- h. Disclose information contained in the RFQ submittal to the public as required under the Texas Public Information Act;
- i. Modify any process allowing for the best interest of the County.