

REQUEST FOR QUALIFICATIONS

For

**Counseling Connections for Change, Inc.
2023 Facility Rehabilitation Project**

DUE DATE: June 30, 2023 @ 2:00 P.M. CST

COUNSELING CONNECTIONS FOR CHANGE, INC.

2549 Roy Road

Pearland, TX 77581

(281) 485-9280

<https://counselingconnections.org>

The project scope of work and funding involving this RFQ are subject to federal uniform administrative requirements, rules and regulations, including but not limited to certain federal Anti-Collusion and Conflict of Interest regulations, equal employment opportunity, HUD Section 3 requirements, environmental standards, and debarment exclusions.

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SECTION I - Request for Qualifications

Counseling Connections for Change, Inc. is requesting Statements of Qualifications (SOQ) from firms that can adequately demonstrate they have the resources, experience, and qualifications to provide architectural design, engineering and surveying, environmental clearance, and construction cost estimating for the 2023 Facility Rehabilitation Project of the current 1,986 square foot structure and attached walkways.

The successful Offeror must be comprised of a team of professionals capable of providing the required services in an efficient manner in the best interest of Counseling Connections for Change, Inc. and will provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants should be included in the response.

From this RFQ, the Selection Committee will choose a Primary Design Firm (hereinafter, Firm) for the project. The project is envisioned to have a Firm under the direction and management of the Board Initiatives Committee and CEO for Counseling Connections for Change, Inc. The Primary Design Firm will be responsible for the successful management, design, and construction administration of the overall project. In addition, the successful Offeror will be responsible for managing, directing, and coordinating all teams of engineering firms and/or other sub-consultants it assembles to complete the required work.

SECTION II – Project Location and Facility Description

Project Location

- 2549 Roy Road, Pearland, TX 77581

Facility Description

The current counseling center is a single-story structure owned by Counseling Connections for Change, Inc. It was originally constructed in 1954 as a 1,986 square foot residential home and was converted to a business structure serving children and families through mental healthcare services. Additional improvements divided open spaces into offices, and a carport along with a walkway was added. The focus of improvements related to this solicitation involves the rehabilitation and repair of the existing counseling center.

Site Visit/Inspection

Prospective Offerors will have two opportunities to visit the site for the purpose of gaining direct perspective about the facility and the target area for improvements:

- *Optional Site Visit - Option 1* *May 31, 2023 from 8:00 a.m. – 11:00 a.m.*
- *Optional Site Visit - Option 2* *June 9, 2023 from 3:00 p.m. – 5:00 p.m.*

Any special assistance for those with visual and/or hearing impairments, other disabilities, and/or language services due to Limited English Speaking Proficiency must request assistance no later than 48 hours of business days (M-F: 8am – 5pm) by contacting Counseling Connections for Change at dawn@counselingconnections.org. Reasonable accommodation will be made to assist with such needs.

SECTION III – Scope of Work

The scope of services to be provided and managed by the Firm for the project primarily include architectural services, to be delivered throughout the design, bid, and construction phases of the project. Specifically, scope of work activities include, but are not limited to:

- site investigation, damage assessment, and repair scope of work
- providing any potential architectural design phase services
- civil design
- Milestone and Financial Reporting, including reporting for design cost reimbursement, and
- Production of Plans, Specifications, and Construction Cost Estimates (PS&E)

SECTION IV – The Successful Offeror

The selected Firm will be responsible for the successful management of the overall project design, bid and construction phase services, including environmental documentation and public involvement, survey, and testing. In addition, the design firm will be responsible for the performance of all sub-consultants, as well as bid and construction phase services.

Desired Expertise of the Design Team

Critical to the success of the Project will be the Firm's ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, the design team components, the public, contractors, etc., which will encourage an open and honest exchange of information and ideas throughout the entire process. Proposed design teams should have major members who have histories of working together to produce successful projects meeting schedules and budgets and quality end products.

At minimum, Counseling Connections for Change, Inc. is in search of a Primary Contractor that has expert-level experience with commercial building architectural design, with a verifiable history of managing, administering, and providing oversight with a highly effective project team.

Disadvantaged Business Enterprise/Minority and/or Women-Owned Business Enterprise

The ability of the successful Offeror to improve the ability to meet local DBE/MWBE goals and objectives is a key facet of the required qualifications. The SOQ submission should be clear as to the business status of the Offeror as to whether or not it is a:

- Historically Underutilized Business (HUB)
- Disadvantaged, Minority, and/or Women-Owned Business
- HUD Section 3 Certified Business

SECTION V – Interagency Coordination

To accomplish the goals of the project, the Design Firm must be able to execute coordination with Counseling Connections for Change, Inc., possibly including the City of Pearland.

SECTION VI – SOQ Submission Requirements

This solicitation requires that each Offeror prepare a Statement of Qualifications (SOQ) on single-sided, 8 x 11 ½ pages, not to exceed 15 pages, and that consists of the following:

- A solicitation transmittal letter, signed by a principal of the professional firm, with a statement as to the availability of the firm's team members to complete the work, and within the timeframe provided in the Offeror's proposed schedule/timeline.
(ONE PAGE LIMIT)
- A demonstration of the firm's understanding of the project through a concise outline of their proposed approach to the project.
(THREE PAGE LIMIT)
- Evidence of the firm's ability to perform the work, which should include a history of its verifiable completion of federally funded architectural design activities, and any/all HUD-funded design projects the firm has completed as its Prime Contractor. **This section should include any information regarding the business entity's HISTORY of performing federally funded work as a HUD, DBE, and/or MWBE.**
(FIVE PAGE LIMIT)
- Experience of the staff assigned to the project team including sub-consultants. Provide information on the role, percentage of time devoted to the project, and related experience, including sub-consultant members. **This section should include any information regarding the business entity's status as a HUD, DBE, and/or MWBE.**
(LIMITED TO ONE PAGE PER TEAM MEMBER)
- A narrative describing the team's experience working together within the last five (5) years on no less than three (3) previous, similar facility improvement/expansion projects, including any that involve design experience with City of Pearland projects.
(LIMITED TO ONE PAGE PER PROJECT)
- An estimated timeline for completing all aspects of the architectural design, engineering and surveying, environmental clearance, cost-estimation, and bid phase elements of the project. (ONE PAGE LIMIT)

G. References, including names and telephone numbers of previous clients with similar projects that can verify the quality of work performed.
(COMPLETE THE ATTACHED REFERENCES FORM)

H. Completion of all required Certifications is required for this solicitation, including:

- a. Litigation History: Offeror must include a complete disclosure of any alleged or actual contractual failures. Offeror must also disclose any and all civil OR criminal litigation OR investigation pending over the last three (3) years that involves Offeror OR litigation in which Offeror has been judged guilty or liable.
- b. HUD SECTION 3 MWSBE CERTIFICATION: Pursuant to HUD Section 3 regulations, the Offeror may be required to be a HUD Section 3 business. Contract negotiations with the Final Selection process will determine if this requirement is to be met by the successful Offeror.

I. DO NOT Submit any fee-related AND/OR proposed cost information in this submittal.

Responses to this RFQ in the form of a Statement of Qualifications (SOQ) shall be submitted via email to dawn@counselingconnections.org. **Please reference the INTRODUCTION section on Page 2 of this solicitation document for specific information about the applicable submission requirements.** If for any reason, you are unable to complete the submittal package electronically, you may submit a hard copy of your SOQ to:

Attn: Dawn Lawless
Counseling Connections for Change, Inc.
2549 Roy Road, Pearland, TX 77581

Submittals shall be placed in a sealed envelope and signed by a person having the authority to bind the Firm in a contract and should be marked **ON THE OUTSIDE OF THE SUBMITTAL ENVELOPE**, clearly with 2023 Facility Rehabilitation Project.

SECTION VII - Selection Criteria

The shortlisting process will involve a scoring rubric that allows the Selection Committee to select the initial group of the most highly qualified providers, which will be based on the following evaluation points:

Table 1. Scoring

Evaluation Element	Scoring
General Qualifications	50 pts
Demonstrated Prior Experience with Federal Projects	25 pts
Project Schedule	15 pts
DBE/MWBE and HUD Section 3 Capabilities	10 pts
TOTAL	100 pts

SECTION VIII - Selection Process Overview

A Selection Committee will review all SOQs, using the scoring rubric to rank the respondents and determine a shortlist for the project and will be used for reference material throughout the selection process. Once the shortlist has been determined, there may be an oral interview/presentation session scheduled for the top shortlisted firms. A firm's presentation should demonstrate its experience in providing design services for municipal facility design projects of a similar nature, including its experience in coordination with other design team members, projects, and entities.

Based on the ranking of the SOQs and interviews, the Board Initiatives Committee will determine the best-qualified firm based on demonstrated competence, experience, successful team history, and qualifications for the project. After the selection process has been completed, a detailed scope of services will be developed between the successful firm and Counseling Connections for Change, Inc. Once this is agreed upon, a fee proposal will be requested for the scheduled services. The price proposal generated should substantially reflect the same composition and level of involvement as presented in the Statement of Qualification.

The selected firm will be contracted with Counseling Connections for Change, Inc. If a mutually agreeable cost/price proposal cannot be negotiated with the firm selected, Counseling Connections for Change, Inc. will formally end the negotiation and proceed to select and negotiate with the next most qualified firm based on demonstrated competence and qualifications.

SECTION IX - Contract

The Primary Design Firm will be required to enter into a contract with Counseling Connections for Change, Inc. in an agreement that complies with the U.S. Department of Housing & Urban Development (HUD). Federal contract clauses and federal terms and conditions will be included in the final agreement between Counseling Connections for Change and the Firm. These will include, but are not limited to: Termination for Convenience, Performance and Payment Bond, Conflict of Interest, Anti-Collusion, Lobbying, Debarment and Suspension/Exclusion, Non-Discrimination (Title VI Compliance), HUD Section III requirements, and others. Respondents are urged to review and seek guidance on the federal requirements in 2 CFR Part 200 and 24 CFR Part 570 prior to submission of an RFQ, as these are applicable and shall be incorporated appropriately into any contract/agreement involving the scope of work.

SECTION X – Questions, Clarification, and Inquiries

ALL Questions are due no later than 5:00 p.m., Friday, June 16, 2023, and must be sent in writing via email to dawn@counselingconnections.org, or **may be delivered directly to Counseling Connections for Change, Inc. located at 2549 Roy Road, Pearland, Texas 77581.**

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the Selection Committee or Board Initiatives Committee) to influence any employee or board member concerning the award of a contract because of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein.