



**HENDERSON COUNTY TEXAS
ATHENS ANNEX
AUDIT OFFICE
PURCHASING DEPARTMENT
125 N PRAIRIEVILLE, STE 202
ATHENS, TX 75751**

REQUEST FOR LETTER OF INTEREST
AND
STATEMENT OF QUALIFICATIONS FOR

FY2017 Evidence Building

OPENING DATE AND TIME:

Tuesday, September 19, 2017, 2:00pm cst
Henderson County Annex
Audit Office
Purchasing Department
125 N Prairieville, Ste 202
Athens, TX 75751

INTRODUCTION – PROJECT DESCRIPTION

Henderson County is soliciting Statements of Qualifications and Letters of Interest from qualified firms who can adequately demonstrate they have the resources, experience and qualifications to furnish and construct a metal warehouse type structure at the existing Henderson County Justice Center.

SCOPE OF WORK

Henderson County Justice Center is located at 206 N Murchison, Athens, TX.

- *Demolition of any existing construction as necessary
- *Clearing, grading, excavation and back fill of site
- *Termite Control
- *Cast-in-place concrete w/ necessary sealants and caulking
- *Pre-engineered building installation
- *All utility installation, including but not limited to air conditioning system, plumbing, and electrical

GENERAL

If your firm would be interested in submitting qualifications for this project, please submit seven (7) complete, unstapled, and unbound sets prior to 2:00pm on Tuesday, September 19, 2017 to:

HENDERSON COUNTY TEXAS
AUDIT OFFICE
PURCHASING DEPARTMENT
Attn: Jennifer Nicholson
125 N PRAIRIEVILLE, STE 202
ATHENS, TX 75751

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

Any questions related to the scope of the services or questions concerning the submittal of Qualification Statements should be submitted in writing to the address above or via email to purchasingdesk@henderson-county.com. Responses to inquiries will be posted on the Henderson County website.

<http://henderson-county.com/departments/county-auditor/purchasing>

Except for the submission of written questions or in response to requests or inquiries from Henderson County, firms shall refrain from contacting members of the Selection Committee, Commissioners Court, consultants, or other staff with respect to this RFQ or the section process.

It is understood that Henderson County reserves the right to accept or reject any and/or all responses to the RFQ as it shall deem to be in the best interest of Henderson County.

QUALIFICATION STATEMENTS

At a minimum, responses to this RFQ will include the following

*Executive Summary to include name, address and contact information of the firm submitting the proposal, a summary of the firm's interest in this service, and the name of one or more individuals authorized to represent the firm in its dealings on the a contractual basis.

*Firms qualification information including a description of the firm's experience with other services similar to the one described herein.

*A statement concerning the firm's ability to comply with a dedicated and accelerated schedule upon direction of the Henderson County Commissioners' Court.

*A description of what information will be required during negotiations to finalize the contract with your firm.

*Verifiable experience on similar size and complexity of projects including a summary report on a minimum of five (5) projects including budget, description of project, and reference information.

*The disclosure section of this RFQ must be addressed specifically in your Response, even if no conflicts exist. Disclosure of Certain Relationship forms shall be submitted to the Henderson County Clerk and not submitted with your response.

*Respond to each of the following:

- a. Address any litigation that your firm may be, or has been, involved in over the last five (5) years.
- b. Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years.
- c. Identify adverse actions sanctioned by any regulatory authorities over the last five (5) years.

PROJECT TIME FRAME

The project is expected to commence upon final execution of a contract for services within 30 days from the selection of a successful proposal. A project time frame will be coordinated with the selected firm.

EVALUATION PROCESS

Once Qualification Statements are ranked by the criteria identified, a short list will be compiled by an Evaluation Committee. Interviews may be conducted with the firms

most qualified. Additional information may be required at that time. Negotiations will begin with the firm determined to be most qualified for the project. Henderson County Commissioners' Court will make the final selection and approve the proposed contract.

The Request for Qualifications will be evaluated using the following equally weighted categories:

- *Qualifications of the firm
- *Firm's experience on similar projects
- *Commitment to Henderson County project agendas, time frames, budgets
- *Responsiveness to the information requested in the Qualification Statement

Negotiations will include selection of specific services as in the best interest of Henderson County. The selected firm must be prepared to enter negotiations with each service individually represent by costs and necessity to the overall project. Henderson County may elect to contract for any or all of the proposed services after negotiations.

RECEIPT OF ANY QUALIFICATION STATEMENT SHALL BE RECEIVED AND ACKNOWLEDGED ONLY TO AVOID DISCLOSURE OF THE CONTENTS TO COMPETING BIDDERS AND KEPT SECRET DURING THE NEGOTIATION/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 AS SUCH, ALL CONFIDENTIAL INFORMATION SHOULD BE CLEARLY MARKED IN RED.