



REQUEST FOR STATEMENT OF QUALIFICATIONS

The Ark-Tex Council of Governments (ATCOG) invites qualified parties to submit a statement of qualifications for design of a commercial building office space renovation to be completed for the ATCOG building located at 4808 Elizabeth Street, Texarkana, Texas.

The purpose of this request for statements of qualifications is to select an architect to design building plans for an addition to the Ark-Tex Council of Governments office building that will be approximately 2200 square feet.

Responses should address the following:

1. A list of no more than five (5) similar projects with descriptions of the projects, members of the project teams, time schedule, and contact persons who are able to verify the information presented. All projects must have been completed within the past ten (10) years.
2. Your firm's resources and capabilities: including the legal name of the firm, description of the business entity (i.e., individual, corporation, L.L.C.), organizational chart, location of firm, size, staffing, experience, evidence of being licensed to provide professional architectural or engineering services in the state of Texas, and location of the office proposed to perform the bulk of the work;
3. Any planned subcontractor or teaming arrangement for the project. Information requested in Items 1 and 2 shall be submitted for teaming partner(s);
4. A description of your firm's approach to completing the project, the approximate timeframe to complete the design process, your firm's current workload and its ability to commit necessary resources to the project in order to meet the project schedule and the identity of those key individuals to be assigned to this project;
6. The identity of any ATCOG Board or staff member with which your firm or planned subcontractors have a current contractual, business or family relationship;
7. Any additional information you would like ATCOG to be aware of or which you feel might have a direct bearing on your firm's qualification to perform on the project;

Each submission will be scored by the ATCOG evaluation committee. Any firm submitting a Statement of Qualifications should be prepared to meet with the evaluation committee and provide a verbal presentation upon request. The submission that receives the highest score will be selected for initial contract negotiation following Texas Government Code 2254.004.

The evaluation committee will use the following matrix to score each submission:

Selection Criteria

<u>Category</u>	<u>Maximum Points</u>
Experience with Similar Projects	30
Technical Competence and Design Ability	25
Communication Skills – Written and Verbal	25
Project Approach	20
TOTAL	100

By submitting a Statement of Qualifications, the respondent accepts the evaluation process as described in this document and acknowledges that the determination of the “most qualified” firm may require subjective judgments of the evaluation committee. The process described in this document is intended to comply with Texas Government Code Chapter 2254 so that the selected firm will be secured on the basis of demonstrated competence and qualifications through a request for qualifications process.

SCHEDULE

- April 4, 2021 – Begin advertisement of notices for Request for Statement of Qualifications
- April 23, 2021 12pm – Statement of Qualifications due
- April 30, 2021 – ATCOG Evaluation Committee review of Statements of Qualifications received and selection made

ACKNOWLEDGMENTS

The submittal, either as part of the Statement of Qualifications or the cover letter, shall provide the following acknowledgments:

- Acknowledgment that, if requested, you will prepare and make a presentation to the ATCOG evaluation committee;
- Acknowledgment that, if selected, the key individuals of the proposed team will not be changed without the written notification to ATCOG;
- Acknowledgment that, if selected, you will conform to requirements for grant funding and invoicing;
- Acknowledgment that all information, documentation and other material submitted in response to this document are considered non-confidential and non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation has been completed and the contract executed with the selected firm;
- Acknowledgement that the firm and subcontractors have reviewed their existing resources and commitments and will conform to the project completion date established by ATCOG as included herein.

The deadline for responses to this request is 12:00 p.m. on April 23, 2021. One (1) electronic copy in PDF format shall be delivered to Mary Beth Rudel, Deputy Director, via email to the following address: mrudel@atcog.org. Include ATCOG Renovation RFQ in the subject line.