



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ NUMBER: 24-0109

RFQ MUST BE DELIVERED BY: Thursday, February 15, 2024 at 3:00 p.m.

RFQ MUST BE MAILED TO: Laredo College
Attention: Mr. Miguel A. Rangel
Interim Director of Purchasing
West End Washington Street
Laredo, Texas 78040

RFQ MAY BE HAND DELIVERED TO: Laredo College
Fort McIntosh Campus, Building P-49
West End Washington Street
Laredo, Texas 78040

RFQ WILL BE OPENED: Thursday, February 15, 2024 at 3:15 p.m.
Laredo College Fort McIntosh Campus
Elpha Lee West Building Room 102

THE LAREDO COLLEGE DISTRICT'S BOARD of TRUSTEES ("COLLEGE DISTRICT"), invites your firm to submit qualifications for:

Request for Qualifications for Facilities Master Plan Services

All qualifications should be mailed, or hand delivered to:

Laredo College
Mr. Miguel A. Rangel
Interim Director of Purchasing
Building P-49 Room 101
West End Washington Street
Laredo, TX 78040

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SECTION 1

GENERAL INFORMATION & REQUIREMENTS

1.1 General Information

Laredo College is seeking qualified firms to provide professional consulting services for the development of a comprehensive Facilities Master Plan. The purpose of this plan is to strategically outline the future development, maintenance, and optimization of our facilities to align with our organizational goals and needs.

1.2 Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is executed. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

Information in any tangible form which is submitted by respondents will be treated as confidential **until such time as a contract is executed**. After that time, the information may be disclosed to requestors under the Texas Public Information Act, Chapter 552, Texas Government Code. If a respondent believes all or a portion of the information submitted is proprietary and confidential and should therefore be exempt from disclosure, they must clearly designate the specific item(s) and the proper statutory citation must be

1.3 Type of Contract

Any contract resulting from this solicitation will be in the form of the Owner's Standard A/E Agreement.

1.4 Clarifications and Interpretations

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the Electronic State Business Daily Website. All such addenda issued by the Owner before the proposals are due shall become a part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its response.

Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 Submission of Qualifications

Deadline: LAREDO COLLEGE will accept proposals until 3:00 pm, Thursday, February 15, 2024.

Provide three (3) original responses in hard copy and one (1) USB drive containing the full response of the Qualifications in "pdf" format.

Laredo College will not accept submissions after the deadline.

Properly submitted Qualifications will not be returned to respondents.

1.6 Evaluation of Qualifications

The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by a committee appointed by the College President. Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation.

1.7 Evaluation Criteria

Submissions will be evaluated based on the criteria listed in Section 3.

1.8 Owner's Reservation of Rights

The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

1.9 Acceptance of Evaluation Methodology

By submitting its Qualifications in response to this RFQ, Respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.

1.10 No Reimbursement for Costs

Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFQ shall be at the sole risk and responsibility of the Respondent.

1.11 Required Notices of Workers' Compensation Insurance Coverage

Section 406.096, Texas Labor Code, and the rules of the Texas Workers' Compensation Commission, require workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity.

1.12 State Registration of Engineering Firms

Section 1001.405, Texas Occupations Code, provides that a business entity may not engage in the practice of engineering in this state unless the business entity is registered with the Texas Board of

Professional Engineers. A business is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

SECTION 2

EXECUTIVE SUMMARY

2.1 Introduction

Laredo College is creating the Facilities Master plan looking to the next 15 years. The Laredo College Campus Master Plan offers a unique opportunity for a visionary firm or team specializing in Higher Education Campus Master Plans to play a visible leadership role in the creation of an expanded, mixed-use campus in collaboration with a dynamic consortium of stakeholders.

2.2 Scope of Work

The selected consultant will be responsible for, but not limited to, the following:

- a. Assessment and Inventory
 - Conduct a thorough assessment and inventory of our existing facilities, including buildings, infrastructure, and systems.
- b. Needs Assessment
 - Engage stakeholders to determine present and future needs and requirements.
 - Identify opportunities for expansion, renovation, or new construction based on projected needs.
- c. Preservation/Adaptive Reuse Plan
 - Preservation of historically significant facilities
 - Demolition of economically infeasible and historically insignificant facilities.
- d. Circulation and Transportation Plan
 - Vehicular Transportation
 - Evaluation and coordination of campus access and circulation for projected growth.
 - Ingress/Egress and security considerations into the Campus.
 - Mass transit coordination
 - Parking analysis and coordination.
 - Pedestrian Circulation
 - Appealing and efficient pedestrian pathways, for the pedestrian friendly campus.
 - Alternative Solutions
 - Golf cart/vehicle circulation paths
 - Scooters
 - Golf-cart charge stations
 - Electric vehicle stations
- e. Utility Master Plan
 - Review of existing infrastructure.

- Development of utility improvements to coordinate with the proposed campus development phasing.
 - Includes but not limited to: electrical, data coordination between Laredo College and private entities for redundancies, telecom, sanitary, storm water, irrigation, alternative energy.
- f. Signage Plan
- Using the current campus signage standards as a foundation, establish detailed guidelines for signage to address the needs of the Campus Community.
 - Monument/Gateway signs
 - Wayfinding signs
 - Building signage
- g. Landscape Guidelines
- Landscape guidelines shall be mindful of the environment (natural resources, indigenous species, water management, etc.) and be practical in its approach.
 - The recommendations shall be illustrative, providing a toolkit for both design professionals and grounds and maintenance personnel.
 - Relationships with buildings, streets, campus connections, native landscaping guidelines and plant recommendations, variety, ecological constraints, resource efficiency, and maintenance.
- h. Security
- Access and visual controls as needed.
- i. Campus Technology Plan
- Coordinate recommendations for technology expansions based on current campus guidelines.
 - Evaluate current campus technology guidelines and recommend updates as appropriate.
- j. Deferred Maintenance and Facility Renewal Plan
- Conduct a deferred maintenance inspection of campus buildings and major infrastructure to ensure the proper planning of projects to reduce and eliminate DM projects. The scope here is limited to structures and their building components (e.g. HVAC system components, major mechanicals, plumbing, roof, elevators), in-ground infrastructure, roads, parking lots).
 - Conduct a facility renewal inspection of campus buildings to ensure the proper planning of work to ensure that the campus is aesthetically well maintained. The scope here might include painting, carpet/flooring, minor building systems such as auditorium sound systems.
 - This deliverable should incorporate best practices for completing the above tasks along with a schedule of anticipated need.
- k. Analysis and Recommendations
- Analyze findings to propose short-term and long-term strategies for facility

improvements.

- Provide recommendations on space allocation, utilization optimization, sustainability measures, and technological enhancements.
1. Financial and Implementation Plan
 - Develop a financial plan outlining estimated costs for proposed improvements.
 - Provide a phased implementation plan with timelines and priority considerations.

2.3 Qualifications and Experience

Interested parties should possess the following qualifications and experience:

- Demonstrated experience in developing comprehensive Facilities Master Plans for similar organizations or institutions.
- Expertise in facilities assessment, space planning, and strategic facility management.
- A team with diverse skills encompassing architecture, engineering, urban planning, and project management.
- Familiarity with sustainability practices and modern technological integrations within facilities.

2.4 Project Planning Schedule

Key Project planning schedule milestones are:

- | | |
|---|-------------------|
| ▪ Owner receives Request For Qualifications | February 15, 2024 |
| ▪ Owner announces Respondents qualified for further consideration | March 7, 2024 |
| ▪ Owner interviews Respondents | March 20, 2024 |
| ▪ Owner executes Agreement | April 30, 2024 |
| ▪ Start of Master Plan | May 1, 2024 |
| ▪ Owner approves Master Plan | December 18, 2024 |

SECTION 3

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

RESPONDENTS SHALL CAREFULLY READ THE INFORMATION CONTAINED IN THE FOLLOWING CRITERIA AND SUBMIT A COMPLETE STATEMENT OF QUALIFICATIONS TO ALL QUESTIONS IN SECTION 3 FORMATTED AS DIRECTED IN SECTION 4. INCOMPLETE QUALIFICATIONS WILL BE CONSIDERED NON-RESPONSIVE AND SUBJECT TO REJECTION.

NOTE: INFORMATION IS ALSO BEING SOUGHT AT THIS STAGE ON THE CONSULTANTS. THE SAME INFORMATION REQUESTED BELOW FOR THE PRIME FIRM IS ALSO REQUESTED FOR THE NAMED CONSULTANT FIRM(S) UNLESS SPECIFICALLY NOTED OTHERWISE.

3.1 CRITERIA ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm's and consultant's unique qualifications as they pertain to this particular project.
- 3.1.2 Provide a statement on the availability and commitment of the Prime Firm and consultant's assigned principal(s) and professionals to undertake the project in accordance with the project planning schedule.
- 3.1.3 Provide a brief history of the Prime Firm and consultant(s) proposed for the project including when the firms were established, type of ownership and office locations. If more than one office is listed, indicate the office that will manage the project. If the firm has changed name or ownership within the last three (3) years indicate the former name.
- 3.1.4 Provide a listing of number of professional staff by discipline and a listing of minority professionals by discipline located in the office that will manage the project.
- 3.1.5 Provide an Organization Chart for the team proposed for the project.
- 3.1.6 Provide resumes of key personnel from the Prime Firm and consultants who will be assigned to this Project. Resumes limited to two (2) pages per person.

3.2 CRITERIA TWO: PRIME FIRM'S ABILITY TO PROVIDE SERVICES

- 3.2.1 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

- 3.2.2 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 3.2.3 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.4 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any College employee, officer or College Board member? If so, please explain.
- 3.2.5 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

3.3 CRITERIA THREE: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

3.3.1 List a maximum of five (5) recent projects for which you have provided services that are most related to this project. List a maximum of three (3) projects per named consultants. List the projects in order of priority, with the most relevant project listed first. For all consultants named in the response, indicate the projects they also worked on. Provide the following information for each project listed:

- Project name, location, and description
- Color images (photographic or machine reproductions)
- Duration of project
- Description of professional services Prime Firm provided for the project
- Relevance of project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Consultants

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison during the design of the project, including telephone number

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

3.4 CRITERIA FOUR: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 3.4.1 Describe the Prime Firm's planning philosophy, planning methodology, and its process for a Master Plan update.
- 3.4.2 Describe your team's demonstrated competence and management qualifications with mixed-use, campus master plans.
- 3.4.3 Describe the project team's experience in sustainable developments.

3.5 CRITERIA FIVE: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE CRITICAL ISSUES FOR THIS PROJECT.

- 3.5.1 What do you perceive are the critical issues for this project?
- 3.5.2 Explain how your proposed team has performed on past projects which have included significant involvement by both internal (i.e. Laredo College) and external (i.e. utility companies, local areas of jurisdiction, etc.) stakeholders.
- 3.5.3 Understanding schedule limitations and the need to coordinate with an in-progress campus utility project and multiple building projects, how do you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate Laredo College decision-making.

3.6 CRITERIA SIX: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

This execution of offer must be completed, signed, and returned with the respondent's qualifications. Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the qualifications.

Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of respondent's qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

Addenda Acknowledgment

Receipt is hereby acknowledged of the following addenda to this RFQ by entering yes or no in space provided and indicating date acquired. Enter "0" if none received.

No. 1 _____ Date _____

No. 2 _____ Date _____

Representations

By signing below, Respondent represents and warrants that:

(i) the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;

(ii) it is not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor or service to a public servant in connection with the submitted Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner's option, and the Respondent may be removed from all future proposal lists at Laredo College;

(iii) the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;

(iv) no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of The Laredo College District;

(v) Respondent has not been an employee of The **Laredo College** District within the immediate twelve (12) months prior to the RFQ response;

(vi) no compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);

(vii) all services to be provided in response to this RFQ will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health law (Public Law 91-596) and its regulations in effect as of the date of this solicitation;

(viii) Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;

(ix) to the best of its knowledge, no member of the Board of Trustees of the Laredo College District, or the Executive Officers of The Laredo College District or its member institutions or agencies, has a financial interest, directly or indirectly, in the Project; and

(x) each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of engineering or architecture will be selected based on demonstrated competence and qualifications only.

By signing below, the Respondent hereby certifies as follows, and acknowledges that such certifications will be included in any resulting contract:

If the Respondent is subject to the Texas franchise tax, it is not currently delinquent in the payment of any franchise tax due under Chapter 171, Texas Tax Code, or is exempt from the payment of such taxes. A false certification may result in the Respondent's disqualification.

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

Submitted by:

(Company Name)

(Authorized Signature)

(Printed Name/Title)

(Date)

(Email)

STATE OF TEXAS

VIN No: _____

OR

FEI No: _____

If Sole Owner:
SS No: _____

If a Corporation:
State of Incorporation: _____

Charter No: _____

(Street Address)

(Mailing Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Number)

SECTION 4

FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Qualifications response shall be a **MAXIMUM OF THIRTY-FIVE (35) PAGES**. The cover, table of contents, divider sheets, and Execution of Offer do not count as pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- 4.1.10 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.1.11 Separate and identify each criteria response to Section 3 of this RFQ.

4.1.12 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).