

**HOOD COUNTY  
1402 West Pearl Street  
Granbury, Texas 76048  
Phone (817) 408-3440  
Fax (817) 408-3441**

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING SERVICES  
(P2002-343P)**

**Project Information:**

Hood County intends to build a single-purpose Courts facility on county property in Granbury, Texas. The exact location will be determined after a comprehensive study by the Architect. The building will consist of two district courtrooms' each having spectator seating of not less than eighty (80) persons. In addition to the courtrooms, office space will be provided for the District Judge, District Attorney, County Attorney, County Clerk and their respective staffs'. Facility will contain a law library, lobbies, Judge's chambers, conference rooms, detention/secured, holding cells and cells, dayrooms, and multipurpose rooms. This will be a multistory building of approximately 35,000 square feet with a footprint of approximately 120-ft by 100-ft. The facility will be a masonry structure sporting an entrance façade customary to court facilities. The primary facility must be designed for later expansion, if necessary. In addition, Architect will be responsible for site planing,

You are hereby requested to submit your qualifications in the area of architecture services on the attached form. All architects must be registered in the State of Texas.

You may attach additional information to this qualification form. **Please submit six (6) copies of your response by 1:30 p.m. on May 29, 2003. Qualification Statements received later than the date and time above will not be considered.** Qualifications are to be mailed or hand delivered to the Purchasing Agent at the address listed above. Faxed submissions will not be accepted. Any questions related to this request for information should be directed to Mrs. Cook at 817-408-3440.

**No fees or charges for services are to be disclosed in the Request for Qualifications.**

Once the qualifications are received and reviewed, your firm may be asked to make a presentation to the Commissioner's Court and selection committee members. We ask that no contact be made with individual members of the Commissioner's Court or any other county employee.

It is understood that Hood County reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interest of Hood County. Receipt of any Qualification Statements shall be received and acknowledged only so as 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.**

Once Qualification Statements are reviewed, a short list will be compiled by an Evaluation Committee appointed by Commissioner's Court. Interviews may be conducted with the firms most qualified. Additional information may be required at that time. Negotiations will begin with

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the firm determined to be most qualified for the project. Commissioner's Court will make the final selection and approve the proposed contract.

**APPLICATION FOR PROVIDERS OF PROFESSIONAL SERVICES  
Architectural and Engineering**

**1. General Information:**

Firm Name: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact Persons:** (limit to 2 persons per firm/application)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Internet/e-mail address: \_\_\_\_\_

Texas/Registration number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Internet/e-mail address: \_\_\_\_\_

Texas/Registration number: \_\_\_\_\_

**Type of organization:**

\_\_\_\_\_ Sole Proprietorship (individual)                      \_\_\_\_\_ Corporation

\_\_\_\_\_ Partnership    \_\_\_\_\_ Joint Venture

\_\_\_\_\_ Other \_\_\_\_\_

**2. Firm Background and Staff:**

Year present firm was established: \_\_\_\_\_

Name of parent company, if any: \_\_\_\_\_

List principals of firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Former company name(s) if any, and year(s) established:

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Number of employees in firm: \_\_\_\_\_

Who will be the designated representative assigned to Hood County? How long have they been with your firm?

\_\_\_\_\_

Who is the senior member of the firm assigned to Hood County.? How long have they been with your firm?

\_\_\_\_\_

Number of the following with the firm:

\_\_\_\_\_ Architects \_\_\_\_\_ Draftsmen

\_\_\_\_\_ Engineers \_\_\_\_\_ Administration

**3. Professional Services provided by the Firm:** (Check all services applicable to your firm)

\_\_\_\_\_ Architectural Planning

\_\_\_\_\_ Design

\_\_\_\_\_ Construction Administration

\_\_\_\_\_ Engineering

\_\_\_\_\_ Mechanical Engineering

\_\_\_\_\_ Electrical Engineering

\_\_\_\_\_ Structural Engineering

\_\_\_\_\_ Acoustical Engineering

\_\_\_\_\_ Civil Engineering

\_\_\_\_\_ Other: \_\_\_\_\_

**4. Summarize services provided to the county as part of the basic services:**

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**5. Describe the manner in which your firm will work with the county to create the design for the multi-purpose building.**

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**6. Professional Liability Insurance:**

Describe limits per project: \_\_\_\_\_

Describe limits in aggregate: \_\_\_\_\_

Describe deductible: \_\_\_\_\_

Would any portion of insurance cost be shifted to Hood County? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Has your firm had claims asserted against you within the last five years? \_\_\_\_\_

If yes, please give details of each claim:

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**7. Experience profile: List the number of projects for the last five years, including renovations and additions.**

<b>Project Type</b>	<b>New Construction</b>	<b>Renovation/Addition</b>
Court Facilities	_____	_____
Jails	_____	_____
Youth Detention	_____	_____

Specialized facilities: List any type of related facility not listed above:

\_\_\_\_\_

State number of firm's county related projects and county construction dollars for the following years:

2001	Number _____	\$ _____
2000	Number _____	\$ _____
1999	Number _____	\$ _____
1998	Number _____	\$ _____

**8. Project References:**

Please list three completed projects similar to the one requested by Hood County (single use facility) that would be representative of your firm's work and services provided within the last five years.

**Project:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Services Provided:** \_\_\_\_\_

**Original Contract Sum:** \_\_\_\_\_

**Final Contract Sum:** \_\_\_\_\_

**Number of change orders?** \_\_\_\_\_ **Amount of change orders? \$** \_\_\_\_\_

**Were the change orders due to conditions created by the owner, architect or other?**

**Explain:** \_\_\_\_\_

**Project:** \_\_\_\_\_

County: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Original Contract Sum: \_\_\_\_\_

Final Contract Sum: \_\_\_\_\_

Number of change orders? \_\_\_\_\_ Amount of change orders? \$ \_\_\_\_\_

Were the change orders due to conditions created by the owner, architect or other?

Explain: \_\_\_\_\_

**Project:** \_\_\_\_\_

County: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Original Contract Sum: \_\_\_\_\_

Final Contract Sum: \_\_\_\_\_

Number of change orders? \_\_\_\_\_ Amount of change orders? \$ \_\_\_\_\_

Were the change orders due to conditions created by the owner, architect or other?

Explain: \_\_\_\_\_

**9. Specialized Services/Supplemental Services:** Check the services your firm provides and whether included in the basic services or available for an additional fee.

<b>Additional</b>	<b>Basic</b>	
American with Disabilities Act audit/review ADA	_____	_____
Facility Plans	_____	_____
Acoustical Evaluation	_____	_____
Energy Audits	_____	_____
Environmental/hazardous materials inspections	_____	_____
Life Safety System	_____	_____
Communication System Design	_____	_____
Site Planning/Site Selections	_____	_____
Landscape Design	_____	_____
Interior Design	_____	_____
Technology Infrastructure Design	_____	_____
Other: _____		

**10. Current Clients and Projects:** Please list three of your current county clients whose projects reflect the scope of your present workload.

**Project:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

**Services provided:** \_\_\_\_\_

**Project:** \_\_\_\_\_

County: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Services provided: \_\_\_\_\_

**Project:** \_\_\_\_\_

County: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Services provided: \_\_\_\_\_

**11. CAD Capabilities:**

Would 100% of construction documents be in CAD? \_\_\_\_\_

If not, what percent of work would be on CAD? \_\_\_\_\_

Describe percentage of work: \_\_\_\_\_

At the conclusion of the project, would your firm transmit to the county drawings, specifications, CAD software, etc. for the purpose of future maintenance on the building, future alterations to the building or future additions to the building by another architect, assuming the architect for the addition would be liable for their addition? Yes \_\_\_\_\_ No \_\_\_\_\_

**12. Brochure:**

Please attach a brochure or material that describes examples of your firm's projects.

**13. Application Signature:**

Until a contract resulting from this process is executed, no employee agent or representative of any professional services provider shall make available or discuss its proposal with the press, any elected official or appointed official or officer of the district, or any employee, agent or other representative of the county, unless given permission to do so in writing by the Hood County Purchasing Agent, Mrs. Margaret Cook.

The information provided on this application I believe to be true and representative of the firm for which it is submitted.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Representative and Title