

REQUEST FOR QUALIFICATIONS #2025-003

PROFESSIONAL SERVICES



Permian Basin
REGIONAL PLANNING COMMISSION

(USPS)
PO Box 60660
Midland Texas 79711

(FEDEX/UPS)
2910 LaForce Blvd
Midland Texas 79706

RELEASE DATE: November 14, 2024

DEADLINE FOR QUESTIONS: December 2, 2024

RESPONSE DEADLINE: December 16, 12:00 pm

RESPONSES MUST BE SUBMITTED TO ONE OF THE ADDRESSES ABOVE OR DROPPED OFF AT THE LA FORCE LOCATION. PACKAGE MUST BE CLEARLY LABELED **PBRPC RFQ 2025-003: SEALED RESPONSE**.

Permian Basin Regional Planning
Commission
REQUEST FOR QUALIFICATIONS
Professional Services

- I. General Information
- II. Scope of Work/Specifications
- III. Submission Contents
- IV. Evaluation/Selection/ Award
- V. Evaluation Criteria
- VI. Instructions to Respondents
- VII. Required forms to Submit with Response

Attachments:

	Certification Regarding Debarment
	Signature Page
	Solicitation Terms & Conditions
	Conflict of Interest Form CIQ
	(External Form) Certificate of Interested Parties – Form 1295 (ethics.state.tx.us/filinginfo/1295/)
	Past Performance & References
	Certifications & Confirmations
	Methodology Questionnaire
	Copy of W-9

EVENT	DATE
ISSUED:	November 14, 2024
QUESTIONS DEADLINE:	December 2, 2024
CLOSING DATE / SUBMISSION DEADLINE:	December 16, 2024, 12:00 pm
ESTIMATED BOARD APPROVAL DATE:	December 18, 2024
ESTIMATED CONTRACT START DATE:	January 27, 2024
FORMAT:	One (1) electronic copy in PDF format emailed to chenderson@pbrpc.org. Three (3) print copies mailed or dropped off. (addresses on first page)

Please read the submission instructions carefully, exceptions cannot be made if instructions are not followed:
SUBMISSION: Respondent must email one pdf copy of Statement of Qualifications (SOQ) to Cathe Henderson at chenderson@pbrpc.org. Three (3) print copies shall be mailed (either address on first page) or delivered (LaForce location) **no later than 12:00 pm on December 16, 2024.**

Respondents must submit questions to chenderson@pbrpc.org by the Questions deadline. All questions emailed should reference RFQ #2025-003. Telephone inquiries will not be accepted. PBRPC will respond as completely as possible to each question. Questions and answers will be posted as soon as available. The names of respondents who submit questions will not be disclosed.

All clarifications will be available in the Question and Answer Section at pbrpc.org/procurement-and-bid-opportunities, only the information in these sections should be used in preparing a response; verbal communications and other written documents intended to clarify and interpret will not legally bind PBRPC. PBRPC does not assume responsibility for the receipt of any clarifying information. Respondents must periodically check for updates.

Each Respondent must carefully examine all Solicitation documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Solicitation. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Solicitation. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Solicitation.

Statements of Qualifications should be clearly marked “PBRPC RFQ #2025-003 : SEALED BID”. Qualifications received after the submission deadline will be returned unopened and will not be considered under any circumstances. Faxed qualifications will not be considered. Electronic copy submitted to chenderson@pbrpc.org in pdf format and three (3) complete printed copies of the RFQ are required.

Responses may be submitted any time prior to the submission deadline. Respondents may modify submissions that have already been submitted, before the deadline. Recording of submission time and date will occur with our procurement office. To satisfy any required public opening, the respondent list is made available at pbrpc.org/procurement-and-bid-opportunities website after the deadline.

PART I –GENERAL INFORMATION

BACKGROUND

The Permian Basin Regional Planning Commission (PBRPC) is a council of governments, a regional voluntary association of the seventeen counties, twenty-eight cities, towns and census places in the Permian Basin region. Local elected officials organized in 1971 with authorization by State enabling legislation. The PBRPC is governed by a board of directors comprised of the chief elected officials (county judges), two large city and three small city mayors, as well as a representative of other special units of governments. The PBRPC receives federal, state and local funds to implement several service or program areas throughout the region, including Homeland Security, 9-1-1 Emergency Communications, Criminal Justice, Law Enforcement Academy, Economic Development, Environmental and Area Agency on Aging.

RFO PURPOSE

PBRPC is seeking a qualified Architect or Professional firm to provide construction documents, bid process and construction administration with the demolition and renovation of interior office spaces of the administrative office located at 2910 LaForce Blvd, Midland, TX 79706. In 2024, the PBRPC contracted services for the completion of a schematic design/floor plan and an environmental engineering preliminary assessment for the project. Those firms interested in submitting a Statement of Qualification to provide services must respond to this Request for Qualifications. PBRPC intends to hire the highest qualified, responsive and responsible firm who provides the best value and meets the needs of PBRPC.

Scheduled Time Frame

PBRPC will negotiate and initiate a contract with the successful proposing firm under this RFQ to begin no later than January 27, 2025. Completion of project will not exceed negotiated completion date. PBRPC reserves the right to extend and/or expand the scope of this project, subject to PBRPC Facility Project Committee and Board of Directors approval and/or additional funding availability.

Payment for Work

Submit itemized monthly or by milestone invoices for all services completed, delivered to and accepted by PBRPC, per the Contract requirements. Payments will be made in proportion to the services performed, but not more often than monthly, so that the compensation for services will be at the following cumulative percentages at the completion and acceptance of each phase of the work. PBRPC will require lien releases for all work performed by the contractor and any subcontractors associated with this contract. PBRPC will retain 10% of the total billed on the contract until all work, including punch list items, have been completed and accepted and all lien releases have been secured.

Post Award Meeting

PBRPC reserves the right to require the awarded Firm attend a post award meeting with PBRPC staff and/or other Board designated persons within thirty (30) calendar days after the award. The purpose of the meeting will be to discuss the terms and conditions and to provide additional information regarding the work tasks and requirements. Awarded Firm and PBRPC will identify specific goals, strategies and activities planned for meeting program objectives.

PART II – SCOPE OF WORK/SPECIFICATIONS

It is the intention of PBRPC to select a qualified Firm for **professional services associated with the renovation of its interior offices** via a Request for Qualifications based on demonstrated competence as set out in Texas Government Code, Chapter 2254, Professional and Consulting Services.

The selected Firm should have experience and expertise with public entities and following State and Federal rules and requirements. The Firm will assist the PBRPC with design development, cost estimating, cost analysis and budget control efforts, value engineering methods, constructability reviews, detailed phasing of project and scheduling, pre-construction services, perform bid process as required by State and or Federal Law, and provide construction administration through to the completion of the project.

Base Scope

The general scope and budget are as follows: Renovations to Existing Facilities

1. Location(s): 2910 LaForce Blvd., Midland, TX 79711
2. Schematic Design: JSA, Odessa, Texas.
3. The Scope of Work will be determined in mutual cooperation between PBRPC and Firm.
4. Estimate total square footage of project: approximately 11,580 SF
5. Total Project Budget: \$2.6M
 - a. The budget includes all construction document fees, bid process and selection fees, all pre-construction, construction, post-construction, and finished product fees.
6. Proposed Schedule: Construction document work must begin no later than February 1, 2025 and must be substantially completed by negotiated completion date. However, the schedule will be finalized in mutual cooperation between PBRPC and selected Firm.

The following narrative outlines the services to be provided to PBRPC in the area of interior renovation services. PBRPC will vacate PBRPC offices, with the exception of one technology room and the business rental space. Improvements made in those areas will be scheduled to minimize interruption of daily operations.

The PBRPC intends to use the AIA B101-2017 Agreement between Owner and Architect, as amended, for the contract for this project. Fees may be discussed after the Firm has been selected and contract negotiations are in process, but not before. **This is the form agreement the PBRPC intends to use. Any objection or deviation to the contract or contract amendments must be submitted with Firm's Response. The final Contract will require subsequent Board approval.**

PART III –SUBMISSION CONTENTS

Submissions must include the information described below. Staff resumes, and any additional forms, can be included as an appendix to the submittal and do not count towards any section page limits noted below.

A. Summary Letter

This letter must include a summary of key aspects of the Firm's qualifications and must indicate the Firm's commitment to provide the services proposed and certify that all statements and information prepared and submitted in the response to this Qualification are current, complete, and accurate. (Maximum 1 page)

B. Signature Page all Forms as Listed on last page of this Request

Submit completed and signed Signature Page (located on pbrpc website) and all required/applicable forms of the checklist provided on the last page of this solicitation. Submission will be deemed non-responsive and will not be considered for evaluation if the submission is not signed.

C. Methodology Questionnaire

Submit completed Methodology Questionnaire (Attachment 1), this form must be completed in full and submitted with response.

D. Readiness and Capacity to Perform

Provide satisfactory evidence of ability to manage and coordinate the types of activities described in this Solicitation and to produce the specified products or services on time. Provide a statement about the availability and commitment of the firm and its principal(s) and key professionals to undertake the project.

E. Additional Information

Submit additional information Respondent deems pertinent to demonstrating qualifications and/or experience to perform the services being requested such as memberships in any professional associations, documents, examples, and others.

PART IV – EVALUATION AND AWARD

Evaluation

An evaluation committee may consist of representatives of the PBRPC and the Board of Directors. The committee members will individually evaluate and numerically score each submission in accordance with the evaluation criteria section of this Request.

Selection/Award Recommendation

Each criterion is given a weight and the weights will total 100%. Upon review of all information provided by Respondents, the evaluation committee will rank each submission. PBRPC intends to select the submission(s) that best meets the needs of PBRPC, and other stakeholders to be determined.

Presentation/Demonstration/Interview

The evaluation committee reserves the right to request and require that each Respondent provide a final presentation/demonstration/interview regarding submission at a scheduled date and time. No Respondent is entitled to this opportunity, and no Respondent will be entitled to attend the presentation/demonstration/interview of any other Respondent. The purpose of the presentation/demonstration/interview is to inform the work of the evaluation committee. If necessary, Respondents may be required to make more than one presentation/demonstration/interview. Interviews can incorporate clarifying questions of the evaluation committee and PBRPC reserves the right to utilize the information to complete final scoring of Qualification after the presentation/demonstration/interview. During this process, the Firm cannot incorporate, or present new information not contained in the original submitted Qualification.

PART V – EVALUATION CRITERIA

The evaluation will be based on the following:

Qualifications of the Respondent.....	20 points
Quality of resources available for delivering the Services.....	20 points
Availability of Respondent’s personnel, equipment, or facilities.....	15 points
Range of previous relevant experience	15 points
Demonstrated ability to meet project timelines	10 points
Ability, capacity, and skill of Respondent to provide the Services required.....	10 points
Reputation for personal and professional integrity and competency	10 points
TOTAL.....	100 points

PART VI – INSTRUCTIONS TO RESPONDENTS

Site-Visit

A *Non-Mandatory Site Visit* for all Firms will be held at PBRPC, 2910 LaForce Blvd, by appointment scheduled with Cathe Henderson, chenderson@pbrpc.org. Prospective Firms are encouraged to visit the site.

It will be assumed that Respondents attending the site visit have reviewed the Request for Qualifications in detail and are prepared to raise any substantive questions which have not already been addressed by PBRPC in this Request.

Inquiries and Additional Information

Respondents must submit questions by e-mail to chenderson@pbrpc.org by the Questions deadline, any questions received after the deadline will not be answered. Telephone inquiries will not be accepted. PBRPC will respond as completely as possible to each question. Questions and answers will be posted on the PBRPC website (pbrpc.com/procurement-and-bid-opportunities) as soon as available. The names of respondents who submit questions will not be disclosed.

Examination of Documents and Requirements

Each Respondent must carefully examine all Request documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Request. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Request. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Request.

Modification of Submission (Before Deadline)

Respondents may modify submissions that have already been submitted by providing a written modification to PBRPC. However, no submissions may be modified after the deadline.

Resolution of Protested Solicitations and Awards

Any Respondent who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement, and up to five (5) days after the PBRPC Board of Directors public agenda is posted for action regarding the questioned item. Grievances filed more than five (5) working days after action by the PBRPC Board of Directors will not be deemed timely and will not be considered. In order for a Respondent to enter the grievance process, a written complaint must be sent to the Executive Assistant & HR Manager of PBRPC by certified mail and sent to PO Box 60660 Midland, TX 79711, which includes the following:

- A. Name, mailing address and business phone number of the complainant.
- B. Appropriate identification of the procurement being questioned.
- C. A precise statement of the reasons for the protest.
- D. Supporting exhibits, evidence, or documents to substantiate any claims.

The grievance must be based on an alleged violation of PBRPC's Procurement Procedures, a violation of State or Federal Law (if applicable), or a violation of applicable grant or contract agreements to which PBRPC is a party. Failure to receive a procurement award from PBRPC in and of itself does not constitute a valid grievance. Upon receipt of grievance, the Executive Director will initiate the informal resolution process.

The Procurement Department will contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from the date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Executive Director of the resolution with specifics on each point addressed in the original complaint.

If the Procurement Department is not successful in resolving the allegations, the complaint, along with the comments, will be forwarded to the Executive Assistant & HR Manager immediately. The Executive Assistant & HR Manager will review all documentation. All interested parties will be given written notice of the date, time, and place of hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

The complainant may appeal the Executive Assistant & HR Manager's decision by submitting a written appeal, within five (5) working days, to the Executive Director of PBRPC. The Executive Director, upon receipt of a written notice of appeal, will contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of PBRPC has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer will conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee will be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days. The Respondent may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction.

PART VII – REQUIRED FORMS TO SUBMIT WITH RESPONSE

	Certification Regarding Debarment
	Signature Page
	Solicitation Terms & Conditions
	Conflict of Interest Form CIQ
	(External Form) Certificate of Interested Parties – Form 1295 (ethics.state.tx.us/filinginfo/1295/)
	Past Performance & References
	Certifications & Confirmations
	Methodology Questionnaire
	Copy of W-9

Download Forms: <https://www.PBRPC.com/procurement-and-bid-opportunities>