

**REQUEST FOR QUALIFICATIONS  
FOR ARCHITECT/ENGINEER DESIGN/BUILD  
OVERSIGHT**

The City of Brownwood Texas is  
Hereby Soliciting Sealed RFQ's for:

Architect/Engineer services to act as the City's  
Independent Representative for a Design/Build project  
IAW TLGC Section 2269.305

**RFQ 07-2023**

**Request for Qualifications will be received until 11:00 a.m. on**

**June 1, 2023**

Return Bid To: **City of Brownwood**  
**Jenny Yazell – Purchasing Manager**  
**501 Center Avenue, P O Box 1389**  
**Brownwood, Texas 76801**

INSTRUCTIONS TO OFFERORS

1. The envelope or package containing the completed Request for Qualifications should be marked legibly on the outside with the submitter's name and address along with "Request for Qualifications for Architect/Engineer services; RFQ No. [07-2023](#).
2. The offeror shall sign and date the submittal where provided within the RFQ. The person signing the proposal must have the authority to bind the firm in a contract. Proposals which are not signed and dated in this manner may be rejected.
3. All documents shall be received at the City of Brownwood, **Purchasing Manager**, located at, 501 Center Avenue, P O Box 1389, Brownwood, Texas 76801, by the deadline shown on the cover sheet of this Request for Qualifications.
4. **Facsimile transmittals and electronic transmittals will not be acceptable**
5. The **City of Brownwood, Texas**, reserves the right to reject any or all Request for Qualifications as it shall deem to be in the best interests of the **City of Brownwood**.
6. Any interpretations, corrections or changes to this Request for Qualifications and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the **City of Brownwood's Finance Department**. Addenda will be loaded on [www.brownwoodtexas.gov](http://www.brownwoodtexas.gov). Vendors will be responsible for reviewing the City's website at [www.brownwoodtexas.gov](http://www.brownwoodtexas.gov) to see if any addenda have been issued. Offerors shall acknowledge receipt of all addenda on the sealed envelope or package containing their proposal.
7. Proposals resulting from submitted Request for Qualifications must comply with all applicable federal, state, county and local laws concerning these types of services.
8. A prospective Offeror must affirmatively demonstrate Offeror's responsibility. A prospective Offeror must meet the following requirements:
  - a. have adequate financial resources, or the ability to obtain such resources as required;
  - b. be able to comply with the required or proposed delivery schedule;
  - c. have a satisfactory record of performance;
  - d. have a satisfactory record of integrity and ethics;
  - e. be otherwise qualified and eligible to receive an award;
  - f. workload capacity; and
  - g. proposers' availability of qualified staff.

The **City of Brownwood** may request representation and other information sufficient to determine Offeror's ability to meet these minimum standards.

9. Section 176.006 of the Texas Local Government Code requires a bidder/vendor to file a conflict of interest questionnaire if the vendor has a business relationship with the City and has:

- a. an employment or other business relationship with an officer or an officer's family member that results in that person receiving taxable income that is more than \$2,500 in the preceding twelve months; or
- b. has given an officer or an officer's family member one or more gifts totaling more than \$250 in the preceding twelve months.

A vendor/bidder is required to file a questionnaire not later than the seventh business day after the later of the following:

- (a) the date the vendor begins discussions or negotiations to enter into a contract with the City or submits an application or response to a bid proposal; or
- (b) the date the vendor becomes aware of a relationship or gives a gift to an officer or officer's family member.

State law requires that a vendor file an updated questionnaire with the City Secretary's office annually, before September 1<sup>st</sup>, and/or not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate. The Conflict-of-Interest Questionnaire is attached in compliance with this law is the responsibility of each bidder/vendor.

***The City of Brownwood is aware of the time and effort you expend in preparing and submitting proposals to the City. Please let us know of any proposal requirements causing you difficulty in responding to our Request for Qualifications. We want to facilitate your participation so that all responsible vendors can compete for the City's business.***

***Questions concerning this Request for Qualifications and specifications should be submitted in writing to: [Jenny Yazell – Purchasing Manager at jyazell@brownwoodtexas.gov](mailto:jyazell@brownwoodtexas.gov)***

## Request of Qualifications

### I. Introduction

The City is interested in obtaining the services of an Architect/Engineer to act as the City's representative (TLGC Sec. 2269.305) **during a design/build of redesign and renovation of the structure located at 305 Booker Street to house the Brownwood / Brown County Health Department (the "Project")**. The City intends to competitively bid the Project to qualified Architects/Engineers who may be asked to perform the following work:

- Prepare a description of the Project for RFQ/RFP;
- Assist in prepare the RFQ/RFP;

- Prepare the General Outline of the Scope of Work for the Project and Design Criteria Package for the Project;
- Create the Master Evaluation Work Sheet and Scoring Criteria for Qualifications;
- Assist the City in evaluating Qualifications;
- Assist in selecting up to Five Finalists from the Qualifications Submitted;
- Create the Master Evaluation Work Sheet and Scoring Criteria for the Final Proposals;
- Evaluate the Final Proposals;
- Assist in selecting the Final Proposal that provides the “Best Value” to the City;
- Determine compliance of final construction plans;
- Monitor all parts of the construction on the City’s behalf;
- Conduct Monthly/Bi-monthly/Weekly Project meetings during construction;
- Prepare and submit full reports on the construction and the Project meetings;
- Document the construction process with full reports and photos;
- Review and approve the percentage of completion draw requests as appropriate;
- Participate in resolution of disputes regarding construction;
- Review Inspection and construction materials testing reports;
- Prepare Final punch list with Contractor and Design Builder Architect and update Punch list until all items are completed;
- Provide guidance and recommendations for acceptance of Project;
- Prepare Final Walk-Through inspection prior to the end of the Contractors Warranty Period

## **II. Information Requested From Offerors**

Each Request for Qualifications shall contain all the items listed below. Incomplete statements may be rejected in technical review by the Evaluation Committee.

- A. Complete the firm information sheet on [Page 7](#) of this RFQ.
- B. Provide a summary of the firm’s history.
- C. Provide a listing of present office locations and state the location of the office(s) which will provide services to the City.
- D. Provide a list of employees that may perform work for the City and give a summary of their qualifications and experience.
- E. Provide a listing of projects that are representative of your firm’s capabilities. Briefly describe the services provided by your firm and state whether your firm was the prime professional or played another role in the project.
- F. Provide a list of at least five (5) references familiar with the firm’s capability to deliver services, including contact names, phone numbers and description of services provided.
- G. The method of payment shall be an hourly basis, invoiced monthly to the City and payable within thirty (30) days after receipt of the invoice, with a not to exceed amount.

H. Provide a completed Vendor Information Sheet and W9 for accounts payable purposes.  
(Attached)

### III. Submission Information

The **City of Brownwood** will receive Qualifications prior to June 1, 2023 @ **11:00AM**. Deadline for questions or request for clarification must be submitted to **Jenny Yazell, Purchasing Manager, in writing prior to May 24, 2023 @ 2:00pm** via email at [jyazell@brownwoodtexas.gov](mailto:jyazell@brownwoodtexas.gov). All responses to the questions will be sent to all bidders in addendum form.

**One (1) original copy and (3) copies along with one (1) electronic version of the submission in a PDF format on DVD/CD** of the Request for Qualifications shall be submitted in an envelope or box bearing the name and address of respondent and also be identified in the lower left corner with **“Request for Qualifications for Design and Renovation of 305 Booker Street , RFQ No. 07-2023”** and be addressed as follows:

**City of Brownwood  
Jenny Yazell  
Purchasing Manager  
501 Center Avenue, PO Box 1389  
Brownwood, Texas 76801**

### IV. Proposal Evaluation

#### A. Minimum Qualifications

The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- Architect/Engineer licensed in the State of Texas
- Experience with similar projects.

#### B. Evaluation Criteria

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

	CRITERIA	MAXIMUM POINTS	SCORE
1.	<b>Experience</b> – Demonstrated experience providing requested services for similar projects of scope and scale by providing five recent examples of projects managed.	<b>25</b>	

2.	<b>Capacity</b> – Staff capability and availability of Professional staff to serve the City of Brownwood in a competent and timely manner.	<b>20</b>	
3.	<b>Methodology</b> – The approach the Engineer/Architect will use to manage the scope of work of the selected design/build firm.	<b>15</b>	
4.	<b>References</b> – Will be based on the evaluation of the references submitted as part of this RFQ. City may also contact other references as deemed appropriate for evaluation of previous projects.	<b>15</b>	
5.	<b>Past relationship with City</b> – Experience with previous City projects	<b>15</b>	
6.	<b>Task Understanding/familiarity</b> – Knowledge of and experience in the area and working with the <b>City of Brownwood</b> or similar cities and ability to comply with City's codes, policies, and regulations.	<b>10</b>	

The **City of Brownwood** is an Affirmative Action and Equal Opportunity Employer.

### FIRM INFORMATION SHEET

Company Name	
Address	
City, State, Zip	
Fax Number	
E-mail Address	
Tax Identification Number	

Please provide prior government experience:

<b>Name of Entity</b>	
<b>Dates of Services Provided</b>	
<b>Contact Person</b>	
<b>Project Assigned &amp; Completed</b>	

Signature of Authorized Agent	
Printed Name of Authorized Agent	
Title	
Date	

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<b>5</b> Address (number, street, and apt. or suite no.)	
	Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>	
or	
<b>Employer identification number</b>	

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  2. Certify that you are not subject to backup withholding, or
  3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6	Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).
7	<p style="text-align: center;">Signature of vendor doing business with the governmental entity <span style="float: right;">Date</span></p>

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a)**: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B)**:

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
  - (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
  - (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity. (a-1)  
The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
  - (2) the date that the vendor:
    - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
    - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
  - (3) the date the vendor becomes aware:
    - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
    - (B) that the vendor has given one or more gifts described by Subsection (a); or
    - (C) of a family relationship with a local government officer.

**NOTE TO AGENT/BROKER**

If this requirement is not met, the City has the right to reject this bid and award the contract to another firm meeting the specifications. If you have any questions concerning these bond requirements, or the bid, please contact **Jenny Yazell at [jyazell@brownwoodtexas.gov](mailto:jyazell@brownwoodtexas.gov)**

**VENDOR INFORMATION SHEET**

**COMPANY NAME** \_\_\_\_\_ **TAX ID #** \_\_\_\_\_

**PRIMARY POC** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(PLEASE PRINT)

**SIGNATURE** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**SECONDARY POC** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(PLEASE PRINT)

**SIGNATURE** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_