



## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

November 9, 2022

**PROJECT NAME:** Architectural Design Services for Juvenile Justice Facilities  
**SOLICITATION NO:** RFQ #B231002  
**RE:** ADDENDUM #2

To All Prospective Qualifiers:

The following information is being provided to aid in the preparation of your RFQ submittal(s):

**Revised Special Provisions:**

Special Provisions pages 93 to 137 should be omitted in their entirety. The revised Special Provisions section for RFQ #B231002, Architectural Design Services for Juvenile Justice Facilities, is attached and supersedes the prior released document section.

**Revised Solicitation Timeline:**

The timeline for the RFQ process has been revised. The revised timeline is listed below:

- **Deadline for Submission / RFQ opening:** Wednesday, November 30, 2022  
2:30 p.m.

**Questions:**

**Question #1:** *Nueces County (Corpus Christi, TX) is precluding the firm who is doing their Master Plan for a new jail from submitting for the subsequent design that will follow the Master Plan. Will you be following the same path as Nueces?*

**Response:** The included specifications and project descriptions are meant to be descriptive and not restrictive and to assist those that submit qualification statements with enough detail to submit a qualified response. No "Master Plan" has been included from any firm. Any of the included recommendations can be discussed and amended by the County and the awarded contractor.

**Question #2:** *Page 98 of the PDF document outlines what is referred to as the "Organization of the DOQ" Page 103 of the PDF document outlines "Evaluation Criteria" These sections list different page limits, requirements, etc. Can you confirm what section of the PDF we should be responding to? I also want to confirm page 97 of the PDF's "Responding Formatting" is up to date.*

**Response:** Please see the revised Special Provisions attachment.

**Question #3:** *Special Provisions – L. Organization of SOQ” (bid packet pages 98-100) lists different requirements and page limits than “Special Provisions – T. Evaluation Criteria” (bid packet pages 103-104).*

*Which one are we supposed to following?*

Response: Please see the revised Special Provisions attachment.

**Question #4:** *Page 94 of the bid packet, in the middle of the page, under the address in “A. PURPOSE” states:*

*The delivery method is as specified in Government Code, Sec. 2269.301. CONTRACTS FOR FACILITIES: DESIGN-BUILD, which states:*

*“design-build” is a project delivery method by which a governmental entity contracts with a single entity to provide both design and construction services for the construction, rehabilitation, alteration, or repair of a facility. ”*

*Please verify that this is for architectural design and construction administration services ONLY and NOT a full design-build contract led by a construction contractor per the Government Code listed above.*

Response: The project delivery method is as stated in the RFQ specifications. The method by which a governmental entity contracts with a single entity to provide both design and construction services for the construction, rehabilitation, alteration, or repair of a facility.

If you have any further questions regarding this bid, please address them to the representative listed below, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County

**SPECIAL PROVISIONS**

**REQUEST FOR QUALIFICATION  
ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY  
GALVESTON COUNTY, TEXAS**

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## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS

**The Special Provisions and the General Provisions of this Request for Qualification and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.**

The services requested from this solicitation effort are governed by the provisions stated in GOVERNMENT CODE, CHAPTER 2254, PROFESSIONAL AND CONSULTING SERVICES, SUBCHAPTER A, PROFESSIONAL SERVICES, Sec. 2254.001, also known as the Professional Services Procurement Act. Galveston County will select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:

- (1) on the basis of demonstrated competence and qualifications to perform the services; and
  - (2) for a fair and reasonable price.
- (b) The professional fees under the contract may not exceed any maximum provided by law.

#### A. PURPOSE

Galveston County is seeking architectural and engineering professional services for the design and expansion construction administration for the following location:

**Jerry J. Esmond Juvenile Justice Center  
6101 Attwater Avenue  
Texas City, Texas 77590**

The delivery method is as specified in Government Code, Sec. 2269.301. CONTRACTS FOR FACILITIES: DESIGN-BUILD, which states:

*"design-build" is a project delivery method by which a governmental entity contracts with a single entity to provide both design and construction services for the construction, rehabilitation, alteration, or repair of a facility."*

Galveston County currently owns the building in Texas City, Texas that will be remodeled & expanded to meet the requirements of the Texas Juvenile Justice Department Board including all applicable codes, permits, operations, programs, space needs, and equipment requirements.

#### B. EXCEPTIONS TO QUALIFICATION CONDITIONS

**The Respondent will list on a separate sheet of paper any exceptions to the conditions of this request for Proposal.** This sheet will be labeled, "Exceptions to Qualification Conditions", and will be attached to the response.

If no exceptions are stated, **it will be understood that all general and special conditions will be complied with, without exception.**

The Respondent must specify in its response any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the response and should indicate its possible or actual advantage to the program being offered.

The County reserves the right to offer these alternatives to other Respondents.

## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS

#### C. PROCUREMENT TIMELINE

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Respondents of any changes:

- |   |   |
|---|---|
| ▪ Advertise Solicitation (first date of publication)  | Thursday, October 6, 2022                         |
| ▪ Advertise Solicitation (second date of publication) | Thursday, October 13, 2022                        |
| ▪ <b>Deadline for Questions &amp; Inquiries</b>       | <b>Wednesday, October 19, 2022, by 5:00 p.m.</b>  |
| ▪ <b>Submission Deadline / RFQ Opening</b>            | <b>Wednesday, November 30, 2022, at 2:30 p.m.</b> |

Interested parties may attend the Wednesday, November 30, 2022, 2:30 bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=mcb80f20f028e6cfc985bd6df7fdea1dc>

#### Join by meeting number

Meeting number (access code): 2488 603 1089

**Meeting password: B231002 (2231002 from video systems)**

#### Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24886031089## US Toll

#### Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

#### Join from a video system or application

Dial 24886031089@galvestoncountytexas.webex.com

**You can also dial 173.243.2.68 and enter your meeting number.**

#### Join using Microsoft Lync or Microsoft Skype for Business

Dial 24886031089.galvestoncountytexas@lync.webex.com

#### D. SUBMISSION INSTRUCTIONS

One (1) single-sided unbound original qualification statement, four (4) single-sided qualification statement copies, and one electronic copy on a thumb drive, must be submitted no later than **2:30 P.M. CST, on Wednesday, November 30, 2022, to the following:**

**Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
County of Galveston  
722 Moody Avenue (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
Galveston, TX 77550**

The time stamp clock located in the Purchasing Agent's office shall serve as the official time-keeping piece for this solicitation process. Any qualification statements received after **2:30 P.M. CST** on the specified date will be returned unopened. Qualification statement specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21<sup>st</sup> Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>

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### REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS

#### E. PERFORMANCE AND PAYMENT BONDS

Respondents are advised that performance and payment bonds shall be required on this project.

#### F. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process is not applicable to this solicitation.

#### G. DAVIS-BACON WAGE RATES

Davis-Bacon Wage Rates will be requirements of this project.

#### H. PERSONNEL TO CONTACT

Respondents desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Respondent, which in the opinion of the County affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all Respondents as an addendum to the solicitation. Respondents **must** direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB**  
**Purchasing Agent**  
**722 21<sup>st</sup> Street (Moody)**  
**Galveston, Texas 77550**  
**e-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)**

Respondents must e-mail their requests (with the subject line “**Architectural Design Services for Juvenile Justice Facility – RFQ #B231002 – Questions**”) for additional information and/or clarification to the address listed above. The request must include the Responder’s name and the solicitation number and title.

***Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date.*** Late requests or those not delivered to the proper address may not receive a reply. Respondents shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Respondents should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County’s procurement web page. **It is the Responder’s sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Respondents should check the County’s procurement web page for all addenda prior to submitting a response.

The County’s procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>. The Respondent must acknowledge the receipt of all addenda on the forms provided. In the event a Responder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgement of one or more addenda.

## **SPECIAL PROVISIONS**

### **REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS**

Respondents who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Responder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Responder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

#### **I. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT**

The Program Administrator/Contract Managers that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

**William Riordan  
Facilities Director  
722 Moody, (21<sup>st</sup> St.), 6th Floor  
Galveston, TX 77550**

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

#### **J. DISCREPANCIES IN RESPONSES**

The original and copies should be identical. However, if a discrepancy or discrepancies are found between two or more copies of the SOQs, the original will provide the basis for resolving such discrepancies. If one copy of the SOQ is not clearly marked "ORIGINAL" the County may reject the SOQ. However, the County may, at its sole discretion, select one clearly marked copy to be used as the original.

#### **K. RESPONSE FORMATTING**

Respondents shall carefully read this request for qualifications in its entirety and submit its response as specified herein.

- The combined number of pages between corporate profile and project approach (Tabs 2 and 3) shall not exceed forty (40) pages and Respondent may choose any internal breakdown for the 40-page limitation.
- Front and back covers, divider pages, and table of contents do not count towards any page limitation. Annual reports, resumes/CVs, financials, and enclosed Vendor Forms do not count towards any page limitation.
- Pages shall be limited to standard letter size, 8.5 by 11.0 inches, except organizational charts and graphics may include folded/pull-out pages that when folded fit within the 8.5 by 11.0 inches.

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### REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS

- Pages shall be numbered sequentially, with the first page of the Introduction serving as page number one (1).
- Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.
- The responses are each to be provided within a three-ring binder (or thumb drive if necessary), include an accurate table of contents, and be organized/ tabbed in the sections described below. Additionally, the original binder shall be labeled “Original”, and the copies shall each be labelled “Copy” with sequential numbering.

If complete responses cannot be provided without referencing supporting documentation, such documentation must be provided with the SOQ, with specific references made to the section tab number, page, and/or paragraph where the supporting information can be found. SOQs are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ.

Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.

#### L. ORGANIZATION OF SOQ

Within each three-ring binder, the Respondent’s response should be organized as follows:

**Section 1. Introduction** (no more than two (2) pages). The introduction shall state the title and number of this RFQ, describe Respondent’s availability and commitment to undertake services hereunder, identify Respondent’s knowledge and expertise and benefits to be derived by the County from engaging Respondent, identify the key personnel of Respondent’s team, describe the organizational relationship of team members and the projected responsibilities to be performed by each team member/key personnel, and summarily describe Respondent’s approach to performing the services herein. If Respondent is proposing a team or multiple-entity arrangement to perform services, the cover letter shall identify the lead firm, the proposed subcontractor(s), and the nature of the business relationship. The introduction must also identify the key point of contact for Respondent in this procurement and provide that person’s name, title, phone number, and email address. Finally, the introduction shall state the Respondent’s full corporate name, and shall state who is authorized to legally bind the Respondent and shall be signed by that individual.

**Section 2. Corporate Profile/Company Narrative** (no more than 40 pages, inclusive of Section 3, Project Approach). Respondent’s corporate profile/company narrative shall, for Respondent and, if applicable, each team member:

- Disclose the full and legal name of the firm;
- state the form of business/ownership structure of each firm (i.e., corporation, partnership, LLC, sole proprietorship, etc.), including any wholly owned subsidiaries, affiliated companies, or joint ventures.
- if a corporation, limited partnership, or limited liability company, specify the date of formation and the state of incorporation.
- state whether the Respondent is registered with the Texas Secretary of State and authorized to conduct business in the State of Texas under the name on its response, and provide proof of such registration with the Texas Secretary of State;



## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS

- state the location of the company headquarters and any field office(s) that may provide services for any contract resulting from this RFQ;
- include the name, email address, physical address, and telephone number of Respondent's point of contact for any contract resulting from this RFQ; and
- state the full name, address, phone number and point of contact for each subcontractor Respondent proposes to utilize. Respondent must disclose any affiliation or financial interest it has in any subcontractor and/or that the subcontractor has in Respondent.

This section should describe the Respondent's past experience and satisfactory performance and contracts with local and State governmental entities in terms of cost control, quality of work, and demonstrated knowledge and compliance with performance schedules and Federal and State requirements. Respondent should identify the benefits the County would receive from retaining Respondent – such benefits may include unique or specialized processes, staff qualifications, specialized experiences, or other factors to distinguish the Respondent. Respondent must identify the key individuals that will be working with the County and summarize all such person's qualifications. If such personnel work for, are officers of, or otherwise affiliated with a team member, the relevant team member that the person is associated with shall be disclosed. Respondent shall include a narrative describing the firm(s) expertise and experience as they pertain to the services described herein. This section must list the location of the Respondent's office that will be conducting the work and provide its key staffing profile. Respondent should identify any special certifications, degrees, or professional licensures held by key personnel. Respondent should also describe the experience Respondent, its staff members/key personnel, and team members have had in similar size or type of projects. For example, if Respondent or any of its team members have performed construction or elevation services for local governments subsequent to federally declared disasters, this should be described. Or, for example, if Respondent has any prior experience in federal or state funded projects, it should include a description of these prior experiences. Respondent's staffing profile must describe personnel discipline(s) and must identify the Texas Professional Engineer(s) who will sign/seal engineering work products. Respondent should explain why it is qualified to provide the services described in this RFQ and within Galveston County and identify Respondent's strengths and advantages to Galveston County in selecting Respondent.

**Section 3. Project Approach** (no more than 40 pages, inclusive of Section 2). Respondent should describe its proposed methodology to perform the services hereunder and to demonstrate its ability to interface with the local government personnel administering the contract. Respondent will have ongoing meetings with County personnel during the course of the ensuing agreement. This section should clearly demonstrate the Respondent's understanding of FEMA funded projects applicable to the stated project and demonstrate Respondent's knowledge and experience in the same and performing in compliance with Federal requirements and demonstrate Respondent's ability to perform services at the project site located within Galveston County.

**Section 4. Resumes.** Respondent must provide a key staffing profile and include the resumes for all its key personnel/staff members/team members. Resumes should describe the experience, expertise, and knowledge that the person brings to the team and each resume.

**Section 5. Contract Terminations/Disallowed Funds/Litigation.**

- Early terminations of contract. Respondent must disclose whether any contract it has entered into within the last five years that involved the use of federal, state, and/or local government funds has been terminated prior to contractual termination date and briefly describe the circumstances associated with the early termination. If Respondent has not had any such contract terminated prior to termination date, then it must affirmatively state this. This area must be answered within the response.

## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS

- De-obligated/disallowed funds. Respondent must disclose whether any funds previously paid to Respondent on prior contracts involving the use of federal or state funds have ever been disallowed or de-obligated and describe the circumstances associated with the contract, the funds, and the disposition. If Respondent has not had any funds it received on prior contracts disallowed or de-obligated, then it must affirmatively state this. This area must be answered within the Response.
- Litigation history. Respondent must disclose whether it has been sued, initiated suit, or otherwise been involved with litigation relating to any of its prior disaster-related projects and describe such litigation including but not limited to the disposition of the litigation. This disclosure requirement pertains to current litigation, if any, and any litigation involvement for the preceding five (5) years. If Respondent has not had any litigation on prior disaster-related projects, including but not limited to elevation or mitigation reconstruction projects, then it must affirmatively state this. This area must be answered.

The above subjects **must be** addressed within Respondent's response. Thus, if Respondent has had no litigation, no de-obligated funds, or no early terminations of contract, the Respondent must make this affirmative statement. However, the failure to address the above three points within Respondent's response **may disqualify** the Respondent from further consideration.

**Section 6. Corporate Restructuring.** Respondent must disclose whether it and any member of its team has had any name change or been involved with any acquisitions, transfers, mergers, or other corporate restructuring for the preceding five (5) year period and briefly describe the circumstances associated with such. If Respondent has had such changes described herein, then Respondent must disclose the information required under Section 5 above for such prior entities.

**Section 7. Financial Information.** Respondent should demonstrate its financial stability to ensure that it has the capacity to perform the services hereunder. This shall be evidenced by providing copies of its audited financial statements for the Respondent's last two (2) fiscal years. However, if the Respondent has not undergone an audit, it may provide financial statements for the last two years that have been reviewed by a certified public accountant, and further provided that to utilize this variance, Respondent must include a signed statement certifying that it has no audited financial statements.

**Section 8. Demonstrated Project Experience and References.** Respondent should provide a list of its prior or current contracts involving the use of federal funds and similar projects or programs for at least the last five (5) years. This information should include the client's names, a brief description of the project to include the type of services provided (i.e., elevation, reconstruction, etc.), the county and state where the services were provided within, and the project's starting and ending dates. This should also include listing the Respondent's staff assigned to a previous project who will be designated for work ensuing from this RFQ. This should also include current contact information for the person or persons within each organization with oversight of the projects and who worked with the Respondent on the project. Respondent should also provide a minimum of three (3) additional references who worked with Respondent on any prior or current contracts and include a brief description of those contracts and state where the services were performed.

**Section 9. Authorization to conduct business in Texas (Registration with TxSOS).** Respondent should provide proof of its registration and authorization to conduct business in Texas under the name on its response within Tab 9.

**Section 10. County Required Forms.** Respondent must include this information provided with the request for qualifications in its response. This includes the completed and executed W-9 form, request for person-entity identification data, the debarment certification, the non-collusion affidavit, the vendor direct deposit form (if applicable), insurance certificates, and any other forms/sheets/documents provided by the County in this procurement. Additionally,

## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATION ARCHITECTURAL DESIGN SERVICES FOR JUVENILE JUSTICE FACILITY GALVESTON COUNTY, TEXAS

Respondent, by submission of its Statement of Qualifications, acknowledges that the forms and submissions in this RFQ constitute governmental records under Chapter 37 of the Texas Penal Code.

#### M. REQUIREMENT OF RESPONSES

Respondent shall provide one (1) single-sided original and four (4) single-sided hard copies of its Statement of Qualifications, and one (1) Statement of Qualifications (on a thumb drive), to the Purchasing Agent on or before the deadline specified herein. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.

#### N. INSURANCE

Respondent must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

**Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.**

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

**Workers' Compensation Insurance.** Respondent shall carry in full force Workers' Compensation Insurance Policies, if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

**Commercial General Liability.** Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

**Business Automobile Liability.** Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

**Professional Liability.** Respondent shall carry in full force professional liability insurance with limits of not less than \$1,000,000.00.

**Subrogation Waiver.** Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under the agreement.

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#### O. MULTIPLE AWARDS

It is the County's intent to award a **single contract** under this RFQ. Any award is contingent upon the successful negotiation of final contract terms and approval and execution of the resultant contract by the Commissioners' Court of Galveston County.

#### P. GENERAL FACILITY INFORMATION

Galveston County's 25-year-old Jerry J. Esmond Juvenile Justice Center needs additional capacity to keep pace with Galveston County's growing population, emerging issues, and the state's evolving policies and legislation.

In 1995, the 74th Texas Legislature mandated that juvenile boards in counties with populations greater than 125,000 operate Juvenile Justice Alternative Education Programs (JJAEPs). The Galveston County JJAEP provides services to youth who are expelled from public schools for serious school-related law violations. These offenses include: use, exhibition or possession of firearms, illegal knives, clubs, prohibited weapons; aggravated sexual assault, sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, aggravated robbery, manslaughter, criminally negligent homicide, continuous sexual abuse of young child or children, and felony drug charges.

Construction was completed in 1995 and no major renovations have been completed since then. The building is approximately 38,000 square feet with 3 portable buildings to be removed as part of the new project. A single driveway and parking lot currently serve the building.

A legislative mandate was enacted after the planning process and substantial completion of Galveston County's existing juvenile justice facilities. The construction of three 24' x 64' portable buildings was completed in December of 1998 at a cost of \$226,536.00. These buildings have served the county well for approximately 21 years but have surpassed their 15-20 year expected service life.

Many of the programs and services provided by the Galveston County Juvenile Justice Department were not conceived of when the current facility was being planned in the years leading up to its 1995 construction completion.

The current detention center needs mechanical renovation and expansion, and the JJAEP facilities need to be replaced considering that the portable buildings housing this state mandated alternative school have already exceeded their 15-20-year life expectancy.

The juvenile justice facility remodel/expansion must be sufficient to address the juvenile justice needs of Galveston County for the next quarter century.

The requested modifications notated herein are minimum expansion recommendations. Building sufficient capacity both for today and the next 25+ years is the goal of Galveston County's request.

#### **Prison Rape Elimination Act**

The Prison Rape Elimination Act (PREA) was signed into law September 4, 2003. Final rules establishing federal standards for juvenile facilities became effective May 17, 2012. The primary goal of PREA is to establish zero tolerance of sexual abuse and sexual harassment and, ensure effective responses to sexual abuse and sexual harassment in all correctional facilities in the United States including juvenile facilities used for the custody or care of juvenile offenders.

The Prison Rape Elimination Act's Juvenile Facility Standards include numerous requirements with implications for facility design and operation including:

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115.313(c) This standard applies to supervision and monitoring, requiring a minimum staffing ration of 1:8 during resident waking hours and 1:16 during resident sleeping hours.

115.318(a) “When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency’s ability to protect residents from sexual abuse.”

115.342 This standard requires all housing, bed, program, education, and work assignments be made using information obtained within 72 hours of the residents arrival at the facility and periodically throughout the residents stay including: prior sexual victimization or abusiveness; any gender nonconforming appearance or manner or identification; current charges and offense history; age; level of emotional and cognitive development; physical size and stature; mental illness or mental disabilities; physical disabilities; the resident’s own perception of vulnerability; and any other information that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other residents with the goal of keeping all residents safe and free from sexual abuse. The current facility has limited capacity and options to fulfill the requirements of the PREA standards.

#### **Domestic Minor Sex Trafficking**

Domestic Minor Sex Trafficking (DMST) is a growing problem that has implications on the design and operation of juvenile detention centers. Sexually exploited minors are commonly identified as having psychosocial risk factors, including histories of abuse or neglect, running away, substance use or abuse, and involvement with child protective services. These risk factors are extremely prevalent among juvenile probation involved youth, making them especially vulnerable. The ability to segregate offenders who are not involved in DMST from youth deeply involved in DMST is vital to juvenile justice efforts to prevent children from being recruited to engage in DMST while in juvenile detention centers. Currently, girls are most at risk for DMST victimization.

**The current facility does not have the capacity to selectively house girls based on their individual needs and characteristics because there is only one housing unit for female offenders.**

#### **Regulation and Applicable Codes:**

In addition to PREA, the facility will need to be designed according the following codes adopted by Texas City: International Building Code, (IBC) 2015 International Residential Building, (IRC) 2015 International Mechanical Code (IMC) 2015 International Plumbing Code, (IPC) 2015 International Energy Conservation Code, (IECC) 2015 International Fuel Gas Code, (IFC) 2015 International Property Maintenance Code, (IPMC) National Electrical Code, (NEC) 2014 TDLR Elimination of Barriers review and inspection will be required. The project will need to comply with civil engineering standards and other ordinances of Texas City, Texas.

#### **Q. GENERAL RECOMMENDATIONS**

It is recommended that multiple pods with eight single occupancy beds each be added to the current facility. The addition of new single occupancy rooms and isolation rooms would include and accomplish the following purposes:

- 8 new beds for pre-adjudication female residents for a total of 16 beds for pre-adjudication female residents to allow for the separation of first-time and low-risk offenders from more serious and repeat offender, to allow for the separation of girls involved in domestic minor sex trafficking from those who are not involved, and to allow for the separation of these residents pursuant to PREA standards when necessary.
- 16 new beds for pre-adjudication male residents for a total of 39 beds for pre-adjudication male residents to meet current needs, build the capacity to serve 17-year-old offenders, to allow for the separation of first-time and low-risk offenders from more serious and repeat offenders, and to allow for the separation of these residents pursuant to PREA standards when necessary.

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- 8 new beds for post-adjudication female residents for a total of 8 beds for post-adjudication female residents to add to the county's capacity to serve female offenders, allow for the separation of these more serious and repeat female offender from first-time and low-risk female offenders in detention, to allow for better separation of girls involved in domestic minor sex trafficking from those who are not involved, and to allow for the separation of these residents pursuant to PREA standards when necessary;

The addition of four new residential pods will require the addition of at least multiple new classrooms, one dining room with serving line, laundry storage, supplies storage, office area for 4 additional teachers, offices to accommodate at least 4 department staff, covered outdoor recreation areas (basketball court), and one enclosed recreational area (basketball court).

#### **Juvenile Justice Alternative Education Program (JJAEP)**

Construct a permanent facility for the JJAEP with 4 classrooms to replace the existing portable buildings that were constructed in 1998. It is recommended that the construction include offices for approximately 6 teachers and program staff. Consider including a covered outdoor recreation area (basketball court).  
Demolish and remove the existing portable buildings.

#### **R. SCOPE OF SERVICES**

Galveston County is seeking a qualified firm to prepare plans and specifications, design, and perform construction services and administration in compliance with applicable city or county requirements, code requirements, and federal requirements.

The capability of the Respondent(s) to provide expertise in the services identified herein will be considered favorably in the County's scorecard ranking and selection process.

The scope of services is made with the idea of not unnecessarily duplicating any existing facility components such as the courtroom, control room, kitchen, and gymnasium. The sufficiency and capacity of the existing infrastructure will need to be further evaluated by the contracted engineers and architects as a part of the final project. The following areas may need to be addressed:

- Completion of a mechanical survey and renovate the existing facility.
- Additional parking to accommodate additional staff, visitors, and juvenile court capacity.
- Multipurpose rooms for training and group counseling are also to be included in the non-secure JJAEP construction plans.

The primary goal of the project is to expand the Jerry J. Esmond Juvenile Justice Center to accommodate a larger number of offenders and an increased proportion of female offenders. In addition, the project seeks to provide improved educational spaces; upgrade the mechanical system in the existing building to serve the new addition; and upgrade existing components, such as laundry and kitchen, to serve both the existing facility and the new addition.

The project must incorporate all relevant regulatory requirements, including PREA (<https://www.prearesourcecenter.org/training-technical-assistance/prea-101/juvenile-facilitystandards>), which governs juvenile justice facilities. Prevention of abuse and suicide are paramount in the design.

**Building Addition:** To be constructed in the parcel immediately to the east of the existing building. Galveston County owns the property and has mitigated the wetlands already. This property is adjacent to the Texas City levee which protects the facility.

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The building addition is expected to be between 12,000 and 14,000 square feet. The addition may consist of:

- Multiple detention pods (8 rooms each)
- Multiple classrooms with technology for remote learning
- Consolidated isolation room area
- Dining room with adjacent staff serving space • Laundry storage
- Supplies storage
- Open office areas with 4 workstations
- Multiple closed offices
- Mechanical and IT services spaces
- Associated circulation (generous for surveillance and orderly movement of offenders)

The square footage should be refined in the initial programming phase of the project. A freestanding educational building (with technology for remote learning) may be adjacent to the addition. Two (2) outdoor basketball pavilions with footprints of approximately 10,000 square feet each – one associated with the addition, and one associated with the educational building – will be part of the project, with associated outdoor circulation and MEP service (not conditioned).

The site for the addition will require grading, drainage, fill, and foundation preparation.

Upgrades to the existing building include:

- New chillers (or alternative system if cost-effective)
- New boilers
- Possibly new generator
- Replacement of control room with new equipment
- Replacement of all existing mechanical security door hardware with electronic card reader technology. • Mechanical system upgrades – replace return air ducting, additional AHU in mezzanine (other AHUs have been recently replaced)
- Reconfiguration of approximately 25% of interior spaces to provide:
  - additional storage
  - staff training room with technology for remote learning
  - expansion or reconstruction of laundry room with new equipment
  - expansion or reconstruction of kitchen with new equipment
- Wall finishes and floor finishes will be replaced only where renovations occur; ceiling tiles will be replaced throughout the existing facility.
- Supply ducts will be replaced only where renovations occur.
- Security components and IT cabling and boxes will be replaced only where renovations occur.
- No work is anticipated in association with the existing driveway or parking lot, except for the addition of landscape improvements to comply with Texas City requirements.
- Perimeter security fences will be upgraded or replaced.
- The entire facility is to be designed for “shelter in place” during emergency weather conditions.
- Topographic survey (County will provide boundary and easement survey)
- Geotechnical investigation
- IT/AV/Security consulting
- Interiors
- Furniture/Fixtures/Equipment selection

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- MEP Commissioning
- Soils/Concrete testing

The project does not require traffic studies, comparative site studies, roofing consultants, boundary survey, or replatting (assumes County has already combined two properties into one parcel). LEED Certification is not being sought on this project, but energy efficiency and durability are important goals.

Easements exist on the property slated for the addition, but they are not anticipated to intersect the addition footprint, so agreements with utilities are not expected to be needed. The site for the building addition was previously considered a wetland area; but the parcel has since been mitigated. No services are expected to be needed in relation to former wetland status.

#### S. WORK AUTHORIZATIONS

All work requested of Respondents described in the Scope of Services section of this RFQ shall be issued by specific written work authorization and notice to proceed (NTP) from Galveston County. Such written authorization must include a particular scope of services, a schedule, a list of deliverables, and such other information or special conditions as may be necessary for the work requested. One or more authorizations may be issued under a contract during the contract term.

#### T. SPECIAL NOTE - CONTRACT TERM

The term of the contract between the County and successful Respondent herein is linked to the term of the County's minimum specifications

- Respondents must meet the minimum qualifications listed herein. Furthermore, RFQ Responses that appear unrealistic in terms of technical capability, commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential contract may be rejected.
- Respondent must have been in business for a minimum of three (3) years providing professional commercial building expertise, or the principals must have had three (3) years ownership/management experience in a previous company that provided the requested services.
- Respondent must have demonstrated experience in providing commercial services in the services listed in the Scope of Services.
- Respondents must not be debarred, proposed for debarment, or in any way ineligible for participation in program funded with federal dollars. Respondents must have a DUNS number and be registered in the System for Award Management (SAM), see URL: [https://uscontractorregistration.com/?gclid=EAJaIQobChMIueDjocbb3AIVB4RpCh0EBQm8EAAYASAAEgIfPD\\_BwE](https://uscontractorregistration.com/?gclid=EAJaIQobChMIueDjocbb3AIVB4RpCh0EBQm8EAAYASAAEgIfPD_BwE). This provision supplements the General Provision regarding debarment.
- Respondent must include a letter from a Bonding company highlighting Respondent's bonding capacity.
- Respondents must be registered with the Texas Secretary of State and authorized to conduct business in the State of Texas.



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#### U. INVOICES

Invoices must be itemized indicating all services, materials, and supplies used. Invoices must be submitted to:

Galveston County Auditor's Office  
Attn: Accounts Payable  
P.O. Box 1418  
Galveston, Texas 77553

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

**Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 5, item 13, Procurement Card Program.**

**Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.**

#### V. EVALUATION CRITERIA

The award will be made to the responsible firm on the basis of demonstrated competence and qualifications. RFQ Responses shall be evaluated and scored in accordance with the below criteria.

##### **20 points: General Interest**

- Letter of Interest; describing the Respondent's availability and ability to undertake the services described in this RFQ.
- A brief outline describing how the project will be developed and monitored.

##### **45 points: Technical Approach**

- Identify the qualifications of key personnel that would be assigned to this project;
- Identify the Respondent's knowledge and expertise with the requested project type.
- Clearly describe Respondent's understanding of the rules governing FEMA and State funded projects as applicable to commercial structures.
- Ability to comply with all Federal and State requirements.
- Demonstrate ability to manage workload capacity within required timelines.

##### **20 points: Firm Experience**

- Submit a comprehensive account of experience in the type of work relevant to this RFQ.
- Include both overall experience and specific projects on-going and/or completed in the State of Texas.
- Provide references with names, addresses, and phone numbers of representing clients of recent similar projects.

##### **15 points: Requirements**

All respondents seeking a contract must meet the following requirements and include evidence of each in their submittals:

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- Qualifier(s) have completed similar work in the State of Texas within the last two (2) calendar years;
- Qualifier(s) must have at least 3 years of experience providing the requested services.
- Qualifier(s) must have strong financial stability.

**By the submission of its Statement of Qualification (also called response) in this Request for Qualification, the Respondent accepts the requirements, formatting, and evaluation process herein.**