



**HENDERSON COUNTY TEXAS
ATHENS ANNEX
AUDIT OFFICE
PURCHASING DEPARTMENT
125 N PRAIRIEVILLE, STE 202
ATHENS, TX 75751**

**REQUEST FOR LETTER OF INTEREST
AND
STATEMENT OF QUALIFICATIONS FOR**

FY2019 Roofing Projects II
Henderson County Annex Building
Henderson County Records Building

OPENING DATE AND TIME: Monday, April 1, 2019, 2:00pm
Henderson County Annex
Audit Office
Purchasing Department
125 N Prairieville, Ste 202
Athens, TX 75751

INTRODUCTION – PROJECT DESCRIPTION

Henderson County is soliciting Statements of Qualifications from qualified firms who can adequately demonstrate they have the resources, experience and qualifications to develop, design, furnishing and install complete SPF (Sprayed Polyurethane Foam) roofing systems at the Henderson County Annex and Henderson County Records Buildings.

SCOPE OF WORK

Henderson County Annex is located at 125 N Prairieville Street, Athens, TX

*Reroof over the existing composition roof with SPF (Sprayed Polyurethane Foam) and silicone protective coating with granules

Henderson County Records Building is located at 201E Larkin Street, Athens, TX

*Reroof over the existing composition roof with SPF (Sprayed Polyurethane Foam) and silicone protective coating with granules

GENERAL

If your firm would be interested in submitting qualifications for this project, please submit three (3) complete sets prior to 2:00pm on Monday, April 1, 2019. Qualification Statements should be sent to:

HENDERSON COUNTY TEXAS
COUNTY AUDIT OFFICE
Attn: Jennifer Nicholson
125 N PRAIRIEVILLE, STE 202
ATHENS, TX 75751

Responses must be returned in a sealed envelope clearly marked as such. The name of respondent, name of project and date of opening shall be on the outside of the envelope.

Late statements will not be accepted. Each firm is responsible for insuring responses to the LOI/RFQ have been delivered by date, time and location specified.

Any questions concerning the submittal of Qualification Statements should be submitted in writing to the address above or via email to purchasingdesk@co.henderson.tx.us. Responses to inquiries will be posted on the Henderson County website. www.henderson-county.com

Except for the submission of written questions or in response to requests or inquiries from Henderson County, firms shall refrain from contacting members of the Selection Committee, Commissioners Court, consultants, or other staff.

By submitting a response to this RFQ, each firm unequivocally acknowledges that he/she has read and fully understands this RFQ, and has asked questions and received satisfactory answers from Henderson County regarding any provisions of the RFQ with regard to which clarification was desired.

Please keep in mind, this request is for Letters of Interest and Statements of Qualifications. Specifics and scope of work will be provided to those firms that receive a Request for Proposals.

DISCLOSURE OF CERTAIN RELATIONSHIPS

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Henderson County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government code. Please send completed forms to the Henderson County Clerk's Office located at 125 N Prairieville, Ste 101, Athens, TX 75751.

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code and applies to all contracts entered into on or after January 1, 2016. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity. The law applies to all contracts/purchases of a governmental entity that require an action or vote by the governing body of the entity. The entity is required to electronically create a Form 1295 through the Texas Ethics Commission website

(https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

and submit a signed and notarized copy of the form to Henderson County.

EVALUATION

The Request for Qualifications will be evaluated using the following equally weighted categories:

- *Qualifications of the firm
- *Firm's experience on similar projects
- *Commitment to Henderson County project agendas, time frames, budgets
- *Responsiveness to the RFQ
- *Understanding of the project
- *Creativity and thoroughness of proposed approach and/or methodology to providing services

It is understood that Henderson County reserves the right to accept or reject any and/or all responses to the RFQ as it shall deem to be in the best interest of Henderson County.

Once Qualification Statements are reviewed, a short list will be compiled by the Evaluation Committee. Interviews may be conducted with the firms most qualified. Additional information may be required at that time. Negotiations will begin with the firm determined to be most

qualified for the project. Henderson County Commissioners' Court will make the final selection and approve the proposed contract.

Negotiations will include selection of specific services as in the best interest of Henderson County. The selected firm must be prepared to enter negotiations with each service individually represent by costs and necessity to the overall project. Henderson County may elect to contract for any or all of the proposed services after negotiations.

QUALIFICATION STATEMENTS

At a minimum, responses to this RFQ will include the following

- *Executive Summary to include name, address and contact information of the firm submitting the proposal, a summary of the firm's interest in this service, and the name of one or more individuals authorized to represent the firm in its dealings on the a contractual basis.
- *Firms qualification information including a description of the firm's experience with other services similar to the one described herein.
- *A statement concerning the firm's ability to comply with a dedicated and accelerated schedule upon direction of the Henderson County Commissioners' Court.
- *A description of what information will be required during negotiations to finalize the contract with your firm.

TECHNICAL QUALIFICATIONS

- *Names and qualifications of principals of the firm who will participate in the project and their individual responsibilities. An organization chart shall be provided
- *Verifiable experience on similar size and complexity of projects including a summary report on a minimum of five (5) projects including budget, description of project, and reference information.
- *A summary statement identifying your understanding of the project services desired and the manner in which coordination and the exchange of information will be assured between all parties.
- *A narrative outline describing the approach and/or methodology to be taken by your firm to represent the interests of Henderson County during this project.

DISCLOSURE

- *Any respondent to this RFQ shall disclose all potential conflicts of interest or representation of any firm that could be involved in the proposed program and acknowledgement of compliance with Section 176.001 of the Government Code as required herein.
- *The disclosure section of this RFQ must be addressed specifically in your Response, even if no conflicts exist. Disclosure of Certain Relationship forms shall be submitted to the Henderson County Clerk and not submitted with your response.
- *Respond to each of the following:
 - a. Address any litigation that your firm may be, or has been, involved in over the last five (5) years.
 - b. Identify if your firm has had any contracts terminated due to non-

- performance over the last five (5) years.
- c. Identify adverse actions sanctioned by any regulatory authorities over the last five (5) years.

The County will evaluate submittals received and base its selection on the firm considered to be most advantageous to the citizens of Henderson County. An invitation to submit a formal proposal or to enter into contract negotiations shall be forwarded to those determined to be qualified and best able to perform the described task.

EVALUATION PROCESS

The County will:

- *Establish an evaluation committee
- *Evaluate proposals and rank firms on pre-determined criteria as identified in the RFQ.
- *Select the highest ranked firm and prepare a recommendation for Commissioners' Court approval.
- *Purchasing shall issue a Request for proposal to the firm which has been determined the most highly qualified requesting a defined scope of work and proposed cost.

PROJECT TIME FRAME

The project is expected to commence upon final execution of a contract for services within 30 days from the selection of a successful proposal. A project time frame will be coordinated with the selected firm. **Include a graphic timeline and project schedule with key project milestones with your submittal.**

RECEIPT OF ANY QUALIFICATION STATEMENTS SHALL BE RECEIVED AND ACKNOWLEDGED ONLY SO AS TO AVOID DISCLOSURE OF THE CONTENTS TO COMPETING BIDDERS AND KEPT SECRET DURING THE NEGOTIATION/EVALUATION PROCESS. HOWEVER, ALL DOCUMENTATION SHALL BE OPEN FOR PUBLIC INSPECTION AFTER A CONTRACT IS AWARDED, EXCEPT FOR TRADE SECRETS AND CONFIDENTIAL INFORMATION SO IDENTIFIED BY BIDDER AS SUCH, ALL CONFIDENTIAL INFORMATION SHOULD BE CLEARLY MARKED IN RED.