

**YWCA IS ON A MISSION**

# REQUEST FOR QUALIFICATIONS

Architectural Services for Shirley Leavell Branch

Improvements

RFQ # 19-1201

RELEASE DATE: DECEMBER 16, 2019

SUBMISSION DEADLINE: JANUARY 17, 2020

## CONTACT INFORMATION:

Rocio L. Castruita  
[r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org)  
201 E. Main St., Suite 400  
El Paso, Texas 79901-1383  
[www.ywcaelpaso.org](http://www.ywcaelpaso.org)

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

Young Women’s Christian Association El Paso del Norte Region (referred to as YWCA) is accepting statements of qualifications (SOQ) from qualified firms to provide architectural and engineering services for a facilities design, assessment, cost estimate and construction oversight for the YWCA’s Shirley Leavell Branch. The purpose of this RFQ is to obtain information that will enable YWCA to select an architect that can assist YWCA with design and related work associated with the construction of improvements to the Shirley Leavell Branch located at 10712 Sam Snead Dr., El Paso, Texas 79935. It is the desire of YWCA to select an architect that can meet or exceed the design, budget and schedule requirements set forth by YWCA. The firm’s architects must be Texas Registered Architects. This Request for Qualifications (RFQ) provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response, and the selection process.

**Background Information**

YWCA is a 501(c)(3) not-for-profit organization formed as a women’s membership movement. YWCA is the largest in the nation, serving almost 40,000 households annually. The organization employs approximately 400 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants and approximately \$28 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board of Directors composed of thirty-one (31) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission that states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs and workforce and leadership development. YWCA is the largest provider of transitional housing for homeless women & their children, and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most-experienced and devoted child care provider in the region, servicing children of our El Paso community with the utmost care, quality and respect within our seven (7) early learning academies. YWCA is also the largest provider of licensed, high-quality afterschool programs in the region with over forty (40) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also integrates social equality and empowerment activities throughout their existing programs. The organization also offers various community events designed to empower women and eliminate racism.

Administrative offices are located at 201 E. Main St., Suite 400, El Paso, TX 79901. Other facilities are located throughout the city of El Paso. Activities and locations are further detailed in our web site, [www.ywcaelpaso.org](http://www.ywcaelpaso.org) and on Facebook, Twitter and Instagram.

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

**GENERAL INFORMATION**

**Procurement Standards**

Procurement of goods and services shall be in compliance with the guidelines of 2CFR 200, OMB Circular A-122, A-110, or other applicable OMB Circulars, supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the maximum extent practical, open and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

**Eligibility To Respond**

Organizations able to meet the technical specifications for quality and other terms of this RFQ proposal and not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective proposer must affirmatively demonstrate responsibility. A prospective proposer, by submitting a RFQ proposal, represents to YWCA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFQ;
- Is able to comply with the required or proposed RFQ;
- Has a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award; and
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFQ.

For purposes of this RFQ, interested contractors are referred to as Proposers, Respondents, Bidders, or Applicants.

**Authorized Agency Contact**

All communications regarding this Request for Qualifications (RFQ) must be addressed solely to Rocio Castruita, Contracts and Compliance Officer, email at [r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org).

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a YWCA contract. Communication is prohibited from the day that the Request for Qualifications (RFQ) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

**Changes, Amendments, Withdrawal, Re-Issuance**

YWCA reserves the right to amend or withdraw this RFQ at any time; reject any and all applications; re-issue this RFQ and/or waive technicalities and to accept the Statement(s) of Qualifications proposal which in its judgment is in the best interested of the agency and its employees.

**SCHEDULE OF ITEMS**

**RFQ Packets**

Request for Qualifications (RFQ) packets will be available beginning on and after 4:00 P.M. MST on Monday, December 16, 2019 at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFQ will also be available on the YWCA website at [www.ywcaelpaso.org](http://www.ywcaelpaso.org).

**Due Date and Delivery Method**

The Contracts and Compliance Officer or authorized YWCA staff must physically receive responses to this RFQ. Sealed Statement of Qualifications (SOQ) packets must be received by:

**4:00 P.M. MST on Friday, January 17, 2020**

**Responses submitted after this time will not be accepted under this RFQ.**

Any reasonable delivery method may be used, except facsimile and email. Use of a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions post marked prior to the due date but received after the due date will not be considered. No email or facsimile will be accepted. YWCA will not be responsible for any lost or late deliveries.

**RFQ Schedule**

The following schedule of events is subject to change at the discretion of YWCA. All requestors of this RFQ will be notified of any and all changes. All times shown in the RFQ are Mountain Standard Time Zone (MST).

Issuance of RFQ	December 16, 2019 – 4:00 P.M. MST
Announcement Published in the El Paso Times	December 17, 18, and 19, 2019
Non-Mandatory Pre-Proposal Conference	December 19, 2019 9:00 A.M. MST
Deadline to Submit Questions	December 30, 2019 – 2:00 P.M. MST
Questions and Answers Posted on Website	January 6, 2020 – 5:00 P.M. MST
<b>DUE DATE for Statements of Qualifications (SOQ)</b> <b>DUE DATE for Project Reference Forms (PRF)</b>	<b>Friday, January 17, 2020 – 4:00 P.M. MST</b>
Evaluation of Proposals	January 21 – 24, 2020
Potential Best and Final Interviews	To Be Announced
Selection for Award(s)	February 3-7, 2020

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

The non-mandatory pre-proposal Conference will be held on December 19, 2019 at 9:00 A.M. MST at the following location:

YWCA –Shirley Leavell Branch  
Multi-Purpose Meeting Room  
10712 Sam Snead Drive  
El Paso, Texas 79935

**Question & Answer Period**

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on December 30, 2019. Submit questions via email to Rocio Castruita at [r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org). Answers to questions will be posted to YWCA’s website located at [www.ywcaelpaso.org](http://www.ywcaelpaso.org). All answers issued in response to Respondent questions become part of the RFQ and the RFQ process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA’s website. Prospective Bidder(s) who notify YWCA ([r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org)) that they may submit a sealed SOQ proposal will be notified of amendment(s) to the RFQ packet and will be provided with answers to questions submitted or any other applicable clarification(s).

**Submission of Statements of Qualifications (SOQ)**

Official receipt of SOQ proposals will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail a SOQ proposal will be sent a copy of this receipt from upon request. Sealed SOQ proposals must be hand delivered or mailed to and labeled as follows:

**YWCA El Paso del Norte Region**  
**Contracts Department**  
**RFQ # 19-1201**  
**201 E. Main St., Suite 400**  
**El Paso, TX 79901**

Timely delivery of SOQ proposals to the above address is the sole responsibility of the proposer. SOQ Proposals submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

All SOQ proposals will become the property of YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency or organization until after the funding award. Any proprietary information should be clearly marked “Proprietary”. All costs incurred in the preparation of a SOQ proposal responding to this RFQ will be the responsibility of the Proposer and will not be reimbursed by YWCA.

**Contract Term Period**

Any contract(s) awarded for the services delineated in the Scope of Services in this RFQ will be effective upon determination of award and a fully executed agreement. The contract(s) resulting from this procurement will be for a 1-year term. YWCA reserves the right to negotiate up to four (4) one-year

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

contract renewals or until project completion when applicable and its contingent upon satisfactory performance, need, and availability of funds. A contractor performance evaluation will be required at the end of each year.

**SPECIFICATIONS**

By way of this Request for Qualifications (RFQ), YWCA seeks SOQ proposals from qualified firms to provide architectural and engineering services for a facilities design, assessment, cost estimate and construction oversight of the Shirley Leavell Branch located at 10712 Sam Snead Drive, El Paso, Texas 79935. The purpose of this RFQ is to obtain information that will enable YWCA to select an architect that can assist YWCA with design and related work associated with the construction of improvements to the Shirley Leavell Branch. It is the desire of YWCA to select an architect that can meet or exceed the design, budget and schedule requirements set forth by YWCA.

**Scope of Services**

The City of El Paso has granted CDBG funds to YWCA for the purposes of design and construction of improvements to the Shirley Leavell Branch. Our goal is to contract with a highly-qualified firm that holds experience in successfully performing CDBG-funded projects and is knowledgeable of the City of El Paso's Community Development Program. YWCA seeks an architect firm that will assist our agency in meeting compliance requirements with professional architectural, professional engineering, and other applicable standards that will result in the construction improvements of a safe, structurally sound, durable, functional and attractive building suitable for the uses intended.

**Project Location** – YWCA Shirley Leavell Branch, 10712 Sam Snead Dr., El Paso, Texas 79935

**Project General Requirements** - The YWCA Shirley Leavell Branch Rehabilitation Project will include rehabilitation of facility to include roof replacement, conversion to refrigerated air, electrical upgrades, lighting and ceiling replacement, concrete floor work, parking lots pavement, painting and update layouts of the fitness center, entrance lobby, afterschool & childcare areas.

The architect firm will provide design plans, specs, and cost estimates for each design phase. There will be three design phases: preliminary, pre-final, and final. Preliminary design phase should produce plans that are approximately 65% complete. Pre-final design phase should produce plans that are approximately 90% complete. Final design phase should produce plans that are 100% complete with very little need for only minor changes to the design plans. The Department of Community and Human Development should receive two copies of design plans for each design phase. Also, a preliminary cost estimate, a pre-final cost estimate, and a final cost estimate are due with the relevant design plans. Additionally, a complete and final specs book is due with and is to be delivered with the final design plans and final cost estimate. The relevant review meeting should be scheduled at the time the design plans are delivered. The City of El Paso Capital Improvement Department will provide compliance management services; thus the architect firm is expected to work with the City and YWCA staff to meet compliance requirements for this project.

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

The architect shall provide to YWCA, all of the architectural, design and/or engineering services as required herein, to complete the funded project. The architect's services shall include but not be limited to those described below, and include all structural, civil, acoustical, mechanical, electrical and plumbing engineering services and any other services necessary to submit a turnkey design product. Time is of the essence; therefore, it's imperative for YWCA that the project shall be completed in the most efficient and timely manner.

**Services Required from Architect:** Design, Construction Administration

**Products Required from Architect:** A/E Contract, Cost Estimates, Plans and Specifications

**Facility Assessment** – Facility reports generated to include, but not limited to, identification of the renewal needs of the building to include rehabilitation/renovation of the existing building to bring the facility into compliance with all known codes (City of El Paso Building Codes, ADA/TDLR, Life Safety Codes, Fire Safety Codes, etc.); energy savings opportunities, exterior site conditions, and detailed analysis of visually detectable deficiencies in the building components and systems. Provide these assessments with recommended cost for structure, roof/envelope, and MEP system infrastructure, identification of items necessary to restore the facility to acceptable standards, and identification and prioritization of any necessary repairs or infrastructure liabilities.

**Facility Design** – Design services including: Provide schematic design documents to renovate YWCA Branch and program facilities. Early in the design, the firm shall coordinate the selection of the materials and equipment, if any, with YWCA. The architect shall perform schematic design services to keep the project within all budget, time and scope constraints set by YWCA, unless otherwise modified by written authorization by YWCA. Creation of conceptual site plans and building designs on YWCA aesthetics and architectural standards, YWCA USA branding, and the results of previously conducted facilities assessments. Redesign of exterior elevations of facilities and key interior spaces (such as lobbies, child care areas and meeting rooms). Provision of renderings in a user-friendly electronic format. Creation of hardcopies/posters of new exterior and/or new interior renderings – size 24" X 36" matted on foam board and laminated. Provision of construction drawings, plans, and/or surveys in electronic and hardcopy formats to YWCA and project contractors. Reports will be provided with at minimum two (2) original hard copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF, and schematic drawings in a file compatible with both AutoCAD and PDF.

**Project Cost Estimate** – Provision of cost estimates for facility rehabilitation and component construction project based on conceptual designs completed, facility assessments completed and current market conditions in El Paso County, Texas are to be provided in a most efficient and timely manner. The architect shall assist YWCA in determining the phasing of the project that will most efficiently create the least amount of disruption to agency services and result in a timely completion of the project. The architect shall provide a written preliminary evaluation of the project's schedule, and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the project. Budgetary estimates shall be provided for each project in a file compatible with MS Excel. Provide Registered Architect Certification for the cost breakdown. The architect shall

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

immediately notify YWCA of adjustments in previous estimates of the construction cost arising from market fluctuations or approved changes in scope or requirements.

**Construction Oversight** – Selected firm shall provide project oversight and act as the YWCA’s agent in construction. The architect shall secure preliminary agency approvals and notify YWCA in writing as to the actions YWCA must take to secure formal approvals. Firm shall provide assistance in writing RFPs for construction projects and assist in selecting contractors and/or in directing and overseeing contractors in coordination with YWCA Project-assigned Personnel that will have oversight to the Shirley Leavell Branch improvements project. The architect shall assist YWCA in obtaining required approvals from governmental agencies and any other entities including, but not limited to, those responsible for electrical, gas, water, sanitary or storm sewer, other public utilities, the fire department, zoning planning department as well as any other necessary entities.

**General Requirements**

Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by YWCA policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

**SUBMISSION GUIDELINES**

**General Guidelines**

To be considered for award, each respondent must submit a SOQ proposal and other supporting documentation in accordance with these instructions. When evaluating a SOQ proposal, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, YWCA encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

**Format**

Each respondent is required to submit one (1) signed original, four (4) copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete proposal response. The original must clearly be marked “ORIGINAL” on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together. Font size must be no smaller than 12 point, single space.

Each copy of a completed Statement of Qualifications must contain all of the following documents in the order indicated.



**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

- a) **Attachment A:** Proposal Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Attachment B:** Organizational Capacity Form
- c) **Completed and Signed Statement of Work:** Proposal Narrative and Scope of Work – Interested firms must submit their qualifications that contain the following information: Include a brief summary of your company’s background, capabilities, and qualifications for the staff. Describe your organization’s capacity to manage and provide services proposed. Include for example: staffing, organizational chart with lines of authority, resumes of key management staff, and identification of all staff, by position and responsibilities. Describe your organization’s past experience and performance in operation and provision of a similar type and complexity as described within the RFQ.
- d) **Attachment C:** Project References – All firms shall submit a Project Reference Form for all three (3) references; please see Project Reference Form (PRF) and its instructions on page 16.
- e) **Attachment D:** Franchise Tax Account
- f) **Attachment E:** Proof of General Liability Insurance
- g) **Attachment F:** Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet at Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFQ.
- h) **Attachment G:** Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent’s organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

**Minimum Qualifications and Evaluation Criteria**

The firm will be selected through a qualifications-based selection process. Firms interested in providing architect and engineering services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

The proposed architect firm and/or its team members shall comply with the following qualifications:

The proposed architect firm and/or its principals shall have a minimum of five (5) years of design experience in capital improvement projects.

Demonstrated experience with projects of similar complexity.

The firm must be knowledgeable with design standards and requirements, all applicable City Codes and Ordinances, and with all local, state and federal laws and regulations, including but not limited to, the Americans with Disabilities Act.

The architect firm shall have the following skills and abilities: must know how to use project management software; prepare and formulate independent cost estimates and cost analysis; prepare detailed request for proposals; prepare back up documentation for Change Orders; prepare detailed project schedules using Gantt Charts and adhere to them; Review architectural and engineering drawings and specifications; effective conflict resolution skills; effective communication skills, both verbal and written; willingness to meet with stakeholders; multi-task several activities; effective negotiation skills; effective organizational skills; track project and activity status; follow-up on pending

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

items; economize project resources; effective public relation skills; prepare daily and monthly reports; review pay applications; keep a photo log; and maintain an accurate and current submittal log.

**EVALUATION CRITERIA:**

YWCA will award the contract to the bidder(s) that submits a bid which represents the best value to the agency. The best value shall not be based solely upon price but the bid that receives the highest cumulative score for each of the evaluation factors delineated herein.

Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 100 points available. The following are the criteria that YWCA will use to evaluate the Statements of Qualifications (SOQ) received in response to this RFQ. The scoring will be used to determine which of the firms will be shortlisted for the oral presentation step of the selection process.

**Respondent Background Information (Maximum 40 Points)**

Company size, years in business, licenses and certifications, etc. Professional qualifications and specialized experience of the proposed staff including the quality of the respondent's professional personnel to be assigned to projects and the quality of the respondent's management support personnel to be available for technical consultation and/or assistance. The proposed project manager experience demonstrating qualifications for this project. The proposed project team's experience demonstrating qualifications for this project. The firm's understanding of the objectives, products and services required and its approach/solution to fulfilling the objectives, products and services required and addressing any anticipated challenges and/or associated risks. The firm's team approach, strategies and practices for coordination of project team and sub consultants.

**Past Performance (Maximum 45 Points)**

All responses will be reviewed for the respondent's approach and demonstration of successful past performance carrying out services similar to those sought by YWCA. Experience and expertise of the respondent in providing similar services of comparable size and scope, especially economic development organizations, municipalities, other government entities, private developers, non-profits, and/or civic organizations.

**References (Maximum 15 Points)**

Evaluate information for five (5) contracts establishing past experience and performance relating to services similar to those sought by YWCA including the Contracting Agency, address, telephone number, e-mail address and point of contact; beginning and ending dates of contracts; a brief synopsis of the services performed. Evaluation of prior customers' satisfaction with the work of the firm and ability to meet deadlines imposed.

**Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker:

**YWCA EL PASO DEL NORTE REGION**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number of the Cover Sheet (Attachment A) and attached a copy of the State HUB Certificate (Attachment H) will be awarded five (5) points.

The bonus points will not be added to the total score but only used to break the tie scores between bidders.

**Governing Provisions**

YWCA reserves the right to contact any individual, agencies, or employers listed in a response to the RFQ, to contact others who have experience and/or knowledge of the Respondent's relevant performance and/or qualifications and to request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all agreements with Respondents selected and such agreements negotiated as a result of this RFQ may be re-negotiated and/or amended in order to successfully meet the needs of the agency.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

**V. ATTACHMENTS**

The following attachments are to be submitted with the proposal in the order indicated in this RFQ.

*This space left intentionally blank*

**ATTACHMENT A: PROPOSAL COVER SHEET**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

Legal Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Authorized Representative Printed Name and Title: \_\_\_\_\_

---

Tax/Legal Status:

_____ State Government Agency	_____ Local Government	_____ Union
_____ Community College	_____ Local School District	_____ Non-Profit
_____ Private For-Profit	_____ Other: _____	

Federal Employer Identification Number: \_\_\_\_\_

Texas State Comptroller ID Number: \_\_\_\_\_

Historically Underutilized Business (HUB) Certification Number: \_\_\_\_\_

**ATTACHMENT B: ORGANIZATIONAL CAPACITY FORM**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

FIRM BACKGROUND AND STAFF INFORMATION

Year Present Firm Established: \_\_\_\_\_

Name of Parent Company, if any: \_\_\_\_\_

Address of Parent Company: \_\_\_\_\_

Year Parent Company Established: \_\_\_\_\_

Former Company Name(s) if any, and Year(s) Established: \_\_\_\_\_

Number of Registered Architects in Firm: \_\_\_\_\_

Number of Employees in Firm: \_\_\_\_\_

Total Employees in Firm (All Office Locations): \_\_\_\_\_

PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM - Please check all services applicable:

- |   |  |
|---|--|
| <input type="checkbox"/> Architectural / Planning                   | <input type="checkbox"/> ADA Audit / Compliance and Requirements     |
| <input type="checkbox"/> Facility Master Planning                   | <input type="checkbox"/> Facility Plans                              |
| <input type="checkbox"/> Technical Specifications                   | <input type="checkbox"/> Building Code Reviews                       |
| <input type="checkbox"/> Design / Design Analysis                   | <input type="checkbox"/> Energy Audits                               |
| <input type="checkbox"/> Investigations-Design Standards            | <input type="checkbox"/> Environmental / Hazardous Materials Studies |
| <input type="checkbox"/> Surveys                                    | <input type="checkbox"/> Life Safety System/Security System Design   |
| <input type="checkbox"/> Engineering                                | <input type="checkbox"/> Communication System Design                 |
| <input type="checkbox"/> Mechanical Engineering                     | <input type="checkbox"/> Site Planning-Site Selections               |
| <input type="checkbox"/> Electrical Engineering                     | <input type="checkbox"/> Landscape Design                            |
| <input type="checkbox"/> Structural Engineering                     | <input type="checkbox"/> Interior Design                             |
| <input type="checkbox"/> Acoustical Engineering                     | <input type="checkbox"/> Technology Infrastructure Design            |
| <input type="checkbox"/> Civil Engineering                          | <input type="checkbox"/> Construction Sequencing Plan                |
| <input type="checkbox"/> Building Permits / Special Permits         | <input type="checkbox"/> Historical Restorations                     |
| <input type="checkbox"/> Construction Management                    | <input type="checkbox"/> Feasibility Studies                         |
| <input type="checkbox"/> Construction Manager Advisor               | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Construction Management Contractor         | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Utility Coordination                       | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Quality Assurance and Quality Control Plan |  |

**ATTACHMENT C: PROJECT REFERENCES**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

PROJECT REFERENCES Please list three (3) projects that would be representative of your firm's work and services provided in the past 5 years.

1) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Cost and Project Size) \_\_\_\_\_

\_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

\_\_\_\_\_

2) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Cost and Project Size) \_\_\_\_\_

\_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

\_\_\_\_\_

3) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Cost and Project Size) \_\_\_\_\_

\_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT C: PROJECT REFERENCES**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

CURRENT CLIENTS AND PROJECTS

Please list two (2) of your current clients whose projects reflect the scope of your present workload.

1) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Cost and Project Size) \_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

2) Project \_\_\_\_\_

Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Information (Telephone & E-Mail) \_\_\_\_\_

Project Description (Include Project Cost and Project Size) \_\_\_\_\_

Services Provided & Date (Include Completion Timeline) \_\_\_\_\_

**ATTACHMENT C: PROJECT REFERENCES**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

**PROJECT REFERENCE FORM (PRF)**

Directions: Request three (3) Public or Private Agencies for which you have substantially completed similar work. Provide this form to the Owner or Owner’s representative directly responsible for oversight of the project to complete and submit via email prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. If your firm has not completed prior projects with YWCA, your firm will not be penalized.

SOQ Due Date and Time: **January 17 2020; 4:00 P.M. MST**

NAME OF FIRM TO BE EVALUATED \_\_\_\_\_

NAME OF PROJECT AND DATE COMPLETED \_\_\_\_\_

QUESTIONS:

1. Has the above-referenced project reached substantial completion? (Circle one) Yes No
2. What project delivery method was utilized? (Circle one) Designed-Bid-Build Design-Build CMAR
3. On a scale of 1 to 10 (1 being poor, 10 being excellent), how would you rate this firm’s performance on the following: **Rate: 1 – 10** \_\_\_\_\_

How would you rate work performed by this firm on your project? \_\_\_\_\_

Was the project completed on time? \_\_\_\_\_

Was the project completed within budget? \_\_\_\_\_

What was the quality of the work performed? \_\_\_\_\_

Was staff proactive in solving problems that may have occurred on your project? \_\_\_\_\_

What was the extent of staff turnover? (1=high staff turnover, 10=low staff turnover) \_\_\_\_\_

Would you be willing to contract with this firm again? (1=No, 10=Yes) \_\_\_\_\_

Total Points (maximum 70 points)

Name of Agency or Firm Submitting Evaluation \_\_\_\_\_

Name of Person Submitting Evaluation \_\_\_\_\_

Phone Number and E-Mail Address of Evaluator \_\_\_\_\_

**Please email this form directly to Rocio Castruita at [r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org) by the time and date shown above.**



**ATTACHMENT D: FRANCHISE TAX ACCOUNT**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

**Franchise Tax Account Status**

All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is:

<http://www.window.state.tx.us/taxinfo/coasintr.html>. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

*This space left intentionally blank*

**ATTACHMENT E:**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

**Proof of General Liability Insurance**

YWCA will require the architect selected to maintain professional liability insurance with limits of not less than \$1,000,000. All vendors must provide proof of General Liability insurance in the form of a certificate of liability insurance. A certificate of insurance showing commercial general liability for the limit of \$1,000,000 each occurrence, issued by a company duly authorized to issue insurance in the State of Texas, and providing that such policy shall not be cancelled for any reason without thirty (30) days prior written notice by insurer to YWCA and naming the YWCA El Paso del Norte Region as additional insured.

*This space left intentionally blank*

**ATTACHMENT F:  
RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

**Assurances and Certifications**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

- (1) Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business.
- (2) No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
- (3) No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder's organization;
- (4) No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
- (5) Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest.
- (6) Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgement of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,

**ATTACHMENT F:**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

Respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

---

Signature of Authorized Representative

---

Printed Name of Authorized Representative

---

Title of Authorized Representative

---

Business Name

---

Date

**ATTACHMENT G:**  
**RFQ #19-1201 Architectural Services for Shirley Leavell Branch Improvements**

**HUB Certificate**

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

*This space left intentionally blank*