

**YWCA IS ON A MISSION**

REQUEST FOR QUALIFICATIONS (RFQ)  
for Administration Office Space Relocation  
Needs Assessment

RFQ # 20-0501

RELEASE DATE: MAY 01, 2020

SUBMISSION DEADLINE: MAY 28, 2020

CONTACT INFORMATION:

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## **YWCA EL PASO DEL NORTE REGION**

### **RFQ #20-0501 Request for Qualifications - Administration Office Space Relocation Needs Assessment**

Young Women's Christian Association El Paso del Norte Region (referred to as YWCA) is inviting architectural and design firms to submit statements of qualifications (SOQ) for an Administration Office space needs assessment and its relocation focused on YWCA-owned buildings. This effort is intended to provide YWCA with a comprehensive analysis that will assist the agency with the identification of the most optimal facility building to relocate its administrative-operations office. YWCA is planning to have completed the relocation of its Administration Office that includes the agency's storage area by no later than January 2022. This Administration Office Space Relocation Needs Assessment will provide a comprehensive review of the current uses of certain YWCA facilities and the advantages and disadvantages of each site in its ability to serve as the new administration office location for the YWCA. This study is to include initial concept design options and provide cost estimates for the relocation and remodeling of a YWCA building to optimally function and operate as the new YWCA's administrative office site. It is the desire of YWCA to select a firm that can meet or exceed the design, budget and schedule requirements set forth by YWCA. 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 childcare 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.

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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.

### **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 Consultants, 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 Administrator, 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

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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 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 8:00 A.M. MST on Friday, May 01, 2020 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 Administrator 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 Thursday, May 28, 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	May 01, 2020
Announcement Published in the El Paso Times	May 03, 10, 17 and 24, 2020
Non-Mandatory Pre-Proposal Conference*	May 07, 2020 9:00 A.M. MST
Deadline to Submit Questions	May 14, 2020 – 2:00 P.M. MST
Questions and Answers Posted on Website	May 18, 2020 – 5:00 P.M. MST

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<b>DUE DATE for Statements of Qualifications (SOQ)</b>	<b>Thursday, May 28, 2020 – 4:00 P.M. MST</b>
Proposals Opening**	May 29, 2020 – 10:00 A.M. MST
Evaluation of Proposals	June 01 – 24, 2020
Potential Best and Final Interviews	To Be Announced
Selection for Award(s)	Tentative June 25-30, 2020

\*The non-mandatory pre-proposal Conference will be held on May 07, 2020 at 9:00 A.M. MST via online Zoom meeting. Please RSVP with Rocio Castruita at [r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org) to obtain Zoom meeting invite link.

\*\*The opening of proposals will be held on May 29, 2020 at 10:00 A.M. MST at our Central YWCA Branch located at 1600 Brown Street, El Paso, Texas 79901. Bidders are not required to attend this event. Please RSVP with Rocio Castruita at [r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org) to obtain Zoom meeting invite link if firm is interested in attending via online participation. If firm is interested in attending in person, we ask that only one representative from respondent attends and highly encourage the use of personal protection equipment (PPE) and that social distancing is used within our facility.

**Question & Answer Period**

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on May 14, 2020. 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 # 20-0501**  
**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.

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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 2-year term. YWCA reserves the right to negotiate up to four (4) one-year contract renewals or until project completion when applicable and its contingent upon satisfactory performance, need, and availability of funds. A contractor performance evaluation may be required at the end of each year.

The YWCA anticipates that the selected firm will design and lead a process consistent with the work program outlined below. Consultants may suggest deviations to this work program that would better achieve project goals.

#### **PROJECT OVERVIEW**

By way of this Request for Qualifications (RFQ), YWCA is seeking proposals from responsive and responsible Architectural and/or Space Planning consultants with experience in interior architectural design and/or space concept planning for the relocation of its Administration Office and the renovation of a YWCA-owned facility to serve as its new Administration Office site.

YWCA is requiring a Space Relocation Needs Assessment of its Administration Office that will provide a comprehensive review of the current uses of certain YWCA facilities and the advantages and disadvantages of each site in its ability to serve as the new administration office location for the YWCA. Due to the age of the facilities being considered and their security needs, staffing levels, responsibilities and operations, there is a need to reevaluate the usage and the efficiency of the considered-facility buildings and their ability to serve as the new site for YWCA's Administration Office.

Additionally, this Assessment will offer recommendations to determine which facility can be best utilize to provide for efficient and effective staffing and operations of its Administration Office. This study is to include initial concept design options, cost estimates, and project phasing and management for the relocation and remodeling of a YWCA building to optimally function and operate as the new YWCA's administrative office site.

Furthermore, YWCA seeks a firm that will assist our agency in meeting compliance requirements with professional architectural, professional engineering, and other applicable standards that will result in cost-effective improvements of a safe, structurally sound, durable, functional and attractive building suitable to be the new site for YWCA's Administration Office.

YWCA is planning to have completed the relocation of its Administration Office that includes the agency's storage area by no later than January 2022 when the agency's lease contract expires.

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Current Administration Location	ONE San Jacinto Plaza – 201. E. Main St., Suite 400 (79901)	Office Space: 12,500 sq. ft. Storage Space: 7,336 sq. ft.
Potential Relocation Site	Joyce Jaynes Branch – 1600 Brown St. (79902)	2-Story Facility with Basement: 44,865 sq. ft.
Potential Relocation Site	Guevara Building – 550 Rubin Dr. (79912)	1-Story Facility: 11,290 sq. ft.

The Administration office has approximately about 40 employees and incoming staff from other locations that need to complete administrative transactions. The Administration Office is currently comprised of the CEO's office and the Accounting, Warehouse, IT, HR, Communications, Fund Development, Contracts and Grants, and Educational Programs Departments. In addition to a need for Administration space, the YWCA also needs large storage space to accommodate the need for long-term storage of files and all types of archives as well as for general-purpose storage to hold our agency warehouse supplies.

### Scope of Work

YWCA requests SOQ packages from professional consultant firms to provide all services necessary to complete the assigned project and the consultant shall take the lead project-management role. YWCA anticipates that the selected firm will design and lead a process consistent with the work program outlined below. The consultant is encouraged to recommend changes to the scope of work that will lead to a more successful project. The scope of work associated with completing this project includes, but is not limited to, the following:

- Review existing facility documentation including available building plans;
- Assess the existing Administration Office in terms of size, ADA compliance, functional layout, flexibility, and expansion capability;
- Gain an understanding of any significant architectural and engineering obstacles, i.e. bearing walls that may impede the goal of providing a flexible space for future Administration Office;
- Evaluate the condition of the proposed, existing buildings, including the structural, mechanical, electrical and plumbing systems to determine if any upgrades will be necessary to effectively remodel the structure to accommodate administration operations;
- Gain an understanding of any limitations to the Administration relocation imposed by facility concurrent uses;
- Survey and analyze the present and projected programmatic and space requirements of the Administration office; conduct in-person interviews with management staff and the facilities committee to further clarify these requirements;
- Create listing of square footage requirements by use/service and preferred adjacencies based on relationships; analyze the ability to provide suitable on-site parking to meet staff and customers' usage of the facility;
- Develop specific project goals for success to guide the facilities committee and design team through the design process;
- Conduct a design charrette with YWCA stakeholders to brainstorm interior layout options and alternative concepts for the relocation of the Administration Office to the existing buildings being proposed by the agency;

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- Based on the information gathered through these processes including the design charrette, identify renovation alternatives that are flexible and will meet the projected logistic and space needs identified, as well as unidentified service needs 20 years into the future;
- For each alternative identified, prepare conceptual site plan and floor plans illustrating the scale and general layout of space; alternatives should be developed to maximize efficiency in terms of staff utilization and to allow for the use of certain areas of the facility, such as meeting rooms or community space, outside of Administration's normal hours of operation; develop an evaluation matrix to score each selected concept;
- To determine and select the most optimal concept, there will be a need for meetings with management and the facilities committee to gain input, review findings and recommendations and agree upon most feasible design concept; the consultants should anticipate a number of presentations to stakeholders such as to the members of the facilities committee, Board of Directors and management team;
- Once a concept is agreed-upon, provide one complete set of presentation boards which can be used in a public information campaign to engage stakeholders and the community; in addition to the presentation boards, presentation materials are to include two complete sets of color floor plans, furniture layouts, elevations and perspective drawings of the renovated Administration office; all plans will be clearly labeled to indicate that they are conceptual designs only; a printable electronic copy of these presentation materials will also need to be provided; and
- Provide preliminary cost estimates for each proposed alternative.

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 is imperative for YWCA that the project shall be completed in the most efficient and timely manner.

**Services and Products Required from Architect:** Facility Space Needs Assessments, Facility Concept Designs, Construction Administration, Cost Estimates, Plans and Specifications, and A/E Contract.

#### **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

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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. Complete responses to each of the following categories are required.

- a) **Attachment A:** Proposal Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Attachment B:** Organizational Capacity Form and Completed & Signed Statement of Work Narrative – Interested firms must submit their statement of qualifications containing their organizational capacity, qualifications, experience as well as their project approach and project management methodology. Please refer to Attachment B for requested information.
- c) **Attachment C:** Project References – All firms shall list three (3) project references that are similar to the requested services and were preferably provided in the past 5 years by the proposed team.
- d) **Attachment D:** Franchise Tax Account
- e) **Attachment E:** Proof of General Liability Insurance
- f) **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.
- g) **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. Interested firms must submit a Statement of Qualifications (SOQ) that addresses the following issues:

##### MINIMUM QUALIFICATIONS AND EXPERIENCE:

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

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

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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 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 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 that 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 a possible oral presentation step in the selection process.

#### **Organizational Capacity: Qualifications and Experience (Maximum 40 Points)**

Details demonstrating how the firm is most qualified; highlighting unique qualifications, company size, years in business, licenses and certifications, etc. The proposed project team's experience demonstrating qualifications for this project. The proposed project manager experience demonstrating qualifications for this project. 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.

#### **Project Approach and Project Management (Maximum 25 Points)**

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. Details on the management tools, techniques and procedures the consultant uses to maintain the project schedule and for the determination of budget cost estimates.

#### **Past Performance and References (Maximum 35 Points)**

All responses will be reviewed for the respondent's demonstration of successful past performance carrying out services similar to those sought by YWCA. Experience and expertise of the respondent in

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providing similar services of comparable size and scope, especially to non-profits and/or civic organizations. Evaluation of information for three (3) contracts establishing past 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:

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.

**ATTACHMENT A: PROPOSAL COVER SHEET**  
**RFQ #20-0501 Request for Qualifications – Administration Office Space Relocation Needs Assessment**

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

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

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

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

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

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

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

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

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

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

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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 & STATEMENT OF WORK NARRATIVE**  
**RFQ #20-0501 Request for Qualifications – Administration Office Space Relocation Needs Assessment**

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): \_\_\_\_\_

STATEMENT OF WORK NARRATIVE COMPONENTS:

Organizational Capacity: Qualifications and Experience

1. Explain why the proposer is the most qualified firm to provide the requested services. Highlight unique qualifications of the firm and of the key team members.
2. Identify the team member that will serve as the Project Manager.
3. Describe the responsibilities of each team member assigned to the project.
4. Provide a summary of each team member's qualifications and experience, including a resume, and the office/location where that team member is based.
5. Identify all firms associated with the team including an organizational chart identifying the relationship between the principal and associate firms, if any.

Project Approach and Project Management

1. Provide a detail description of your approach and process for completing the project.
2. Explain the management tools, techniques, and procedures your firm will use to maintain the project schedule.
3. Describe the tools and process your firm uses to provide preliminary budget cost estimates.
4. Explain each team member's availability to work on this project.

**ATTACHMENT C: PROJECT REFERENCES**

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PROJECT REFERENCES These references will be indicative of your firm’s past performance and therefore full details of your projects’ success will be used to determine the firm’s ability to provide YWCA with similar requested services described in scope of work. Please list three (3) projects that would be representative of your firm’s work and are similar to the requested services provided in the past 5 years. Summarize these three (3) similar projects for which the consultant was responsible. Project summaries should include the following: description of the project, including size, scope, cost and timeline; description of services rendered by firm; degree of involvement (principal or associate); associate firms involved and their assigned roles; key principal and associate staff involved, along with their assigned responsibilities; summary of design challenges and solutions; and include names, addresses, telephone numbers and email addresses.

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

Entity \_\_\_\_\_

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

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

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

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

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

Entity \_\_\_\_\_

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

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

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

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

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

Entity \_\_\_\_\_

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

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

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

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

**ATTACHMENT D: FRANCHISE TAX ACCOUNT**

**RFQ #20-0501 Request for Qualifications – Administration Office Space Relocation Needs Assessment**

**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.

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**ATTACHMENT E: PROOF OF GENERAL LIABILITY INSURANCE**

**RFQ #20-0501 Request for Qualifications – Administration Office Space Relocation Needs Assessment**

**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.

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## ATTACHMENT F: ASSURANCES AND CERTIFICATIONS

### RFQ #20-0501 Request for Qualifications – Administration Office Space Relocation Needs Assessment

#### 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: ASSURANCES AND CERTIFICATIONS**

**RFQ #20-0501 Request for Qualifications – Administration Office Space Relocation Needs Assessment**

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:

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Signature of Authorized Representative

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Printed Name of Authorized Representative

---

Title of Authorized Representative

---

Business Name

---

Date

**ATTACHMENT G: HUB CERTIFICATE**

**RFQ #20-0501 Request for Qualifications – Administration Office Space Relocation Needs Assessment**

**HUB Certificate**

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

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