

**REQUEST FOR STATEMENT OF
QUALIFICATIONS (RFSQ)
FOR ARCHITECTURE/CERTIFIED SPACE
PLANNING SERVICES
FEBRUARY 14, 2019**

Soliciting a Qualified Firm or Individual to
Provide Architecture/Certified Space
Planning Services

RFSQ FOR ARCHITECTURE/CERIFIED SPACE PLANNING SERVICES

– Timeline

- February 12, 2019– Release of RFSQ
- February 14, 2019 – Pre-Proposal Conference
- February 14-18, 2019, 5:00 p.m. (C.S.T.) - Submission of Questions
- **February 25, 2019, 4:00 p.m. (C.S.T.) – Proposals Due**
- February 26-28 – Evaluation of Proposals
- March 4-8 – Interviews (if needed)
- March 11, 2019 Contract Begins

BACKGROUND

The Board Operates as a 501(C)(3) Non-Profit

- Receives Funding Primarily From the State
- Manages Approximately 36 Million Dollars
- Serves the 11-County Coastal Bend Region
- Provide Policy and Program Guidance and Evaluation of Workforce Development Programs and Services Effecting Area Employers, Residents, and Job Seekers

PURPOSE OF REQUEST FOR STATEMENT OF QUALIFICATIONS

- Contractor will assist WFSCB to assess interior design and space boundaries of various workforce centers.
- The assessment of the workforce centers will be done on a case by case basis.
- The award of the work may result in a contract with a qualified contractor to obtain services.
- WFSCB anticipates exploring any viable alternative for providing these services and may decide, after reviewing qualifications submitted, not to enter into any agreement.

SERVICES REQUESTED

Architecture/Certified Space Planner Services

Prepare space plans for Workforce Center office space

- 1/8" scale space plan illustrating the redesigned configuration of the space;
- Furniture, fixture, and equipment layout design specifications; and
- A pricing package to assist in determining a construction budget. This package will be an extension of the space plan and include construction notes relating to allowances, specific equipment or installation procedures, and specifications for mechanical, electrical, and plumbing requirements.

SERVICES REQUESTED (CONT'D)

Prepare furniture specification and develop Request for Proposals (RFP) for furniture purchase to include:

- Produce a design package illustrating proposed furniture selections consisting of cut sheets and product photos along with cost and delivery options. Coordinate fabric and finishes with decor of the new facility(s).
- Prepare an RFP describing the client's furniture, fixture, and equipment requirements.
- Provide an analysis comparing price information obtained from three (3) to five (5) RFP respondents.

SERVICES REQUESTED (CONT'D)

- Coordinate tours with client representatives through manufactures/dealership showrooms.
- Provide negotiations assistance to the WFSCB with the selected manufacture/dealer in order to produce a purchase order.
- Provide on-site supervision during installation, as needed.
- Provide post installation inspection of the product(s); produce punch list of product items to be corrected, repaired, or reordered.

ITEMS TO BE ADDRESSED IN THE RFP

Qualifications Response Outline (Pages 10-11)

- Tab A – Letter of Transmittal (limit to 2 pages)
- Tab B – Executive Summary
- Tab C – Key Personnel
- Tab D – Detailed Business Plan
- Tab E - References
- Tab F – Affirmative Action Plan (if applicable)
- Tab G – Miscellaneous

ITEMS TO BE ADDRESSED IN THE RFSQ (CONT'D)

- Tab H – Budget Information (Attachment A)
- Tab I – Attachments B-G (Contract Certifications and Assurances)

PROPOSAL EVALUATION CRITERIA

- Responsiveness to RFSQ – 10 pts.
- Qualifications – 20 pts.
- Related Experience – 45 pts.
- Demonstrated Ability/Past Experience – 25 pts.
- HUB Certification – 5 pts.

(Note: Reasonableness of cost will also be reviewed, but will not be considered as part of the rating process.)

OTHER REQUIREMENTS & PROVISIONS

- Costs incurred will be paid within three (3) weeks of receipt of invoice for payment with complete and accurate information.
- The initial contract period will be awarded for a period of approximately 6 to 7 months. The contract may be renewed for three (3) additional one-year periods.
- Required to maintain insurance coverage for the period of the contract. Refer to the minimum insurance coverage in the RFSQ.

CONCLUSION

- Point of contact is Robert Ramirez
- Questions can be submitted in writing to Robert Ramirez, Procurement Officer, Workforce Solutions of the Coastal Bend, P.O. Box 2568, Corpus Christi, TX 78403 **OR** by e-mail at: robert.Ramirez@workforcesolutionscb.org **OR** by fax at: (361) 356-3958
- Deadline for questions is February 18, 2019, 5:00 p.m. (C.S.T.) No other questions will be accepted after the deadline.
- **QUESTIONS**