

Pre-Qualifications Conference

General Architectural Services



Dates to Remember

The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions Offerors may have concerning this procurement.

Offerors are advised not to contact any Board members or employees of the CCRTA directly in any manner during this qualifications process. All communication regarding this RFQ must be made through the Procurement Department.

Any questions or clarification needed after the Pre-Qualifications meeting must be through an RFI submission to procurement@ccrta.org.

Request for Information (Appendix J) – Thursday, July 15, 2021, at 3:00 p.m. (CST)

- Please submit one form for each Request for Information/Exceptions/Approved Equals to procurement@ccrta.org.

CCRTA's Response to Request for Information Due – Thursday, July 22, 2021

- Responses will be posted as an addendum to the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/.

Dates to Remember

Statement of Qualifications Due – Thursday, August 5, 2021 by 3:00 p.m. (CST)

- Written Statements of Qualifications must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401, until 3:00 p.m. (CST) or emailed to procurement@ccrta.org prior to deadline.
- **If hand delivered** – Deliver to the Staples Street Center, 3rd Floor, Reception area at 602 N. Staples Street, Corpus Christi, Texas 78401 by 3:00 p.m. (CST), August 5, 2021. The CCRTA's receptionist will date and time stamp the Statement of Qualifications.
 - Statements of Qualifications will be valid for one hundred eighty (180) calendar days from the board approval date.
 - It is the responsibility of the Offeror to ensure that the sealed Statement of Qualifications is delivered prior to the deadline.
 - Statements of Qualifications received after the deadline will not be accepted and will be returned to the Offeror unopened.
 - Any Statements of Qualifications which are mislabeled or do not indicate the Offeror's name or address as required may be opened by the CCRTA solely for the purpose of identifying the Offeror for return of the Statement of Qualifications.
- The CCRTA will evaluate each Statement of Qualifications for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms.

Tentative Contract Award – **September 8, 2021**

- CCRTA Board of Directors will meet to award a contract to the successful Offeror(s).

APPLICABLE DOCUMENTS

For the purposes of this procurement, the following Statement of Qualifications documents are applicable:

- Request for Qualifications,
- Instructions to Offerors,
- Special Instructions,
- Task Order Procedures for Indefinite Delivery/Indefinite Quantity (ID/IQ) Contracts
- Statement of Work,
- Scope of Services,
- Standard Service Terms and Conditions,
- Federal Supplement Conditions Professional Services (A&E),
- Special Provisions Concerning Disadvantaged Business Enterprises (DBEs),
- Certification Form (Appendix A),
- Certification and Statement of Qualifications (Appendix B),
- Disclosure of Interest Certification (Appendix C),
- Restriction of Lobbying (Appendix D),
- Sample Form 1295 Certificate of Interested Parties (Appendix E),
- Minimum Requirements (Appendix F),
- Accessibility Policy (Appendix G),
- DBE Participation Form (Appendix H),
- References (Appendix I),
- Request for Information Form (Appendix J), and
- Statement of Qualifications Checklist (Appendix K).

REQUIRED DOCUMENTS

The following documents must be signed and returned with your Statement of Qualifications in order for it to be considered responsive:

For mailed Statements of Qualifications submissions, please submit as follows:

- Statements of Qualifications Response to RFQ - **One (1) signed original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Certification Form (Appendix A),
- Certification and Statement of Qualifications (Appendix B),
- Disclosure of Interest Certification (Appendix C),
- Restriction of Lobbying (Appendix D)
- Minimum Requirements (Appendix F),
- Accessibility Policy (Appendix G),
- DBE Participation Form (Appendix H), and
- References (Appendix I).

For electronic Statement of Qualifications submissions to procurement@ccrta.org, please submit as follows:

- Statements of Qualifications Response, **(in one file)**, and
- Certification Forms (Appendix A, B, C, D, F, G, H, and I), **(in one electronic file)**.

Both electronic files should be clearly titled and submitted together in the same email. Statements of Qualifications must be signed. Failure to provide this information may deem your firm to be non-responsive.

INSTRUCTIONS TO OFFERORS

4. INFORMATION REQUIRED

4.2 Only signed, written Statements of Qualifications specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Qualifications will be considered.

5. SUBMISSION OF QUALIFICATIONS.

Statements of Qualifications Due Date: Thursday, August 5, 2021 by 3:00 p.m. (CST).

The following address should be used to mail a Statement of Qualifications to the CCRTA:

Corpus Christi Regional Transportation Authority

Staples Street Center

ATTN: Procurement Department

602 N. Staples Street

Corpus Christi, Texas 78401

Qualifications for: RFQ No. 2021-FS-12 General Architectural Services

INSTRUCTIONS TO OFFERORS

6. MODIFICATION OR WITHDRAWAL OF STATEMENT OF QUALIFICATIONS.

Statements of Qualifications may be modified or withdrawn by written or email notice received by the CCRTA prior to the exact hour and date specified for receipt of Statements of Qualifications.

7. OPENING QUALIFICATION.

All Statements of Qualifications shall be opened by the CCRTA as soon after the Statement of Qualifications deadline as is reasonably practicable. Information submitted in response to the RFQ shall not be released by the CCRTA during the qualification evaluation process or prior to Contract award. Offerors are advised that the CCRTA may be required to release statement information, other than trade secrets, after Contract award.

OFFERORS may attend the Opening of Qualifications scheduled for 3:00 p.m. (CST), Thursday, August 5, 2021 in the CCRTA's Board Room on the second floor of the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. To participate remotely via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. (CST), Thursday, August 5, 2021.

INSTRUCTIONS TO OFFERORS

8. EVALUATION FACTORS.

8.1. The CCRTA will award contracts based upon the criteria set forth in the Request for Qualifications. Contracts may be awarded on a fixed fee or cost reimbursement basis to one or more Offerors.

8.2. Pre-award inspection of the OFFEROR's facility may be made prior to the award of the Contract. Qualifications will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Qualifications for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. The terms "equipment" and "organization" as used herein shall be construed to mean a fully-equipped and well-established company in line with the best business practices in the industry as determined by the CCRTA. In making the award, the CCRTA may consider any evidence available to it of the financial, technical, and other qualifications and abilities of an Offeror, including past performance (experience) with the CCRTA and other similar customers. A record of nonperformance or poor performance may disqualify an Offeror from award.

INSTRUCTIONS TO OFFERORS

10. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 10.1. Reject or cancel any or all Statements of Qualifications;
- 10.2. Waive any defect, irregularity or informality in any Qualifications or Qualifications procedure;
- 10.3. Waive as an informality, minor deviations from specifications at a lower price than other Qualifications meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;
- 10.4. Extend the Qualifications due date;
- 10.5. Reissue an RFQ;
- 10.6. Procure any item or services by other means;
- 10.7. The CCRTA reserves the right to retain all Statements of Qualifications submitted. The selection or rejection of a Statement of Qualifications does not affect this right; and
- 10.8. The CCRTA reserves the right to negotiate a Contract with the Offeror having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the Statement of Qualifications submitted. The CCRTA additionally reserves the right to suspend negotiations with the first Offeror should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated Offeror.

INSTRUCTIONS TO OFFERORS

14. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

(Only to be submitted if chosen for award.)

Offerors must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” upon notification that Offeror has been recommended for award. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a “controlling interest” in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA.

For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

CERTIFICATION FORMS

Do **NOT** Alter Any Forms.

Doing so will deem your Statement of Qualifications as non-responsive.

Please fill out and sign the following forms and return with your signed Statement of Qualifications.

Reminders:

Acknowledge any addendums issued on the bottom of (Appendix B) Certification and Statement of Qualifications form.

Include your firm's DUNS number on the bottom of (Appendix B) Certification and Statement of Qualifications form. Be sure that your firm is registered with the **System of Award Management "SAM"** and visit SAM.gov to ensure that your firm's status is active with no exclusions before submitting your Statement of Qualifications.

What is "SAM"? And why do I need to register with "SAM"?

The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System.

Both current and potential government vendors are required to register in SAM in order to be awarded contracts by the Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

SAM is also a marketing tool for businesses. SAM allows Government agencies and contractors to search for your company based on your ability, size, location, experience, ownership, and more.

For more information on "SAM", please go to <http://sam.gov>.

Common Vendor Errors in Qualification Submittals:

- Forgetting to sign the Statement of Qualifications
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addenda
- Including promotional/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of the Statement of Qualifications

Project Overview

An overview of the following sections will be covered by Ms. Sharon Montez, Managing Director of Capital Projects and Customer Service:

1. Special Instructions
2. Task Order Procedures for Indefinite Deliver/Indefinite Quantity (ID/IQ) Contracts
3. Statement of Work
4. Scope of Services
5. Minimum Requirements (Appendix F)

Note: The above can be found in the RFQ.



Thank You
For Your
Attendance!