

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL & ENGINEERING SERVICES**

**Port of Beaumont Navigation District
of Jefferson County, Texas**

February 3, 2020

In accordance with Texas Government Code §2254, the Port of Beaumont Navigation District of Jefferson County, Texas (the “Port”) will receive Qualification Submittals for architectural and engineering services from multi-disciplined firms to provide design and construction management of a Security Access Control Center at the Port of Beaumont’s Orange County Terminal. A multi-disciplined firm will be selected based on the qualifications and experience in the fields of architecture and engineering, the level of comprehension of the services required, and demonstrated competence and qualifications in providing required services for the Port.

QUALIFICATION SUBMITTAL REQUIREMENTS

Qualification Submittals will be accepted until 2:00 p.m. local time, Friday, February 28, 2020. Submittals received after that date and time will not be considered.

Qualifications shall be submitted with three (3) copies and marked “QUALIFICATIONS FOR DESIGN AND CONSTRUCTION MANAGEMENT FOR A SECURITY ACCESS CONTROL CENTER ORANGE COUNTY TERMINAL - PORT OF BEAUMONT”. Qualifications shall be submitted to David C. Fisher, Port Director and CEO, Port of Beaumont at 1225 Main Street, Beaumont, Texas 77701.

Qualification Submittals shall include a title page listing the full company/firm name, address, phone number and email of the proposer and the name, title and signature of the company/firm representative authorized to make the Qualifications Submittal.

REQUIRED ENGINEERING SERVICES

Disciplines required may include architectural services, civil, structural, electrical, and mechanical engineering design, environmental, planning, construction administration, construction inspection, surveying and program management.

The Security Access Control Center and Canopy project shall:

1. Replace the existing guard office with a new building of up to 2,000 sq. ft.
2. Provide for a watch/monitoring area for the gate security officers, a walk-up area for security officers to enroll workers into a Physical Access Control System, a

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- dedicated mechanical / electronics room, a meeting area, a break room, a basic restroom, and storage room.
3. Provide basic utilities (water, electricity, communications and HVAC, etc.).
 4. Contain at least one area within the building meeting emergency management requirements to provide a secure area for Port security personnel during severe weather conditions.
 5. Construct a steel framed canopy with metal roof over three traffic lanes adjacent to security center with lighting and signage indicating the Port facility. The canopy will provide shelter over the vehicle screening area during adverse weather and at night light the vehicle screening area.
 6. Include an emergency generator with automatic transfer switch to power the entire security center and adjacent canopy.
 7. Consist of similar construction/appearance to the Port's administration building and existing Security Command and Control Center at the Port's Main Gate in Jefferson County.
 8. Comply with any and all applicable provisions of the Americans With Disabilities Act and other state and federal regulations affecting construction of the Security Access Center.

The above listing of requirements is intended to provide a firm with an understanding of the nature and purpose of the building. It is not intended to be a totally exhaustive listing of design criteria.

COMPANY/FIRM GENERAL INFORMATION

Firms submitting qualifications shall provide general information regarding the firm's history, organization, officers, expertise and other general introductory information relevant to this Request for Qualifications.

KEY PERSONNEL/QUALIFICATIONS

Firms submitting Qualifications shall indicate the individuals that would be assigned to provide the services required and serve as the primary Port consulting engineer(s), along with any key support staff and/or associates that will play a significant role in the planning, implementation, design and construction management of the project on the Orange County Terminal. The key personnel must possess substantial knowledge of and experience for the performance of the required services. Resumes and other information relating to the background and qualifications of key personnel and leaders assigned should be included in the Qualification Submittals.

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EXPERIENCE/REFERENCES

Include a list of your firm's most representative projects/clients like that required under this Request for Qualifications (LIMIT TO TOP TEN (10) PROJECTS/REFERENCES). Include a brief description of the project or work performed (work experience) along with a point of contact (reference) that the Port may use to research qualifications references and experience. All client listings will be used only for the purpose of selecting a firm for the work required under this Request for Qualifications.

SELECTION CRITERIA

The following criteria will be used in selecting a firm and subsequent award of a contract, as applicable.

1. Demonstrated competence and qualifications regarding the firm's ability to perform the required services.
2. Professional background and expertise of the primary architect and engineer(s) and key personnel assigned to perform the required services.
3. Degree of interest and comprehension shown in performing the work and the comprehensive nature of the Qualifications Submittal.
4. Presence of local area office or method of allocation of required services timely as needed by the Port.

Upon review and evaluation of the Qualification Submittals, the Port, at its sole discretion, may conduct interviews of selected firms before making a final selection.

The award of a contract for the services shall be made, in accordance with Texas Government Code §2254.003 and §2254.004, to the responsible proposer whose qualifications and demonstrated competence is determined to be the best and most qualified evaluated submittal for the Port of Beaumont as set forth above in this Request for Qualifications.

FEES

Firms submitting their Qualifications **SHALL NOT** include any fee schedules or project cost estimates for engineering services in their submittals. Upon selection of the most qualified provider in accordance with Texas Government Code §2254.004, a contract shall be negotiated, including negotiation of fair and reasonable fees, with the most qualified provider in accordance with Texas Government Code §2254.003.

The award of a contract for the services shall be made to the responsible proposer whose Qualifications is determined to be the best and most qualified evaluated offer resulting

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from negotiation considering the evaluation set forth above in this Request for Qualifications.

GENERAL CONDITIONS/INFORMATON

Nothing in this Request for Qualifications is intended to exclude any responsible firm from submitting a Qualification Submittal. All responsible firms are encouraged to submit Qualifications.

No person has the authority to verbally alter the provisions contained in this Request for Qualifications. Any revisions or amendments to this Request for Qualifications must be made in writing and approved by the Port Director & CEO. In the event said revisions or amendments are approved, these will be forwarded to each firm holding a Request for Qualifications.

Information provided in a Qualification Submittal shall not be disclosed to competing proposers until a contract for the project is awarded. After a contract for the project is awarded, Qualifications shall be opened for public inspection except for information specified in a program as a trade secret or as confidential, and such information shall be kept confidential; however, the proposer shall bear all cost and expense that may arise if an open records request is made for information identified as a trade secret or confidential in a Qualification Submittal, and the Port proceeds with a request for an Attorney General's opinion as to whether the information identified is a trade secret or should remain confidential and not subject to the disclosure under the Texas Public Information Act.

By approval of this Request for Qualifications, the Port Commission of the Port states that it will reserve the right that it will conduct negotiations with responsible parties submitting Qualifications and will accord fair and equal treatment with respect to any opportunity for negotiation, and if deemed in the best interest of the Port, revision of Qualifications. The Port acting by and through its Port Commission reserves the right to permit revisions to Qualifications after the submission of a Qualifications and before award of a contract for the project; however, if any revision changes the project specified in the Request for Qualifications, all firms submitting qualifications shall have an opportunity to submit revisions prior to the close of negotiations and the award of a contract for the project.

All companies wishing to submit Qualifications may contact Randal S. Ogrzydziak, Director of Facilities & Security at 409-835-5367, to arrange to visit the Port to observe the site and obtain additional information as deemed appropriate for formulating a proposal for a Qualifications Submittal.

Any person or business enterprise proposing to contract or contracting with the Port commits an offense punishable under the Texas Penal Code if said person or business enterprise offers, confers or agrees to confer any benefit as consideration for a decision, opinion, recommendation, vote or exercise of discretion by a commissioner or in

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exchange for a commissioner exercising his official powers or performing his official duties that result in any violation of law or the policies and procedures of the Board of Port Commissioners. Any person or business enterprise engaging in such conduct may, in addition to being subject to criminal penalties, have proposed or existing contracts with the Port terminated and may be excluded from future business relations with the Port for a period of time as determined by the Board of Commissioners of the Port.

The successful proposer will be required to execute a Professional Services Agreement between the Port and the proposer. The Port may provide the form of Professional Services Agreement with the enumerated services set forth above included and consider in that proposal other terms and conditions including fees for various services to be negotiated between the Port and the successful proposer. The successful proposer may submit a draft Professional Services Agreement to the Port for consideration with the understanding that the Port is not obligated to undertake the execution of any proposer submitted agreement that it deems to be not within the best interest of the Port.

Awarded Firm(s): Submission of FORM 1295¹ (Texas Ethics Commission):

Pursuant to Texas Government Code, Section 2252.908 (the “Interested Party Disclosure Act”), the Port of Beaumont may not award the Project to a bidder unless the bidder submits a Certificate of Interested Parties Form 1295 (the “Disclosure Form”) to the Port of Beaumont as prescribed by the Texas Ethics Commission (“TEC”). In the event that the bidder’s bid for the Project is the best bid received, the Port of Beaumont, acting through its Chief Executive Officer, will promptly notify the bidder. That notification will serve as the conditional verbal acceptance of the bid and the winning bidder must promptly file the materials described below. A sample Disclosure Form is contained herein as Exhibit “A”.

PROCESS FOR COMPLETING THE DISCLOSURE FORM:

The Disclosure Form can be found at <https://www.ethics.state.tx.us>, and reference should be made to the following information in order to complete it: (a) item 2 – Port of Beaumont Navigation District of Jefferson County, Texas, (b) item 3—the identification number (00030), and (c) item 3-description of goods or services assigned to this contract by the Port of Beaumont.

The Port of Beaumont cannot accept and acknowledge your bid as the conditional winning bid unless and until you:

- (1) Complete the Disclosure Form electronically at the TEC’s electronic portal; and

¹ Form 1295 is not required for the following contracts if entered into or amended on or after January 1, 2018: (1) a sponsored research contract of an institution of higher education; (2) an interagency contract of a state agency or an institution of higher education; (3) a contract related to health and human services if: 1. (a) the value of the contract cannot be determined at the time the contract is executed; and 2. (b) any qualified vendor is eligible for the contract; (4) a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity; (5) a contract with an electric utility, as that term is defined in Section 31.002, Utilities Code, or (6) a contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.

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- (2) Print, sign, and deliver a copy of the Disclosure Form and Certification of Filing as generated by the TEC’s electronic portal.

These materials must be electronically delivered to Tracy Mills with the Port of Beaumont at tm@pobtx.com.

Time will be of the essence in submitting the form to the Port of Beaumont, and the winning bid will not be accepted by the Port of Beaumont unless a completed Disclosure Form is received on time.

Neither the Port of Beaumont nor its consultants have the ability to verify the information included in the Disclosure Form, and neither have an obligation nor undertake responsibility for advising bidder with respect to the proper completion of the Disclosure Form. Consequently, an entity intending to bid on the Project should consult its own advisors to the extent it deems necessary and be prepared to submit the completed form promptly upon notification from the Port of Beaumont that its bid is the conditional winning bid.

Additionally, the winning bidder must complete the House Bill 89 Verification, attached as Exhibit “B” to this Request for Qualifications and a Texas Government Code Chapter 2252 Certification, attached as Exhibit “C” to this Request for Qualifications.

David C. Fisher
Port Director & CEO