

Item 13



Travis County Commissioners Court Agenda Request

Meeting Date: July 9, 2013

Prepared By/Phone Number: Jesus Angel Gómez/854-1187; Marvin Brice, CPPB/854-9765

Elected/Appointed Official/Dept. Head: Cyd V. Grimes, C.P.M., CPPO

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Discuss and take appropriate action on request to authorize Purchasing Agent to issue Request for Qualifications (RFQ) for Professional Consulting Services for the Adult Correctional System Needs Analysis and Master Plan Update.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

Subject draft RFQ and draft Professional Services Agreement (PSA) is for the procurement of professional consulting services required for the development of documents for the Adult Correctional System Needs Analysis and Master Plan Update, as outlined below in an excerpt from the RFQ Scope of Services.

Travis County is seeking an expert to work with County staff to conduct a review of the adult criminal system, starting with the current court operations that feed into the need for additional jail bed days. Current booking and jail operations review should address staffing, health care, inmate services, program delivery, classification and bed utilization.

Phase I – Court System Data Analysis; Review of Jail Operations;
Evaluation of Inmate Population and Forecast of Physical Plant Needs

The results of this analysis will determine the need for additional and/or replacement beds by bed type in the adult correctional system. This analysis will identify the cost, staffing and time impact on the system of inmate transports to and from court proceedings and ways to mitigate the need for transports other than the use of video.

Phase II – Physical Plant Review; Perform Project Management and Support of inter-gration data/findings; Develop Final Report

Respondents to the RFQ should have nationally recognized credentials in the field of effective and efficient criminal court system delivery and adult correctional system management and design. The consultant should have demonstrated expertise in producing reliable long-term projections for both court systems and correctional systems, accounting for the impact of one system on the other.

Staff request approval of the RFQ including the Scope of Services and authorization for RFQ issuance by the Purchasing Agent.

REQUESTED ACTION:

_____Approved _____Disapproved

Judge Samuel T. Biscoe

Date

PLANNING AND BUDGET OFFICE

TRAVIS COUNTY, TEXAS



700 Lavaca Street, Suite 1580
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

March 11, 2013

TO: Marvin Brice, Assistant Purchasing Agent, Purchasing Office

FROM: Belinda Powell, Strategic Planning Manager, Planning & Budget Office

SUBJECT: **Draft Scope of Work for a proposed Request for Services to complete an Adult Correctional System Needs Analysis and Master Plan Update.**

Included on the Fiscal Year 2013 Budget for General Administration is funding to provide services to assess the upcoming needs for the adult correctional system. The attached draft scope of work document has been prepared in conjunction with Justice & Public Safety, the Travis County Sheriff's Office and the Office of Court Administration for the Criminal Courts, and the presiding District Criminal Court Judge.

Please note that the scope of work proposes two phases of work. The Phase I work is intended to be contracted for at this time with an understanding contained in the RFS language that subject to performance of the selected vendor they may be asked to continue into Phase Two as generally described in the scope of work. Phase II work will be further defined and refined after the Needs Analysis as the results of Phase I may impact the detailed scope of work for Phase II. The Phase II work will need to be funded in Fiscal Year 2014 or 2015 depending on when the Phase I work is completed. The Phase I analysis is a comprehensive look up stream portions of the Justice system that may impact the facilities needed in the Phase II or Master Plan portion of the project.

The intent is that an assessment that includes initiatives on the part of the Criminal Court system to reduce transportation costs for some dockets may also affect the number and types of jail beds that will need to be provided at the Travis County Correctional Complex in Del Valle. Additionally, consideration must be given to the impact of developing a new central booking facility and the planned demolition of the Travis County Jail currently located in the Central Campus in downtown Austin.

Currently, there is an on-going discussion as to whether PBO Strategic Resource Planning or Justice & Public Safety staff will be the Project Manager for this collaborative project. Therefore funds have not been requested to transfer from General Administration to one of the office at the time. I anticipate that this decision will be made in the next several weeks before an RFS is

awarded. If funds must be transferred before the RFS is issued, please advise me as to when the transfer request should go to Commissioners Court in order not to delay you in your efforts on our behalf. **The current budget for Phase I of the work is \$490,000, FC: 1100010000; Commitment Item number: 511971.**

The Evaluation Committee for the RFS should include technical representatives from Justice & Public Safety, Facilities Management Department and Mark Gilbert and me from PBO. It is not suggested that PBO have more than one vote, we just need to be able to discuss the vendor qualifications and work plans/management plans during the evaluation process. Additionally, if stakeholders are included in the evaluation team, a member from TSCO and Criminal Court Administration should be considered to fill those

Thank you for your assistance. Please let me know when this project is assigned to someone and what else I can do to assist you in the preparation of the RFS.

CC:

Leslie Browder, County Executive Planning & Budget
Roger Jefferies, County Executive Justice & Public Safety
Mark Gilbert, AICP, Sr. Planner, Planning & Budget
Roger El Khoury, M.S., P.E., Director Facilities Management Department
Ken Gaede, AIA, Sr. Project Manager, Facilities Management Department
Major Darren Long, Travis County Sheriff's Office
Debra Hale, Mark Erwin, and Tonya Watson, Criminal Court Administration



PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

700 Lavaca, Ste 1560
P.O. Box 1748
Austin, Texas 78767

MEMORANDUM

July 1, 2013

To: Cyd Grimes, Travis County Purchasing Agent

From: Mark Gilbert, Senior Planner, Planning & Budget

Re: Agenda Request for Adult System Needs Analysis RFQ (Q1304-002-AG)

We would like to request an agenda item be posted under Purchasing Items to the next available Commissioners Court Agenda regarding the issuance of Request for Qualifications (RFQ) No. Q1304-002-AG, Adult System Needs Analysis and Master Plan Update. Funding is currently available under General Administration. This project will be executed in conjunction with Criminal Justice Planning, and the appropriate budget will be transferred to that office upon approval and execution.

Thank you,

A handwritten signature in black ink that reads "Mark Gilbert".

Mark Gilbert

CC:

Marvin Brice, Purchasing
Jesus Gomez, Purchasing
Leslie Browder, PBO
Belinda Powell, PBO



TRAVIS COUNTY PURCHASING OFFICE

Cyd V. Grimes, C.P.M., CPPO, Purchasing Agent

700 Lavaca, Suite 800 / Austin, Texas 78701 / (512) 854-9700 / Fax (512) 854-9185

July 10, 2013

You are invited to submit your Qualifications Statements in accordance with the instructions in this Request for Qualifications (RFQ) **#Q1304-002-AG**, Professional Consultant Services for the **Adult Correctional System Needs Analysis and Master Plan Update**. **An original Qualifications Statement and eight (8) copies** must be submitted to the Travis County Purchasing Agent, 700 Lavaca, Suite 800, Austin, Texas no later than **2:00 p.m., Central Standard Time, on August 07, 2013**.

You may upload your Statement of Qualifications (SOQ) to Travis County's third-party online procurement website, **Bidsync.com**, no later than **2:00 p.m., Central Standard Time, on August 07, 2013**.

***Please upload only one pdf document. If you submit your SOQ online, you shall also submit an original and eight (8) hard copies.**

There is no expressed or implied obligation for Travis County to reimburse respondents for preparing Qualifications Statements in response to this request, and Travis County will not reimburse such expenses.

Qualifications Statements not submitted electronically must be submitted to the Travis County Purchasing Agent in a sealed envelope addressed to:

**CYD V. GRIMES, C.P.M., CPPO
TRAVIS COUNTY PURCHASING AGENT
700 LAVACA, SUITE 800
AUSTIN, TEXAS 78701**

and the envelope in which the Qualifications Statements are enclosed is to be marked:

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL CONSULTANT SERVICES FOR
THE ADULT CORRECTIONAL SYSTEM NEEDS ANALYSIS
AND MASTER PLAN UPDATE
RFQ #Q1304-002-AG
DO NOT OPEN IN MAILROOM**

Further information may be obtained by calling the Purchasing Office at (512) 854-9700.

Sincerely,

Cyd V. Grimes, C.P.M., CPPO
Purchasing Agent

CVG:jgw

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL CONSULTANT SERVICES FOR
THE ADULT CORRECTIONAL SYSTEM NEEDS ANALYSIS
AND MASTER PLAN UPDATE**

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PART II **PROFESSIONAL SERVICES**

This entire section will become Appendix A, Scope of Services, to the Professional Services Agreement (PSA). To view a draft version of the PSA, please visit the Travis County FTP site.

To access Travis County's FTP site, please go to link below and use the login name and password as provided, which are case-sensitive:

<https://ftpservice.co.travis.tx.us>

Username: purchguest
Password: Purchguest1

Select the project folder named RFQ DRAFT PSA, and then click the left arrow to transfer the project folder to your local computer directory.

PART III **RFQ ATTACHMENTS**

ATTACHMENT 1	PROFESSIONAL SERVICES QUESTIONNAIRE
ATTACHMENT 2	HUB DECLARATION AND LIST OF CERTIFIED HUB SUBCONTRACTORS
ATTACHMENT 3	DETERMINATION OF GOOD FAITH EFFORT
ATTACHMENT 4	ETHICS AFFIDAVIT
	EXHIBIT A: SEE ATTACHED KEY CONTRACTING PERSONS LIST
ATTACHMENT 5	STATEMENT INFORMATION AFFIDAVIT

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL CONSULTANT SERVICE FOR
THE ADULT CORRECTIONAL SYSTEM NEEDS ANALYSIS
AND MASTER PLAN UPDATE**

PART I - GENERAL INFORMATION

1.0 REQUEST FOR QUALIFICATIONS STATEMENT

The Travis County Purchasing Office, in conjunction with the Travis County Justice & Public Safety office (collectively, the “County”) seeks Qualifications Statements from professional consultant firms (“Respondent” or “Consultant”) to provide professional consultant services as described in this RFQ.

2.0 THE PROJECT

For purposes of this RFQ, the “Project” means professional consultant services required for the development of plans, reports, processes and procedures for the [Adult Correctional System Needs Analysis and Master Plan Update](#) located in [Travis County, Texas](#).

3.0 SCOPE OF SERVICES

Refer to Part II of this RFQ.

4.0 REQUIREMENTS FOR STATEMENT

- 4.1 Statements submitted in response to this RFQ must include the completed Professional Services Questionnaire (Attachment 1) and any other information supplemental to the questionnaire that will aid in the evaluation. The questionnaire must be filled out completely. No modifications may be made to the wording of the questions. Statements submitted with questionnaires that are incomplete, inaccurate, or that have been altered are subject to rejection.
- 4.2 Respondents may submit Qualifications Statements as individual firms or as joint ventures, provided that all Joint Venture firms must be engaged in the actual performance of professional consultant services (requiring a registered professional on staff) where these activities are defined as basic services in the Draft Professional Services Agreement.
- 4.3 Respondents must submit a Technical Plan outlining their approach to the Scope of Services included in Part II of this RFQ and how they intend to meet County objectives. The Technical Plan must also describe any other supportive related services the Consultant will provide to achieve a comprehensive approach to a Needs Analysis and Master Plan Update.
- 4.4 Respondents must produce a Critical Path Method schedule (“CPM”) detailing the phases of service for the accomplishment of the Project. The schedule must include activities to be performed by the Consultant for purposes of providing reports, obtaining approvals, and preparing for reviewing periods. The schedule will be used as a planning tool by the County and the Consultant to coordinate all phases of service leading up to the issuance of the construction documents for bidding.
- 4.5 The Qualifications Statement must include an organizational chart showing the organizational structure of the Project, a single point of contact with the County, and a general explanation describing Project leadership and reporting responsibilities.

- 4.6 The Statement must include the name, complete address, telephone number, and email address of the Respondent or the person in the Respondent's organization who is authorized to negotiate contract terms and render binding decisions on contract matters.
- 4.7 The County, at its sole discretion, expressly reserves the right to request any additional information from a Respondent that is deemed relevant to this RFQ. All responses in the Statement will be reviewed for accuracy and Respondent may be required to provide additional information in support of those Statements. Statements that cannot be verified as to accuracy may be discounted in the evaluation process.

5.0 HISTORICALLY UNDERUTILIZED BUSINESS (HUB) REQUIREMENTS

It is the policy of the County that HUBs will have the maximum opportunity to participate in the performance of County contracts and subcontracts. The Travis County HUB Program participation goals in the Professional Services category are **an overall 15.8% for Minority-Owned Business Enterprises (MBE) and an Overall 15.8% for Woman-Owned Business Enterprises (WBE). (Sub-goals: 1.9% African-American, 9.0% Hispanic-American, 4.9% Native/Asian-American) of the Contract Sum.** The program strongly encourages Respondent(s) to initiate a "Good Faith Effort" to provide subconsulting opportunities to Certified HUBs. The "Historically Underutilized Business (HUB) Declaration" forms (Attachment 2), along with the "Determination of Good Faith Effort" Checklist (Attachment 3), must be completed and returned with the Qualifications Statement. To be considered as a Certified HUB, the Respondent and/or Subconsultant must have officially been certified as a HUB, M/WBE or Disadvantaged Business Enterprise (DBE) by either the State of Texas, the City of Austin, or the Texas Unified Certification Program and must hold a current certification at the time the Contract or Subcontract is signed.

The Respondent to whom the contract is awarded (the "CONSULTANT") shall be responsible for the use of the Vendor Tracking System ("VTS") and require all subconsultants to be responsible for system reporting. The VTS system electronically tracks payments to all first-tier subconsultants. Training and access is provided by the Travis County HUB Office after award.

6.0 STATEMENT OF QUALIFICATIONS AND TECHNICAL PLAN

- 6.1 An evaluation committee comprised of County staff will review and evaluate the Statement of Qualifications (SOQ) and Technical Plan submission as follows:
- 6.1.1 Written submissions will be evaluated and scored using the Evaluation Criteria set forth in paragraphs 6.4.1 – 6.4.4 below. The scores received may be used to identify a "shortlist" of Respondents.
- 6.1.2 If the County short-lists the Respondent firms, those shortlisted may be asked to make an oral presentation of their Technical Plan to the evaluation committee. In addition to the oral presentation, each firm will be interviewed. The oral presentation and interviews will be evaluated and scored in those categories listed in paragraph 6.5.1, below.
- 6.1.3 After interviews, the Purchasing Agent and County Executive of Justice & Public Safety will make a recommendation for contract negotiation to the Commissioners Court based upon the final evaluation score.

NOTE: The final evaluation score will be based solely on the oral presentation and interview score. The SOQ and Technical Plan scores will be used only in the initial phase to "shortlist"

Respondent firms.

- 6.1.4 The Commissioners Court, at its option, may accept the recommendation of the evaluation committee and/or request that presentations be made directly to the Court for further evaluation.
 - 6.1.5 The Commissioners Court will select the firm that is determined to be the most highly qualified Respondent on the basis of demonstrated competence and qualifications, and authorize the Purchasing Agent and County Executive of Justice & Public Safety, or their authorized representatives, to negotiate a contract at a fair and reasonable fee.
 - 6.1.6 Should an agreement not be reached with the selected firm, the Commissioners Court will then direct staff to begin negotiations with the next most highly qualified Respondent. This process will continue until a contract is finalized.
- 6.2 The County reserves the right to consider any other criteria that might be relevant with respect to the goals to be achieved by this RFQ. In consideration of the submittals, the County reserves the right to select the acceptable Respondent(s) that offer conditions most favorable to the County. As a result of any past experience with or investigations into any proposed firms or team member, the County reserves the right to suggest changes to the makeup of any proposed Project team.

Additional information that the County may consider in evaluating Respondents is listed below:

- 6.2.1 Local Office: Work to be performed locally
 - 6.2.2 Previous Work/Projects with Travis County
 - 6.2.3 Financial Limitations: Financial Capability
 - 6.2.4 Recent Audit by a Governmental Entity
 - 6.2.5 Legal Considerations: Liability Insurance, Lawsuits
 - 6.2.6 Will current workload impede firm's ability to complete this work on time?
 - 6.2.7 Objections to PSA
- 6.3 Respondent may submit either as a Prime Firm or a Joint Venture, provided that all Joint Venture firms must be engaged in the actual performance of the professional services solicited in this RFQ.

The Statement of Qualifications and Technical Plan Evaluation Criteria set forth in paragraphs 6.4.1 – 6.4.4 below will be evaluated using the weighted evaluation factors and corresponding percentage (%) scale as listed below, for which points (1 – 5) will be assigned, based on information submitted for all Primes or Joint Ventures, and Subconsultants. The scale is as follows:

- 6.3.1 Minimally Acceptable
 - 6.3.2 Acceptable
 - 6.3.3 Slightly Above Acceptable
 - 6.3.4 Significantly Above Acceptable
 - 6.3.5 Superior
- 6.4 STATEMENT OF QUALIFICATIONS AND TECHNICAL PLAN EVALUATION

Respondents will be evaluated across four criteria, each weighted with the percentage indicated. All four categories add up to 100%.

The scores of all Evaluation Committee Members will be added together to arrive at each firm's total score for the SOQ and Technical Plan.

6.4.1 EXPERIENCE OF STAFF (40%)

Respondent must have sufficiently experienced current full-time staff, both registered professionals in the applicable field and technical and administrative support staff, to competently and efficiently perform the work. Individual Project team members assigned to this Project and identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions. All work performed by the members of the Project team during the past ten years that relates to, and will contribute toward, the success of the Project will be considered. For the projects Respondent claims as pertinent to this Project, the Respondent must provide documentation of Project team members' individual experience that demonstrates experience with Courts and Correctional planning, operational analysis and design.

6.4.2 PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE (10%)

The Prime Firm (or Joint Venture firm) identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions. All work performed by the members of the Project team during the past ten years that relates to, and will contribute toward, the success of the Project will be considered. For this Project, Respondent is required to indicate the number and total cost of successful similar projects undertaken by the firm(s) of the Project team. For the projects Respondent claims as pertinent to this Project, the Respondent must provide documentation that demonstrates the Prime (or Joint Venture) Firm's experience with Courts and Correctional planning, operational analysis and design.

6.4.3 SUBCONSULTANT'S COMPARABLE PROJECT EXPERIENCE (10%)

Members of the subconsultant's Project team assigned to this Project and identified in the Project management chart must have work experience pertinent to the Project under consideration and local conditions. All work performed by the members of the Project team during the past ten years that relates to, and will contribute toward, the success of the Project will be considered. For the projects Respondent claims as pertinent to this Project, the Respondent must provide documentation that demonstrates the subconsultant's experience with Courts and Correctional planning, operational analysis and design.

6.4.4 WRITTEN TECHNICAL PLAN (40%)

The Technical Plan will be evaluated in four categories, each weighted with the percentage indicated. All four categories add up to 40%. Consistent with the evaluation process used throughout this SOQ and Technical Plan evaluation phase, scoring will be based on points (1 – 5) assigned for each of the six categories.

- 1) Project knowledge (10%)
- 2) Completeness (10%)
- 3) Clarity (10%)
- 4) Cohesiveness (10%)

The evaluation committee members will also consider as a general matter if they like the plan and believe it will be suitable to the task at hand.

6.5 **PROFESSIONAL SERVICES – ORAL PRESENTATION OF TECHNICAL PLAN AND INTERVIEW EVALUATION**

Highest-ranked firms that meet the minimum requirements listed above may be “shortlisted” (a minimum of 2 firms and maximum of 5 firms) and invited to have their key staff members make a presentation of their Technical Plan to the evaluation committee and, if requested, to the Commissioners Court. In addition, each shortlisted firm will be interviewed as described below. Each interviewed firm will be asked the same questions. The scoring criteria for the presentation and interview are described in section 6.5.1, below.

6.5.1 **ORAL PRESENTATION AND INTERVIEW**

The oral presentation and interview will be evaluated in four categories, each weighted with the percentage indicated. All four categories add up to 40%. As in the Statement of Qualifications/Technical Plan evaluation process, scoring will be based on points (1 – 5) assigned for each of the six categories.

- 6.5.1.1 Project knowledge (25%)
- 6.5.1.2 Completeness (25%)
- 6.5.1.3 Clarity (25%)
- 6.5.1.4 Cohesiveness (25%)

The evaluation committee members will also consider as a general matter if they like the plan and believe it will be suitable to the task at hand.

For the oral presentation and interview evaluation, points will be assigned on the following basis:

Score of 1 = Minimally Acceptable: Typical Basic Services tasks listed and/or discussed with no reference to specific Project design concerns.

Score of 2 = Acceptable: Typical Basic Services tasks listed and/or discussed with little reference to specific Project design concerns.

Score of 3 = Slightly Above Acceptable: Basic Services tasks listed, plus discussion of specific aspects of this Project.

Score of 4 = Significantly Above Acceptable: Basic Services tasks listed, plus discussion of specific aspects of this Project. Plan demonstrates familiarity with or demonstrated experience in the Project area and knowledge of local criteria conditions, ordinances, permitting processes, etc., and includes recommendations for reducing Project costs by outlining a value consultant approach.

Score of 5 = Superior: The above, plus solutions to Project-specific design issues or methods of expediting design and construction timelines.

7.0 OTHER CONDITIONS

- 7.1 All costs directly or indirectly related to the preparation of the response to this RFQ, including any oral presentation which may be required by the County, will be borne solely by the Respondent.
- 7.2 The Respondent must provide a Statement that it will not discriminate against any federal, state, local protected class, employee or applicant for employment because of race, religion, sex, color, or national origin and that said firm(s) will make efforts to ensure that employment is offered to applicants without regard to their race, religion, sex, color, or national origin. The Statement should include a description of any existing affirmative action plan.
- 7.3 The Respondent must provide a Statement indicating compliance by all Prime and subconsultant firms with the Travis County Ethics Policy.

7.4 DEFINITIONS:

- 7.4.1 The term “Agreement” means the Professional Services Agreement awarded pursuant to this Request for Qualifications, including any and all attachments, exhibits, appendices, and other documents incorporated therein by reference.
- 7.4.2 Planning and Budget Office (“PBO”) means the County Executive and acts as staff to the Commissioners Court. A Project Manager will be assigned to this Project from the PBO. All communications and direction must be through the Project Manager.
- 7.4.3 The Travis County Purchasing Office (“TCPO”) means the County Office responsible for advising the Commissioners Court on all procurements by the County. The Purchasing Agent reports to the Purchasing Board.

7.5 FORFEITURE OF AGREEMENT:

Respondent will forfeit all benefits of the Agreement and County shall retain all performance by Respondent and recover all consideration or the value of all consideration, paid to Respondent pursuant to the Agreement if:

- 7.5.1 Respondent was doing business with any Key Contracting Person at the time of execution of the Agreement or had done business during the 365 day period immediately prior to the date on which it is executed; or
- 7.5.2 Respondent does business with a Key Contracting Person at any time after the date on which the Agreement is executed and prior to full performance of the Agreement.
- 7.5.3 “Was doing business” and “had done business” mean:
 - (A) Paying or receiving in any calendar year any money valuable thing which is worth more than \$250 in the aggregate in exchange for personal services or for purchase of any property or property interest, either real or personal, either legal or equitable; or
 - (B) Loaning or receiving a loan of money; or goods or otherwise creating or having in existence any legal obligation or debt with a value of more than \$250 in the aggregate in a calendar year;

but does not include:

(C) any retail transaction for goods or services sold to a Key Contracting Person at a posted, published, or marked price available to the general public;

(D) any financial services product sold to a Key Contracting Person for personal, family, or household purposes in accordance with pricing guidelines applicable to similarly situated individuals with similar risks as determined by the Respondent in the ordinary course of its business; or

(E) a transaction for a financial service or insurance coverage made on behalf of the Respondent if the Respondent is a national or multinational corporation by an agent, employee or other representative of the Respondent who does not know and is not in a position that he or she should have known about the Agreement.

7.5.4 “Key Contracting Person” means any person or business listed in listed in Exhibit A to Attachment 4 (“Ethics Affidavit”), attached to their RFQ and made a part hereof.

7.6 Pursuant to Local Government Code Section 262.024(a)(4), the services contemplated by this Request for Qualifications are exempt from the bidding requirements of the County Purchasing Act as they are professional services.

7.7 In considering the Qualifications Statements, the County reserves the right to select the Respondent who offers contractual terms and conditions most favorable to the County.

7.8 The County expressly reserves the right to reject any or all Qualifications Statements, or part(s) of any Qualifications Statement, received in response to this RFQ or to contract with other entities for provision of the services related to this RFQ, regardless of whether that other entity submitted a Qualifications Statement in response to this RFQ. Requirements stated in the RFQ may become part of the Agreement and any deviations from these requirements must be specifically defined by the Respondent in the resulting Qualifications Statement that, if accepted, may also become part of the Agreement. The County, however, reserves the right to modify the conditions of the RFQ, to contract for segments of this RFQ, or to negotiate the price and any other terms with prospective Respondents as needed. The work to be provided under this RFQ shall not be assignable by the Respondent without the prior express written permission of the Commissioners Court.

7.9 Respondent must comply with all applicable rules and regulations of federal, state, and local governing entities.

7.10 Respondent(s) must provide a notarized Statement Information Affidavit (Attachment 5) that all information provided in the Qualifications Statement and in any discussions with the Commissioners Court and/or staff is true and accurate to the knowledge of Respondent(s).

7.11 Conflict of Interest Questionnaire

If required by Chapter 176, Texas Local Government Code, the Respondent must complete and file the Conflict of Interest Questionnaire with the County Clerk, Elections Division, 5501 Airport Blvd., Austin, Texas 78751. The Respondent must update this Questionnaire by September 1 of each year for the duration of the Agreement, as required by Chapter 176 of the Local Government Code. In addition, if any statement on a submitted Questionnaire becomes incomplete or inaccurate, the Respondent must submit an updated Questionnaire. The Respondent should note that the law requires the County to provide access to a filed Questionnaire on the official Travis County Internet website.

7.12 Certification of Eligibility

This provision applies if the anticipated contract exceeds \$25,000. By submitting a statement in response to this solicitation, the Respondent certifies that at the time of submission, he/she is not on the federal government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of Statement submission and time of award, the Respondent must notify the Travis County Purchasing Agent. Failure to do so may result in terminating the Agreement for default.

7.13 **RFQ DOCUMENTS THAT MUST BE COMPLETED AND RETURNED WITH THE QUALIFICATIONS STATEMENT ARE:**

- ATTACHMENT 1** PROFESSIONAL SERVICES QUESTIONNAIRE
- ATTACHMENT 2** HUB DECLARATION AND LIST OF CERTIFIED HUB
SUBCONSULTANTS
- ATTACHMENT 3** DETERMINATION OF GOOD FAITH EFFORTS
- ATTACHMENT 4** ETHICS AFFIDAVIT
EXHIBIT A KEY CONTRACTING PERSONS LIST
- ATTACHMENT 5** STATEMENT INFORMATION AFFIDAVIT

PART II
PROFESSIONAL SERVICES FOR
THE ADULT CORRECTIONAL SYSTEM NEEDS ANALYSIS
AND MASTER PLAN UPDATE

SCOPE OF SERVICES

1.0 PROJECT BACKGROUND AND APPROACH

In 2011, Travis County completed a Central Campus Needs Assessment and Master Plan that identified the need to expand criminal court facilities in the central business district in the near future, necessitating the construction of a new central booking facility and the demolition of an existing multi-story jail located in the central business district. Travis County now wishes to conduct a more detailed review of the criminal court system and jail operations to determine the best approach to satisfy future need as the population of Travis County continues to grow. This review is intended to continue the work started in the Central Campus Master plan by refining the analysis of the criminal court system growth that in part determines the need for capacity in the jail system. Additionally, an update to and refinement of the forecasted size of the future central booking facility will need to be performed to prepare for facility development. This analysis should consider the impact of potential independent booking and magistration facilities by the City of Austin (APD). In concert with the refinement of the criminal court system data, a review of the correctional facility located outside of the downtown will be developed to ensure future growth and replacement beds are categorized and planned for development in the future.

Travis County is seeking an expert to work with County staff to conduct a review of the adult correctional system, starting with the current court operations that feed into the need for additional jail bed days. Current booking and jail operations review should address staffing, health care, inmate services, program delivery, classification, and bed utilization. The results of this analysis will determine the need for additional and/or replacement beds by bed type in the adult correctional system. This analysis will identify the cost, staffing, and time impact on the system of inmate transports to and from court proceedings and ways to mitigate the need for transports other than the use of video. The Consultant should have nationally recognized credentials in the field of effective and efficient criminal court system delivery and adult correctional system management and design. The Consultant should have demonstrated expertise in producing reliable long-term projections for both court systems and correctional systems, accounting for the impact of one system on the other.

This analysis is to be performed in a collaborative fashion. The Consultant will provide advice and assistance to County staff in the collection of the court system data necessary to review the impacts of inmate transports to court and identify alternatives to alleviate such impacts. The Consultant will draw on their national expertise to inform the development of the correctional system needs assessment.

2.0 FORMAT OF THE INFORMATION TO BE EXCHANGED

The Consultant agrees to make all information for this Project available to Travis County using the Microsoft Office 2010 suite of software.

3.0 TASKS TO BE PERFORMED

3.1 Court System Data Analysis

3.1.1 Review and evaluate filing and disposition trends and develop court system forecast:

This assessment will include, at a minimum, the following analyses:

- 3.1.1.1 Work with County staff to evaluate historical data related to filings in the criminal court system at both the District and County levels.
 - Review court measures and dimensions provided by Travis County (case filings, dispositions, revocations, etc.), and cross-tabulate attributes as necessary to determine historic correlations and determinants to assist in the development of a forecast.
- 3.1.1.2 Analyze criminal court measures by court and case type for both District and County courts and in-custody and out-of-custody defendants.
 - Analysis of relevant criminal court measures (cases and revocations disposed, age of case bands, time to disposition bands, booking to filing bands, settings to disposition, jail initial length of stay, etc.).
- 3.1.1.3 Develop/update a forecasting model that accounts for the advent of specialty courts in the criminal court system.
 - Extrapolate historic and current data to develop preliminary future projections
 - Determine which factors may impact the criminal court system and assess the probable impact of changes and innovations in court system delivery to future filings, disposition rates, and the consequent jail system impacts

3.1.2 **Evaluate the impact on court processing time frames and disposition rates of various initiatives:**

- 3.1.2.1 Analyze the impact of the current specialty courts on the disposition rates for the specialized caseloads involved. Current specialty courts include DWI court, expedited dockets for certain drug related offenses, etc.
 - Develop disposition rate projections based on range of scenarios with varying levels of specialty court utilization
 - Consider impact of specialty court system in other locations to provide founded basis for assumptions

3.2 Review of Jail Operations

3.2.1 **Review inmate population forecasts:**

- 3.2.1.1 County staff will provide a written methodology and model that is currently used to forecast the growth of the in-custody population at the jail. The Consultant will review these materials and assist county staff in the evaluation of the impacts of recent programs in the criminal court system that appears to be having a favorable impact on the jail population. The analysis should include the following:
 - 3.2.1.1.1 Review of the current model.
 - 3.2.1.1.2 Identification of likely impacts of the court programs.
 - 3.2.1.1.3 Determination of the appropriate modifications to the model to more accurately forecast changes in the inmate population. Make recommendations for a more predictive model based on Consultant expertise and best practices knowledge as necessary.
 - 3.2.1.1.4 Identify the booking and forecast volumes through 2035.
 - 3.2.1.1.5 Identify impacts on booking volumes and forecast to 2035 under an assumption that the City of Austin Police Department pursues separate

booking and/or magistration plans and facilities.

3.2.2 **Review and evaluate current classification and bed utilization:**

3.2.2.1 The Consultant will partner with County staff in developing a detailed profile of the current correctional system population to determine the aggregate capacity levels and custody classification levels for correctional facility beds needed to effectively support the current inmate population.

3.2.2.1.1 Travis County staff will provide the Consultant with the Housing Unit Assignment Plan methods currently used by the Travis County Sheriff's Office (TCSO), including a two-year snapshot of the inmate population by classification to include classification over-rides or re-classifications.

3.2.2.1.2 The Consultant will assess the current TCSO Housing Unit Assignment methods and provide feedback and recommendations related to the methodology.

3.2.2.1.3 The Consultant will provide technical support as needed for the duration of this portion of the analysis.

3.2.2.1.4 Travis County staff will develop a current inmate profile using the revised/improved Housing Unit Assignment Plan methods. Inmate population information will include charge, legal status, risk levels, and demographic data for the correctional system and then for key offender groups by gender (to include special needs such as medical and mental health).

3.2.2.1.5 The Consultant will review and provide feedback on the revised Housing Unit Assignment Plan prepared by Travis County.

3.2.2.2 The Consultant will evaluate the current use of beds from a custody classification perspective to determine maximum utilization under current Texas Commission on Jail Standards rules. This task should include the validation of the current classification tools, process, and system being used.

3.2.2.2.1 Travis County staff will provide current internal evaluation data and any other information as identified by the consultant for use in the validation of the TCSO classification system and bed utilization.

3.2.2.2.2 The Consultant will prepare a written report that summarizes facility-specific and overall findings and recommendations regarding the utilization of the classification system and validity of the classification system for the male and female inmates at initial classification and reclassification.

3.2.2.2.3 The Consultant will evaluate the current use of beds from a custody classification perspective to determine the maximum utilization of beds under current Texas Commission on Jail Standards rules and summarize their findings.

3.2.3 **Review and evaluate current inmate health care and program services delivery:**

3.2.3.1 The Consultant will review inmate health care to include current protocols, strategies to

reduce costs (including telemedicine opportunities), reimbursement plans, and the current service delivery system, with an eye toward saving costs.

- 3.2.3.2 Travis County staff will collect and provide the Consultant with the any data identified by the consultant as necessary for the performance of an analysis of the delivery of health care for the incarcerated population.
- 3.2.3.3 The Consultant will review the current inmate health care system and provide a written report documenting the current delivery system and highlighting any recommended changes and/or cost saving strategies. The report will provide a clear understanding of the factors impacting cost and the potential for cost savings by following recommended strategies.
- 3.2.3.4 Travis County staff will assess the effectiveness of current programs (both statutorily required and discretionary) in relation to the profile of the population(s) using the programs and develop any recommendations for changes in delivery methods within the confines of the Fiscal Year (FY) 2013 funding levels for program services.
 - 3.2.3.4.1 Travis County staff will collect data, develop an assessment, and provide the Consultant with written findings concerning the effectiveness of the current programs and delivery methods of those programs in relation to the population being served.
 - 3.2.3.4.2 The Consultant will be on-call for technical support for the duration of this analysis.
 - 3.2.3.4.3 The Consultant will provide written feedback/comments and recommendations for improvements on the findings provided by Travis County.

3.2.4 **Review and evaluate current staff deployment:**

The analysis will include at a minimum, the following areas:

- 3.2.4.1 Conduct a staffing analysis and review staffing patterns for all security personnel in all jail facilities, including Central Booking and the Transportation Unit. The following should be considered during the review:
 - Texas Commission on Jail Standards requirements for inmate supervision;
 - Type of inmate custody/security classification for each post, unit size and unit design;
 - Impact of having numerous free-standing, independent housing facilities;
 - Movement of inmates to programs and services, both statutorily required and local option/discretionary (such as meals and recreation versus educational or work programs);
 - Movement and transportation of inmates to Court hearings, clinic visits, hospitalizations, etc.; and
 - Alternative shift schedules if allowed by law.
- 3.2.4.2 Conduct a staffing analysis and review staffing patterns of all support, program, and administrative areas and functions (i.e. non-custody staff) in the Corrections Bureau and the Transportation Unit. The following should be considered during the review:

- Alternative shift schedules if allowed by law;
- Cost-benefit of out-sourcing functions under the support, programs and administrative areas;
- Analysis should include both security and non-security posts filled with sworn positions;
- Development of a fixed post formula for civilian assignments; and
- Assessment of the potential for further use of civilian positions in lieu of sworn positions, and the converse option of replacing civilians with sworn officers where service delivery improvement or cost efficiencies may exist.

3.2.4.3 Review methods of developing the correctional staffing shift relief factor and provide recommendations as to any changes in methodology that would more accurately reflect actual hours worked.

- Review should include best practices related to 24/7/365 operations and the administration of leave; management of overtime; mandatory training schedules, etc. and how these factors affect the relief factor calculations.

3.2.4.4 Review methods to make correctional staff resources more efficient, including but not limited to the following:

- Review of all standard operating procedures
- Review all overtime usage and causes and suggest alternative actions to reduce overtime, to include developing models of planned leave to better manage staff vacations, military leave, mandatory training, etc.;
- Review impact of scheduled inmate activities and programs on staffing;
- Review of emerging technologies to improve staff efficiency and effectiveness;
- Review of inmate movement to and housing at medical facilities,
- Review of inmate movement to and from court proceeding, and
- Review the span of control for all supervisors.

3.3 Evaluation of Inmate Population and Forecast of Physical Plant Needs

3.3.1 Analysis of the inmate population:

3.3.1.1 The Consultant will assist County staff in the development of an inmate population study in order to describe the jail population and provide information useful for the planning of programs, as well as to identify the proportion of the inmate population that might be eligible for various alternatives to incarceration.

3.3.1.1.1 The Consultant will provide County staff with tools and methods for collecting the data necessary to develop population projections for the jail system.

3.3.1.1.2 The Consultant will provide County staff with the necessary training on the use of the tools provided for the collection of the necessary data.

3.3.1.1.3 Travis County staff will collect all data and conduct any fieldwork requested by the Consultant.

- 3.3.1.1.4 The Consultant will conduct any interviews with policymakers necessary to develop detailed population projections for the jail system.
- 3.3.1.1.5 The Consultant will review all the data collected and work developed by County staff and identify any deficiencies in the information or corrections that are needed.

3.3.2 **Inmate population projections and forecast of bed needs:**

- 3.3.2.1 The Consultant will use the information developed in task 3.3.1, Analysis of the inmate population, to provide all statistical and analytical work needed to develop detailed inmate population projections for the next 20-year period. Projections will be presented in 5-year increments with an indication of the percentage of reliability lost over time.
 - 3.3.2.1.1 Consultant will meet or videoconference with County staff and authorities to review the projections and receive feedback.
 - 3.3.2.1.2 Consultant will revise the projections as warranted and produce a final written report detailing the inmate population projections.

PHASE II

All Phase II services are subject to funding by the Commissioners Court and satisfactory completion of the Phase I services.

3.4 Physical Plant Review:

- 3.4.1 Travis County staff will update the physical evaluation of all facilities and assess the remaining life cycle of each facility. This will include any new construction, architectural design changes that have occurred since 2005 (to improve staffing efficiencies), and any renovation and/or improvements to the mechanical, electrical and plumbing (MEP) systems of each facility for the same period. Travis County staff will provide a written report detailing this information to the Consultant.
- 3.4.2 The Consultant will work with County staff to refine and update the existing Master Plan for the Correctional Complex Site at Del Valle to include the addition of jail beds and facilities identified in Phase I to improve the operations of the criminal court system and the correctional complex at Del Valle, as well as refine the existing Master Plan concepts for the development of a new central booking facility in the Central Campus. Development scenarios should include the planned demolition of facilities at the Correctional Complex that have reached or exceed their useful life as determined through the evaluation described above. Additionally, development should be phased to match the need for additional capacity as well as the planned replacement schedule for facilities. Operating cost scenarios should be included in the development scenarios for the facilities.
 - 3.4.2.1 The Consultant will provide an initial set of development scenarios for the central booking facility and for the Correctional Complex at Del Valle to be used in an initial planning session/workshop between Travis County staff, officials, and the Consultant. The initial development scenarios will include the possibility of selective demolition of existing facilities.
 - 3.4.2.2 The Consultant will provide an agenda for and facilitate the initial planning session

on the draft development scenarios for central booking and the Correctional Complex at Del Valle. Travis County staff and the Consultant will discuss potential changes to the current development strategies for central booking and at the Correctional Complex, as well as initial development scenarios provided by the consultant. The Consultant will provide design/massing analysis, as well as site and staffing concepts during the session.

- 3.4.2.3 The Consultant will redraft the development scenarios, factoring in the results of the initial planning session in preparation for a second planning session.
- 3.4.2.4 The Consultant will provide an agenda and facilitate a second planning session in order to reach consensus on a final development scenario for the central booking facility and development for the Correctional Complex at Del Valle.
- 3.4.2.5 The Consultant will finalize the development scenario and develop staffing concepts and/or changes in staffing related to implementing the agreed-upon plan.
- 3.4.2.6 The Consultant will develop cost estimates for the improvements and staffing for the agreed-upon development plan that considers the redeployment of existing staff resources and identifies the redeployed positions.
- 3.4.2.7 County staff will work with the Consultant on the development of operating costs for the proposed developments of central booking and the Correctional Complex at Del Valle.
- 3.4.2.8 The Consultant will work with Travis County staff to prepare a timeline for the execution of the development plan that is developed in the workshops. The timeline will take into consideration the need, if any, for additional capacity requirements identified in the needs analysis and jail population analysis.

4.0 Project Management and Support and Final Report

- 4.1 The Consultant's support staff will work on numerous tasks and data analyses off-site and in report preparation. The Consultant management team will work across all tasks coordinating the work effort, assisting and monitoring County staff activities as needed, and conducting analysis and integration of data/findings prepared by County staff into consultant reports when required by this scope of work. The Consultant support staff will also provide technical support as necessary to support County staff for the duration of this court system and jail assessment.
 - 4.1.1 Project Management meetings will occur weekly between the Consultant project manager and County project manager either through Internet conferencing, if available, or by telephone call / conference call initiated by the County project manager.
 - 4.1.2 Meetings with Commissioners, the County Judge, Sheriff, Criminal Court Judges, and other elected officials will be coordinated to occur during trips the Consultant has planned for other on-site work in an effort to avoid any unplanned trips.
 - 4.1.3 The Consultant will be present for the presentation of the final Project report to the Commissioners Court.

The Consultant is responsible for the development of a final comprehensive report for this study, to include any analysis information/reports developed by Travis County staff as they relate to the Consultant's tasks for the appropriate integration of the information to occur and to translate to the tasks performed by the

Consultant.

5.0 Specific Project Information, Location and Limits

Potential Sites for assessment and information gathering sources may be located within the Travis County's Sheriff's Office correctional facilities. The Consultant understands that there are inherent dangers and complexities to working in, and around, a correctional complex. The Consultant and its staff will utilize only employees who will not raise a risk of danger to the correctional complex.

The Consultant, upon notification of a risk possibility as determined and communicated by a Corrections Officer or Travis County Sheriff's Office (TCSO) staff, shall immediately reassign the employee outside of the secure perimeter as defined by the TCSO. Acceptance of an appropriate badge indicates that Consultant's employee agrees that he understands, has read, and will abide by this specification and any other TCSO security procedures.

6.0 Deliverables:

- 6.1 Completed written report detailing findings for each task described in Phase One and compilation of a final report documenting findings and recommendations for Phase One and Phase Two of the Project.
- 6.2 All reports will be developed in draft fashion for review and comment by County staff. Final reports will be developed after discussion with the County project manager of comments for incorporation as appropriate in the final documentation. Presentations will be made to Commissioners Court from Executive Summary materials created from the reports that incorporate comments from County staff.
- 6.3 All reports are considered draft until presentations are made to Commissioners Court and the Court members' comments are articulated for inclusion in final documents.

SERVICES TO BE PROVIDED BY TRAVIS COUNTY

In conjunction with the services to be provided by the Consultant, the County will provide the following:

1. A Project Manager to serve as the primary point of contact for the Consultant.
2. Documents available to the County that are applicable as background information in performance of the Agreement, when requested by the Consultant.
3. Timely reviews of documents, reports, drawings, etc.
4. Assistance with public meetings and public hearings.

**PART III
RFQ ATTACHMENTS**

- ATTACHMENT 1 PROFESSIONAL SERVICES QUESTIONNAIRE
- ATTACHMENT 2 HUB DECLARATION AND LIST OF CERTIFIED HUB
SUBCONTRACTORS
- ATTACHMENT 3 DETERMINATION OF GOOD FAITH EFFORT
- ATTACHMENT 4 ETHICS AFFIDAVIT
EXHIBIT A: SEE ATTACHED, KEY CONTRACTING
PERSONS LIST, IN DOCUMENTS SECTION OF BIDS SYNC
- ATTACHMENT 5 STATEMENT INFORMATION AFFIDAVIT

ATTACHMENT 1 PROFESSIONAL SERVICES QUESTIONNAIRE

QUESTIONNAIRE INFORMATION

This questionnaire is to be completed in its entirety. No modifications to the wording will be permitted. Qualifications Statements submitted with Professional Services Questionnaires that are incomplete, incorrect, or have been altered are subject to rejection.

Section I of the questionnaire seeks information about the Respondent or members of a Joint Venture.

Section II of the questionnaire seeks information regarding any subconsultants that the Respondent or Joint Venture may be utilizing on the Project.

Note: Respondent may use their own form provided that all the information is submitted in the same format and sequence indicated on the attached forms.

DEFINITIONS

RESPONDENT: A single consultant or a joint venture of 2 or more firms responding to the RFQ as equals.

JOINT VENTURE: Is a legal entity formed between 2 or more firms to undertake an economic activity together and sharing the risk in formation. The firms agree to create, for a finite time, a new entity and new assets by contributing to this Project.

NOTE: A Joint Venture is not created when a Respondent simply uses a subconsultant.

SUBCONSULTANT: Firms that work on the Project through a contract with the Respondent.

SECTION I: TO BE COMPLETED BY RESPONDENT

PROJECT NAME	
NAME OF RESPONDENT	

ADDRESS OF RESPONDENT'S HEADQUARTERS	

DATE OF ORGANIZATION	
-----------------------------	--

(Month/Year)

NOTE: Provide Names and Dates of Predecessor Organization(s):	
NAMES	DATES

TYPE OF ORGANIZATION	
-----------------------------	--

(e.g., sole proprietorship, partnership, association, Limited Liability Company, corporation)

BUSINESS TELEPHONE NUMBER(S)			
OFFICE		FAX	

LIST OF PRINCIPALS (NAMES)	TITLES	DEGREES	EMAIL

1) RESPONDENT'S STAFF

A. LIST CURRENT NUMBER OF RESPONDENT'S FULL-TIME EMPLOYEES IN EACH CATEGORY, INCLUDING ALL STAFF WHEN A JOINT VENTURE: (All licenses/registration of key staff listed in this Attachment 1 must be in the State of Texas)

POSITIONS	LOCAL OFFICE	NATIONAL OFFICE(S)
<i>Architects, R.A..</i>		
<i>Project Manager, PMI, PMP</i>		
<i>Civil Engineers, P.E</i>		
<i>OTHER PROFESSIONALS</i>		
<i>OTHER PROFESSIONALS</i>		
<i>OTHER SUPPORT PERSONNEL</i>		
TOTALS		

B. LIST NAMES OF RESPONDENT'S CERTIFIED PROFESSIONALS AND OTHER LICENSED PERSONNEL EMPLOYED FULL-TIME IN A PROFESSIONAL POSITION. INDICATE NUMBER OF YEARS OF EXPERIENCE MANAGING PROJECTS OF SIMILAR SIZE AND TYPE TO THE PROJECT UNDER CONSIDERATION. ATTACH PROJECT MANAGER'S RESUME(S) DESCRIBING SPECIFIC PROJECT-RELATED EXPERIENCE.

(Please list the Project Manager for this specific Project first on your list).

NAME	COLLEGE DEGREE	PROFESSIONAL REGISTRATION/LICENSE	PROJECT MANAGEMENT EXP.	TOTAL YEARS. EXP
PROJECT MANAGER:				

2) RESPONDENT'S TEAM (EXCLUDING SUBS) EXPERIENCE

LIST BELOW (OR ON AN ATTACHMENT) ALL RELEVANT WORK PERFORMED BY THE MEMBERS OF THE RESPONDENT'S TEAM DURING THE PAST FIVE YEARS THAT RELATES TO AND WILL CONTRIBUTE TOWARD THE SUCCESS OF THE PROJECT UNDER CONSIDERATION.

(DO NOT INCLUDE SUBCONSULTANTS HERE).

Name and location of related projects within the last 5 years	Services Provided	Project Mgr. Name	Project Cost	Client Contact Name and Phone No.

3) RESPONDENT'S LOCAL OFFICE FIRM EXPERIENCE

FOR RESPONDENT'S LOCAL OFFICE OR ITS STAFF IN THE PAST THREE YEARS, INDICATE THE NUMBER OF RESPONDENT'S RELEVANT PROJECTS, PROJECT TYPE(S), AND A BRIEF SCOPE/DESCRIPTION AS TO WHY EACH IS RELEVANT TO AND WILL CONTRIBUTE TOWARD THE SUCCESS OF THE PROJECT UNDER CONSIDERATION.

NO. OF PROJECTS	PROJECT TYPE	BRIEF SCOPE AS TO RELEVANCY

4) LOCAL OFFICE

___ YES, ALL OF THE WORK WILL BE PERFORMED BY PERSONS CURRENTLY EMPLOYED AT AND ASSIGNED TO THE LOCAL OFFICE(S), INCLUDING SUBCONSULTANT WORK AS SPECIFIED IN THE PROJECT MANAGEMENT CHART IN NUMBER 8 BELOW.

___ NO, PLEASE DESCRIBE BELOW THE WORK AFFECTED AND THE EXPERIENCE OF AND CIRCUMSTANCES REGARDING SUCH OTHER NON-LOCAL PERSONS/OFFICES AS ARE PROPOSED TO BE UTILIZED.

5) PRESENT WORKLOAD

LIST RESPONDENT'S PRESENT WORKLOAD (IF JOINT VENTURE FIRM, INDICATE FOR EACH FIRM).

NAME OF PROJECT	EST. PERCENTAGE REMAINING FOR CONT. WORK	STAGE OF ACTIVITY (PHASES)	LIMITATIONS REGARDING AVAILABILITY

6) EEO PROGRAM

PLEASE COMPLETE THE FOLLOWING WORK FORCE REPORT FOR RESPONDENT'S LOCAL OFFICE CURRENT FULL-TIME EMPLOYEES:

NOTE: USE MOST RECENT PERSONNEL INFORMATION.

Full-Time Employees	Total No. of Employees *M *F	White		Amer. Indian		Black		Hispanic		Other	
		*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Professional											
Technical											
TOTALS											

* - Male or Female

7) FINANCIAL LIMITATIONS & CONSIDERATIONS

A. IF SELECTED FOR A PROJECT, DOES RESPONDENT'S FIRM HAVE SUFFICIENT FINANCIAL RESOURCES TO ADEQUATELY STAFF THE PROJECT TO COMPLETE IT WITHIN THE TIME SPECIFIED OR REQUIRED BY THE COUNTY? LIST BANKING OR OTHER FINANCIAL INSTITUTIONS:

YES _____ NO _____

INSTITUTION	RELATIONSHIP

B. HAS RESPONDENT'S RECENTLY PERFORMED WORK IN CONNECTION WITH OR FOR A PUBLIC AGENCY GRANT PROJECT OR AN AGENCY OF THE FEDERAL OR STATE GOVERNMENT FOR WHICH AN AUDIT HAS BEEN CONDUCTED?

YES _____ NO _____

INDICATE BELOW THE AUDIT DATE AND THE AGENCY AND/OR PROJECT FOR WHICH THE AUDIT WAS CONDUCTED:

DATE	AGENCY	PROJECT

8) PROJECT MANAGEMENT CHART

ATTACH RESPONDENT'S PROJECT MANAGEMENT CHART SHOWING THE PROJECT TEAM MEMBERS, THEIR AREAS OF RESPONSIBILITY, AND THE PROJECT TEAM ORGANIZATIONAL STRUCTURE. SHOW SUBCONSULTANTS ON CHART WHERE APPLICABLE, BUT DO NOT INCLUDE THEIR EXPERIENCE IN THIS SECTION.

NOTE: BE SURE TO HAVE EACH SUBCONSULTANT LISTED ON PROJECT MANAGEMENT CHART COMPLETE SECTION II.

9) LEGAL CONSIDERATIONS

A. DOES RESPONDENT HAVE AND GENERALLY CARRY PROFESSIONAL LIABILITY INSURANCE?

YES _____ NO _____

IF LIMITED, PROVIDE LIMITS: _____

B. HAS RESPONDENT'S FIRM OR ANY FIRM WITHIN THIS JOINT VENTURE WITHIN THE PAST 3 YEARS, BEEN INVOLVED IN A LAWSUIT INVOLVING THE PAYMENT OF FEES FOR COMPLETED WORK OR FOR DISAGREEMENT WITH OWNER/CONTRACTOR? GIVE DETAILS AS REQUIRED TO EXPLAIN PROBLEMS AND FIRM'S POSITION.

10) OBJECTIONS TO PROFESSIONAL SERVICES AGREEMENT (PSA) LANGUAGE

WITH ITS SUBMITTAL, RESPONDENTS MUST INDICATE ANY OBJECTIONS TO THE LANGUAGE AS STATED IN THE DRAFT PSA.

SIGN AND COMPLETE THE FOLLOWING:

SIGNATURE: _____

TITLE: _____ DATE: _____

SECTION II : SUBCONSULTANT

NOTE: This questionnaire is to be completed in its entirety. No modification to the wording is permitted. Qualifications Statements submitted with Professional Services Questionnaires that are incomplete or incorrect, or that have been altered, are subject to rejection.

PROJECT	
NAME OF FIRM	

ADDRESS OF SUBCONSULTANT'S HEADQUARTERS

DATE OF ORGANIZATION	
-----------------------------	--

BUSINESS TELEPHONE NUMBER(S)			
OFFICE		FAX	

SUBCONSULTANT EXPERIENCE

A. SUBCONSULTANT FIRM EXPERIENCE

LIST BELOW (OR ON AN ATTACHMENT) ALL RELEVANT WORK PERFORMED BY THE MEMBERS OF THE SUBCONSULTANT'S TEAM DURING THE PAST THREE YEARS THAT RELATES TO AND WILL CONTRIBUTE TOWARD THE SUCCESS OF THE PROJECT UNDER CONSIDERATION.

Name and location of related projects within the last 3 years	Services Provided	Project Mgr. Name	Project Cost	Client Contact Name and Phone No.

B. SUBCONSULTANT'S TEAM EXPERIENCE

LIST NAMES OF SUBCONSULTANT'S CERTIFIED PROFESSIONALS AND OTHER LICENSED PERSONNEL EMPLOYED FULL-TIME IN A PROFESSIONAL POSITION WHO WILL BE WORKING ON THIS PROJECT. INDICATE NUMBER OF YEARS OF EXPERIENCE MANAGING PROJECTS OF SIMILAR SIZE AND TYPE TO THE PROJECT UNDER CONSIDERATION. ATTACH RESUME(S) DESCRIBING SPECIFIC PROJECT-RELATED EXPERIENCE.

NAME	COLLEGE DEGREE	PROFESSIONAL REGISTRATION/LICENSE	PROJECT MANAGEMENT EXP.	TOTAL YEARS. EXP
PROJECT MANAGER:				

ATTACHMENT 2
HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

It is the policy of the Travis County Purchasing Office to ensure a good faith effort is made to assist Certified HUB vendors and contractors in receiving contracts in accordance with the HUB Program policies and the Minority and Woman-Owned Business (M/WBE) goals adopted by the Travis County Commissioners Court.

The following goals for HUB contractor/vendor participation, as well as HUB subcontractor participation, have been assigned for this particular project and designated with an "X" in the box provided.

Note: To be considered "certified" with the State of Texas, City of Austin or the Texas Unified Certification Program, please attach a current and valid certificate. Sub-goals are included to assist you in diversifying your subcontractors.

COMMODITIES

PROFESSIONAL SERVICES

NON-PROFESSIONAL SERVICES

Overall MBE Goal: 3.5%	Sub-goals: 0.3% African-American 2.5% Hispanic 0.7% Asian/Native-American
Overall WBE Goal: 6.2%	

Overall MBE Goal: 15.8%	Sub-goals: 1.9% African-American 9.0% Hispanic 4.9% Native/Asian American
Overall WBE Goal: 15.8%	

Overall MBE Goal: 14.1%	Sub-goals: 2.5% African-American 9.9% Hispanic 1.7% Native/Asian American
Overall WBE Goal: 15.0%	

Prime Contractor: _____

Project Title: _____

HUB: Yes No Indicate Gender & Ethnicity: _____

Certifying Agency (Check all applicable): State of Texas (HUB) City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: _____ Phone No.: () _____ Fax No.: () _____

City: _____ State: _____ Zip: _____

E-mail: _____

_____ We are able to fulfill all, or most, of the potential subcontracting opportunities with our own resources.

_____ If circumstances necessitate the use of any subs, I agree to seek the timely authorization by the County and adhere to the submission of any required documentation, including a HUB Declaration, GFE Checklist and subcontractor payment information.

What percentage of the Bid or Proposal is to be subcontracted with Certified HUB sources: ___%?

(List all subcontractor information below). Total Project Amount: _____

TOTAL MBE: \$ _____ % _____ TOTAL WBE: \$ _____ % _____

-PLEASE COMPLETE ALL INFORMATION IN ITS ENTIRETY.-

Name and Title (print or type): _____

E-mail address: _____ Signature: _____

Contact person that will be in charge of invoicing for this project?

Name and Title: _____

Phone: _____ E-mail address: _____

PART I: LIST OF CERTIFIED HUB SUBCONTRACTORS (Duplicate as necessary)

HUB Subcontractor Name: _____

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: _____

City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Fax No.: () _____ E-mail: _____

Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Work to be Performed: _____

HUB Subcontractor Name: _____

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: _____

City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Fax No.: () _____ E-mail: _____

Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Work to be Performed: _____

HUB Subcontractor Name: _____

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: _____

City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Fax No.: () _____ E-mail: _____

Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Work to be Performed: _____

HUB Subcontractor Name: _____

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: _____

City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Fax No.: () _____ E-mail: _____

Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Work to be Performed: _____

PART II: DISCLOSURE OF OTHER "NON-HUB" SUBCONTRACTORS

The bidder shall use this section to provide a listing of all "Non-HUB" subcontractors, including suppliers that will perform work on this project. A list of "Non-HUB" subcontractors selected after contract award must be provided **IMMEDIATELY** after selection.

Subcontractor Name: _____ Address: _____ City: _____
_____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Fax No.: () _____ E-mail: _____
Subcontract Amount: \$ _____ Percentage of Prime Contract: _____%
Description of Work to be Performed: _____

Subcontractor Name: _____ Address: _____ City: _____
_____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Fax No.: () _____ E-mail: _____
Subcontract Amount: \$ _____ Percentage of Prime Contract: _____%
Description of Work to be Performed: _____

Subcontractor Name: _____ Address: _____ City: _____
_____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Fax No.: () _____ E-mail: _____
Subcontract Amount: \$ _____ Percentage of Prime Contract: _____%
Description of Work to be Performed: _____

Subcontractor Name: _____ Address: _____ City: _____
_____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Fax No.: () _____ E-mail: _____
Subcontract Amount: \$ _____ Percentage of Prime Contract: _____%
Description of Work to be Performed: _____

PART III: NON-COMPLIANT FOR MEETING SET HUB GOALS CHECKLIST

If you were unable to meet the set goals for this project, place a check mark ✓ by the response(s) that best fits your situation. Supporting documentation to demonstrate your good faith efforts in utilizing subs may be requested at any time.

Our firm was unable to meet the HUB goals for this project for the following reason(s):

- _____ All subs to be utilized are "Non-HUBs."
 - _____ HUBs solicited did not respond.
 - _____ HUBs solicited were not competitive.
 - _____ HUBs were unavailable for the following trade(s): _____
-

ATTACHMENT 3

DETERMINATION OF “GOOD FAITH EFFORT” (GFE) CHECKLIST

INSTRUCTIONS: The following checklist shall be completed by the Respondent and returned with the Statement of Qualifications (SOQ). This list contains the minimum efforts that should be put forth by the Respondent when attempting to achieve or exceed the goals of HUB Subcontractor participation. Respondents may go beyond the efforts listed below. If additional information is needed, the Respondent will be contacted in writing. Place a checkmark by the efforts that were executed.

- To the extent practical and consistent with standard and prudent industry practices, divide the contract work into the smallest feasible portions, to allow for maximum HUB Subcontractor participation?
- Notify in writing three or more HUBs for each scope of work, allowing no less than five working days prior to SOQ submission, of the planned work to be subcontracted? (**attach copy of correspondence**)
- Provide HUBs that were genuinely interested in bidding on a subcontract, adequate information regarding the project (*i.e. plans, specifications, scope of work, bonding and insurance requirements, and a point of contact within the Respondent's organization?*)
- Negotiate in good faith with interested HUBs and not reject bids from HUBs that qualify as lowest and responsive Respondents?
- Document reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs? (**attach correspondence**)
- Provide notices of opportunities to minority or women trade organizations or development centers to assist in identifying potential HUBs by disseminating the information to their members/participants? (**attach correspondence**)
- **If Respondent has zero (0) HUB participation, please explain the reasons why below or any other information related to good faith efforts.**

-SUGGESTED RESOURCES WHEN SOLICITING SUBCONTRACTORS-

TRADE ASSOCIATIONS	PHONE (512)	FAX	E-mail
Asian Construction Trade	926-5400	926-5410	acta@cs.com
Austin Black Contractors	927-8290	467-9808	www.abcatx.com/index.rs1.asp
Austin Metropolitan United Black Contractors	784-1891	255-1451	unism@sbcglobal.net
Natl. Assoc. of Women in Construction	476-5534	476-8337	
US Hispanic Cont. Assoc. de Austin	374-1595	374-1421	www.ushca-austin.com
CERTIFYING AGENCIES TRAVIS COUNTY RECOGNIZES	CERTIFYING AGENCIES VENDOR DATABASE WEBSITES		
State of Texas Centralized Master Bidders List	www.cpa.state.tx.us/business.html		CMBL includes certified HUBs.
City of Austin Minority Vendor Database	www.ci.austin.tx.us/smbr		Certified Vendors Directory
Texas Unified Certification Program	www.dot.state.tx.us/business		TUCP DBE Directory

Printed Name of Authorized Representative

Signature

Title

Date

ATTACHMENT 4
ETHICS AFFIDAVIT

STATE OF TEXAS }
COUNTY OF TRAVIS }

Date: _____
Name of Affiant: _____
Title of Affiant: _____
Business Name of Respondent: _____
County of Respondent: _____

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Respondent to make this affidavit for Respondent.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Respondent has received the list of key contracting persons associated with this Request for Qualifications which is attached to this affidavit as Exhibit A.
5. Affiant has personally read Exhibit A to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit A (attached) with whom Respondent is doing business or has done business during the 365 day period immediately before the date of this affidavit.

Signature of Affiant

Address

SUBSCRIBED AND SWORN TO before me by _____ on _____ 20__.

Notary Public, State of _____

Typed or printed name of notary
My commission expires: _____

EXHIBIT A TO ATTACHMENT 4**LIST OF KEY CONTRACTING PERSONS****June 19, 2013****CURRENT**

Position Held	Name of Individual Holding Office/Position	Name of Business Individual is Associated
County Judge	Samuel T. Biscoe	
County Judge (Spouse)	Donalyn Thompson-Biscoe	
Executive Assistant	Cheryl Brown	
Executive Assistant	Melissa Velasquez	
Executive Assistant	Josie Z. Zavala	
Executive Assistant	David Salazar*	
Commissioner, Precinct 1	Ron Davis	
Commissioner, Precinct 1 (Spouse)	Annie Davis	Seton Hospital
Executive Assistant	Deone Wilhite	
Executive Assistant	Felicitas Chavez	
Commissioner, Precinct 2	Bruce Todd*	
Commissioner, Precinct 2 (Spouse)	Elizabeth Christian	Consultant
Executive Assistant	Loretta Farb	
Executive Assistant	Joe Hon	
Executive Assistant	Peter Einhorn	
Commissioner, Precinct 3	Gerald Daugherty*	
Commissioner, Precinct 3 (Spouse)	CharylN Daugherty	Consultant
Executive Assistant	Bob Moore*	
Executive Assistant	Martin Zamzow*	
Executive Assistant	Barbara Smith*	
Commissioner, Precinct 4	Margaret Gomez	
Executive Assistant	Edith Moreida	
Executive Assistant	Norma Guerra	
County Treasurer	Dolores Ortega-Carter	
County Auditor	Nicki Riley*	
County Executive, Administrative	Vacant	
County Executive, Planning & Budget	Leslie Browder*	
County Executive, Emergency Services	Danny Hobby	
County Executive, Health/Human Services	Sherri E. Fleming	
County Executive, TNR	Steven M. Manilla, P.E.	
County Executive, Justice & Public Safety	Roger Jefferies	
Director, Facilities Management	Roger El Khoury, M.S., P.E.	
Interim Chief Information Officer	Tanya Acevedo	
Director, Records Mgmt & Communications	Steven Broberg	
Travis County Attorney	David Escamilla	
First Assistant County Attorney	Steve Capelle	
Executive Assistant, County Attorney	James Collins	
Director, Land Use Division	Tom Nuckols	
Attorney, Land Use Division	Julie Joe	
Attorney, Land Use Division	Christopher Gilmore	
Director, Transactions Division	John Hille	
Attorney, Transactions Division	Daniel Bradford	
Attorney, Transactions Division	Elizabeth Winn	
Attorney, Transactions Division	Mary Etta Gerhardt	
Attorney, Transactions Division	Barbara Wilson	
Attorney, Transactions Division	Jim Connolly	
Attorney, Transactions Division	Tenley Aldredge	
Director, Health Services Division	Beth Devery	

RFQ #Q1304-002-AG

Attorney, Health Services DivisionPrema Gregerson
Purchasing AgentCyd Grimes, C.P.M., CPPO
Assistant Purchasing AgentMarvin Brice, CPPB
Assistant Purchasing AgentBonnie Floyd, CPPO, CPPB, CTPM
Purchasing Agent Assistant IVCW Bruner, CTP
Purchasing Agent Assistant IVLee Perry
Purchasing Agent Assistant IVJason Walker
Purchasing Agent Assistant IVRichard Villareal
Purchasing Agent Assistant IVPatrick Strittmatter
Purchasing Agent Assistant IVLori Clyde, CPPO, CPPB
Purchasing Agent Assistant IVScott Wilson, CPPB
Purchasing Agent Assistant IVJorge Talavera, CPPO, CPPB
Purchasing Agent Assistant IVLoren Breland, CPPB
Purchasing Agent Assistant IVJohn E. Pena, CTPM
Purchasing Agent Assistant IVRosalinda Garcia
Purchasing Agent Assistant IVAngel Gomez*
Purchasing Agent Assistant IIIShannon Pleasant, CTPM
Purchasing Agent Assistant IIIDavid Walch
Purchasing Agent Assistant IIIMichael Long, CPPB
Purchasing Agent Assistant IIINancy Barchus, CPPB
Purchasing Agent Assistant IIIJesse Herrera, CTP, CTPM, CTCM
Purchasing Agent Assistant IIISydney Ceder*
Purchasing Agent Assistant IIIRuena Victorino*
Purchasing Agent Assistant IIIRachel Carona*
Purchasing Agent Assistant II.....Vacant
Purchasing Agent Assistant II.....L. Wade Laursen*
Purchasing Agent Assistant II.....Sam Francis*
HUB Coordinator.....Sylvia Lopez
HUB SpecialistBetty Chapa
HUB SpecialistJerome Guerrero
Purchasing Business AnalystScott Worthington
Purchasing Business AnalystJennifer Francis
Strategic Planning Manager Planning & Budget,Belinda Powell
Strategic Planner Senior, Planning & Budget,Mark Gilbert, AICP
Sr. Project Manager, Facilities ManagementKen Gaede, AIA

FORMER EMPLOYEES

<u>Position Held</u>	<u>Holding Office/Position</u>	<u>Date of Expiration</u>
Chief Information Officer .	Joe Harlow	07/31/13
County Auditor .	Susan Spataro, CPA	08/31/13
Purchasing Agent Assistant IV	George R. Monnat, C.P.M., A.P.P.	09/26/13
Executive Assistant	Cheryl Aker	10/05/13
Purchasing Agent Assistant II	Jayne Rybak, CTP	12/14/13
Commissioner, Precinct 3 .	Karen Huber	01/01/14
Executive Assistant	Garry Brown	01/01/14
Executive Assistant	Julie Wheeler	01/01/14
Executive Assistant	Jacob Cottingham	01/01/14
Commissioner, Precinct 2	Sarah Eckhardt	05/ 31/14

* - Identifies employees who have been in that position less than a year.

ATTACHMENT 5

STATEMENT INFORMATION AFFIDAVIT

STATE OF TEXAS ᅇ

ᅇ

COUNTY OF TRAVIS ᅇ

BEFORE ME, the undersigned authority,

on this day personally appeared _____, who after having been by me first duly sworn, upon oath, according to law, stated as follows:

“My name is _____, and I am a resident of _____ County, Texas. I am over twenty-one years of age, and I am of sound mind. I am authorized to make this affidavit, and the statements contained herein are within my personal knowledge and are true and correct.”

“The representations herein contained are made by me with the express understanding and intent that they will be relied upon by Travis County, Texas in considering the Qualifications Statements for the engineering design of the Project. I am the _____ of _____, the firm which has submitted the attached Qualifications Statement and as such I am a representative of the firm authorized to bind the firm and to make this affidavit. All of the information contained in the Statement is true and accurate. I understand that if the statements made are not true and accurate to the knowledge of any member or employee of said firm that the County shall retain all performance by the firm pursuant to any subsequently awarded contract and will recover all consideration or the value of all consideration paid under such a contract.”

Signature of Firm’s Representative

Executed this _____ day of _____, 20____.

SWORN AND SUBSCRIBED TO BEFORE ME, the undersigned authority by the above-named person on this the _____ day of _____, 20____.

Notary Public in and for _____ County, Texas

Typed or Printed Name of Notary

My Commission Expires: _____