

TARRANT COUNTY HOSPITAL DISTRICT d/b/a JPS HEALTH NETWORK

REQUEST FOR QUALIFICATIONS #25-1103 DESIGN SERVICES – WAREHOUSE RENOVATIONS
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The Tarrant County Hospital District d/b/a JPS Health Network (the “District”) is seeking Statements of Qualification for the selection of a design professional to provide all engineering and/or architectural design services for the WAREHOUSE RENOVATIONS (the “Project”) for the District.

The District will reject any response that fails to comply in all respects with the instructions set forth herein for responding to this Request for Qualifications (“RFQ”). **NO EXCEPTIONS WILL BE MADE**, even if Respondent is currently or has previously been under contract with the District. The contract awarded, if any, under and pursuant to this RFQ shall supersede any previous contract, bid, or agreement for the products or services described herein.

Release Date: 11-14-2025

Response Deadline: 12-12-2025, 2:00 p.m. CST

I. OVERVIEW

A. INTRODUCTION AND OVERVIEW

1. The District desires to award a contract or contracts based upon responses (“Response(s)”) to this RFQ. The District is soliciting Responses from a firm capable of supplying the District with architectural and engineering design services for a replacement hospital (the “Service(s)”), as set forth and specified herein. All Responses must be delivered to the District by the date and time, and in the manner specified in **Section II** below to be considered a proper Response by the District. It is the sole responsibility of the firm submitting a Response (“Respondent”) to ensure that its Response is delivered to the proper location on time and in the manner set forth herein.
2. The District makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFQ and no such representation is intended or should be construed by the issuance of this RFQ. The proper submission of a Response does not commit the District to accept such Response or to award a contract based on any Response (“Contract Award”) merely because a Response may propose the lowest price for the Services. The District will evaluate all properly submitted Responses on the basis of demonstrated competence and qualifications (collectively, “Qualifications”) to perform the Services, in accordance with Texas Government Code Section 2254.004. The District expressly reserves the right to base any Contract Award hereunder upon its evaluation of all relevant Qualifications, including, but not limited to, Respondent’s pricing for Services and related contract terms, relevant experience and expertise, industry reputation and profile, performance history in general and with the District, support services, location and accessibility, other criteria identified in this RFQ, and any other information relevant to the District’s evaluation. Omissions will be taken into account when evaluating Responses. A Response that does not meet the minimum requirements set forth in **Section II** below will be disqualified.
3. This RFQ is not an order and does not commit the District to pay for any costs incurred by the Respondent or prospective Respondent in the preparation for or submission of a Response or in the procurement of any related service. Service quantity estimates used herein may or may not reflect actual quantities needed or used by the District in the future, and do not commit the District to order specific Service quantities. Any Response accompanied by terms and conditions that conflict with this RFQ or the Contract Form (as defined herein) may be rejected by the District.
4. Based solely on the Responses received by the District in response to this RFQ, the District reserves the right to (i) reject any or all Responses, (ii) issue a Contract Award, or (iii) not issue a Contract Award. Prior to making any Contract Award pursuant to this RFQ, the District shall have the right to engage in an interview and/or discussions with one or more Respondents.
5. Any prospective Respondent may request an explanation or interpretation of any portion of this RFQ by complying with the request procedure described in **Section 6 below**. The responses, if any, of the District to such requests are subject to and will be in the form of an addendum to the RFQ and will comply with the provisions of **Section 6 below**. The District may elect not to respond to any or all such requests received from any prospective Respondent.
6. The District will not consider a Response from any Respondent until the Respondent has registered in the District’s online “JPS Procurement System” (located on the District’s Website at: <https://jpshealth.gob2g.com>.) Respondents also must register online with “JPS Credentialing System” (www.Symplr.com/) before a Response from a Respondent will be considered.

B. COMPLIANCE WITH APPLICABLE LAWS AND TEXAS STATUTES

1. **COMPLIANCE WITH APPLICABLE LAW.** Respondent shall submit its Response in accordance with all applicable laws, rules, and regulations. In the event a Contract Award is issued

pursuant to this RFQ, Respondent receiving the award shall comply with all applicable laws, rules, and regulations in performing the services and work under the Contract.

2. DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION. The District maintains a policy of encouraging and engaging in business transactions with firms who qualify and are certified under applicable law as Historically Underutilized Businesses (“HUBs”), Small Minority and Woman Owned Business Enterprises (“SMWBEs”), and Individuals with Disabilities and Service-Disabled Veteran Owned Business Enterprises (“DOBEs”). HUBs, SMWBEs, and DOBEs are referred to herein as Disadvantaged Business Enterprises (“DBEs”). The District establishes a good faith target goal of 25% DBE participation for this Project. The District also encourages the use of consultants, subcontractors, and other vendors who qualify and are certified under applicable law as DBEs. Prior to any Contract Award, a Respondent’s good faith efforts to utilize DBE consultants, subcontractors, and vendors with respect to the Project shall be part of the Qualifications under which such Response will be considered. Each Respondent will be required to show in the Response its historical efforts to utilize DBE consultants, subcontractors, and vendors on other project and its intent to utilize DBE consultants, subcontractors, and vendors with respect to this Project.

3. COMPLIANCE WITH TEXAS GOVERNMENT CODE SECTION 2252.908. Texas Government Code Section 2252.908 (“Section 2252.908”) states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency *at the time the business entity submits the signed contract to the governmental entity or state agency*. Section 2252.908 applies to all contracts entered into from and after January 1, 2016 between business entities and Texas governmental entities and state agencies which meet either one of the following criteria:

- a. the contract requires a vote of the governing body of the Texas governmental entity, or
- b. the contract has a contractual value of at least \$1 Million

The Texas Ethics Commission (“TEC”) has adopted a Certificate of Interested Parties form (“Form 1295”) and has made it available on the TEC website. All disclosures of interested parties shall be made on the Form 1295.

In 2017, Section 2252.908 was amended to provide that the requirements of Section 2252.908 do not apply to the following contracts entered into or amended after January 1, 2018:

- a. a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;
- b. a contract with an electric utility, as that term is defined by Section 31.002 of the Texas Utilities Code; or
- c. a contract with a gas utility, as that term is defined by Section 121.001 of the Texas Utilities Code.

In the event a Contract Award is issued pursuant to this RFQ, the Respondent receiving the Contract Award shall be required to comply with the provisions of Section 2252.908 of the Texas Government Code, and the Chapter 46 Rules of the TEC, prior to entering into any contract with the District. The TEC has posted a video tutorial to its website for business entity filings of Form 1295. The TEC video provides step-by-step tutorials for creating login accounts for the business entity for completing and filing Form 1295. The TEC video tutorials can be viewed on its website at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The TEC’s FAQs are posted on its website at:

https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php

4. COMPLIANCE WITH TEXAS GOVERNMENT CODE CH. 2271 (Boycott of Israel Prohibited). In 2017, Texas Government Code Section [2271.001](#) et seq. was enacted to provide that a

Texas governmental entity is prohibited from entering into a contract with a company unless the contract contains a written verification by the company that (i) the company does not boycott Israel, and (ii) the company will not boycott Israel during the term of the contract. The requirement was modified in 2019 to apply only to contracts with a value of \$100,000 or more that are made with a company (not including sole proprietorships) with 10 or more full-time employees. The term “boycott Israel” is defined in Section [808.001\(1\)](#) of the Texas Government Code and means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict harm on, or limit commercial relationships specifically with Israel, or with a person or entity doing business in Israel or in an Israel-controlled territory, but does not include an action made for ordinary business purposes. All Respondents shall comply with the Texas Government Code Section 2271.001, et seq. verification requirements with respect to any Contract Award, the failure or refusal of which shall result in the withdrawal of such Contract Award. Respondents should ensure they and their affiliates do not appear on the Texas Comptroller’s [List of Companies that Boycott Israel](#).

5. COMPLIANCE WITH TEXAS GOVERNMENT CODE SECTIONS 2252.151 et seq. (Scrutinized Business Operations in Sudan, Iran, or with Designated Foreign Terrorist Organizations Prohibited). In 2017, Texas Government Code Chapter 2252 was amended by adding Sections [2252.151](#) et seq. to provide that a Texas governmental entity is prohibited from entering into a contract with a company that engages in certain scrutinized business operations in Sudan, Iran, or with foreign terrorist organizations. “Scrutinized business operations in Sudan” is defined in Section [2270.0052](#) of the Texas Government Code. “Scrutinized business operations in Iran” is defined in Section [2270.0102](#) of the Texas Government Code. “Scrutinized business operations with designated foreign terrorist organizations” is defined in Section [2270.0152](#) of the Texas Government Code. Respondents should ensure that they and their affiliates do not appear on the Texas Comptroller’s [Scrutinized Companies Lists](#). The District is [prohibited by law](#) from entering into a contract with a company on such a list (including a company with any affiliate on the list).

6. COMPLIANCE WITH TEXAS GOVERNMENT CODE CH. 2274 (Boycott of Certain Energy Companies Prohibited). In 2021, Texas Government Code Chapter [2274](#) (added by 87th Legislature, S.B. 13) was enacted to provide that a Texas governmental entity is prohibited from entering into a contract with a company unless the contract contains a written verification by the company that (i) the company does not boycott energy companies, and (ii) the company will not boycott energy companies during the term of the contract. The requirement applies only to contracts with a value of \$100,000 or more that are made with a company (not including sole proprietorships) with 10 or more full-time employees. The term “boycott energy company” is defined in Section [809.001\(1\)](#) of the Texas Government Code and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A). All Respondents shall comply with the Texas Government Code Section [2274.002](#) (added by 87th Legislature, S.B. 13), et seq. verification requirements, the failure or refusal of which shall result in the withdrawal of the Contract Award.

7. COMPLIANCE WITH TEXAS GOVERNMENT CODE CH. 2274 (Discrimination Against Firearm Entities or Firearm Trade Associations Prohibited). In 2021, Texas Government Code Chapter [2274](#) (added by 87th Legislature, S.B. 19) was enacted to provide that a Texas governmental entity is prohibited from entering into a contract with a company unless the contract contains a written verification by the company that (i) the company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) the company will not discriminate against a firearm entity or firearm trade association during the term of the contract. The

requirement applies only to contracts with a value of \$100,000 or more that are made with a company (not including sole proprietorships) with 10 or more full-time employees. The requirement does not apply to sole source contracts or competitive solicitations-related contracts where no respondent can provide the verification required. (See Sec. [2274.002\(c\)](#)). The term “discriminate against a firearm entity or firearm trade association” is defined in Texas Government Code Section [2274.001\(3\)](#) (added by 87th Legislature, S.B. 19) and means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association. All Respondents shall comply with the Texas Government Code Section [2274.002](#) (added by 87th Legislature, S.B. 19), et seq. verification requirements, the failure or refusal of which shall result in the withdrawal of the Contract Award.

8. **TEXAS PUBLIC INFORMATION ACT.** Each Respondent acknowledges that the District is a governmental body operating under and subject to the provisions of the Texas Public Information Act (“TPIA”), Chapter 552 of the Texas Government Code, and thereby acknowledges that information that is collected, assembled, or maintained in connection with the RFQ, the Response, and the Project is the transaction of official business by a governmental body and is considered public information potentially subject to disclosure pursuant to a valid TPIA request. Respondent retains full responsibility and all costs for challenging any requests for information it considers confidential under the TPIA. Respondents should consult the Attorney General’s website (www.texasattorneygeneral.gov) for information concerning the application of the provisions of the TPIA to Responses and proprietary information.

C. RESPONSE REQUIREMENTS, CONDITIONS AND RELATED INFORMATION

1. PREPARATION OF RESPONSE.

- a. Each Respondent should carefully examine and familiarize itself with this RFQ and all exhibits, drawings, specifications, and instructions regarding the Services included in this RFQ (collectively, the “RFQ Documents”). Each Respondent, by submitting a Response, represents that Respondent has read and understands this RFQ and the RFQ Documents attached hereto.
- b. Each Response shall be fully complete, shall contain all information required from the Respondent by this RFQ (“Required Information”) including, but not limited to the Certification Form attached hereto as **Exhibit D** and detailed information regarding the Respondent’s historical efforts (for the last year) to utilize DBE subconsultants and vendors in its prior design services projects, and shall be signed and executed, on the Signature Form attached hereto as **Exhibit B** by an officer or other authorized representative of the Respondent. Each page of a Response shall contain the company name of the Respondent. A Respondent’s failure to provide any of the Required Information in its Response, or the failure of the Response to contain the signature of Respondent’s officer or other duly authorized representative, may result in the District’s disqualification of such Response.

- c. Each Respondent shall be responsible for and shall bear all costs for the preparation and submission of its Response. Unless otherwise designated by Respondent and agreed by the District, the Response and all drawings, materials, supporting documentation, manuals, etc. submitted with any Response (“Submitted Materials”) will, immediately upon submission, become the property of the District.
- d. The District does not guarantee the confidentiality of the Response or any Submitted Materials and assumes no responsibility relating to the disclosure or nondisclosure of information submitted by Respondents. Each Respondent, by submitting a Response, acknowledges and agrees that any Submitted Materials will be distributed or made available to appropriate District personnel and any District consultants involved in this RFQ process, and further understands that the Submitted Materials may be subject to disclosure pursuant to the TPIA. Information considered proprietary by a Respondent should be clearly marked “Proprietary” in at least 14 font when submitted with a Response. Note that pricing is not considered confidential under the TPIA.
- e. The District reserves the right to modify and/or supplement this RFQ by addendum issued by the District prior to the date and time of the Response Deadline (defined herein). Any such addenda will be posted on-line prior to the Response Deadline at the same District internet site where this RFQ has been posted. It is the responsibility of each Respondent to check that internet site frequently to determine if any addendums to this RFQ have been issued.
- f. The District reserves the right to withdraw this RFQ, at its sole discretion at any time, before or after the Response Deadline. Any such withdrawal, of this RFQ shall be effective upon the District’s issuance of written notice of withdrawal posted on-line at the same District internet site where this RFQ has been posted. Such notice of withdrawal may also be sent by the District to the prospective Respondents in any manner deemed reasonable by the District.

2. FORM OF CONTRACT.

Any Respondent receiving a Contract Award with the District for design Services pursuant to this RFQ shall be required to execute an agreement between the Respondent and the District, which shall in all material respects contain the terms and conditions set forth in the form of contract and all exhibits attached to the form of contract attached hereto as **Exhibit C** (the “Contract Form”). The District will not agree to change the Contract Form except under unusual circumstances approved in the sole discretion of the District and its legal counsel. The District reserves the right to approve or reject any proposed changes to the Contract Form submitted by any Respondent.

IF ANY RESPONDENT PROPOSES CHANGES TO THE CONTRACT FROM THE RESPONDENT MUST DO SO BY COMPLETING THE PROPOSED REVISIONS FORM SET FORTH IN EXHIBIT F TO THIS RFQ SHOWING ALL PROPOSED EXCEPTIONS, ADDITIONS, DELETIONS AND/OR REVISIONS TO THE CONTRACT FORM (“PROPOSED REVISIONS”). A RESPONDENT’S ATTEMPT TO PROVIDE PROPOSED REVISIONS IN ANY MANNER OTHER THAN AS INSTRUCTED MAY RESULT IN THE DISTRICT’S REJECTION OF THE RESPONSE WITHOUT FURTHER EXAMINATION.

The District will review only those Proposed Revisions set forth in the signed **Exhibit F** submitted with the Response and may accept or reject any or all of such Proposed Revisions at its sole discretion. No such Proposed Revisions will become effective unless accepted by the District, and set forth in a written agreement signed by both parties. Respondents may not request additional changes to the Contract Form or submit any addition Proposed Revisions after the Response has been submitted to the District. Further, the District will not agree to negotiate any requested changes to the Contract Form which are not included with the Response in the manner and form set forth above in this **Section 3** and in **Exhibit F**.

3. INSURANCE INSTRUCTIONS

Each Respondent must attach a letter of intent from an insurance company indicating the insurability of the Respondent in accordance with the insurance requirements set forth in Exhibit E (Insurance Requirements) to **Exhibit C** (Form of Contract) attached hereto.

4. RESPONSE SUBMISSIONS

- a. All Responses shall be submitted to the District electronically to Bid_Submissions@jpshealth.org.
 - i. A Contract Award will be deemed invalid if the Respondent is not registered with **JPS Vendor Portal** (<https://jpshealth.gob2g.com/>) or is not in compliance with the District's requirements for credentialing.
 - ii. Unless otherwise expressly provided in this RFQ or in any addendum to this RFQ, no Respondent shall modify or cancel a submitted Response or any part thereof for thirty (30) days after the Response Deadline. Respondents may withdraw a Response at any time before the Response Deadline. A Response withdrawn before the Response Deadline may not be resubmitted. No Response may be withdrawn or modified after the Response Deadline.
 - iii. Responses will not be considered if they contain any omissions, alterations of required forms, additions or conditions not requested, or irregularities of any kind. However, the District reserves the right to waive any irregularities and to make the Contract Award of the most highly qualified Respondent as solely determined by the District.
 - iv. The Respondent acknowledges the right of the District to reject any or all Responses and to waive any informality or irregularity in any Response received. In addition, the District reserves the right to reject any Response if the Respondent fails to submit the Required Information, data, or documents as set forth in this RFQ, or if the Response is any way incomplete or irregular.
 - v. Failure to follow the instructions regarding the submission of a Response may result in the District's disqualification of such Response.
- b. Responses are due on or before **December 12, 2025 by 2:00 p.m. CST** ("Response Deadline"). Responses not received by the District prior to or at the Response Deadline will not be considered by the District. The Response Deadline may be extended by the District upon addendum to this RFQ issued prior to the then-existing Response Deadline. Responses are not scheduled for public opening. No email, telephone, telephonic, or FAX Responses will be accepted. The District shall not be responsible for missing, lost, or late deliveries. **Responses delivered after the Response Deadline will not be accepted or considered under any circumstances.**
- c. Each Response must contain the Required Forms listed in **Section II.F** below.

5. RFQ SCHEDULE AND RELATED INFORMATION

Milestone	Date
RFQ Issued	11-14-2025
Pre-Response Conference	NA
Written Question Deadline	11-21-2025, 12:00 p.m. CST
Publish Q&A Addendum to RFQ	12-05-2025
Response Deadline	12-12-2025, 2:00 p.m. CST
Contract Award	TBD

a. **Pre-Response Conference.** No Pre-Proposal Conference will be conducted.

6. DISTRICT RFQ CONTACT

Respondents may, in the manner prescribed herein, present requests for an explanation, clarification or interpretation of the **RESPONSE REQUIREMENTS** in this RFQ and/or other requirements for submission of a Response (“Questions”) to the RFQ Contact identified below during the Response submission period. All Questions must be submitted in writing and emailed to the RFQ Contact, at the email address set forth below, and must reference the appropriate pages and section number(s) of this RFQ that are the subject of such Questions. The final date and time to submit Questions is **11-21-2025, 12:00 p.m. Central Time** (the “Written Question Deadline”). **NO PHONE CALLS WILL BE ACCEPTED.** Confirmation of the delivery of Questions to the District is the sole responsibility of the Respondent. The District may, in its sole discretion, elect not to answer or respond to any or all Questions it receives, and the failure of refusal of the District to answer or respond to any Question will not affect, in any way, this RFQ. Questions may be informally addressed during the Pre-Response Conference; provided, however, that no answer or response to any Question by any representative of the District shall be effective unless and until it is issued by the District in writing in the form of one or more addenda to the RFQ, and has been posted to the District’s RFQ website link prior to the Response Deadline. It is the responsibility of each Respondent to check the website for all addenda to the RFQ up to the Response Deadline. Prospective Respondents are advised that no District employee is empowered to make binding statements regarding this RFQ, and no statements, clarifications, or corrections regarding this RFQ are valid or binding on the District except those issued in writing by the RFQ Contact as addenda to the RFQ.

Contact between Respondents and the District, other than in the manner described and set forth in this **Section 6**, during the Response submission period or the Response evaluation period is prohibited. Any attempt by a Respondent to engage in prohibited contact with the District or the RFQ Contact may result in disqualification of the Respondent’s Response.

The RFQ Contact is:

Eureka Harris, Senior Contracts Administrator
JPS Health Network
1350 S. Main St., Ste.
Fort Worth, TX 76104
Email: Bid_Submissions@jpshealth.org
District’s RFQ website link: <https://www.jpshealthnet.org/vendors/open-rfpsrfbsrfqs>

II. RESPONSE REQUIREMENTS

A. INTRODUCTION

The District is requesting a Statement of Qualifications from a firm to provide architectural and engineering services for the Project, including but not limited to programming, schematic design, design development, construction documents, bidding, construction administration, and post construction services. The Services to be provided include all customary architectural services and related structural and MEP engineering services for the Project.

B. BACKGROUND

Tarrant County Hospital District d/b/a JPS Health Network, Tarrant County's public healthcare provider, is a tax-supported entity and includes John Peter Smith Hospital, JPS Surgical Center, a network of community and school-based health centers, and psychiatric services. A Level I Trauma Center, the District is licensed for 582 beds with over 1 million patient encounters per year. The District has the only Psychiatric Emergency Center in Tarrant County and an inpatient psychiatric hospital for adolescents and adults. With more than 25 primary and specialty health centers, the District serves patients throughout the community. The District has a Level III NICU where more than 4,300 babies are born each year. As a Comprehensive Level I Stroke Center and an AMI Certified facility by The Joint Commission, the District provides the best possible care for heart attack and stroke patients. An academic medical center, the District has 17 residency and fellowship programs, including one of the nation's largest Family Medicine residency programs. The District takes pride in teaching the best and brightest from around the world and offers programs in several different specialties.

C. PROJECT SCOPE

Refer to this RFQ and **Exhibit A** for the Project scope. Refer to **Exhibit H** for Design Review Schedules and Deliverables.

D. SELECTION AND EVALUATION PROCESS

1. Selection Process. The District will select an evaluation committee composed of District staff (the "Evaluation Committee") to review the Responses. The Evaluation Committee will narrow the field of submitted Responses to those which are the most highly qualified for the Services solicited in this RFQ in accordance with Texas Government Code § 2254.004. Each such Response will be evaluated according to the criteria set forth herein. The Evaluation Committee will determine if interviews of Respondents are necessary. A Contract Award may be made without interviews of Respondents if in the best interest of the District. The Evaluation Committee may, at its discretion, elect to have Respondents provide oral presentations of their Response and conduct interviews with the Respondents. Scoring of the interview shall replace the initial scoring of the Response. The following will be expected during an interview:

- a.** A short presentation (approx. 45 minutes) detailing company history and projects relevant to the current Project, and confirmation of information presented in the Response.
- b.** Attendance by team members assigned to the Project to represent themselves as to their relative experience and proposed involvement in the Project. Representation by the Respondent's key personnel for the Project is essential in this interview.
- c.** An elaboration of relevant experience and proposed methodology for the Project will be expected.

The District reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary.

2. Evaluation Criteria Specific to This RFQ. The Evaluation Committee will conduct a comprehensive, fair, and impartial evaluation of all Responses received in response to this RFQ. The

evaluation of Responses will involve scoring each Response in the areas listed and set forth below in **Section II.E** (the “Evaluation Factors”). The District’s evaluation of the Responses will be based upon each Respondent’s response to the Evaluation Factors set forth in this RFQ. Any Respondent’s failure to provide complete and full responses to the requested information may lead to disqualification of such Response.

E. EVALUATION FACTORS

In determining how to award a contract or contracts in conjunction with the RFQ, the District will evaluate and consider each Response and/or interview based on the following Evaluation Factors:

1. Statement of Qualifications
2. Key Project Personnel
3. Project Approach and Methodology
4. Relevant Project Experience
5. MWVBE Participation

F. RESPONSE CONTENT

The following information must be provided in each Response in the exact order listed below. Responses should be arranged in the following format, with tabs for each major heading.

Tab 1 Executive Summary (Limit: one single sided page)

Provide an executive summary of Respondent’s overall Response.

Tab 2 Statement of Qualifications

Provide a statement of qualifications for each firm (including any consultants) proposed in providing Services for this Project (limit to one page per firm). Please provide the following information for each firm proposed:

- a. Firm Name.
- b. Number of Years in Business.
- c. Number of Years of Relevant Experience.
- d. Description of Relevant Experience.
- e. Scope of Services Offered.
- f. Principal Office Location.
- g. Location of Office Performing the Work.
- h. Number of Staff by Discipline.
- i. Litigation History. Provide details of litigation history, including but not limited to lawsuits, administrative claims and proceedings, and arbitrations within the past five (5) years.
- j. Certificates of Registration.

In accordance with Texas Occupations Code Title 6, Subchapter I § 1001.405, all engineering firms submitting a Response to this RFQ must maintain current “business entity registration” with the Texas Board of Professional Engineers concurrent with the Response and, if selected, through the term of the Contract. All Respondents must provide a copy of their Certificate of Registration with the Response.

In accordance with Texas Administrative Code Title 22, Part 1, Chapter 1, Subchapter G, Rule §1.124, all architectural firms submitting a Response to this RFQ must maintain current “business entity registration” with the Texas Board of Architectural Examiners concurrent with the Response and, if selected, through the term of the Contract. All Respondents must provide a copy of their Certificate of Registration with the TBAE with the Response.

Tab 3 Key Project Personnel

- a. Provide an organizational chart of the proposed Project team including the firm’s top representative who will be responsible for the Project team and the Services, with specific Project roles for each individual proposed.
- b. Provide a resume for each key team member (include consultant resumes) including the following information: (Limit: one single sided page per resume).
 - i. Name.
 - ii. Firm name.
 - iii. Number of years with firm.
 - iv. Number of years’ experience.
 - v. Education.
 - vi. Project assignment/role description
 - vii. Previous experience within the role proposed.
 - viii. References – (Maximum 3 Projects).
- c. Project name
- d. Project description
- e. Project start and completion (Month/Year)
- f. Project size
- g. Current status of project
- h. Project budget and actual cost (Provide a range if this information is confidential). This information is required and must be provided for each project reference.
- i. Client reference (include name, title, address, and current contact information, phone number and email address).

Tab 4 Project Approach and Methodology

Describe the firm’s approach to:

- a. **Design Process:** Describe the firm’s general approach to the engineering and architectural design process and the implementation of the requirements of the Services required by this RFQ including:
 - i. Project approach and philosophy.
 - ii. Approach to identify Project goals.
 - iii. Approach to analyze current state and development of future state model, including operation and process improvement.
 - iv. Approach to facility assessment and analysis (site, infrastructure, mechanical, electrical, and plumbing, administrative offices, data center, and additional department assessments)

- v. Approach to near term and long-term phasing.
- b. **Communications.** Describe how the firm will coordinate its Services and communicate with its consultants and with the District and its other consultants throughout the Project.
- c. **Services.** Describe the firm's approach for exceeding the expectations of the District with respect to the Project.
- d. **Quality Assurance.** Describe the firm's quality assurance program, explaining the methods used to maintain quality control of the Services and work with respect to the Project. Provide specific examples indicating how these methods and procedures have been employed on previous projects and were proven successful.
- e. **Schedule.** Describe how the firm plans to meet the milestone scheduling deadlines for the Project while achieving excellent performance of Services. Provide specific examples.
- f. **Budget.** Describe how the firm plans to meet the budget requirements for the Project on a while achieving excellent performance of the Services. Provide specific examples.
- g. **Overcoming challenges.** Describe any challenges the firm anticipates in providing the Services requested within this RFQ and the firm's approach to mitigate.

Tab 5 Relevant Project Experience

Identify three (3) of the most recent projects similar to the scope of Services proposed within this RFQ, beginning with those closest to the Tarrant County geographic region in which the firm has provided services. The following information is requested for each project: (Limit: one single sided page per project).

- a. Facility name and address.
- b. Description of each project (identify major elements of projects and/or unique features).
- c. Size of project.
- d. Start and completion dates (Month/Year).
- e. Lessons and best practices learned.
- f. Client reference (name, title, email address, and current telephone numbers)
- g. Identify proposed Project team member(s) who worked on each project.

Tab 6 MWVBE Participation

Provide a discussion on how the Respondent intends to meet the District's goal of 25% MWVBE participation for Services included in this RFQ. Discuss any MWVBE management partners the Respondent plans to team with to provide the Services. Respondent should include the following in its discussion: (Maximum 1 page).

- a) Submit certificate if Respondent is a certified MWVBE (do not submit an expired certificate).
- b) Communication Outreach – Attach a written notification of the subcontracting opportunity and list of three consultants notified regarding the interest in MWVBE participation in providing Services for this Project; and

- c) Plan of Action – List the consultants selected for participation in this Project, including their certification, and approximate dollar value of the Services to be contracted to the consultant, and the expected percentage of the total contract amount.

Tab 7 Required Forms

- a. **Exhibit B:** Signature Form
- b. **Exhibit D:** Certification Form
- c. **Exhibit E:** Conflict of Interest Questionnaire
- d. **Exhibit F:** Proposed Revisions to Contract Form (include an editable unlocked/unsecured redline in track changes if proposing changes to **Exhibit C**, Contract Form)
- e. **Exhibit G:** JPS Diversity: Good Faith Form
- f. Certification from Insurance Agent (See **Section I.C.3**)

G. EVALUATION CRITERIA SCORE SHEET

EVALUATION CRITERIA	Possible Points	Respondent Score
THIS SECTION WILL BE SCORED BY THE EVALUATION COMMITTEE		
1. Statement of Qualifications	30	
2. Key Project Personnel	25	
3. Project Approach and Methodology	20	
4. Relevant Project Experience	25	
MWVBE PARTICIPATION		
Minority, Woman, and Veteran-Owned Business Enterprise Participation.		
This Section is evaluated but not weighted or scored:		
Is the Respondent a certified MWVBE?	Y	N
MAXIMUM TOTAL POSSIBLE POINTS		100
Company Name: _____		
Evaluator ID: _____		
RFQ #25-1103 WAREHOUSE RENOVATIONS		

Exhibit A

SERVICE SPECIFICATION

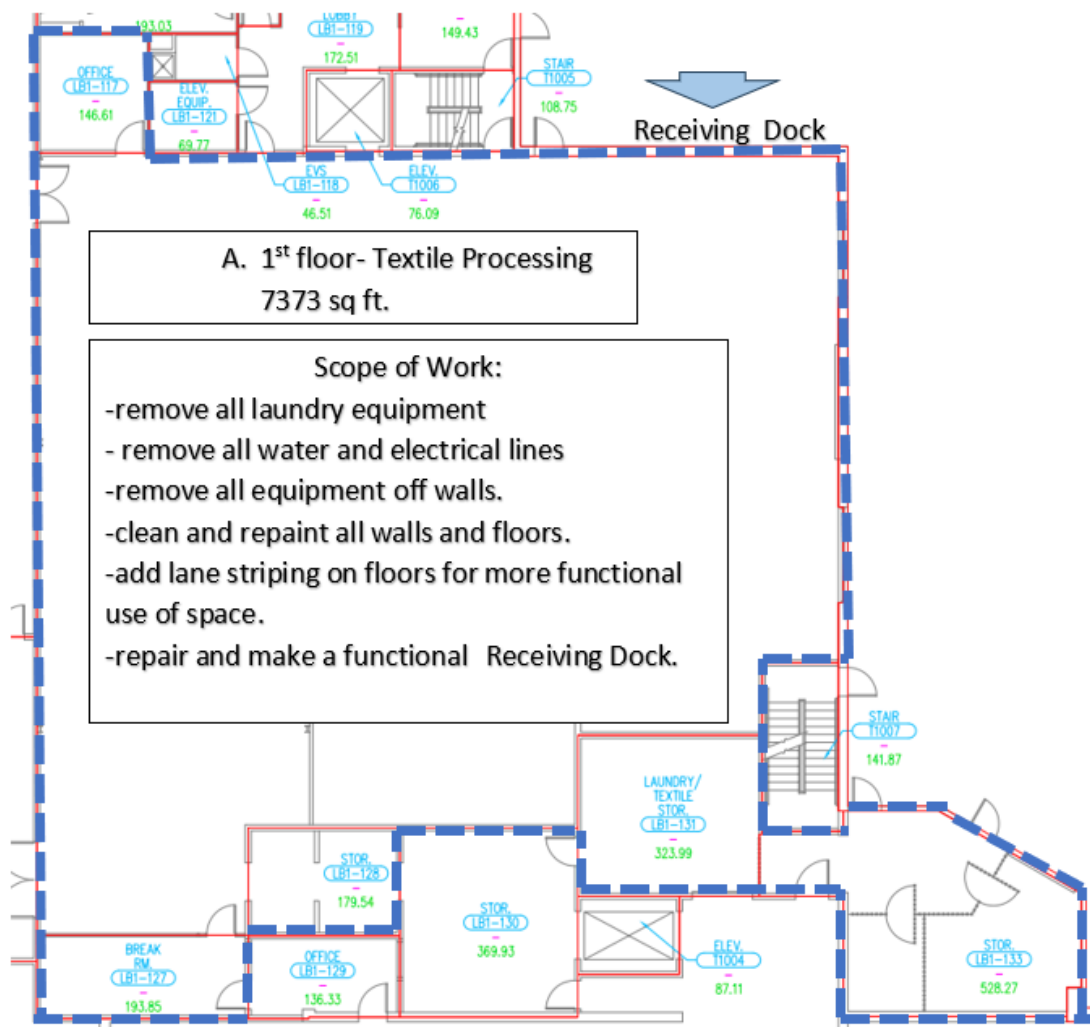
I. EXECUTIVE SUMMARY

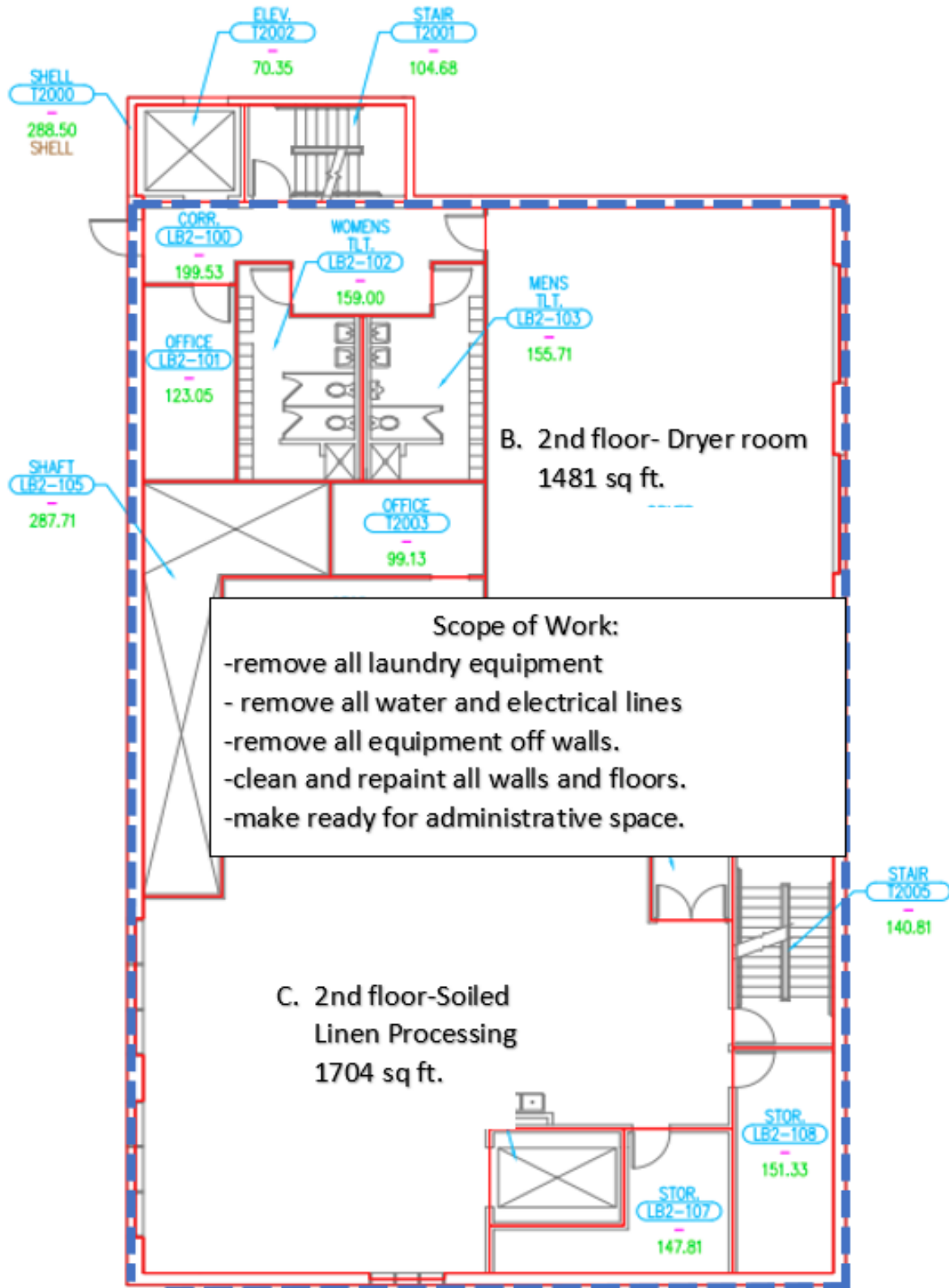
At the main hospital, plans are to clear out and refresh the existing Textile Processing space on both the 1st and 2nd floors to make available for supply storage and administrative space. Along with the Textile Processing space, we will refresh the Warehouse next door. This work is required to enable the New Hospital construction to begin as the existing warehousing and storage will be removed.

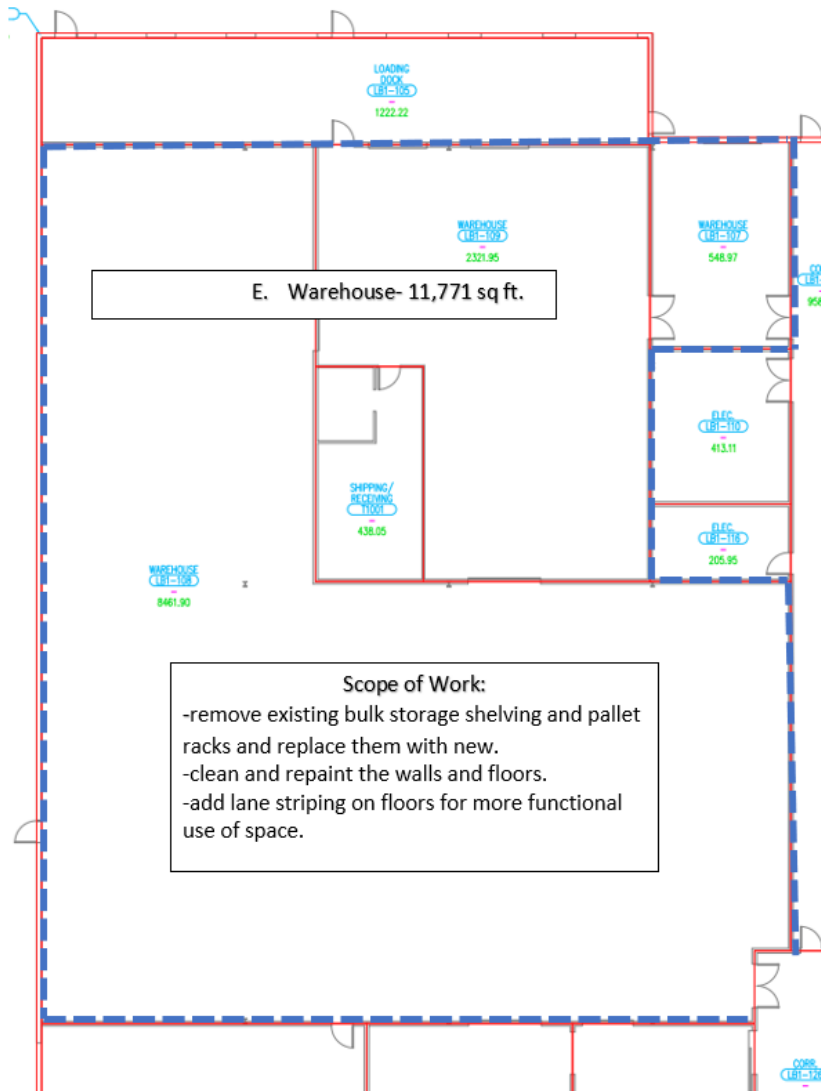
II. SCOPE OF WORK

The project scope of work is as follows (refer to plans):

- Textile Processing- on both floors; remove all laundry equipment, remove all water and electrical lines, remove all existing equipment off walls. Clean and repaint the walls and floors. On the 1st floor, add lane striping on floors for more functional use of space. Repair and make a functional Receiving Dock. On 2nd floor, make ready for administrative space.
- Warehouse- remove existing bulk storage shelving and pallet racks and replace them with new. Clean and repaint the walls and floors. Add lane striping on floors for more functional use of space.







The awarded firm shall coordinate with District's Consultants as necessary throughout the duration of the project. The following Services for the project will be provided by the District:

- Geotechnical Engineering
- Materials Testing
- Commissioning Agent
- Test & Balance Agent

Exhibit B

Signature Form

Respondent shall signify Respondent's acceptance of and compliance with the requirements, terms, and conditions of this **RFQ #25-1103 WAREHOUSE RENOVATIONS** by signing in the signature space set forth below.

Respondent warrants that Respondent has examined and is familiar with this RFQ and its terms and conditions. Respondent warrants that Respondent does not engage in scrutinized business operations in Sudan, Iran or with foreign terrorist organizations, and that Respondent does not appear (nor does any affiliate appear) on any [Texas Comptroller Scrutinized Companies List](#).

Respondent certifies that either (i) it meets an exemption criteria under Section 2271.002 of the Texas Government Code; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Respondent shall state any facts that make it exempt from the boycott certification in its Response.

Respondent certifies that it does not boycott energy companies as that phrase is defined by Section 2274 of the Texas Government Code and will not boycott energy companies during the term of the contract resulting from this Solicitation. If Respondent refuses to make that certification, Respondent shall state here any facts in its Response make it exempt from the boycott certification.

Respondent certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association as that phrase is defined in Section 809.001(1) of the Texas Government Code, and it will not discriminate during the term of the contract resulting from this Solicitation against a firearm entity or firearm trade association.

Respondent warrants that it has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily finance and complete the products and Services in its Response in accordance with Texas Occupations Code § 1051.

Respondent certifies that the individual signing this Response is authorized to sign such documents on behalf of the Respondent entity and to bind Respondent and is authorized to bind the Respondent in this Response.

RESPONDENT AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT AND ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OF OMISSIONS OF RESPONDENT OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, CONSULTANT, OR SUPPLIER OF RESPONDENT IN THE EXECUTION OR PERFORMANCE OF ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS WHICH MAY RESULT FROM THE SUBMISSION OF THE RESPONSE AND/OR THE CONTRACT AWARD THEREON BY THE DISTRICT.

RFQ #25-1103 WAREHOUSE RENOVATIONS

Respondent (Company) Name: _____

By:  Date: _____

Printed Name: _____ Title: _____

Telephone: _____ Email: _____

Exhibit C
Contract Terms
RFQ #25-1103 WAREHOUSE RENOVATIONS

AIA B101-2017 –Agreement between Owner and Architect (as modified by Owner)

Exhibit D

Certification Form

RFQ #25-1103 WAREHOUSE RENOVATIONS

Instructions:

Vendors doing business with the District are requested to complete this form in its entirety. If Respondent is a Disadvantaged Business Enterprise, the requested information pertains to the owner(s) of the company. This form must be signed and dated by an authorized representative of Respondent's company.

Respondent's Name: _____

Years in business under same name: _____ Previous Name: _____

General E-mail Address: _____

Current Address: _____

Sales Rep/Customer Service Name: _____

E-mail Address: _____

Sales Rep/Customer Service Phone#: _____

Fax#: _____

Accounts Receivable Contact Name: _____

Phone # _____ TCHD Account # _____

List Respondent's major commodities:

CHECK ALL THAT APPLY WITH RESPECT TO MAJOR COMMODITY:

☐ Supply ☐ Equipment ☐ Service (List type of service, i.e., temp. agency, surveyor, etc.: _____)

☐ Consultant ☐ Distributor ☐ Manufacturer ☐ Contractor ☐ Subcontractor

Approximate dollar volume of business with the District in past twelve (12) months: \$ _____

ETHNICITY OF COMPANY'S AMERICAN OWNERSHIP (PLEASE place an X in the appropriate box:

☐ ASIAN PACIFIC
☐ AFRICAN AMERICAN
☐ CAUCASIAN
☐ HISPANIC
☐ NATIVE AMERICAN

☐ OTHER _____
(SPECIFY)

PUBLIC OWN STOCK:
☐ YES ☐ NO

MAJORITY OWNER:
☐ MALE ☐ FEMALE

INCLUDE THE FOLLOWING:

Copy of certificate(s) (State of Texas, North Central Texas Regional Certification Agency (NCTRCA), Historically Underutilized Businesses (HUB), or any agency confirming Respondent's business as being a women/minority-owned or small business enterprise.

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

Exhibit E

Conflict of Interest Questionnaire

Chapter 176 to the Texas Local Government Code (“Chapter 176”) contains provisions mandating the public disclosure of certain information concerning persons doing business or seeking to do business with the District (“Disclosure Information”). The Disclosure Information relates to affiliations, and business and financial relationships such persons may have with members of the District’s governing body, its officers and certain other high-level District employees. Each Respondent is charged with the responsibility of becoming familiar with the requirements of Chapter 176 and for complying with the applicable provisions thereof.

Each Respondent shall complete the Conflict of Interest Questionnaire set forth below and shall return the completed Conflict of Interest Questionnaire with its Response. A complete copy of Chapter 176 of the Local Government Code may be found at: <https://statutes.capitol.texas.gov/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): “Business relationship” means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on: (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity; (B) a transaction conducted at a price and subject to terms available to the public; or (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B): (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if: . . . (2) the vendor: (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that (i) a contract between the local governmental entity and vendor has been executed; or (ii) the local governmental entity is considering entering into a contract with the vendor; or (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that: (i) a contract between the local governmental entity and vendor has been executed; or (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and: (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A); (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of: (1) the date that the vendor: (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or (2) the date the vendor becomes aware: (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a); (B) that the vendor has given one or more gifts described by Subsection (a); or (C) of a family relationship with a local government officer.

RFQ #25-1103 WAREHOUSE RENOVATIONS

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	OFFICE USE ONLY	
1 Name of vendor who has a business relationship with local governmental entity.	Date Received	
2 <input style="margin-right: 10px;" type="checkbox"/> Check this box if Respondent is filing an update to a previously filed questionnaire. (The law requires that Respondent file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which Respondent became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed.		
Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 <input style="margin-right: 10px;" type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 Signature of vendor doing business with the governmental entity Date		

Exhibit F

Respondent's Proposed Revisions

RFQ #25-1103 WAREHOUSE RENOVATIONS

In submitting a Response to this RFQ, the Respondent agrees to accept the terms and conditions set forth in this RFQ or incorporated herein by reference. **The successful Respondent will be expected to enter into a contract which in substantially the same Contract Form which contains substantially the same terms and conditions as are included in Exhibit C to this RFQ.**

If Respondent is proposing any revisions to **Exhibit C**, the Contract Form, it **MUST** indicate each revision below and **provide a redline of the proposed revisions**. The District will only consider those exceptions, additions, deletions or revisions as are set forth by Respondent specifically in response to this **Exhibit F**. The District may accept or reject any proposed revisions at its sole discretion. No proposed revisions will become effective unless accepted by the District and agreed to in writing and signed by both parties.

The District considers the Respondent to agree to all terms and conditions of the Contract Form (including Exhibits), unless otherwise indicated herein. Absence of a redline will constitute agreement, and there will be no further negotiations regarding the same. **Respondents submitting redlines must provide an editable unlocked/unsecured version of the redline with their Response (preferably in track changes).**

The District will not agree to indemnify the Respondent, limit the Respondent's liability, shorten the statute of limitations for any claim, submit to binding arbitration, waive its right to a jury trial, or waive its existing governmental immunity. DO NOT include any such proposed revisions in the Response, as they will not be accepted.

Respondent *MUST* check the appropriate response below:

☐ Respondent accepts Contract Form without exception.

OR

☐ Respondent proposes exceptions/modifications to the Contract Form

Signature

Printed Name

Title

Date

EXHIBIT G

JPS Diversity: Good Faith Form

RFQ# and Name:	RFQ #25-1103 WAREHOUSE RENOVATIONS
Respondent Name:	
Respondent address:	
Respondent UCM ID:	
Respondent DBE Contact Name, Phone and Email:	

1. Is the Respondent a certified DBE?

- ☐ If yes, please attach the current certification or letter.
- ☐ No.

2. **List all participating DBE-certified consultants, subcontractors, and vendors that are to be used for this contract.** All Respondents, including DBE-certified Respondents, are strongly encouraged to subcontract portions of the project to DBE-certified consultants and/or subcontractors. Please attach a current certificate or letter for each certified DBE consultant, subcontractor, or vendor. If a Respondent is awarded this contract, it **must** use the consultants/subcontractors/vendors listed below unless the Supplier Diversity Office approves a change.

(Insert additional rows as needed.)

DBE Subconsultant Company Name	Email / Phone	Work Scope Description	Total Contract Value	DBE Subconsultant Agreement Value	DBE% of Total Contract

3. If no DBE participation is listed above, has Respondent contacted DBEs regarding participation in this opportunity? Certified DBE lists are available on the JPS Vendor portal at <https://jpshealth.gob2g.com/> as well as from other sources. *(Respondent must register on the JPS vendor portal to obtain a user name and password that will allow it to search for certified DBE businesses. The JPS vendor portal is a directory of businesses interested in doing business with JPS.)*

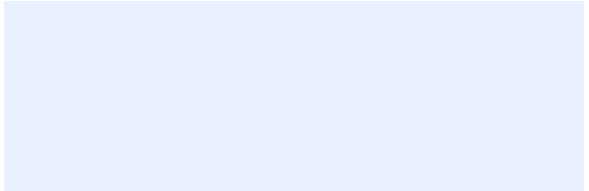
Ex: Support services to participate under the contract

☐ If Respondent contacted DBEs regarding subcontracting for this opportunity, list DBE company name(s) and contact information below and attach copies of such correspondence:

DBE Subconsultant Company Name	Email / Phone	Work Scope Description	Total Contract Value	DBE Subconsultant Agreement Value	DBE% of Total Contract

4. If Respondent is not a DBE and does not have a DBE consultant, subcontractor or vendor, please provide a statement regarding steps that Respondent's company has taken to demonstrate its commitment to diversity: *(Insert additional rows as needed)*
5. Please explain how Respondent plans to identify DBE participation on this contract: *(Insert additional rows as needed)*

Name of Vendor (Print)



Vendor Signature

Date

Vendor Phone

**JPS Diversity Administration Reviewer
(Print)**