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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Approve specifications for RFQ 2013-P06 Consulting & Program Management Services for Capital Improvement Projects and authorize Purchasing to solicit for proposal and advertise.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	June 18, 2013	N/A

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Kennedy/Maiorka	COBB	N/A

SUMMARY

See attached specifications.

**Request for Qualifications for Consulting and Project Management Services for
Capital Improvement Projects on an As-Needed-Basis**

**RFQ 2013-P06
Hays County, Texas**

Overview

Hays County is requesting qualifications from qualified firms for consulting and management services for Capital Improvement projects for Hays County on an as-needed-basis.

General

Firms interested in performing this task should submit qualifications related to their experience and capabilities in consulting and project management for Capital Improvement projects.

Request for Qualifications should be submitted prior to 2:00 p.m. on July 3, 2013 to:

Cindy Maiorka CPPB
Purchasing Manager
Hays County Government Center
712 S. Stagecoach Trail, Suite 1071
San Marcos, Texas 78666
512-393-2273

Late proposals will not be accepted. Each firm is responsible for insuring responses to the RFQ have been delivered by date, time and location specified.

Any questions related to the scope of services or questions concerning the submittal of qualifications should be directed to Cindy Maiorka, Purchasing Manager, at cindym@co.hays.tx.us.

By submitting a response to this RFQ, each firm/team acknowledges that he/she has read and fully understands this RFQ, and has asked questions and received satisfactory answers from Hays County regarding any provisions of this RFQ with regard to which clarification was desired.

Scope of Work

The selected firm shall provide professional consulting and management services for Capital Improvement projects for Hays County on an as-needed-basis.

Evaluation Criteria

The Request for Qualifications will be evaluated and ranked according to the criteria outlined below. Awarding of the contract will be made by the Hays County Commissioners Court after all evaluations are complete.

Criteria	Points
Performance and Qualifications	80
References	20

It is understood that Hays County reserves the right to accept or reject any and/or all responses to the RFQ as it shall deem to be in the best interest of Hays County. Receipt of any RFQ shall be received and acknowledged only so as to avoid disclosure of the contents to competing vendors and kept secret during the negotiation/evaluation process.

However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by proposer as such. All confidential information should be clearly marked.

Once RFQ's are reviewed, a short list may be selected by the committee appointed by the Commissioners Court. Interviews may be conducted with the firm(s) most qualified. Additional information may be required at that time. Negotiations will begin with the firm determined to be most qualified for the project. Commissioners Court will make the final selection and approve the proposed contract.

Format

The Statement of Qualifications is limited to ten (10) 8 ½ x 11 pages, 12 pitch font size, single sided, including an organizational chart containing the names, addresses, telephone & fax numbers, and e-mail addresses for the prime providers and any sub-providers. Please provide three (3) references for project related experience and a list of most current past projects. References must include client contact information (address, telephone, name, and fax number). Supporting attachments and/or appendices (related project graphics, resumes, etc.) should be conservative in their inclusion.

Submittal

Please submit one (1) copy. All responses must be returned in a sealed envelope with RFQ name, number and due date clearly marked on the outside. Please submit no later than 2:00 p.m., Wednesday, July 3, 2013 to: Hays County Purchasing
Attn: Cindy Maiorka CPPB, Purchasing Manager, 712 S. Stagecoach Trail, Suite 1071,

San Marcos, Texas 78666. The request for qualifications should incorporate the least amount of plastic/laminate or other non-recyclable binding materials.

CODE OF ETHICS FOR HAYS COUNTY

Public employment is a public trust. It is the policy of Hays County to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by Hays County. Such a policy implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public services.

Public servants must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Hays County procurement organization.

To achieve the purpose of this article, it is essential that those doing business with Hays County also observe the ethical standards prescribed here.

1. It shall be a breach of ethics to attempt to influence any public employee, elected official or department head to breach the standards of ethical conduct set forth in this code.
2. It shall be a breach of ethics for any employee of Hays County or a vendor doing business with the county to participate directly or indirectly in a procurement when the employee or vendor knows that:
 - A. The employee or any member of the employee's immediate family, or household has a substantial financial interest pertaining to the procurement. This means ownership of 10% or more of the company involved and/or ownership of stock or other interest or such valued at \$2500.00 or more.
 - B. A business or organization in which the employee, or any member of the employee's family immediate family, has a financial interest pertaining to the procurement.
 - C. **Gratuities:** It shall be breach of ethics to offer, give or agree to give any employee of Hays County or for any employee to solicit, demand, accept or agree to accept from a vendor, a gratuity of consequence or any offer of employment in connection with any decision approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or controversy, any particular matter pertaining to any program requirement or a contract or

subcontract, or to any solicitation or proposal therefore pending before this government.

- D. **Kickbacks:** It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Hays County as an inducement for the award of a contract or order.
- E. **Contract Clause:** The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation therefore.
- F. **Any effort to influence any employee, elected official, or department head to violate the standards of this code are grounds to void the contract. Please certify by your signature below that you understand the ethics policy of Hays County and in no way will attempt to violate the code.**

SIGNATURE: _____

PRINT NAME AND TITLE: _____

COMPANY NAME: _____