

**Request for Qualifications (RFQ) for  
Courthouse Remediation Project Manager  
County of Tyler**

The County of Tyler is seeking to enter into a contract with a "Project Manager" for the Courthouse Remediation process. This contractual position will begin when the candidate is approved through Commissioners Court, and is expected to last for approximately two years, with an anticipated conclusion on or before December 31, 2021.

1. Scope of Work – The Project Manager will be expected to successfully complete activities such as, but not limited to, the following:
  - Be present at the Courthouse on a part-time basis each week, with a weekly schedule to be determined by the phase of work in collaboration with the County Judge, architects, contractors, Texas Historical Commission, etc.;
  - Work closely with Commissioners Court, County Judge, County Officials (Treasurer, Clerk, Auditor, etc.) and staff, local Historical Commission, architects, contractors, craftsmen, Texas Historical Commission (THC), and others to bring the Courthouse Remediation process to a successful and timely conclusion;
  - Monitor all aspects of the Remediation process to insure compliance with all requirements;
  - Maintain detailed documentation of activities;
  - Prepare and submit updates and reports as required by the THC;
  - Facilitate communication among, and produce and disseminate all necessary documents, reports, etc. to all parties; and
  - Complete any assignments and projects deemed necessary by the Commissioners Court to support successful completion of the Remediation process.
  
2. Statement of Qualifications – The County of Tyler is seeking to contract with a competent individual possessing the following experiences/credentials:
  - Documented, verifiable experience in planning and coordinating large scale projects, including fiscal and material components;
  - Bachelor's Degree preferred but not required;
  - Strong oral and written communication skills;
  - Excellent computer skills (Word, Excel, PowerPoint, etc.);
  - Strong interpersonal skills with the ability to work collaboratively and successfully with architects, engineers, construction crews, maintenance personnel, local officials and staff, etc. during planning and construction phases;
  - Ability to mediate situations between various parties relevant to this specific project;
  - Ability to research, comprehend, compile, synthesize and disseminate information and documents in a timely manner;

- Ability to create written reports and presentations for various audiences, including Commissioners Court, THC, Tyler County citizens, etc.;
- Ability to anticipate project needs and plan accordingly; and
- Familiarity with Tyler County’s historical activities, as well as the state and federal guidelines, standards and legislative requirements for treatment of historic buildings as outlined by the Texas Historical Commission and the United States Secretary of the Interior.

Please include in your proposal a current resume detailing project management experience, description of knowledge and skills relevant to this position, and three letters of recommendation from professional references.

3. Evaluation Criteria – Proposals received by the deadline will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Relevant Work Experience	50
Knowledge and Skills	30
Letters of Recommendation	10
Capacity to Perform	<u>10</u>
TOTAL	100

4. For this RFQ, Respondents’ qualifications will be evaluated and the two most qualified Respondents will be invited to interview. The top candidate will be selected, subject to negotiation of fair and reasonable compensation and approval by Commissioners Court.
5. Deadline for submission – A Qualifications Statement (one hard copy in a sealed envelope) may be submitted via U.S. mail or in person to the address below, and must be received no later than 3:00 p.m. on Friday, May 31, 2019:

Honorable Jacques L. Blanchette  
 Tyler County Judge  
 100 W. Bluff, Rm. 105  
 Woodville, TX 75979

Mark envelope with “Qualifications Statement – Courthouse Remediation Project Manager”.

For additional information, call (409) 283-2141.

**Jill Davis**

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**From:** ktimme.cojudge@co.tyler.tx.us  
**Sent:** Tuesday, May 21, 2019 11:07 AM  
**To:** judge@co.tyler.tx.us; sturrock@co.tyler.tx.us; e.holderman; Bob & Barbara Morris; randygardner1955@gmail.com  
**Cc:** JILL DAVIS  
**Subject:** Selecting a Project Manager for Courthouse Remediation  
**Attachments:** RFQ - Project Manager.docx

Good Morning, Courthouse Remediation Steering Committee (CRSC) Members,

As you know, we are striving to meet the July 1 deadline for identifying a preservation architect for our Courthouse Remediation activities.

The next task is to identify a Project Manager for the Remediation process.

“Qualifications Statements” are due Friday afternoon, May 31st. The RFQ will have appeared in the Booster three times (May 16, 23 & 30).

The Judge is calling a special meeting of Commissioners Court to open the responses to the RFQ on Monday, June 3 at 8:30 a.m.

The CRSC will meet at 9:00 a.m. on June 3 following the Commissioners Court meeting to review the responses to the RFQ and select two or more people to interview.

Attached you will find the RFQ - please review the qualifications the County is seeking, as well as the evaluation scale for scoring and ranking the applicants (this scale was adapted from a sample RFQ provided by the County Auditor).

1. Evaluation Criteria – Proposals received by the deadline will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Relevant Work Experience	50
Knowledge and Skills	30
Letters of Recommendation	10
Capacity to Perform	10
<b>TOTAL</b>	<b>100</b>

We will need a score sheet that reflects the details of the RFQ to facilitate the evaluation process. I will create a “draft” and send it to you this week.

We will also need to develop a set of interview questions. Suggestions are welcome.

Interviews need to be held June 5-6, with a recommendation presented to Commissioners Court on Monday, June 10<sup>th</sup>, so that the Project Manager can participate in the evaluation of Qualifications

Statements for the AE firm, and in interviewing AE candidates (scheduled for Monday and Tuesday, June 17-18).

Please let me know of your availability on June 3 for review of the Qualifications Statements, and June 5-6 for interviews.

Thanks very much,

Kay Timme, M.Ed.  
Special Projects Coordinator  
Tyler County Judge's Office  
(409) 283-2141