

Tyler County Courthouse, Woodville, Texas
Remedial Measures

Public Notice and Request for Qualifications

Tyler County is seeking qualifications statements from professional architectural and engineering firms (here-in referred to as AE) for building assessment, design, specifications and construction documents, construction administration, and project close-out for specific remediation measures, and potentially additional phased work to rehabilitate other portions of the historic Tyler County Courthouse of 1892/1937. It is the County's intention to select a single architectural/engineering firm for this project.

The proposed project will address the remediation measures outlined by the Texas Historical Commission:

- 1) Ceiling treatments including salvaged metal tiles, plastic medallions and wood beams must be removed. Ceilings must be painted wood beadboard to match the historic materials. Limited drywall fur-downs may be used to encase existing mechanical equipment as needed but must be minimized.
- 2) The nineteenth-century style wood casing on the metal vault door in Room 110 must be removed leaving the original metal frame to the fire-proof vault exposed and intact.
- 3) No brick masonry may be exposed. Interior wall surfaces that were previously plastered must be completely re-plastered or sheet-rocked.
- 4) All exterior brick walls that were previously stuccoed must be re-stuccoed.
- 5) Vinyl replacement windows including sashes, frames and moldings must be removed and replaced with new wood windows that match the historic windows in design, dimensions and materials in those locations. Where replacement aluminum windows existed prior to the 2015 remodeling, the County must substantiate the existence of the aluminum windows prior to the work performed November 1, 2015 through April 30, 2018 and will not be required to replace these locations with new wood windows;

All proposed work must be submitted to the Texas Historical Commission for review and approval prior to implementation, and conform to The Secretary of the Interior's *Standards for the Treatment of Historic Properties* by **December 1, 2019**. The work must be **complete no later than December 31, 2020**.

Documents and information related to this Request for Qualifications may be obtained only from the County Judge's office at the address below. Information obtained from any other source will not be considered valid in the evaluation process and may be a basis for disqualification.

A **project preview meeting and walk-through** will be offered for interested firms at **10:00 a.m. on Friday, May 10, 2019** in the Commissioners Courtroom in the Tyler County Courthouse at 100 W. Bluff St., Woodville, Texas.

** Please call our office at (409) 283-2141 by Thursday, May 9, 2019, if you will attend the project preview meeting and walk-through on May 10th.

Qualification Statements shall be addressed to:

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

Each proposal shall be submitted in a sealed envelope clearly marked "AE Qualifications", and delivered no later than **2:00 p.m. on Tuesday, June 4, 2019**.

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Summary of Services to be Performed

The County seeks the services of a technically-oriented firm with the skills and experience necessary to develop a plan which addresses remedial work required by the Texas Historical Commission, as well as potentially additional phased work to rehabilitate other portions of the building, as determined by the County.

Professional services shall include a detailed study of previous master plans to identify extant historic features and materials. The project will address all items listed in the Agreement between Tyler County and the THC which include returning the building to previous conditions and reinstating historic materials. The scope may also include potentially phased rehabilitation of additional portions of the building that are currently unoccupied and/or additional improvements to the building in general.

All work shall comply with the Secretary of the Interior's *Standards for Rehabilitation* and will be presented to the County and Texas Historical Commission for approval. Upon approval, the project scope will be developed in the form of construction drawings and specifications.

Upon completion of construction documents and their approval by Tyler County and the Texas Historical Commission, the AE shall assist the Owner in seeking competitive sealed proposals for the construction of the work. The AE's services shall include issuing bid documents to proposers, responding to proposers' questions, and conducting a pre-proposal conference.

AE will assist in receiving priced proposals, assist with proposal openings, evaluations and selection of a qualified contractor offering the best combination of relevant experience and competitive price to the County. Upon award of the project, AE will assist the County by preparing construction contract documents for execution by the successful bidder and the County.

Construction phase services include: attend weekly site visits for observing progress and quality of work being performed; participate in weekly progress meetings; respond in writing to contractor's questions; review and comment on submittals and shop drawings; enforce compliance with the contract documents; prepare and process change orders; issue directives and interpretations; conduct and issue punchlist from inspections at appropriate intervals; assist with inspections by regulatory authorities for compliance with codes; issue certificates of substantial completion and final completion.

Upon completion of the project, the AE will prepare and provide the County with Record Drawings and Specifications for the project, along with a Completion Report and project photographs required by the agreement with the Texas Historical Commission. Photographs will capture essential aspects of the work from the same angle and distance before, during and after completion of the work.

All services performed by the AE shall be coordinated with Tyler County's designated Project Manager. Transmittal of all documents shall be directed to the Project Manager for review. The Project Manager will forward to the respective responsible party within Tyler County. All responses from the County to the AE will be through the Project Manager.

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The Historic Tyler County Courthouse of 1892/1937

The Tyler County Courthouse was built in 1891-2 and extensively remodeled in 1935-7. The front part of the building served as the County's third Courthouse. It was designed by Glover and Hodges of Corpus Christi in 1891 in the Victorian and Italianate styles, and was built by the McKnight Brothers.

During the mid-1930s, the Courthouse was expanded and remodeled into a "Moderne Style" through a Works Progress Administration project and additional construction. A four-story addition, including a new jail and office space, expanded the footprint of the building. Additionally, an exterior stairway was added to the north side of the building, and the entire exterior was covered with stucco, covering the original red brick. The original roof line and clock tower were significantly altered.

The Tyler County Courthouse is a Registered Texas Historic Landmark, and is listed on the National Register of Historic Places. It is protected by a preservation easement granted in 2004 to the THC in perpetuity following an emergency grant for electrical upgrades after an electrical fire a few years earlier.



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Response Requirements

AE responses shall clearly describe the AE firm's capabilities, as well as experience to incorporate the services provided by professionals engaged from outside their firm. Professional resumes, photographs and descriptions of projects completed by the firm may be used to present this information.

The objective of the Owner's evaluation of the proposals is to identify the firms having the best qualifications, experience and staff to provide the AE services in connection with the project described here-in. Specifically, the following information is to be addressed in the proposal and in the following order:

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| The Firm | Furnish official name, address, type of organization (corporation, partnership, sole proprietor) and brief history. |
| Principal Business | Describe the types of architectural / engineering projects in which your firm is usually engaged. |
| Officers of the Firm | List by name, position, address, telephone, resume. Furnish resume of the principal who will be responsible for the work if selected. |
| Professionals | List all other professionals employed with type of registration. Furnish resumes of specific professionals who would be assigned to work on this project if selected. |
| Clients & Projects | List the principal clients you have served over the past five years.

Describe at least five projects, having a scope similar to that described in this RFQ, completed by your firm in the past five years. Include completed project cost, if available. |
| Challenges | Discuss unique challenges encountered during the course of any of these projects.

Describe your firm's solution to these conditions that demonstrate creative problem solving and value-added to the process and outcome. |
| References | Furnish a list of references to include the full name, title, company, address and telephone number of individuals who can be contacted with regard to your firm's performance as follows:

5 Previous Client references - one from each of the above five projects.
2 Financial references - Banker and Accountant. |
| Insurance | Provide current Certificates of Insurance for Professional Liability, and all other coverages carried by your firm. |

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Evaluation and Selection

AE responses received within the specified time, place and containing all information requested will be evaluated by a committee selected and appointed by County Judge and Commissioners. The evaluation committee will review all proposals to determine those firms offering the best qualifications, experience and staff based upon the proposal information submitted. References will be contacted as necessary to verify information submitted and to determine by independent observation how well the firm has performed on projects of similar type as described in this RFQ.

The evaluation process will continue until three firms are identified which offer the best overall combination of qualifications and experience for the project. The **top three firms will be invited to interview June 17-18**, and present their qualifications, introduce key project professionals, and present their recommended approach to the delivery of services. Additionally, the committee will be interested in each firm's observations made during the project preview and walk-through on May 10.

Tyler County expects that the persons introduced at this meeting will actually be assigned to the project and will remain on the project throughout the duration. Any deviation from this requirement must be with the concurrence of the County's Project Manager and County Judge.

The three firms will be ranked first through third. Negotiations for an AE professional services agreement will commence between the County and the top ranked firm. Should an acceptable agreement for services fail to be reached with this firm, negotiations will cease and the second firm will be invited to negotiate an agreement for services. Likewise, should negotiations fail between the second firm, the third firm will be invited for negotiations. If all three fail, then three other firms will be invited to present their proposals. The rating and negotiations will resume in the same order.

Final selection by the committee will be forwarded to the Commissioners Court for acceptance and award. Once selection is accepted and awarded by Commissioners Court all firms will be notified of the selection no later than July 1, 2019.

The selected AE shall forward certificates of insurance, W-9, and then execute the agreement for professional services with the Tyler County Judge. A purchase order will be issued by the County for payment of satisfactory services rendered and approved by County's Project Manager.