

**NOTICE OF MEETING OF THE COMMISSIONERS' COURT OF  
HOCKLEY COUNTY, TEXAS**

Notice is hereby given that a Regular Meeting of the above named Commissioners' Court will be held on Monday, the 14<sup>th</sup> day of August, 2023 at 9:00 a.m. in the Commissioners' Courtroom, Hockley County Courthouse, Levelland, Texas, at which time the following subjects will be discussed to-wit:

1. Read for approval the minutes of the Regular Meeting of the Commissioners' Court held Monday, August 7, 2023.
2. Consider for approval all monthly bills and claims submitted to the Court dated through August 14, 2023.
3. Discussion and potential action on the proposed 2023 tax rate and set public hearing.
4. Consider and take action to approve appointment of Election Judges/Alternate Judges for the 2023-2024 election term.
5. Consider and take necessary action to approve the continuing education hours received by Election Administrator, Jody Rose at the 41<sup>st</sup> Annual Election Law Seminar.
6. Discussion with Sheriff Ray Scifres and potential action regarding Grant Application and proposed use of SB22 Rural Law Enforcement Grant funds by the Sheriff's Office for 2024 budget year.
7. Consider and take necessary action to approve the reappointment of Tracy Phillips, Amber Hinson and Rodney Caddell to the Juvenile Board.
8. Consider and take necessary action to advertise for sealed responses for the Request for Qualifications for Design-Build Firm for demolition and construction of new parking lot.

**COMMISSIONERS' COURT OF HOCKLEY COUNTY, TEXAS.**

Filed for Record  
at \_\_\_ o'clock \_\_\_ M.

AUG 10 2023

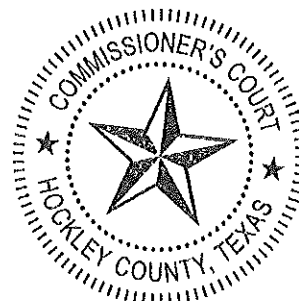
BY: Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

Jennifer Palermo  
County Clerk, Hockley County, Texas

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners' Court, is a true and correct copy of said Notice on the bulletin board at the Courthouse, and at the east door of the Courthouse of Hockley County, Texas, as place readily accessible to the general public at all times on the 10<sup>th</sup> day of August, 2023, and said Notice remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 10<sup>th</sup> day of August, 2023.

Jennifer Palermo  
Jennifer Palermo, County Clerk, and Ex-Officio  
Clerk of Commissioners' Court, Hockley County, Texas



THE STATE OF TEXAS  
COUNTY OF HOCKLEY

IN THE COMMISSIONER'S COURT  
OF HOCKEY COUNTY, TEXAS

REGULAR MEETING  
AUGUST 14, 2023

Be it remembered that on this the 14th day of AUGUST A.D. 2023, there came on to be held a REGULAR Meeting of the Commissioners Court, and the court having convened in REGULAR session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with the following members present to-wit:

|                            |                             |
|----------------------------|-----------------------------|
| Sharla Baldrige            | County Judge                |
| Alan D. Wisdom             | Commissioner Precinct No. 1 |
| Larry Carter               | Commissioner Precinct No. 2 |
| Seth Graf                  | Commissioner Precinct No. 3 |
| Thomas R "Tommy" Clevenger | Commissioner Precinct No. 4 |

Jennifer Palermo, County Clerk, and Ex-Officio Clerk of Commissioners Court when the following proceedings were had to-wit:

Motion by Commissioner Carter, second by Commissioner Graf, 4 Votes Yes, 0 Votes No, that Commissioners court approved the minutes of the Regular Meeting held at 9:00 a.m. on Monday, August 7, 2023.

Motion by Commissioner Wisdom, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that Commissioners court approved all monthly claims and bills submitted to the court and dated through August 14, 2023.

Motion by Commissioner Carter, second by Commissioner Clevenger, 4 votes yes, 0 votes no, that Commissioner Court approved the proposed 2023 tax rate and set public hearing. As per Tax Rate recorded below.

|   |                 |                 |                          |
|---|-----------------|-----------------|--------------------------|
|   |                 |                 |                          |
|   |                 |                 |                          |
|   |                 |                 |                          |
|   | <i>Tax Rate</i> | <i>Tax Rate</i> | <i>Tax Rate Budgeted</i> |
|   |                 |                 |                          |
|   | <b>2021</b>     | <b>2022</b>     | <b>2023</b>              |
| <b>OPERATING FUNDS:</b>                   |                 |                 |                          |
|   |                 |                 |                          |
| Jury                                      | 0.02139         | 0.01708         | 0.016013                 |
| Road & Bridge                             |                 |                 |                          |
| Road & Bridge Special                     | 0.10711         | 0.09007         | 0.091021                 |
| General                                   | 0.42590         | 0.33558         | 0.329004                 |
| Permanent Improvement                     | 0.03439         | 0.01581         | 0.032408                 |
| Library                                   | 0.00809         | 0.00620         | 0.005499                 |
|   |                 |                 |                          |
|   |                 |                 |                          |
| <b>TOTAL OPERATING FUNDS</b>              | <b>0.59688</b>  | <b>0.46474</b>  | <b>0.473945</b>          |
|   |                 |                 |                          |
|   |                 |                 |                          |
|   |                 |                 |                          |
|   |                 |                 |                          |
| <b>Total Interest &amp; Sinking Funds</b> |                 |                 |                          |
|   |                 |                 |                          |
|   |                 |                 |                          |
|   |                 |                 |                          |
|   |                 |                 |                          |
|   |                 |                 |                          |
| <b>TOTAL COUNTY WIDE TAX RATE</b>         | <b>0.59688</b>  | <b>0.46474</b>  | <b>0.473945</b>          |

Motion by Commissioner Clevenger, second by Commissioner Carter, 4 votes yes, 0 votes no, that Commissioners Court approved appointment of Election Judges/Alternate Judges for the 2023-2024 election term. As per presiding Judges and Alternate Judges for September 2023 To August 2024 Election Year recorded below.

**PRESIDING JUDGES AND ALTERNATE JUDGES FOR SEPTEMBER 2023 TO AUGUST 2024 ELECTION YEAR**

| <b>PRECINCT #:</b> | <b>PRECINCT NAME:</b>   | <b>PRESIDING JUDGE:</b>  | <b>ALTERNATE JUDGE:</b>   |
|--------------------|---|--|---|
| 11                 | Ridgecrest Missionary Baptist Church<br>801 S. Alamo Rd<br>Levelland, TX 79336    | Roxanne Gonzales<br>(806)-893-2845<br>2033 Mustang<br>Levelland, TX 79336                      |   |
| 14                 | Ropesville City Hall<br>107 Hockley Main<br>Ropesville, TX 79358                  | Christi Greenlee<br>(806)-778-4140<br>PO Box 82<br>Ropesville, TX 79358                        |   |
| 15                 | Gary Cain Insurance<br>3392 S. State Rd. 168<br>Smyer, TX 79367                   | Joe Tully<br>(806)-781-1850<br>8714 FM RD 2378<br>Wolfforth, TX 79382                          | Sandra Tully<br><br>8714 FM RD 2378<br>Wolfforth, TX 79382                                      |
| 16                 | Christ United Methodist Church<br>1704 S. College Ave.<br>Levelland, TX 79336     | Rebecca Macha<br>(806)-778-2769<br>302 Parkwood Ln.<br>Levelland, TX 79336                     | Anita Bencomo<br>2209 College Ave.<br>Levelland, TX 79336                                       |
| 21                 | Mallet Event Center<br>2320 S. Highway 385<br>Levelland, TX 79336                 | Soyla Hernandez<br>(806)470-9333<br>108 Beech Circle<br>Levelland, TX 79336                    |   |
| 24                 | Sundown High School<br>511 East 7 <sup>th</sup> St.<br>Sundown, TX 79372          | Levita Bloodworth<br>(806)-891-0452<br>4280 Polish Rod Rd.<br>Levelland, TX 79336              |   |
| 32                 | Hockley County Tax Office<br>624 Avenue H<br>Levelland, TX 79336                  | Jill Brown<br>(806)-239-8068<br>701 Martin Luther King<br>BLVD Apt. 302<br>Levelland, TX 79336 | Danny Brown<br>(806)-577-3580<br>701 Martin Luther King<br>BLVD Apt. 302<br>Levelland, TX 79336 |
| 33                 | Old Sanders Building<br>3091 N. St. Rd 303<br>Pettit, TX                          | Sandra Sheek<br>(806)-523-1892<br>3093 N. State Road 303<br>Levelland TX 79336                 | Rebecca Snow<br>(806)-891-3980<br>3770 Norway<br>Levelland, TX 79336                            |
| 35                 | Cactus Drive Church of Christ<br>501 Cactus Drive<br>Levelland, TX 79336          |  |   |
| 36                 | Texas Health and Human Services<br>904 8 <sup>th</sup> St.<br>Levelland, TX 79336 | Gilbert Coronado<br>(806)-893-6139<br>1007 11 <sup>th</sup> St.<br>Levelland, TX 79336         |   |
| 43                 | Whitharral Lions Club<br>2 <sup>nd</sup> St. and Hwy 385<br>Whitharral, TX 79380  | Chelsey Dobrovlny<br>(806)-777-0456<br>3950 El Paso Rd.<br>Littlefield, TX 79339               | Essie Portillo<br>(806)-831-7105<br>PO Box 108<br>Whitharral, TX 79380                          |
| 44                 | Anton City Hall<br>400 Spade Circle<br>Anton, TX 79313                            | Truby Stamps<br>(806)-638-5403<br>121 S. Dugan Ave.<br>PO Box 10<br>Anton, TX 79313            |   |
| 45                 | Lobo Field House<br><br>Levelland, TX 79336                                       | Chris Wade<br>413 E. Adams<br>Levelland, TX 79336  | Donnie Thoms<br>107 Capitol<br>Levelland, TX 79336<br>(806)-891-6253                            |
| 46                 | Smyer Elementary Library  | Andrea DeLeon<br>Smyer, TX<br>(575)-760-9807   |   |

Motion by Commissioner Graf, second by Commissioner Wisdom, 4 Votes Yes, 0 Votes No, that Commissioners court approved the continuing education hours received by Election Administrator, Jody Rose at the 41<sup>st</sup> Annual Election Seminar. As per Certificate Of Attendance recorded below.

# CERTIFICATE OF ATTENDANCE

This Certifies That

**Jody Rose**


Successfully Completed 17.25 Hours of  
Professional Education and Development by Attending the

**41st Annual Election Law Seminar  
for County Election Officials**

conducted by the

**Texas Secretary of State**

July 31 - August 2, 2023  
Austin, Texas



**Christina W. Adkins**  
Director, Elections Division





Motion by Commissioner Wisdom, second by Commissioner Carter, 4 votes yes, 0 votes no, that Commissioners Court approved a Grant Application and proposed use of SB22 Rural Law Enforcement Grant funds by the Sheriff's Office for 2024 Budget Year. As per SB 22 Proposed Salary Plan recorded below.

# SB 22 Proposed Salary Plan

FY 2024

## Required Minimum Salary Adjustments

- Sheriff salary to \$75,000 minimum
- Deputy salary to \$45,000 minimum
- Jailer salary to \$40,000 minimum

# Incentive Pay Program

| Peace Officer Incentive Pay Scale<br>Only one (1) from each group             |         | PROPOSED FY 2024 |   |
|---|---------|------------------|---|
|   | Monthly | Annual           |   |
| <b>Certificate Pay</b>  |         |                  |   |
| Intermediate Peace Officer  | \$75    | \$900            | 1. Cannot qualify for deputy and jailer overrides<br>2. Based on primary assignment<br>3. Maximum three overrides (one each group)<br>Maximum that may be earned for these overrides: \$5,100 |
| Advanced Peace Officer  | \$125   | \$1,500          |   |
| Master Peace Officer  | \$175   | \$2,100          |   |
| <b>Education Pay</b>  |         |                  |   |
| Associate Degree  | \$75    | \$900            |   |
| Bachelor Degree   | \$100   | \$1,200          |   |
| Master Degree   | \$150   | \$1,800          |   |
| <b>Assignment Pay</b>   |         |                  |   |
| Instructor  | \$100   | \$1,200          | Must teach 40 hrs per year  |
| Field Training Officer (FTO)  | \$100   | \$1,200          | Must have FTO course and train new deputies   |
| Crisis Intervention Officer (CIT)   | \$100   | \$1,200          | CIT deputy with MHO and Hostage Negotiator courses completed  |
| <b>Detention Officer Incentive Pay Scale<br/>Only one (1) from each group</b> |         |                  |   |
|   | Monthly | Annual           |   |
| <b>Certificate Pay</b>  |         |                  |   |
| Intermediate Jail Officer   | \$75    | \$900            |   |
| Advanced Jail Officer   | \$125   | \$1,500          |   |
| Master Jail Officer   | \$175   | \$2,100          |   |
| <b>Education Pay</b>  |         |                  |   |
| Associate Degree  | \$75    | \$900            |   |
| Bachelor Degree   | \$100   | \$1,200          |   |
| Master Degree   | \$150   | \$1,800          |   |
| <b>Assignment Pay</b>   |         |                  |   |
| Instructor  | \$100   | \$1,200          | Must teach 40 hrs per year  |
| Jail Training Officer (JTO)   | \$100   | \$1,200          | Must have FTO course and train new jail officers  |
| Jail Mental Health Officer (JMHO)   | \$100   | \$1,200          | Must complete 40 JMHO course  |
| Transport Officer   | \$100   | \$1,200          | Must be currently assigned as transport officer with Firearms Course  |

## Part-Time Analyst (Intern Program)

- Allocate up to \$20,000 of SB 22 funds to hire a part-time analyst
  - Duties include working with deputies and investigators to aid in case investigations, preparation, and filing with prosecutors
  - Prepare necessary reports related to any activities
- Requirements
  - Must apply with complete application and PHS
  - Able to have access to sensitive information and remain confidential
  - Pass comprehensive background investigation
  - Complete junior year of university coursework and entering senior year *or* completed Associates Degree
  - 20-25 hours per week
- Benefits
  - Provides practical experience to perspective LE employees
  - Adds personnel to assist with streamlining case investigations, preparation, and filing

## Salary / Incentive Program Cost

- For 2024
  - Incentive Pay Scale at current certifications, assignments: \$45,600
  - Part-time analyst: \$20,000
  - Sheriff salary: \$10,000
  - Total of \$75,600
- Maximum any employee may earn: \$5,100
- If all employees max out: up to \$168,000 total per year

**Peace Officer Incentive Pay Scale**

| <i>Only one (1) from each group</i> |         |         |
|-------------------------------------|---------|---------|
|                                     | Monthly | Annual  |
| <b>Certificate Pay</b>              |         |         |
| Intermediate Peace Officer          | \$75    | \$900   |
| Advanced Peace Officer              | \$125   | \$1,500 |
| Master Peace Officer                | \$175   | \$2,100 |
| <b>Education Pay</b>                |         |         |
| Associate Degree                    | \$75    | \$900   |
| Bachelor Degree                     | \$100   | \$1,200 |
| Master Degree                       | \$150   | \$1,800 |
| <b>Assignment Pay</b>               |         |         |
| Instructor                          | \$100   | \$1,200 |
| Field Training Officer (FTO)        | \$100   | \$1,200 |
| Crisis Intervention Officer (CIT)   | \$100   | \$1,200 |

1. Cannot qualify for deputy and jailer overrides
  2. Based on primary assignment
  3. Maximum three overrides (one each group)
- Maximum that may be earned for three overrides: \$5,100

**Detention Officer Incentive Pay Scale**

| <i>Only one (1) from each group</i> |         |         |
|-------------------------------------|---------|---------|
|                                     | Monthly | Annual  |
| <b>Certificate Pay</b>              |         |         |
| Intermediate Jail Officer           | \$75    | \$900   |
| Advanced Jail Officer               | \$125   | \$1,500 |
| Master Jail Officer                 | \$175   | \$2,100 |
| <b>Education Pay</b>                |         |         |
| Associate Degree                    | \$75    | \$900   |
| Bachelor Degree                     | \$100   | \$1,200 |
| Master Degree                       | \$150   | \$1,800 |
| <b>Assignment Pay</b>               |         |         |
| Instructor                          | \$100   | \$1,200 |
| Jail Training Officer (JTO)         | \$100   | \$1,200 |
| Jail Mental Health Officer (JMHO)   | \$100   | \$1,200 |
| Transport Officer                   | \$100   | \$1,200 |

*Must teach 40 hrs per year*

*Must have FTO course and train new deputies*

*CIT deputy with MHO and Hostage Negotiator courses completed*

*Must teach 40 hrs per year*

*Must have FTO course and train new jail officers*

*Must complete 40 JMHO course*

*Must be currently assigned as transport officer with Firearms Course*

Motion by Commissioner Carter, and second by Commissioner Clevenger, 4 votes yes, 0 votes no, that Commissioners Court approved the reappointment of Tracy Phillips, Amber Hinson and Rodney Caddell to the Juvenile Board. As per Order to approve the reappointment of Juvenile Board Members recorded below.

THE STATE OF TEXAS

COMMISSIONERS' COURT

COUNTY OF HOCKLEY

HOCKLEY COUNTY, TEXAS

**ORDER TO APPROVE THE REAPPOINTMENT OF JUVENILE BOARD MEMBERS**

**The Commissioners' Court of Hockley County has hereby approved the reappointment of Tracy Phillips, Amber Hinson and Rodney Caddell to the Juvenile Board AND IT IS SO ORDERED.**

**DONE IN OPEN COURT**, this the 14<sup>th</sup> day of August, 2023, upon motion by Commissioner, Larry Carter, seconded by Commissioner, Tommy Clevenger and unanimously carried.

Sharla Baldrige  
Sharla Baldrige, Hockley County Judge

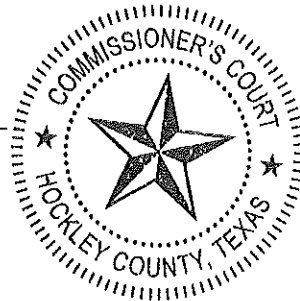
Alan Wisdom  
Alan Wisdom, Commissioner, Pct 1

Larry Carter  
Larry Carter, Commissioner, Pct 2

Seth Graf  
Seth Graf, Commissioner, Pct 3

Tommy Clevenger  
Tommy Clevenger, Commissioner, Pct 4

ATTEST: Jennifer Palermo  
Jennifer Palermo, County Clerk,  
Ex-Officio Clerk of Commissioners  
Court of Hockley County, Texas



Motion by Commissioner Carter, second by Commissioner Graf, 4 votes yes, 0 votes no, that Commissioners Court approved to advertise for sealed responses for the Request for Qualifications for Design-Build firm for demolition and construction of new parking lot. As per Bid Specifications for Request for Qualifications 8-14-2023 recorded below.



**THE STATE OF TEXAS**  
**COUNTY OF HOCKLEY**

**IN THE COMMISSIONERS' COURT**  
**OF HOCKLEY COUNTY, TEXAS**

**BIDS SPECIFICATIONS FOR REQUEST FOR QUALIFICATIONS**  
**8/14/23**

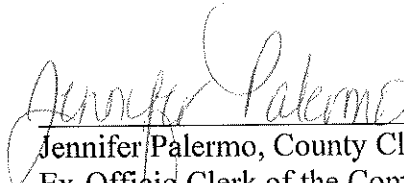
Notice is hereby given that the Commissioner's Court of Hockley County, Texas will receive sealed bids, in the office of the County Judge located at 802 Houston, St., Ste. 101, Levelland, Texas, until 9:00 A.M., Monday, September 11, 2023, for the following:

The Request for Qualifications for Design-Build Firm for demolition and construction of new parking lot.

The Commissioners' Court of Hockley County reserves the right to reject any and all bids.

The required specifications for said Request for Qualifications are available at the office of the County Judge, between 9:00 A.M. to 5:00 P.M., Monday through Friday.

Given under my hand and seal of said Court, this 14<sup>th</sup> day of August 14, 2023.

  
\_\_\_\_\_  
Jennifer Palermo, County Clerk, and  
Ex-Officio Clerk of the Commissioners' Court,  
Hockley County, Texas





**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**DESIGN-BUILD FIRM**

**PROJECT**  
**DEMOLITION AND CONSTRUCTION OF NEW PARKING LOT**  
**HOCKLEY COUNTY**

**Hockley County**  
**802 Houston Ave.**  
**Levelland, TX 79336**



**REQUEST FOR QUALIFICATIONS**  
FOR  
**DESIGN-BUILD FIRM**

PROJECT  
**DEMOLITION AND CONSTRUCTION OF NEW PARKING LOT  
HOCKLEY COUNTY**

**Issue Date:** August 14, 2023

**Responses Due:** September 11, 2023  
9:00 a.m., C.S.T.

**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGN-BUILD FIRM**

**PROJECT  
DEMOLITION AND CONSTRUCTION OF NEW PARKING LOT  
HOCKLEY COUNTY**

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**SECTION 1 GENERAL INFORMATION AND REQUIREMENTS**

**SECTION 2 REQUIRED INFORMATION AND FORMAT**

**SECTION 3 CRITERIA FOR EVALUATION**

## **SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS**

1.1 **GENERAL INFORMATION:** Hockley County ("Owner") is soliciting responses for selection of a design-build firm for the **Demolition and Construction of a New Parking Lot** ("Project"), located in Levelland, Texas, in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications. (Prospective design-build firms are hereinafter referred to as "Respondents").

1.1.1 This Request for Qualifications ("RFQ") is for selecting a design-build firm for the Project. The RFQ provides the information necessary to prepare and submit qualifications. The Owner will rank the qualifications in the order that they provide the "best value" for the Owner based on the published selection criteria and on the ranking evaluations.

1.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after the solicitation is completed.

1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of an AIA A141-2014 – Owner-Design-Builder Agreement. Performance and Payment Bonds for 100% of the construction cost will be required.

1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be formally issued as a written addendum. It is the responsibility of all Respondents to check the status of formal addenda before the submission deadline and to obtain this information in a timely manner. All such addenda issued before the submittals are due shall be acknowledged by Respondents and incorporated into its response to the RFQ.

Judge Sharla Baldrige  
County Judge  
Hockley County  
Phone: (806) 894-6856  
Email: [sbaldrige@hockleycounty.org](mailto:sbaldrige@hockleycounty.org)

- 1.7 EVALUATION OF RESPONSES: The evaluation of the responses shall be based on the requirements described in this RFQ. All properly submitted responses will be reviewed, evaluated, and ranked by the Owner. After Ranking, the highest ranked respondent will be selected by the Owner to negotiate and enter into an agreement with Hockley County as outlined in this agreement. If Owner cannot negotiate an agreement with the highest-ranking respondent, then the Owner will negotiate with the next respondent.
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner reserves the right to divide the Project into multiple parts, to reject any and all Responses and re-solicit for new Responses, or to reject any and all responses and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Responses, Respondent accepts the evaluation process and acknowledges and accepts that determination of the "best value" firm will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFQ process shall be at the sole risk and responsibility of the Respondent. Respondents submit Qualifications and Responses at their own risk and expense.
- 1.11 DESCRIPTION, SCOPE AND BUDGET OF PROJECT:  
A single design-build firm will be selected for the project. The Project consists of demolition of buildings, backfill of basement and construction of new parking lot located in the Southwest corner of Ave. H & Austin St. in Levelland, Texas

- Design and Construction Requirements:
  - All new construction materials shall match existing materials in kind and quality unless noted otherwise.
  - Design-build team shall prepare up to 3 schematic design layouts and up to 3 exterior design options for Owner review and approval.
  - Design-build team shall carefully inspect the property prior to preparing construction documents for the demolition of existing buildings and construction of new parking lot.
  - Design-build team shall prepare the following documents for review and approval of the Owner:
    - Schematic Design Drawings
    - Final Construction Documents including Drawings and Specifications.
  - At each of the document submittals listed above, the design-build team shall prepare and updated estimate of construction costs for Owner's review and approval.

1.12 DESIGN AND CONSTRUCTION REQUIREMENTS:

1.12.1 CODES AND REGULATIONS: Project shall be in compliance with all applicable state and local codes, regulations and ordinances.

1.12.2 PREPARATION OF CONSTRUCTION DOCUMENTS:

- All Drawings and Specifications shall be prepared by a Registered Architect in the State of Texas and by Licensed Professional Engineers in the State of Texas.
- The Architect/Engineer for the design-build firm shall either be directly employed by the design-build firm or shall be a separate Architect/Engineer contracted directly with the design-build firm.
- Consulting Engineers for the project shall either be directly
- employed by the design-build firm or shall be a separate Engineering firm contracted with the Architect or the design-build firm.
- Architects or Engineers for the project shall not be contracted under trade sub-contractors.

1.12.3 REQUIRED CONSTRUCTION DOCUMENTS: The following construction documents shall be provided by the design-build team at a minimum:

- Civil engineering drawings including demolition plans, grading and drainage plans, paving plans, utility plans, and details.

- Landscape drawings including demolition plans, landscape plans, plant schedule and list, special landscape elements, proposed materials to be used for each special landscape element, calculations and details.
- Electrical drawings including light fixture schedules calculations and details
- Construction Specifications - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings.

1.12.4 CLOSE-OUT REQUIREMENTS: The design-build firm shall submit a final set of as-built documents which will include any addenda, revised drawings or specifications, and any changes initiated in the field. As-built documents shall be submitted electronically in PDF format.

1.12.5 POST-CONSTRUCTION REQUIREMENTS: The design-build firm shall warrant all construction and materials for a period of 1 year after substantial completion. Prior to the end of the warranty period, the design-builder shall conduct a walk-through with the Owner to identify any warranty defects that need to be corrected.

1.13 RANKING OF RESPONDENTS: Each respondent shall be ranked by the Owner on the following criteria:

|  |     |
|--|-----|
| <u>CRITERION ONE: QUALIFICATIONS OF THE DESIGN-BUILD TEAM:</u> | 30% |
| <u>CRITERION TWO: KEY PROJECT PERSONNEL:</u>                   | 30% |
| <u>CRITERION THREE: RELEVANT PROJECT EXPERIENCE:</u>           | 30% |
| <u>CRITERION FOUR: PROJECT APPROACH:</u>                       | 10% |

## SECTION 2 - REQUIRED INFORMATION AND FORMAT:

### 2.1 GENERAL INSTRUCTIONS:

2.1.1 Responses shall be prepared **SIMPLY AND ECONOMICALLY**, providing a straightforward, **CONCISE** description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the **QUALITY**, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.



- 2.1.2 Responses shall be a **MAXIMUM OF FIFTY (50) PRINTED PAGES**. The cover, table of contents, divider sheets and Owner required forms do not count as printed pages.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Responses will be considered non-responsive and subject to rejection.

- 2.1.3 Responses and any other information submitted by Respondents in response to this RFQ shall become the property of the Owner.
- 2.1.4 Responses that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 2.1.5 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept, delete, or reject any or all Responses, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest. An Addendum will be posted if changed.
- 2.1.6 Submissions shall consist of responses to questions under each criterion identified in this RFQ. Respondents shall reference the criterion number in their responses.
- 2.1.7 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Responses.

## 2.2 FORMAT:

- 2.2.1 Responses are to be submitted on 8 ½" x 11" (folded 11" x 17") paper and are to be bound.
- 2.2.2 Separate and identify each criterion response by use of a divider sheet with an integral tab for ready reference.

## SECTION 3 – CRITERIA FOR EVALUATION

### 3.1 CRITERION ONE: QUALIFICATIONS OF THE DESIGN-BUILD TEAM

- 3.1.1 Provide the following information about the prime contracting firm:
- Name of firm.
  - Form of business organization (Corporation, Partnership, Individual or Joint Venture).

- Years in business as present company.
- Names of any previous companies under which you operated (if any).
- If Corporation, list primary officers
- If Partnership, list primary owners.
- Address of principal office.
- Address of managing office (if different) and addresses of any branch offices.
- Primary contact (for this RFQ), phone, fax, and email address.
- Total bonding capacity.
- Available bonding capacity and current backlog.

3.1.2 Provide a statement of qualifications for each firm proposed in providing services for this project. Please provide the following information for each firm proposed:

- Firm Name
- Number of Years Relevant Experience
- Scope of Services Proposed
- Principal Office Location
- Location of Office Performing the Work
- Number of Staff by Discipline

3.1.3 Claims and suits:(If the answer to any of the questions below is yes, attach details).

- Has your organization ever failed to complete any work awarded to it?
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
- Has your organization filed any lawsuits or requested arbitration with regards to construction contracts within the last five years?
- Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

3.1.4 Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If so, specify date(s), details, circumstances, and prospects for resolution.

3.1.5 Has any Owner or Manager of your organization been convicted of a felony? If so, please describe. (Publicly held corporations need not answer this question.)

3.2 **CRITERION TWO: KEY PROJECT PERSONNEL:**

3.2.1 Provide an organizational chart of the proposed team, with specific project roles for each individual proposed.

3.2.2 Provide a resume for each key team member including the following information:

- Name
- Firm Name
- Number of Years with Firm
- Number of Years Experience
- Education
- Project Assignment/Role Description
- Previous Experience within the Role Proposed
- Project References – (Maximum 3 Projects):
  - Project name
  - Project description
  - Project size (s.f.)
  - Current project status
  - Project budget and actual cost.
  - Client reference: (include name, title, address, and current contact information (phone number and email address)).

3.3 **CRITERION THREE: RELEVANT PROJECT EXPERIENCE:**

3.3.1 Identify three of the most recent projects similar to the scope of services proposed within this RFQ, beginning with those closest to the Hockley County geographic region in which your firm has provided services. The following information is requested for each project:

- Facility Name and address
- Project description (identify major elements of projects and/or unique features)
- Project size (number of square feet, separate new construction from renovation)
- Client reference (name, title, email address, and current telephone numbers)
- Photographs, plans or renderings of projects.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

3.4 **CRITERION FOUR: PROJECT APPROACH:**

3.4.1 Describe, in graphic and written form, the proposed Project assignments and lines of authority and communication for each team member to be directly involved in the Project. Indicate the estimated percent of time these team members will be involved in the Project for Design and Construction Services.

- 3.4.2 Describe your process for attracting qualified and experienced mechanical, electrical and plumbing subcontractors to submit proposals for this project.
- 3.4.3 Provide additional information relevant to the project approach that is unique to your firm.

**End of RFQ**

There being no further business to come before the Court, the Judge declared Court adjourned, subject to call.

The foregoing Minutes of a Commissioner's Court meeting held on the 14th day of August, A. D. 2023, was examined by me and approved.

Alan Wisdom  
Commissioner, Precinct No. 1

[Signature]  
Commissioner, Precinct No. 3

[Signature]  
Commissioner, Precinct No. 2

[Signature]  
Commissioner, Precinct No. 4

[Signature]  
County Judge

[Signature]  
JENNIFER PALERMO, County Clerk, and  
Ex-Officio Clerk of Commissioners' Court  
Hockley County, Texas

