

# Capital Area Council of Governments Request for Qualifications for Electrical Services

May 17, 2024

## General Information

The Capital Area Council of Governments (CAPCOG) is a political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. The Capital Area Emergency Communications District (“CAECD”) is a special purpose district established in state law in accordance with Chapter 772, Subchapter G, of the Texas Health and Safety Code. The CAECD was established on September 11, 2013. CAECD is managed and staffed by CAPCOG and shares the same governing board. CAPCOG desires to enter into a contract with an electrical services firm that can provide electrical services at the 30 emergency communications centers (ECCs)/public safety answering points (PSAPs) across the 10-County CAPCOG region that includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties.

In accordance with these laws, CAPCOG is issuing this request for qualifications (RFQ) for electrical services. CAPCOG intends to award a contract on July 10, 2024, that covers the following services:

1. A project involving the transition of three different Emergency Communications Centers (ECCs)/Public Safety Answering Points (PSAPs) located in Caldwell County into a single building in Lockhart in summer 2024;
2. Additional services on an as-needed basis for a period of three years] with the option to extend for up to two] additional one-year periods.

Selection of the vendor for the contract arising from this procurement will be based on demonstrated competence and qualifications to perform the services for a fair and reasonable price.

## Timeline

Table 1. RFQ Timeline

| Milestone                                      | Date                      |
|--|---------------------------|
| RFQ Issued                                     | 5/17/2024                 |
| Questions Due                                  | 5/31/2024, 5:00 pm        |
| Q & A Response Anticipated to be Posted Online | 6/7/2024, 5:00 pm         |
| Statement of Qualifications Due                | <b>6/14/2024, 1:00 pm</b> |
| Recommendation Finalized                       | 6/21/2024                 |
| CAECD Board Approval                           | 7/10/2024                 |

## Background on Electrical Work for CAPCOG

CAPCOG’s Emergency Communications Division manages the region’s 9-1-1 system and pays for electrical service for all of the region’s 31 ECCs/PSAPs. From 4/1/2019 – 3/31/2024 (5 years), CAPCOG has contracted with a firm for electrical services a total of 21 times for a total of about \$75,000 (avg.: \$14,725+ per year). Individual projects have ranged from as little as \$261 to as much as \$18,000 within that timeframe, but CAPCOG anticipates that certain projects anticipated in the coming years will be substantially larger than any project completed within the last five years.

## Requirements for Caldwell County Project

Specific requirements for the Caldwell ECC project are as follows:

1. Procure and install one new 60-amp single phase 208 v dedicated circuit to feed owner supplied UPS. Circuit will be run from existing electric room to new 911 server room. Length will be provided.
2. Procure and install one 3" conduit from existing server room to new 911 center server room.
3. Procure and install two (2) red quad outlets at each of the eight 911 console positions. Each quad will have its own dedicated circuit.
4. Procure and install four (4) power poles and 4 data poles for CAPCOG data and electrical use only.

## Other Types of Projects Covered by this Contract

While CAPCOG cannot be sure exactly what types of electrical services will be needed during the term of this contract, the following is a list of the projects CAPCOG's existing electrical contractor has completed within the last five years and should help illustrate the types of projects the vendor should expect to be able to complete:

- CAT 5/CAT 6 installation to include end point terminations.
- Disconnection and removal of uninterruptable power supply (UPS) system from several ECCs.
- Grounding issue diagnostic.
- Grounding issue repair.
- Monitor generator during load test.
- 911 conduit demolition.
- Install 2 CAT 5E/CAT 6 and terminate end point cables.
- Install power and data to office cubicles and or console equipment.
- Check fixtures.
- Install conduit, box, wire, and receptacles for two + circuits.
- Install outlets for new furniture for a remodel.
- New desk/console electrical.
- Conduit and wiring for generator system.
- Addition of wall outlets.
- Installation of circuit at ECC.
- UPS service trunk disconnection.
- Console relocation.
- Red colored receptacle quads for consoles.
- Troubleshoot UPS.
- HVAC panel service.
- Circuit breaker replacement for UPS.
- Service UPS outlets.

## STATEMENT OF QUALIFICATIONS SUBMISSION INSTRUCTIONS

### Statement of Qualifications Format

In order to fully and equitably evaluate each firm's ability to meet the CAPCOG's needs, a standard reply format is required. The statement of qualifications must be signed by a duly authorized official of the

firm who is empowered to offer the terms provided in the statement of qualifications and commit the firm to those terms. The statement of qualifications will become part of the final contract.

The specifications are not intended to preclude a bidder from identifying other services that might be available in the response. Bidders are instructed to clearly note on the official proposal form any exceptions or alternatives to the specifications.

## **Criminal Justice Information Systems (CJIS) Clearance Requirement**

Due to the sensitive nature of the work involved with this contract, all staff working on this project that will be on-site will need to pass a Criminal Justice Information Systems (CJIS) background investigation. A copy of the CJIS access policy is included as an attachment to this RFQ. This document indicates which situations would preclude someone from passing this background investigation. While there is a provision for waivers as indicated in the policy, the process for obtaining one for a specific project is not feasible, so anyone assigned to the project would need to be able to clear the background investigation without a waiver. Please note that all dates references are from date of court action, not date of incident.

### **Submission Checklist**

1. Cover letter signed by authorized official. The cover letter must include the following certification: "all staff expected to be assigned to work on-site must pass a Criminal Justice Information Services (CJIS) background investigation (BI) check without the need for a waiver and any staff member not passing the CJIS BI will not be allowed to work on the project on-site."
2. Organizational summary:
  - a. Official name of firm and any aliases that the firm conducts business under;
  - b. Firm identification information, including Texas ID Number, IRS Tax ID number, and, if applicable, Unique Entity ID; and State Contractor/Master Electrician License Number.
  - c. The physical address of the firm's main office;
  - d. The mailing address for the firm, if different from the physical address;
  - e. The name, phone number, and e-mail address for the primary point of contact for the statement of qualifications;
  - f. Number of years providing electrical services;
  - g. Number of licensed electricians employed or under contract with the firm overall;
  - h. Number of licensed electricians employed or under contract with the firm located within the CAPCOG region.
3. Explanation of Services Provided and Qualifications:
  - a. An explanation of qualifications to complete the general as-needed work described in this RFQ; and
  - b. An explanation to the approach to completing the Caldwell County project, including an estimated amount of time required to complete the project;
4. References
5. Pricing
  - a. Provide a general pricing schedule for as-needed services, including any cost escalations that may be proposed over the term of the contract;
  - b. Provide a cost estimate for the Caldwell County project.
6. Required Forms and Attachments:

- a. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, and Historically Underutilized Business Policy
- b. Certification Regarding Debarment
- c. Certification Regarding Lobbying
- d. Certification Regarding Prohibition on Contracts with Companies Boycotting Israel
- e. Certification Regarding Disclosure of Conflict of Interest
- f. Certification of Fair Business Practices
- g. Certification of Good Standing- Texas Corporate Franchise Certification
- h. Certificate of Interested Parties Form – Form 1295 (The following form must be completed online if selected for a contract: Texas law states that a governmental entity or state agency may not enter 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. The required form and instructions are located at the Texas Ethics Commission Website.)
- i. Bonding and Insurance information.
- j.

## Submission Requirements

Proposals must be submitted to CAPCOG via e-mail to [CAECD-RFP@capcog.org](mailto:CAECD-RFP@capcog.org) and received by CAPCOG no later than 1:00 pm Central Time, Friday, June 14, 2024.

CAPCOG is not liable for any costs incurred by a proposer in preparing and submitting proposals.

## Amendments

Modifications or additions to this RFQ may be made as a result of questions submitted or other factors. Notification of any change will be made in writing to all known prospective bidders.

## Selection Criteria

Evaluation of statements of qualifications will be made on the basis of the following objectives, not necessarily in the order given:

1. Experience completing similar work;
2. Availability of qualified staff to complete work;
3. References;
4. List previous 911 center experience and references;
5. Number of qualified staff available to complete the Caldwell project; and
6. Approach to completing the Caldwell County project.

CAPCOG will evaluate the submissions and select the best-qualified firm with fees that are determined to be reasonable. CAPCOG reserves the right to reject any and all submissions that, in the opinion of CAPCOG do not meet the needs.

CAPCOG reserves the right to waive any non-material irregularities in any submission, and to accept or reject any item or combination of items. CAPCOG reserves the right to request additional information from proposing organizations to discuss points in the proposal, any and all of which may be used in forming a recommendation.

Upon qualification, bidder will be allowed to review specific requirements in conducting installations for 911 telecommunications systems.

All costs incurred by the bidder in responding to the RFQ shall be the responsibility of the bidder.

## **Award of Bid and Service Initiation**

Award of the contract will be considered by the CAECD Board of Managers its meeting on July 10, 2024.

## **Questions**

Questions regarding this RFQ will be accepted via email to [CAECD-RFP@capcog.org](mailto:CAECD-RFP@capcog.org). All questions must be submitted by 5:00 pm, Friday, May 31, 2024. Responses to all material questions submitted will be communicated to each known prospective bidder and will be posted on CAPCOG's website at <https://www.capcog.org/divisions/administrative-services#doing-business>. A final response to questions should be posted to CAPCOG's website by 1 pm, Friday, June 7, 2024.

## **Additional Information**

For additional information on this RFQ, including copies of attachments and any updates, please go to the "Doing Business with CAPCOG" page at: <https://www.capcog.org/divisions/administrative-services#doing-business>.

## **ATTACHMENTS**

Attachment A – Sample Contract

Attachment B – CJIS Access Policy

Attachment C – Certification Forms