

**Request for Qualifications for
Texas Judicial Civics and Education Center
Requisition #212-4-0726 / CLASS & ITEM 906-07**

Purpose of Solicitation:

This solicitation is a Request for Qualifications (RFQ). The purpose is to solicit qualifications from architect firms that describe their capabilities to design a Texas Judicial Civics and Education Center. The RFQ is the first step of a two-step process for selecting an architectural firm. The RFQ provides the information necessary to prepare and submit qualifications for consideration and initial ranking. Based on the initial ranking one or more top ranking respondents may be asked to interview in the final steps of this process. In the final steps respondents will be requested to answer additional questions to confirm the qualifications submitted in their response.

Overview:

The Office of Court Administration (OCA) and a project evaluation committee composed of members of the Supreme Court, the Court of Criminal Appeals, The Supreme Court Historical Society (which will be referred to as the Committee in this document) seek a professional conceptual design plan for the anticipated Texas Judicial Civics and Education Center. The Center will be located in the entry level corridor of the Tom C. Clark Building, which joins the Texas Supreme Court and Court of Criminal Appeals with the Third Court of Appeals and the Price Daniel Building. The Center will welcome visitors and meeting attendees, and consist of informative exhibits which will educate the public on the role of the judiciary in Texas government, past and present. The exhibits will teach the unique history of the Texas judiciary in comparison to United States History, diversity in Texas and the role of women and minorities in shaping its judicial system. Exhibits may also include oral histories from prominent judges, interactive civics education describing how cases are decided based on relevant law, how a case moves through the state appellate process, and how judges are elected in the state. There may also be room for play, from a “dress up” area with judges’ robes to a portal for civics educational games through Sandra Day O’Connor’s website [iCivics](#).

The anticipated design plan will include written descriptions of proposed historical and civics exhibits, technical details regarding installation, and concept drawings appropriate for the space allotted. After the plan is completed, the designer will produce materials that provide a visual conceptualization of the proposed Center. OCA and the Committee will use the design to communicate the vision of the Center and demonstrate its value to prospective private donors and the state legislature.

Background:

The Texas appellate courts, OCA, and Supreme Court Historical Society envision a Center which will create a broader understanding of the Texas Judicial Branch for the public. The Committee has viewed existing judicial education centers and met with designers to develop the themes and teaching goals for a currently unused space. The Center will serve as an educational destination on the typical Capitol complex tour, teaching visitors Texas' legal history and the importance of an independent judiciary. The Center will provide both a historical context and an interactive learning experience that will help visitors understand the role of the judiciary.

Mission Statement:

The mission of the Texas Judicial Civics and Education Center is to offer Capitol Complex visitors an interactive and educational experience which will deepen their understanding of the judicial branch and its role in a free government and encourage greater overall civic participation.

Design Requirements:

The conceptual design will include sketches, texts, diagrams, illustrations, and perspectives appropriate to the functional and aesthetic features of the project. The selected designer will analyze and reconcile the available site, the project budget, and design concepts to the recommended site. The designer will provide an estimate of construction costs. High quality finished renderings are required at sixty percent and one hundred percent for fund raising (one view at sixty percent and three views/renderings at one hundred percent). All views to be approved by the Committee.

Technical Recommendations:

The space allotted for the proposed Center is approximately 2,200 square feet. Please see photographs of the current space attached to this document as Appendix A. A floor plan which includes the intended space is included as Appendix B. The contractor will provide recommendations and creation/installation costs as appropriate for:

- Flooring;
- Lighting;
- Electrical components;
- Graphic design;
- Kiosk/exhibit panel/related furniture fabrication;
- Computer networking, programming, hardware and software;
- Audiovisual production, editing, and hardware

Aesthetics and Display Goals:

- Unified color scheme and design style in all exhibits;
- Multiple, easily understood visitor experiences;
- High-visibility graphics to attract visitors to the exhibit area;
- Ability to interact with the exhibits in any order;
- Potential for simultaneous use by multiple visitors

Interactive Requirements:

- Durable equipment which can withstand repeated use by both children and adults;
- Technical support for any future issues with the equipment;
- Included maintenance schedule for digital and audiovisual exhibits

Other Requirements:

- Vendor will submit a copy of the content of all exhibits to the Committee at the end of the project on a portable device (hard drives, compact discs, flash drives, etc.). In this context 'content' includes all graphic design elements, images, text, audio and video files, and software programs used in both the static and interactive exhibits.
- Vendor will submit a list of materials used and its manufacturers.

Usage Goals:

- General Public
 - The Center should accommodate group tours such as tourists, school groups, teacher's groups, clubs, senior citizen groups, etc. The Center should be able to accommodate a combination of small and large groups.
- Business Functions
 - The Center should also serve as an attractive gathering area before and after business meetings for legal professionals such as judges, attorneys, and judicial committees.
- Accessible to individuals with Disabilities
 - The exhibits must meet ADA requirements.

Historical Exhibits:

The Center will tell the history of the Texas Judicial Branch through compelling stories which will showcase important historical artifacts. The historical exhibits in the Center will additionally focus on the exceptional contributions from Texas' diverse culture. Below are several examples of potential historical exhibits:

- Timeline

The timeline exhibit may showcase the milestones in Texas' judicial history in the context of Texas and United States history. The Evaluation Committee will determine the exact milestones to be featured in the exhibit with the contractor when planning the exhibit. The viewer will learn how important historical events across the nation impacted the Texas judicial system, and vice versa. The timeline may highlight specific dates with colorful illustrations and photographs whenever possible. It also may include an interactive portion in which a visitor can put judicial milestones in chronological order.

- Republic Era and Early Statehood (1836-1860)

This exhibit may include biographical sketches and images of notable founding Supreme Court members in relation to the founding of the Republic. This portion of the exhibit may feature the story of the famous "Sam Houston" Bible owned by the Supreme Court, and potentially the bible itself. It may also discuss the practice of the "traveling court" and why it was necessary at that time.

- Reconstruction Era, 1865-1873

This exhibit may illustrate the economic and political turbulence in the state after the Civil War which led to major changes in its legal system. It may include the story of the "Semicolon Court"- U.S. Military-appointed justices who nullified a gubernatorial election and were largely derided for their decision, hinging on the use of a semicolon in the 1869 Texas Constitution. It may also discuss the urban population and economic growth in Texas and corresponding expansion of the appellate court system, including the creation of the Court of Criminal Appeals.

- Diversity in the Judicial System

- Women in the Texas Judiciary

This exhibit may discuss the important role of women in shaping the Texas legal system. It may include biographical information on the first female judges in the state—Hortense Sparks Ward, Hattie Henenberg, and Ruth Brazzil, who served on the "All-Woman Supreme Court" in 1925. Featured artifacts may include Hortense Sparks Ward's 1915 entry into the Rolls of

Attorneys for the Supreme Court (first woman admitted), a photograph of the “All-Woman Court,” and photographs of the subsequent female Supreme Court justices Ruby Sondock and Rose Spector. It may also tell the story of the Supreme Court’s female briefing attorneys who replaced the male attorneys drafted during World War II.

- Minorities in the Texas Judiciary

This exhibit may illustrate the important contributions of minorities to the Texas legal system. It may discuss the first African American jurors during Reconstruction and the first entrance of African Americans into judgeships nearly 100 years later in 1964. It may discuss the first Latin American Justices appointed and elected to the high courts. Another possible feature may be the landmark segregation case of Sweatt v. Painter which may potentially include reproductions of the original court documents from the Travis County District Court Archives. This exhibit may include portraits and photographs whenever possible.

- Oral Histories

This exhibit may be interactive in which a visitor may pick up a telephone receiver and select a short oral history excerpt to listen to a former Supreme Court justice. Potential subjects may be former Chief Justices Pope, Phillips, and Jefferson, former Justices Sondock and Gonzalez, as well as current Chief Justice Hecht.

Judicial Civics Education Exhibits:

The Center will also contain educational exhibits to promote a greater understanding of the role of the Judicial Branch in Texas and American government. Below are several examples of potential education exhibits:

- “You be the Judge”

In this interactive exhibit, a simple legal case is presented, and the visitor must read and understand relevant law excerpts to decide on the correct verdict.

- “How Does a Case Move Through the Courts in Texas?”

This interactive exhibit explains the functions of each court in the appellate process and presents a variety of possible cases, describing how each are handled by different courts in the appeals process.

- “Photo-Op”

Young visitors may “dress up” in a judge’s robe and be photographed behind a traditional judge’s bench.

- [iCivics Game Portal](#)

This area may consist of desks with multiple tablet or laptop computers connected to Justice Sandra Day O'Connor's entertaining, online, and educational [iCivics](#) games, which teach how the American legal system works, and the role of the Judiciary in the federal government.

- Judicial Elections

This exhibit may describe how judges get to the bench in Texas, largely through partisan elections. It may feature campaign memorabilia from past Supreme Court judges from the Historical Society. It may touch on efforts by past Supreme Court Chief Justices, such as Hill, Phillips, and Jefferson, to end the partisan election process.

Educational Goals:

- The diverse origins of the Texas Republic greatly influenced its legal system.
- The Civil War and Reconstruction led to important changes in the Texas judicial system.
- The Texas judiciary has had many notable women and minority members.
- The Judiciary is one of three equally important branches of state and federal government.
- Qualified Texans become judges mainly through partisan elections.
- A legal case must usually go through certain steps in other courts before it can be heard by the Supreme Court or Court of Criminal Appeals.
- In Texas, the Supreme Court hears only civil cases, while the Court of Criminal Appeals hears only criminal cases and are the courts of last resort.
- Texas is one of just two states (Oklahoma being the other) that has two courts of last resort.

Response Submission:

- Vendors interested in this project are asked to submit the following information listed below for the Committee for review. Statement of Interest consisting of a letter expressing the vendor's interest and design philosophy; project philosophy and approach;
- Respondent's Questionnaire (Exhibit A)
- Printed or electronic versions (CD, flash drives, etc.) visual materials of previous projects, such as brochures or photographs.

Response must be received by the Office of Court Administration by Friday, August 8, 2014 at 3:00 p.m. Central time either in person or by email.

Office of Court Administration
205 W. 14th Street, Suite 600
Austin, TX 78711
E-Mail: Veronica M. Strong, vstrong@txcourts.gov

Vendor Selection:

The Committee is composed of members of state agencies as well as a private non-profit organization. The design phase of this project will be contracted directly with a design vendor, using private funds. The Committee will have sole responsibility for the selection of vendor. The finalist vendors may be asked to visit the Committee on location in Austin, Texas, to introduce themselves, tour the space, and present their qualifications, past projects, and expertise. The Committee will enter into negotiations with the selected vendor to provide the primary services for this project.

A vendor is projected to be selected by September 1, 2014.

Performance Standards:

The Committee will select a vendor based on competence, design excellence, and the professional qualifications necessary for the satisfactory performance of the service required. The Committee will analyze vendor response in accordance with objective criteria such as demonstrated experience, innovative design, previous record of on time/within budget work, and vendor location.

Vendor progress toward agreed goals and deadlines will be monitored by the Evaluation Committee. **The complete design plan must be completed and submitted to the Committee no later than December 15, 2014.**

Exhibit A – Respondent Questionnaire

NOTE: THIS FORM MUST BE COMPLETED AND RETURNED WITH THE REQUEST FOR QUALIFICATIONS (RFQ). RFQ’S THAT DO NOT INCLUDE THIS FORM WILL BE DISQUALIFIED. (Note: This information may be submitted in a form provided by the vendor, but the content must be presented with all information in the same order as shown in this questionnaire.)

THE RFQ SHALL BE VOID IF FALSE STATEMENTS ARE CONTAINED IN THIS EXHIBIT.

- A. **Respondent’s Contact Person.** Respondent must list the name, title, email address, mailing address, phone number and fax number of the individual who will be the contract person for the term of any Contract resulting from this RFQ.

Name:	
Title:	
Mailing Address:	
Telephone:	
Fax:	
Email:	

- B. **References.** Respondent must provide a list of at least five (5) creative projects, including project name, building type, location of state agencies, corporations, or other entities for which Respondent has provided the requested services in the RFQ during the past five (5) years. Respondent must include dates when requested services were provided, names, telephone numbers and e-mail addresses of state agency’s or firm’s contact person. If none, check None

1.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

2.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

3.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

4.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	
	Telephone number of Contact:	
	E-mail address of Contact:	

5.	State Agency or Other Entity:	
	Description of Services Provided:	
	Date Services Provided:	
	Name of Contact:	

	Telephone number of Contact:	
	E-mail address of Contact:	

- C. **Cancellations or Terminations.** Respondent must list all contracts or purchase orders that Respondent executed or accepted within the last five (5) years and which were canceled or terminated prior to completion by any state agency or other entity with which Respondent contracted. For each such contract or contract, Respondent must include a detailed explanation for the cancellation or termination and final resolution of the matter. Include the names and telephone numbers of each such state agency's or firm's contact person. If none, check None

State Agency or Other Entity:	
Explanation for Cancellation or Termination:	
Final Resolution:	
Name of Agency / Other Contact:	
Telephone number of Contact:	

- D. **Profile.** Respondent must include the following profile that:

(a)	Describes the general nature of previous similar work performed by Respondent, particularly work in the last five (5) years:
(b)	Describes the size and scope of all operations, including number of Respondent's employees and years in business:
(c)	Describes Respondent's prior contracting experience with state agencies and similar entities:
(d)	List any other information Respondent believes is pertinent to this RFQ:

- E. **Personnel.** Respondent must provide in detail the qualifications, education, training, experience and certifications of all Respondent's employees who will or may provide the items under any Contract resulting from this RFQ. Respondent must provide this information for each such employee.

1.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	

2.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	

3.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	

4.	Staff Person's Name:	
	Qualifications:	
	Education:	

	Training:	
	Experience:	
	Certifications and Licenses:	

5.	Staff Person's Name:	
	Qualifications:	
	Education:	
	Training:	
	Experience:	
	Certifications and Licenses:	

APPENDIX A

View A: View of the long hallway from the western side of the Tom C. Clark Building.



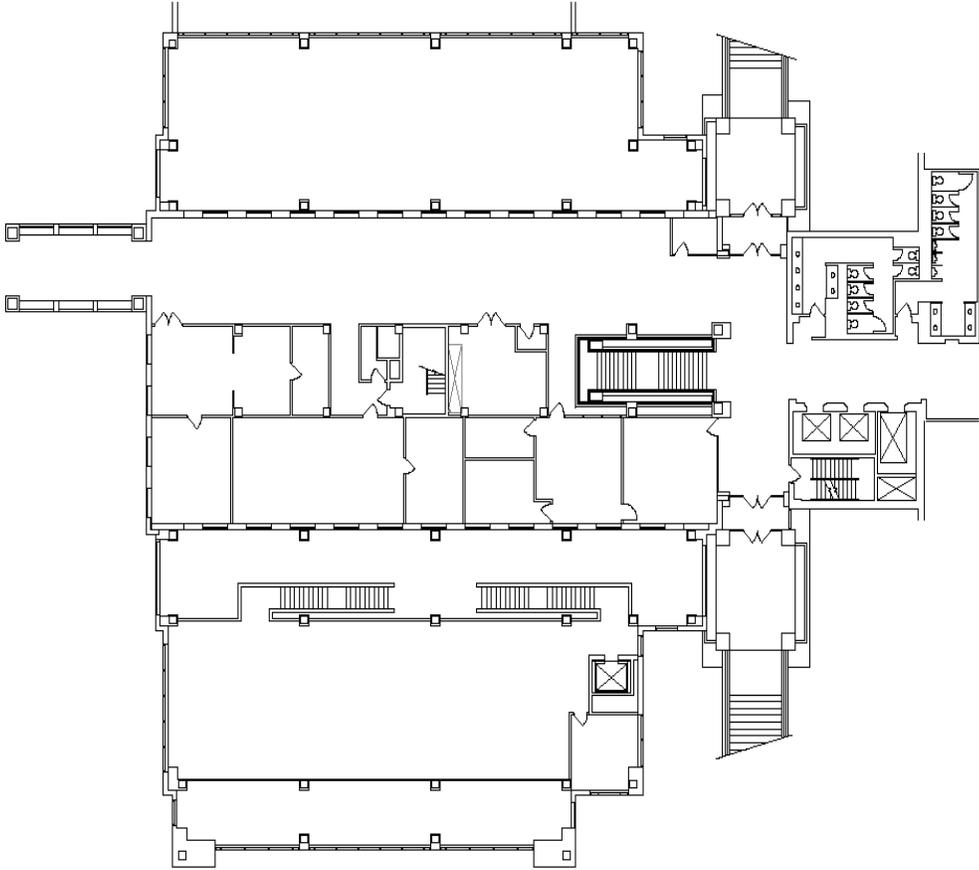
View B: View of the entrance to the long hallway, adjacent to the Supreme Court Building.



View C: Another view of the long hallway from the western side of the Tom C. Clark Building. Hallway ends where it connects to the Price Daniel Building.



APPENDIX B



FLOOR PLAN
1/16"=1'-0"

FIRST FLOOR
BUILDING B

TOM C. CLARK BUILDING