

Request for Qualifications

Architectural Services

City of Falfurrias, Texas

120 W. Rice St
Falfurrias, Texas 78355

RFQ Release Date – Wednesday, September 20, 2023

RFQ Due Date –10:00 AM CST, Thursday, October 5, 2023

Overview

The City of Falfurrias (City) is soliciting responses from firms with professional qualifications and experience in providing architectural services. Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of architectural services. It is the City's intent to obtain architectural services to design an approximate 10,000 square foot advanced business incubation facility funded by the United States Department of Agriculture's (USDA) Rural Business Development Grant (RBDG).

Background

The City of Falfurrias is seeking preliminary and final design plans and specifications for a 10,000 square foot building located at 118 W. Rice St, Falfurrias, TX 78355 (Exhibit A). The site is conjoined with the City of Falfurrias' existing Falfurrias Economic Development Accelerator (FEDA) building located at 120 W Rice St, Falfurrias, TX 78355, and will serve as an extension of this facility. The survey attached in Exhibit B displays the conjoined property, where although not separated by an interior wall, the rightmost 10,000 square feet of the building will be the prospective rehabilitation site. The location is an existing facility (previously a Bealls) that requires rehabilitation to develop an advanced business incubation system which will consist of a large store front business area at about 50% of the building's square footage and office space area at the remaining 50% of the building's square footage. The facility's rehabilitation plans will require interior construction, interior and exterior design, electrical, HVAC, plumbing, and communication components. Grant funds are expected to provide funding to rehabilitate the 10,000 square foot section of the facility, including its façade and parking space.

Scope of Services

The architectural contract will encompass all project-related architectural services to the City of Falfurrias, including but not limited to the following:

- Preliminary and final design plans and specifications;
- Preparation of specifications for required sub-contractor bids; and
- Other architectural services.

Response Content

Responses must adhere to the requirements outlined in this section. The original statement of qualifications and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. Introduction: Provide a cover letter and introduction including the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the statement of qualifications, its highlights, and the approach to architectural services.
2. Service Approach: A general description of the firm's approach to architectural services and a detailed task plan that addresses the scope of services.
3. Scope of Work and Schedule: Discuss each task outlined in the "Scope of Work" section above.
4. Qualifications: Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required.
 - b. Provide a list and/or organizational chart of the firm to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key personnel, relevant qualifications and experience, and their level of effort toward completing all needed tasks.
5. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines.
6. References: Identify at least two (2) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City architectural services may also be submitted for consideration.
7. Additional Data: This section will be limited to five (5) pages. Responses may include any other information that is deemed essential to the evaluation of the statement of qualifications.
8. Summary of Insurance Coverage
9. Completed Conflict of Interest Questionnaire
10. Completed Form 1295- Certificate of Interested Parties

Response Submittal

To be considered, please submit four (4) hard copies of your statement of qualifications to:

City of Falfurrias

Attn: Andy Garcia
120 W. Rice St
Falfurrias, TX 78355

Responses received after the due date of Thursday, October 5, 2023, at 10:00 AM CST will not be considered.

Questions regarding this request for qualifications may be directed to our City Office at (361) 325-2420 or the City Administrator by email at: agarcia@falfurrias.us.

Review and Selection Procedure

The Selection Committee will evaluate each statement of qualifications and select an architectural service provider. The following evaluation criteria and their respective weights will be used in selecting an architectural service provider:

Evaluation Criteria	Points
Firm’s experience in the delivery of successful City Architectural services to meet the defined scope of work	20
Qualifications	20
Service approach and methodology	30
Knowledge of local issues in the City of Falfurrias and the surrounding region	10
References: Two (2) required	10
Knowledge of applicable local, state and federal regulations including but not limited to those regarding architecture and building codes.	10

The City of Falfurrias reserves the right to reject any and all responses and to waive any informality in responses received.

Insurance Requirements:

For the duration of the appointment, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR
THE CITY OF FALFURRIAS, TEXAS**

**THE CITY OF
FALFURRIAS**

Falfurrias, Texas 78355

Telephone (361) 325-2420

The City of Falfurrias, in accordance with Section 2254.004, Texas Government Code, is requesting qualifications for municipal architectural services. It is the policy of the City of Falfurrias to purchase services in accordance with Section 2254.004, Government Code. It is understood that the City of Falfurrias City Council reserves the right to arrive at such determination by whatever means deemed appropriate and shall be the sole judge in the matter.

As stated in the RFQ Packet, Request for Qualifications must be received by the City of Falfurrias at 120 W. Rice St, Falfurrias, TX 78355 (Attn: Andy Garcia, City Administrator) until **10:00 A.M. CST, Thursday, October 5, 2023.**

Exhibit A



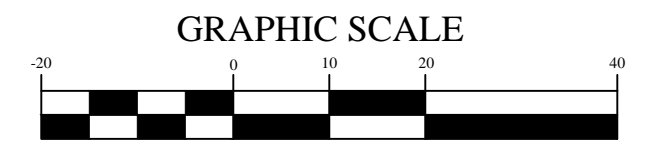
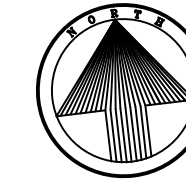
Exhibit B



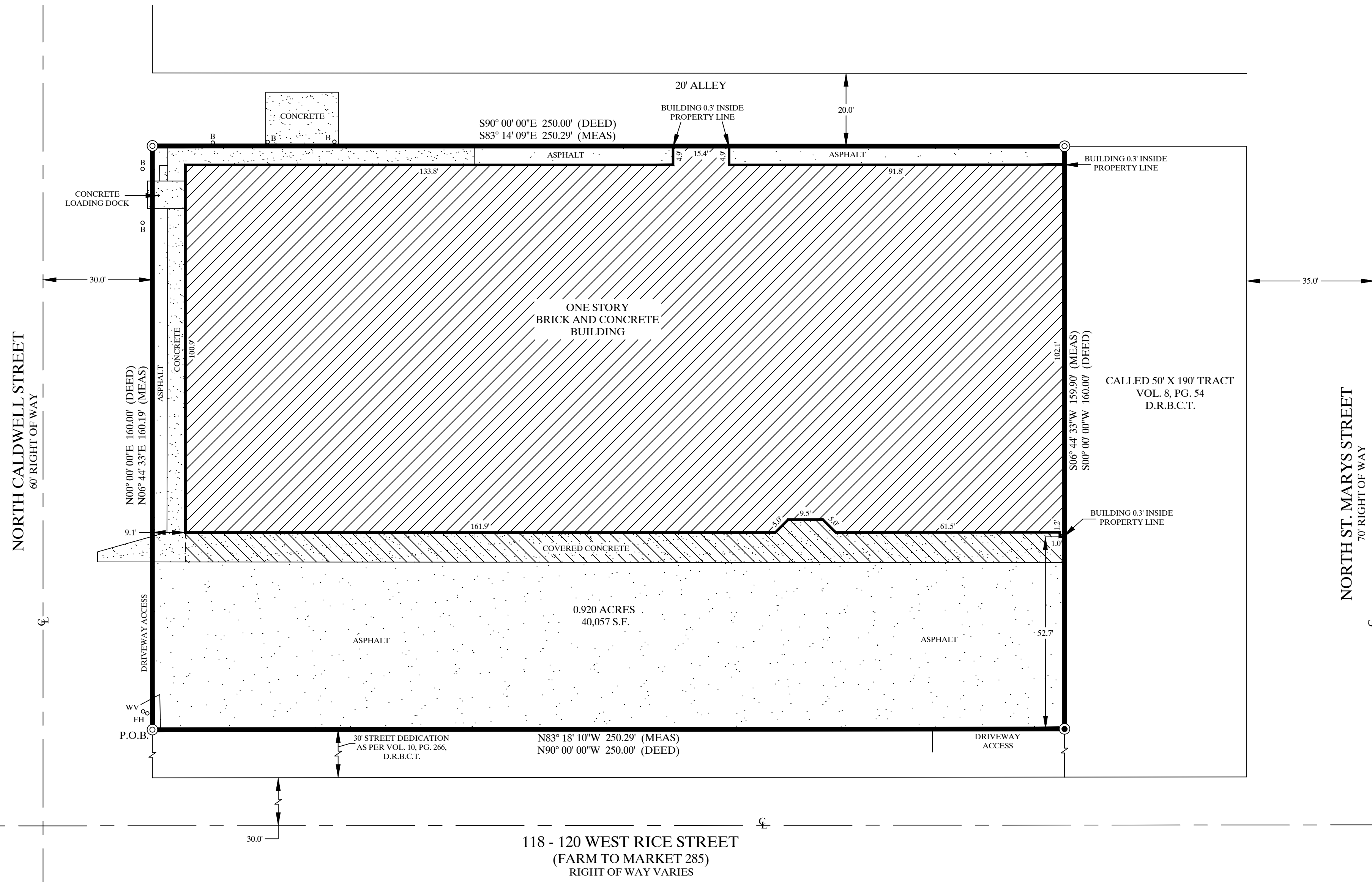
Brister Surveying

4455 South Padre Island Drive Suite 51
Corpus Christi, Texas 78411
Office 361-850-1800
Fax 361-850-1802
bristersurveying@corpus.twcba.com
Firm Registration No. 10072800

LAND TITLE SURVEY OF
A 0.920 ACRE TRACT AS DESCRIBED IN A DEED RECORDED IN VOLUME 387, PAGES 187 - 193, DEED
RECORDS OF BROOKS COUNTY, TEXAS AND LYING WEST OF THE PLAZA DE SANTA MARIA IN
ADDITION NO. ONE IN THE CITY OF FALFURRIAS, BROOKS COUNTY, TEXAS, AS SHOWN ON A MAP
RECORDED IN VOLUME 7, PAGE 319, TRANSCRIBED DEED RECORDS OF BROOKS COUNTY, TEXAS.



(IN FEET)
1 inch = 20 ft.



BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS LOCATED WITHIN ZONE AO AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT MAPS, COMMUNITY PANEL 48047C 0232 C DATED OCTOBER 6, 2010 AND IS IS NOT LOCATED IN A DESIGNATED 100 YEAR FLOOD ZONE WITH A DEPTH OF 2 FEET.

LEGEND:
B = BOLLARD
FH = FIRE HYDRANT
WV = WATER VALVE

⊙ = FOUND 5/8" RE-BAR
● = FOUND PK NAIL

THIS SURVEY HAS BEEN PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.

JOB NO. 220414

- NOTES:
- TOTAL SURVEYED AREA IS 0.920 ACRES.
 - MEASURED BEARINGS ARE BASED ON GLOBAL POSITIONING SYSTEM NAD 83 (93) 4205 DATUM.
 - SET 5/8" RE-BAR = STEEL RE-BAR SET WITH YELLOW PLASTIC CAP LABELED BRISTER SURVEYING.
 - A METES AND BOUNDS DESCRIPTION OF EQUAL DATE ACCOMPANIES THIS SURVEY.
 - THIS SURVEY DOES NOT INCLUDE THE RESEARCH, INVESTIGATION, OR LOCATIONS OF ALL SERVITUDES, EASEMENTS, RIGHT OF WAYS, OR UTILITIES ON THIS PROPERTY.



I, RONALD E. BRISTER DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND THIS DAY MARCH 3, 2022 AND SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS FOR A CATEGORY 1A, CONDITION II SURVEY.

Ronald E. Brister
RONALD E. BRISTER R.P.L.S. NO. 5407

DATE MARCH 14, 2022