

FRIO COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS (RFQ)
TO CONTRACT FOR ARCHITECTURAL SERVICES



1. Description of Services to be Provided:

Pursuant to chapter 2254 of the Texas Government Code, Frio County invites qualified architectural firms to submit their qualifications to provide professional architectural services, assisting the County with design services and construction administration services for the Frio County Parks & Recreation Facilities Arena.

2. Qualifications Deadline and Submittal Information:

Qualifications must be received prior to **3:00 p.m. CT, on Friday, May 22, 2026**. Qualifications will be received at the Frio County Auditor's Office located at 500 E. San Antonio Street, Pearsall, Texas 78061. Qualifications received after the time indicated will be returned unopened. Prospective firms may contact Crystal Marquez, 500 E. San Antonio St. Ste. 3, Pearsall, Texas 78061; phone 830-505-2983; or by e-mail at crystal.marquez@friocounty.org in regards to obtaining the RFQ documents. Frio County reserves the right to reject any and all RFQs. Frio County is an Affirmative Action/Equal Opportunity Employer. For more information, visit <http://www.co.frio.tx.us/>.

3. Scope of Services:

A. Architectural Design Services

- a) Develop the full design of the Parks & Recreation Facilities Arena, beginning with design development.
- b) Prepare schematic design drawings that establish the facility's form, function, and spatial relationships.
- c) Advance the design through design development and produce complete construction documents suitable for bidding and permitting.

B. Engineering Coordination

- a) Integrate all required engineering disciplines, including civil, structural, mechanical, electrical, and plumbing.
- b) Project is new construction and will include scopes of civil and geotechnical components, including investigation of site conditions and surrounding areas for site access and parking area.
- c) Ensure that engineered systems are fully coordinated with the architectural design and meet applicable codes, performance requirements, and County standards.

C. Cost Estimating and Budget Management

- a) Provide detailed cost estimates at key design milestones.
 - b) Assist the County in evaluating design options to maintain alignment with the established project budget.
 - c) Offer value-engineering recommendations without compromising functionality or durability.
- D. Permitting Support**
- a) Prepare and submit all required documentation for local and state permitting.
 - b) Coordinate with regulatory agencies and respond to comments to secure timely approvals.
- E. Bidding and Procurement Assistance**
- a) Support the County during the contractor procurement process.
 - b) Assist in preparation of bid packages, respond to bidder questions, and assist with addenda.
 - c) Evaluate bids and provide recommendations for award.
- F. Construction Administration**
- a) Conduct regular site visits to observe progress and verify compliance with the construction documents.
 - b) Review contractor submittals, shop drawings, RFIs, and proposed change orders.
 - c) Monitor schedule, quality, and adherence to project requirements.
- G. Final Inspection and Project Closeout**
- a) Participate in substantial and final completion inspections.
 - b) Prepare punch lists and verify corrective actions.
 - c) Assist with closeout documentation, warranties, and turnover to County staff.

4. Architect Submittal Requirements:

The Architect shall provide the following information as part of the Request for Qualifications (RFQ) submission to the County:

A. Qualifications of Professional Administrators and Experience of Staff

The Architect must submit detailed information demonstrating the qualifications and experience of the firm's professional personnel, including:

- Organizational structure and key administrative staff
- Licenses, certifications, and professional credentials
- Years of experience in architectural design, project management, and construction oversight
- Roles and responsibilities of each key staff member
- Résumés for the Project Manager, Task Leaders, and other essential personnel
- Demonstrated experience working on public-sector or County-level projects

B. Approach to the Project

The Architect must provide a clear description of the firm's methodology and approach to delivering the project, including:

- Understanding of the County's goals, needs, and project requirements
- Design philosophy and planning process
- Coordination strategy with engineering disciplines and subconsultants
- Approach to cost control, budgeting, and value engineering

- Schedule management and communication plan
- Construction administration procedures, including site visits, submittal review, and quality assurance

C. Experience With Other Projects

The Architect must provide examples of relevant past work, including:

- Completed projects similar in size, scope, or function (specifically arenas or conference centers for public use)
- Project descriptions outlining scope, budget, schedule, and outcomes
- The firm's role and responsibilities on each project
- Experience coordinating with County or municipal agencies
- Demonstrated success in delivering projects on time and within budget

D. References

The Architect must provide professional references for recent and relevant projects, including:

- Client or agency name
- Contact person (name and title)
- Phone number and email address
- Project name and brief description
- Dates of service

5. Project Manager Requirements

Project Manager Commitment

- The Project Manager (PM) proposed in the RFQ must be committed to the full duration of the contract.
- The PM must provide oversight and quality assurance for all work authorizations.
- Replacement of the PM requires **prior written consent** from the County.

6. Replacement of Project Manager or Task Leader During Selection

- Replacement of key personnel is allowed during the selection process, but the team structure must remain intact until contract execution.
- Subconsultants listed in the Proposal cannot be replaced or removed before contract execution.
- A Task Leader (TL) may be replaced only with another qualified individual from the prime consultant or approved subconsultant.
- All replacements must meet RFQ requirements.

7. Requirements for Requesting a Replacement

To request replacement of a PM or TL, the prime consultant must submit a letter to the County including:

- a. Certification that the replacement PM or TL is an employee of the prime consultant or approved subconsultant.
- b. Name of the proposed replacement and reason for the change.

- c. Résumé of the proposed replacement, including credentials, experience, and required licensure.
- d. Résumé of the individual being replaced.

8. **Joint Response Requirements**

The County **will not accept** joint ventures or joint-response teaming arrangements for this solicitation.

- The prime consultant must submit independently.
- Subconsultants may be included, but no joint venture structures will be considered.

9. **Conflict of Interest:**

The contract or contracts in this solicitation are subject to Local Government Codes, which prohibit the County from entering into contracts with certain vendors in which certain vendor officers and employees have a financial interest. Each respondent or vendor by response to this RFQ certifies that it is not prohibited from entering into a contract with the County as a result of a financial interest.

County requires that its prime consultant and subconsultants be able to work solely in County's interest, without conflicting financial or personal incentives. County reserves the right to disqualify any prime consultant or subconsultant, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the prime consultants or subconsultants duty to act solely in the interest of County.

In accordance with Texas Local Government Code Chapter 176, all vendors and consultants doing business with a county must complete a CIQ Form (Conflict of Interest Questionnaire).

As part of this RFQ submission, the Architect must:

- Submit a completed and signed CIQ Form
- Ensure the form reflects any relationships with County officials or employees
- Submit the form even if no conflict exists (indicating "No Conflict")

10. **Proof of Insurance**

The Architect (prime consultant) must provide **current proof of insurance** as part of the RFQ submission. The documentation must demonstrate that the firm carries insurance coverage appropriate for architectural and construction-related professional services.

The proof of insurance must include, at minimum:

- Professional Liability (Errors & Omissions) Insurance
- General Liability Insurance
- Workers' Compensation Insurance
- Automobile Liability Insurance

The County reserves the right to require additional coverage or higher limits at the time of contract execution.

11. **Title VI Assurance**

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d–2000d-4):

- Disadvantaged Business Enterprises (DBEs) must be afforded full and fair opportunity to submit qualifications.
- No applicant will be discriminated against based on race, color, or national origin.
- The selected consultant must comply with all applicable nondiscrimination requirements throughout the contract.

Crystal Marquez. at crystal.marquez@friocounty.org, using the standard subject line: Frio County RFQ – Architect – Frio County Parks & Recreation Facilities Arena, - Special Accommodations

Qualification Package Submittal:

1. Submissions must be received not later than Friday, **May 22, 2026 at 3:00** p.m.
2. Request must be sealed
3. Envelopes must be marked **“Request for Qualifications – Frio County Parks & Recreation Facilities Arena, : Architectural Services.”**

The prime consultant must submit seven (7) bound, hard copies and seven (7) electronic files on flash drives to:

Frio County Auditor’s Office
ATTN: Crystal Marquez
500 E. San Antonio St., Ste 3 Pearsall, Texas 78061

Faxed and Emailed submissions WILL NOT be accepted.

No fees or charges for services are to be disclosed in the RFQ

12. **Qualifications Package Contents:**

The RFQ package submittal must consist of and is limited to the following attachments in numerical order:

1. **Cover Page (1 page)**
2. **Project Team Composition (1 page, may be 11 x 17 if needed)**
 - a. Identify Key Personnel and Task leaders
 - b. Identify DBE firms and percent of work
3. **Qualifications and Experience (no page limit)**

Must be readable, properly formatted, and include:

- Prime firm name on each page
- Include adequate margins
- Include the RFQ project name on each page; and

- Include page numbers on each page

4. Resumes (1 per person, no page limit)

13. Evaluation Process:

Qualifications submitted in response to this RFQ will be evaluated according to the following criteria:

Criteria:	Maximum Points:
1. Qualifications of Professional Administrators & Experience of Staff	25 points
2. Project Approach	20 points
3. Relevant Project Experience	25 points
4. References	15 points
5. Overall Quality & Completeness of the Submission	15 points

14. Selection Team:

The members of Commissioners Court involved in the selection process for this procurement. Do not contact these individuals about this procurement. To ask questions about this solicitation, email all questions to:

Crystal Marquez. at crystal.marquez@friocounty.org, using the standard subject line: Frio County RFQ – Architect – Question

Questions must be submitted by **end of day on Monday, May 18, 2026.**

15. Selection Process.

Statements of Qualifications (SOQs) will be evaluated by a committee comprised of County staff and/or consultants. In conformance with state law, SOQs shall be evaluated in accordance with Chapter 2254 of the Texas Government Code. The County will rank the SOQs and select the most highly qualified firm on the basis on demonstrated competence and qualifications. Ranking merely determines which firm the County selects to enter into contract negotiations and does not determine the award of a project. If a satisfactory contract cannot be negotiated with the most highly qualified provider at a fair and reasonable price, the County will end negotiations with that provider, and select the next most highly qualified provider and attempt to negotiate a contract with that firm. This process will continue until a contract is entered into or the County elects to reject all SOQs. The selected firm will be expected to enter into the contract for design services attached to this RFQ.

Frio County Commissioners Court will review the recommendations made by the evaluation committee and make the final selection decisions.

Frio County will not be liable for any costs incurred by Vendors in preparing SOQs, proposals, or associated travel costs.

16. Certificate of Interested Parties Form 1295

By submitting a Statement of Qualifications in response to this solicitation, the Respondent agrees to comply with Government Code 2252.908. Respondent agrees

to provide Frio County, the “Certificate of Interested Parties”, Form 1295 as required. Pursuant to Section 2252.908 of the Texas Government Code, a private business entity cannot enter into certain contracts with Frio County unless the business entity completes Form 1295 “Certificate of Interested Parties.” Respondents are required to complete and file electronically the Certificate of Interested Parties with the Texas Ethics Commission using the online filing application. **Proof that Form 1295 was filed with the State of Texas Ethics Commission must be submitted with your proposal.**

For more information, please visit the State of Texas Ethics Commission website at the following links:

- a. <https://www.ethics.state.tx.us/filinginfo/1295/> and
- b. https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT.

17. Confidential Information:

Frio County follows all statutes, court decisions, and opinions of the Texas Attorney General with respect to the disclosure of public information requested under the Texas Public Information Act.

Respondents recognize that this Project is publicly owned and Frio County is subject to the disclosure requirements of the Texas Public Information Act (“TPIA”). As part of its obligations within the Contract Documents, Respondents agree, at no additional cost to the County, to cooperate with the County for any particular needs or obligations arising out of the County’s obligations under the TPIA.

This provision applies if the Contract has a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by Frio County or results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the County in a fiscal year of Frio County. Respondents must (1) preserve all contracting information related to the Contract as provided by the records retention requirements applicable to the County for the duration of the Contract; (2) promptly provide to the County any contracting information related to the Contract that is in the custody or possession of the entity on request of the County; and (3) on completion of the Contract, either:

- (i) provide at no cost to Frio County all contracting information related to the Contract that is in the custody or possession of the entity; or
- (ii) preserve the contracting information related to the Contract as provided by the records retention requirements applicable to the County.

The requirements of Subchapter J, Chapter 552, Government Code, may apply to this Contract and the contractor or vendor agrees that the Contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

Vendor Information and Certification

Legal Name of Contracting Company	Federal ID Number or Social Security Number
Telephone Number	Facsimile Number
Complete Mailing Address	
City, State and Zip Code	
Complete Physical Address (if different from above)	
City, State and Zip Code	
Email Address	

Name of Vendor Representative:

Name and Title

Vendor has read, understood, and agrees to all specifications and terms and conditions of the RFQ.
The information contained in the Vendor's Statement of Qualifications is true and complete.
I certify that the above information is correct:

Name and Title	Signature
Date:	

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Architect Firm / Building Design Services Rating Sheet

Name of Firm _____

Frio County Parks & Recreation Facilities Arena

Evaluator's Name _____

Date of Rating _____

Experience -- Rate the Respondent of the Request for Qualifications (RFQ) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

RELEVANT PROJECT EXPERIENCE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with projects	15	_____
2. Related Experience / Background with specific project type	10	_____
Subtotal, Experience	25	_____

PROJECT APPROACH

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits & responds to requests of client in a timely manner	5	_____
2. Understands client's goals of the project design & plans	5	_____
3. Project Timeline Management & Construction Oversight Approach	5	_____
4. Manages projects within budgetary constraints	5	_____
Subtotal, Project Approach	20	_____

QUALIFICATIONS OF PROFESSIONAL STAFF

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators/Experience of Staff	10	_____
2. Present and Projected Workloads	5	_____
3. Quality of Qualifications	10	_____
Subtotal, Qualifications	25	_____

REFERENCES

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. References from current/past clients	15	_____
Subtotal, References	15	_____

OVERALL SUBMISSION

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Overall Quality & Completeness of Submission	15	_____
Subtotal, Overall Submission	15	_____

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Relevant Project Experience	25	_____
<input type="checkbox"/> Project Approach	20	_____
<input type="checkbox"/> Qualifications of Professional Staff	25	_____
<input type="checkbox"/> References	15	_____
<input type="checkbox"/> Overall Quality & Completeness of Submission	15	_____
Total Score	100	_____