



**REQUEST FOR QUALIFICATIONS**

**RFQ NO. 2025-03-23**

**ARCHITECTURAL SERVICES  
FOR REMODEL OF CITY HALL ANNEX BUILDING**

**CITY OF ALAMO**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ#2025-03-23**

The City of Alamo is soliciting sealed Request for Qualifications; hereinafter referred to as RFQ's to be received by Robert L. Salinas, City Manager, at 420 N. Tower Rd., Alamo, Texas 78516. City of Alamo normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFQ'S will be received until **3:30 p.m. Central Time**, on **Thursday, April 10, 2025**, shortly thereafter all submitted RFQ'S will be gathered and taken to the City's Conference Room, to be publicly opened and read aloud. Any RFQ received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFQ submitted shall have sufficient time to be received by the City prior to the RFQ opening date and time. The receiving time at the City Hall Front Desk will be the governing time for acceptability of the RFQ's. RFQ's will not be accepted by telephone or facsimile machine. All RFQ'S must bear original signatures and figures. The RFQ shall be for:

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**ARCHITECTURAL SERVICES**  
**FOR REMODEL OF CITY HALL ANNEX BUILDING**

**Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR QUALIFICATIONS" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the City of Alamo web site address: [www.alamotexas.org](http://www.alamotexas.org), or may obtain copies of same by contacting the office of: ADELA PEREZ, PURCHASING AGENT, LOCATED AT 420 N. TOWER RD., ALAMO, TX 78516 by calling (956) 787-0006 or by e-mailing your request to [aperez@alamotexas.org](mailto:aperez@alamotexas.org).**

Hand Delivered, Land Courier, or Mailed RFQ'S:

City of Alamo  
C/O Adela Perez, Purchasing Agent  
420 N. Tower Rd.  
Alamo, TX 78516

**REQUEST FOR QUALIFICATIONS**  
**RFQ#2025-03-23**  
**FOR REMODEL OF CITY HALL ANNEX BUILDING**

The City of Alamo (City) invites the submittal of responses to this Request for Statement of Qualifications (RFQ) from qualified architectural firms interested in providing professional services in connection with the architectural design and project management of the remodeling of the City Hall Annex Building for the City of Alamo. The City will give prime consideration to the firm with significant, current experience in the management of projects similar to the proposed remodel of the City Hall Annex Building.

The City Hall Annex Building is located at 130 S. 8<sup>th</sup> St., Alamo, Texas. The City is committed to maintaining facilities that meet the needs of the staff and citizens. Facilities should be professional, attractive, efficient, functional, clean, safe, and accessible. Providing quality facilities for all citizens of the City is of high priority.

This project is part of the Capital Improvement Plan for the City. The City is committed to maintaining facilities that meet the needs of the staff and citizens. They should be professional, attractive, efficient, functional, clean, safe, and accessible. Providing quality facilities for all citizens of the City is of high priority.

Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ. The City will receive responses to this RFQ until 3:30 p.m. Central Standard Time on Thursday, April 10, 2025, at the Alamo City Hall located at 420 North Tower Road, Alamo, Texas, 78516. The City reserves the right to reject any or all Statements of Qualifications and to waive informalities. The RFQ is available on the City's web site [www.alamotexas.org](http://www.alamotexas.org), or may obtain copies by contacting the office of Adela Perez, Purchasing Agent or by calling 956-787-0006 or by e-mail to [aperez@alamotexas.org](mailto:aperez@alamotexas.org).

IT IS UNDERSTOOD that Respondents are prohibited from directly or indirectly communicating with City Commission regarding the Respondent's qualifications or any other matter related to the eventual award of a contract for the services requested under this RFQ. Respondents are prohibited from contacting City staff regarding their qualifications or the award of a contract, unless in response to an inquiry to or from staff. Any violation will result in immediate disqualification of the Respondent from the selection process.

**CITY OF ALAMO  
REQUEST FOR QUALIFICATIONS  
FOR REMODEL OF CITY HALL ANNEX BUILDING**

**I. INTRODUCTION**

A. The City of Alamo is soliciting Request for Statements of Qualifications (RFQ) from qualified firms for architectural design and project management services in connection with the remodel of the City Hall Annex Building.

B. By submitting its Qualifications in response to this RFQ respondent accepts the evaluation process as outlined in this section and acknowledges and accepts that determination of the most qualified firm(s) offering the best value to the City may require subjective judgments by the City.

C. 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 after the solicitation is completed and contract executed with selected firm.

D. There is no expressed or implied obligation for the City of Alamo to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

E. The City reserves the right to retain all Qualifications submitted and to use any ideas in the submission regardless of whether that submission is selected. Submission of Qualifications indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between the City and the firm selected. It is anticipated that the selection of a firm will be completed no later than April 10, 2025.

F. Questions and correspondence concerning this RFQ should be directed in writing to the following individual:

Mr. Robert L. Salinas, City Manager  
City of Alamo  
420 N. Tower Road,  
Alamo, Texas, 78516  
Email: [bsalinas@alamotexas.org](mailto:bsalinas@alamotexas.org)

G. Any clarification or interpretation of the RFQ, if made, will be made only by written addendum issued through the Purchasing Department. A copy of any such Addendum will be mailed or delivered to each person submitting Qualifications. Addenda to the RFQ may be issued in response to a request for clarification or objection, or for any other reason the City considers advisable. Once issued, an addendum becomes a part of the RFQ documents.

H. It is the respondent's responsibility to check the City's website at [www.alamotexas.org](http://www.alamotexas.org) to determine if the City has issued any addenda. The City will not be responsible for any other explanation or interpretation of the RFQ made or given prior to the award of the contract.

I. Submittal - To be considered, one (1) original, five (5) copies, and an electronic copy of the typewritten Qualifications must be submitted by the time and date indicated herein. The original signature must be in ink and must be signed by an officer or agent of the firm who is empowered to contractually bind such firm. The Qualifications must be submitted by 3:30 p.m. CST on Thursday, April 10, 2025, in a sealed envelope clearly marked "RFQ for Architectural Services for the Remodel of City Hall Annex Building" to Adela Perez, Purchasing Agent, 420 N. Tower Road, Alamo, Texas, 78516. Qualifications that fail to comply with the terms of this RFQ may be considered non-responsive. It is the Respondent's sole responsibility to assure that its Qualifications are delivered at the proper time and place. Qualifications that for any reason are not so delivered will not be considered. Late Qualifications will be returned to the Respondent unopened. Qualifications by telegram, telephone, e-mail, facsimile reproduction, and transmission will not be considered.

## **II. SCOPE OF SERVICES**

The selected firm will serve as integral team members along with the City Manager and City representatives from the inception of the design efforts (near the end of Schematic Design phase). The selected firm will provide professional services for this project including, but not limited to preparation of Programming, Schematic Design, Design Development, Construction Documents, Bidding and/or Negotiation, Closeout Documents, and Contract Administration Services, if required, and any other items necessary to successfully develop Remodel of City Hall Annex Building. The ability to design and coordinate construction documents, forecast cost, respect budgets, assess geological and environmental information, foresee and correct conflicts mitigating change orders, provide accurate and detailed closeout documents, and meet deadlines are prime factors for consideration. The City will consider a firm with a reputation for designing a building that can be operated and maintained economically. The firm shall provide its approach, view, and proposed schedule for the remodel of City Hall Annex Building Project. Experienced personnel will need to be assigned to the remodel of City Hall Annex Building Project that have knowledge of state, federal, local regulations, and building codes. PERSONS OR FIRMS PRACTICING ARCHITECTURAL SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

### III. PROPOSED TIMELINE

Event	Date
RFQ issued	Wednesday, March 26, 2025
Public Notice	Wednesday, March 26 <sup>th</sup> & April 2 <sup>nd</sup> , 2025
Written questions from Responders due by	Friday, April 4, 2025

STATEMENT OF QUALIFICATIONS MUST BE RECEIVED BY **THURSDAY, APRIL 10, 2025 ON 3:30 P.M.** BY CITY OF ALAMO.

### IV. EVALUATION CRITERIA

Evaluation of Qualifications received may consider but shall not be limited to the following review criteria.

- Firm Information [3 points]
- Project Team / Qualifications [15 points]
- Experience [20 points]
- Municipal Building / Project Specific Expertise [10 points]
- Management and Organizational Approach [15 points]
- Project Approach / Philosophy [20 points]
- References [15 points]
- Administrative Requirements [2 points]

### V. CONTENT OF SUBMITTAL

Each Statement of Qualifications (RFQ) shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project ("RFQ for Remodel of City Hall Annex Building"), the name of the Respondent, contact information and the submittal date.

Please provide an opening letter indicating your interest in this project, and briefly describe what you believe makes your company a suitable candidate to be selected as the architectural firm for this project. Limit this introduction to two (2) pages. A table of contents should be next, followed by tabbed dividers separating each of the following eight (8) sections. Please provide the following information in the sequence and format prescribed below. Supplemental materials providing additional information may be attached, if limited to three (3) pages, but the information requested below is to be provided in this format.

**Divider #1: Firm Information [3 points]**

- a) Firm name, addresses, and telephone numbers of all firm offices.
- b) Names of principals in firm.
- c) Primary individual to contact.
- d) Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- e) Years firm has been in business.
- f) Years organization has been in business in construction in its current capacity.
- g) Organizational description.
- h) Description of service firm's philosophy.

**Divider #2: Project Team / Qualifications [15 points]**

- a) A brief history of the services routinely provided in-house on municipal / civic projects.
- b) An organizational chart that explains team member responsibilities.
- c) The resumes of all persons to be assigned to the project with their prospective roles identified. Have the proposed personnel worked on similar type projects, and have they demonstrated the ability to coordinate and demand quality work
- d) Briefly describe the rationale for the key team members for this project, and what qualities and attributes they possess that will ensure the success of this project.
- e) List all related awards and recognition that the lead architect or key team members of the architectural firm has received.
- f) List of all major projects your organization has in progress, giving the location of project, owner, contract amount, percent complete and scheduled completion date. Address any staffing conflicts with proposed team for this project with ongoing projects / workload.

**Divider #3: Experience [20 points]**

- a) Discussion of firm's experience in working with Government / City agencies.
- b) List and describe all of the municipal projects you have provided architectural services for, whether ongoing or completed, over the last seven (7) years that are comparable in size and complexity to this new project.

**Divider #4: Municipal Building Remodel / Project Specific Expertise [10 points]**

- a) Experience in Municipal Building Remodel facilities in the last ten (10) years (include size and construction cost).
- b) Experience on similarly related projects and/or similar complexity.
- c) Previous experience on projects with the City of Alamo, if any. (not required)

**Divider #5: Management and Organizational Approach [15 points]**

- a) Describe how the firm will organize to perform the services.
- b) Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality, and cost control.
- c) Description of firm's approach to code compliance and all submissions required for approval by all regulatory agencies having jurisdiction.

**Divider #6: Project Approach / Philosophy [20 points]**

- a) Please describe your firm's understanding of the project.
- b) Describe your organization's concepts for working in a team relationship with the Owner and/or other construction firm during the design and construction of major projects.

**Divider #7: References [15 points]**

Provide letters of reference from three (3) clients for which you have provided architectural services comparable to this project. Preferably these references will be projects from the last five (5) years. Letters of reference must include the name of the company or governmental entity, correct contact names, telephone numbers, and email addresses. Respondents are to notify references of potential calls and authorize them to discuss the nature, value, and level of satisfaction with your work. The person from whom the letter of reference is provided must be familiar with the services/work your firm provided.

**Divider #8: Administrative Requirements [2 points]**

- a) Licensing: List jurisdictions and trade categories in which your firm is legally qualified to do business and indicate registration or license numbers, if applicable.
- b) List jurisdictions in which your firm's legal or trade name is currently registered.



## **VI. EVALUATION PROCEDURES**

A. Review of Proposals - The City Manager's Office will use a point formula during the review process to score proposals. The City Manager's Office will review and discuss these evaluations to arrive at a final score for each firm. At this point, firms with the highest final scores will be selected for further consideration.

B. Right to Reject Qualifications- Submission of Qualifications indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between the City and the firm selected. The City reserves the right without prejudice to reject any or all Qualifications.

C. Final Selection - The City will select the most highly qualified firm according to the published selection criteria and the ranking evaluation. After preliminary selection of the firm with the highest total score, it will forward their recommendation to the City Commission for approval. Once approved by the City Commission, the City will enter into contract negotiations with the selected firm via AIA documents as required by USDA guidelines.

## **VII. PROJECT PRINCIPAL CONTACT**

The firm's principal contact for the project with the City will be the City Manager. The City Manager will coordinate the assistance to be provided by the City to the firm.

## **VIII. OFFER AND CERTIFICATIONS**

A. Submission of Qualification constitutes an offer which shall remain open and irrevocable for a period of ninety (90) days from the due date for submitting the Qualifications.

B. Submission of Qualifications indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.

C. By submitting Qualifications, the Respondent certifies that Respondent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three-year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three-year period been terminated on a public contract for cause or default.

D. By submitting Qualifications, each Respondent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.