

## **Requests for Statements of Qualifications for Architectural Services Associated with Town Hall Renovations**

The Town of Round Top (Town) 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 design and renovations to the Round Top Town Hall. The initial stages of this project will include site grounds and Town Hall studies, and preliminary design and cost estimations in preparation for the appropriation of funds for renovations. The Town Council will determine the next steps for this project. If the Town Council decides to move forward with the project, the Town intends to move forward with the selected firm for the completion of construction and renovation documents and all other steps necessary for the completion of this project.

Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ. The Town will receive responses to this RFQ until 12:00 p.m. (local time) on January 16, 2025, at the Round Top Town Hall located at 202 North Live Oak Street, Round Top, Texas, 78954. The Town reserves the right to reject any or all Statements of Qualifications and to waive informalities. The RFQ is available on the Town's web site at: <https://www.RTTX.us> or may be obtained from Sylvie Armstrong, Town Clerk, in the Town of Round Top Business office.

It is understood that Respondents are prohibited from directly or indirectly communicating with Town Council members or Town staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in the immediate disqualification of the Respondent from the selection process.

## **Request for Qualifications Town Hall Renovations**

### **I. Introduction**

- A. The Town of Round Top is soliciting Statements of Qualifications (Qualifications) from qualified firms for professional architectural and design services in connection with the design and renovations to the current Round Top Town Hall.
- B. Based on the evaluation criteria established for this project, each properly submitted Qualifications will be reviewed, evaluated, and ranked by the RFQ Selection Committee. The evaluation and ranking of the Statements will be completed within thirty (30) days after the proposal submission deadline. During the evaluation process, the Selection Committee and/or the Town reserve the right, where it may serve the Town's best interest, to request additional information or clarifications from respondents. At the discretion of the Town or the Selection Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Also, at the discretion of the Town or the Selection Committee, past performance reference checks may be made on references submitted by the respondents.
- C. 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 firms(s) offering the best value to the Town may require subjective judgments by the Town.
- D. 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 competed and contract executed with selected firm.
- E. There is no expressed or implied obligation for the Town of Round Top to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.
- F. The Town 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 Town and the firm selected.
- G. Questions and correspondence concerning this RFQ must be submitted prior to January 7, 2025 at 12 p.m. local time, and be directed in writing to the following individual:

Sylvie Armstrong, Town Clerk  
Town of Round Top  
202 North Live Oak Street  
Round Top, TX 78954  
roundtoptownclerk@gmail.com

- H. Any clarification or interpretation of the RFQ, if made, will be made only by written addendum issue through the Town. A copy of any addendum will be available on the Town website at: <https://www.RTTX.us>. Addenda to the RFQ may be issued in response to a request for clarification or objection, or for any other reason the Town considers advisable. Once issued, an addendum becomes a part of the RFQ documents. It is respondent's responsibility to check the Town's website at: <https://www.RTTX.us> to determine if the Town has issued any addenda. The Town will not be responsible for any other explanation or interpretation of the RFQ made or given prior to the award of the contract.
- I. Respondents are prohibited from directly or indirectly communicating with Town Council members or Town staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in the immediate disqualification of the Respondent from the selection process.
- J. **Five (5) paper copies** (one marked "original" and four marked "copy") **and one (1) electronic copy (PDF)** of responses containing all items and information required by this RFQ must be submitted in a sealed envelope or box clearly marked with **Facility Renovation RFQ – Attention Sylvie Armstrong** on the outside of the envelope or box, and must be received in the Town of Round Top Business Office at the following address **no later than Thursday, January 16, 2025 at 12 p.m.** (local time) to be considered:

Town of Round Top  
Attention Sylvie Armstrong  
**Facility Renovation RFQ Response**  
202 N Live Oak Street  
Round Top, TX 78954

Proposals delivered after the posted deadline will not be opened or considered.  
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. Late Qualifications will be returned to the Respondent unopened.

## II. Scope of Services

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
- Contract administrative services
- Any additional items or tasks necessary to successfully develop the project if the decision is made to move forward with the project.

The ability to design and coordinate construction documents, forecast cost, respect budgets, correct conflicts mitigating change orders, provide accurate and detailed closeout documents, and meeting deadlines are prime factors to be considered by the Selection Committee. Proposed designs will be expected to provide the Town with facilities that can be operated and maintained economically. Experienced personnel licensed in the State of Texas that have knowledge of state and federal regulations and experience with local codes and regulations should be assigned to the project.

### III. Proposed Timeline

<u>Event</u>	<u>Date</u>
RFQ issued and released	December 20, 2024
Written questions and correspondence concerning RFQ due	January 7, 2025; 4:00 p.m. (local time)
Written response to all questions and addenda (if necessary) issued by	January 10, 2025
<b>RFQ response containing all items and information due</b>	<b>January 16, 2025; 4:00 p.m. (local time)</b>
Evaluation process completed (estimated)	January 24, 2025

### IV. Evaluation Criteria

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

- Firm Information 5 pts
- Project Team 15 pts
- Experience with Municipal Projects 15 pts
- Town Hall Project Specific Experience 15 pts
- Experience in Panhandle Region 25 pts
- Project Approach / Philosophy 15 pts
- References 10 pts

### V. Content of Submittal

Each Statement of Qualifications shall be submitted as outlined in this section.

1. Please include an outside cover and/or first page containing the name of the Project (“**RFQ for Architectural Services – Town Hall Renovations**”), the name of the Respondent, contact information, and the submittal date.
2. 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 document to two (2) pages.
3. A table of contents for the submittal.

4. Section A: Firm Information

- Firm name, addresses, and telephone for firm office.
- Names of principals in firm.
- Primary contact name and contacts information.
- Firm organizational structure, size, and years in business.
- Firm's philosophy related to projects and work produced.

5. Section B: Project Team / Qualifications

- Organizational chart that explains team member roles and responsibilities.
- Listing of any services that will be outsourced and name of provider if known at this time.
- Resume of all in house staff assigned to the project. Provide graph or chart which outlines the projects that various team members have worked on together over the past five (5) to seven (7) years.
- Briefly describe the rationale for the key team members for this project and the qualities and attributes they bring to the team.
- List all related awards and recognition that the lead architect or key team members has received.
- List all major projects the firm has in progress, providing location, owner, percent completed and scheduled completion date. Identify any staffing conflicts with proposed team current projects and this project.

6. Section C: Experience

- Discussion of firm's experience in working with municipalities.
- List and describe all of the municipal projects firm has provided architectural services for, whether ongoing or completed, over the last seven (7) years.

7. Section D: Town Hall Project Specific Experience

- Experience in town hall facilities in the last seven (7) years. Provide location, date of completion, size, and total project cost.

8. Section E: Experience in Texas

- Describe previous work experience in Texas. List Texas communities or entities that the firm has worked with over the last seven (7) years and briefly describe the work performed.
- List Texas lead contractors that the firm has worked with over the last seven (7) years, including project name or type and location.

9. Section F: Project Approach / Philosophy

- Describe the firm's approach to the project. Due to the fact that funding for this project is subject to yet to be determined availability, there is a possibility the project will be tabled. The Town is committed to moving forward with the steps of this project necessary to define the project scope and initial cost

estimates. Outline the steps of, and provide a tentative schedule for, the project. Clearly delineate the steps that will be taken prior to appropriating funds, and the steps that would be taken if the project moved forward.

10. Section G: References

- Provide a listing and contact information from three (3) clients for which you have provided architectural services comparable to this project. Please provide contacts that were actively involved in the project.

**VI. Evaluation Procedures**

- A. Review of Proposals – The Selection Committee will use a point formula during the review process to score proposals. The committee will review and discuss evaluations to arrive at a final score for each firm. Firms with the highest final scores will be selected for further consideration.
- B. Oral Presentations – Oral presentations may be requested from the highest scoring firms.
- C. 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 Town and the firm selected. The Town reserves the right without prejudice to reject any or all Qualifications.
- D. Final Selection – The Town will select the most highly qualified firm according to the published selection criteria and the ranking evaluations. After preliminary selection of the firm with the highest total score, the Town will enter into contract negotiations with the selected firm. If a contract that is agreeable to both parties cannot be obtained, the Town will begin contract negotiations with the next highest qualified firm. After contract negotiations have been completed the Selection Committee will forward their recommendation to the Town Council for approval.

**VII. Project Principal Contact**

The firm’s principal contact for the project with the Town will be the mayor. The mayor will coordinate the assistance to be provided by the Town 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 Town and the firm selected. The Town reserves the right without prejudice to reject any or all submissions.

Town of Round Top  
Facility Renovations  
Request for Statement of Qualifications

- 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 three-year period or had a civil judgment against them for Council 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 is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any pollical subdivision.