



REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL/SITE PLANNING & ENGINEERING
SERVICES**

WASHINGTON COUNTY EXPO

**1305 East Blue Bell Road
Brenham, Texas 77833**

**Submission Deadline: 10:00am Thursday, November 14th
2024**

Washington County Expo - Architectural/Site Planning & Engineering Services

Harrison Williams
Director of the Washington County Expo
1305. East Blue Bell Rd.
Brenham Texas 77833

RE: RFQ Transmittal Letter Regarding - Architectural/Site Planning & Engineering Services

Dear Recipient:

Washington County is pleased to present this Request for Qualifications (RFQ) for Architectural/ Site Planning & Engineering Services. Here at the Washington County Expo we believe that every project presents a unique opportunity to transform historic spaces, unite communities, inspire future generations, and create lasting legacies. We are excited to extend this Request for Qualifications (RFQ) for Architectural, Site Planning, and Engineering Services to firms that share our passion for excellence, innovation, sustainability, community values and fiscal responsibility.

This project involves redesigning the home of the old county fair in the state of Texas and expanding its functionality. To us the facility represents more than just a collection of structures and spaces; it is a chance to shape the future of fair goers and small-town America. We aspire to blend creativity with functionality, and to craft an environment that will stand the test of time. We are looking for visionary partners who can help us bring this vision to life—firms that not only possess technical expertise but also the imagination and dedication to push boundaries and redefine possibilities while staying mindful of costs and sustainable growth.

Enclosed in this packet you will find:

- Project Overview and Information
- Market and Utilization Study Summary
- Scope of Work and Project Goals
- Submission Instructions

We invite you to share your qualifications, experience, and unique perspective on how you can contribute to the success of this project. We are seeking partners who see beyond blueprints and schematics and who can infuse their work with purpose, creativity, and a commitment to making a positive impact.

Thank you for considering this opportunity to join us on a journey that promises to be as inspiring as the final result. We look forward to learning more about your firm and the potential you bring to this endeavor.

Sincerely,
Harrison Williams
Director of the Washington County Expo

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1. Overview

1.1.General Information

The Washington County Expo is currently going through the master planning process for its facility. In 2024 for the Expo received the first phase of its master plan back from Hunden Partners who conducted the Market Feasibility & Utilization Study. The data from the study recommended an expanded footprint of the current facility and a need for expanded parking.

The Washington County Expo had over 637 event days bringing in over 170,000 visitors to its events in 2023, a continuation of a trend with the facility over the last 4 years. Based on the recommendations of the market study the desire is to improve and expand the quality of current livestock offerings of the venues while planning to expand into the convention market in future years.

1.2.Community History

Washington County, Texas, boasts a compelling history and rich heritage, embodying the pioneering spirit of Texan innovation. Established in 1836 as one of the original counties of the Republic of Texas and named after George Washington, it became a nexus of agricultural excellence, particularly renowned for its cotton production in the early years. The first school district in Texas was established in the county, which demonstrates its commitment to education from its earliest days.

Additionally, the Washington County Fair, a cherished annual event since 1868, stands as a testament to the community's enduring spirit and agricultural heritage, showcasing livestock exhibitions, carnival rides, and cultural festivities. Washington County's legacy of innovation continues to thrive, honoring its past while embracing progress and mindful growth.

2. Market Utilization & Feasibility Study Summary

1.2.Visitation Analysis

In 2023 the Expo had over 170,000 visits to its property with 48% coming from within a 10 mile radius for mid week meetings comprised of local groups, 4 H Clubs and Texas A&M Extension educational programming. The Remaining 52% of visitors come from greater than 10 miles away predominately on the weekends for events being held at the Expo. 10.39% of visitors come from over 100 miles away, which is comparable to other regional venues in the competitive data set.

1.3. Economic, Fiscal and Employment Impact Analysis

As a result of the Project, the county will experience new visitors for regional and national shows that would not have visited the market otherwise. These net new visitors will spend money in Washington County, supporting the local economy. Hunden classifies spending in five categories: food & beverage, lodging, retail, transportation and other. Hunden projects direct net new spending to total over \$764 million over 30 years. As this net new direct spending trickles through the Washington County economy, it generates induced and indirect spending. Combined total net new spending within Washington County is expected to surpass \$1.2 billion over 30 years.

1.4. Equestrian/ Livestock Industry Trends

Hunden Partners examined the equestrian and livestock industries respectively and found more than enough evidence for strategic investment in agricultural facilities. In Texas alone there are 4 large cattle breed associations, each has expressed interest in the Expo facilities however never booked due to the facilities inability to accommodate.

The equestrian industry in Texas is currently thriving with 7 different main equestrian recreation disciplines/ breed associations. Currently the Expo hosts many equestrian events throughout the year however lacks adequate stalling to accommodate the larger sized events.

1.5. Current Facility & Regional Comparative Analysis

1.5.1. Current Facility Breakdown

Venue/Stalling	SQFT/Count	Dimensions	Capacity	Build Type
Rodeo Arena	27,600	120' x 230'	5,000*	Uncovered
Barn 3 Arena	20,000*	100' x 200'	250*	Covered & Open
Barn 1 Arena	10,000*	100' x 100**	250*	Covered & Open
Sales Facility	3,000	50' x 60'	250*	Enclosed
Event Center	6,072	69' x 88**	300*	Enclosed
VIP Room	3,600	90' x 40'	250*	Enclosed
Commercial Bild.	7500	75' x 100'	200*	Enclosed
Food Court	9,000	75' x 120'		Covered & Open
Ent. Plaza	8,640*	90' x 96**		Covered & Open

Venue/Stalling	SQFT/Count	Dimensions	Capacity	Build Type
Horse Stall	40	10'x10'		
Large Animal Pens	116	12'x12'		
Small Animal Pens	169	6'x6'		
Cattle Ties	425*			

*Denotes Estimations

1.5.2. Recommended Build Out of Current Facility in Order of Magnitude

Venue/Stalling	Functional SQFT	Gross SQFT	Capacity	Build Type
Main Arena	38,500	77,000	5,000	Enclosed & Climate Controlled
Warm-up Arena	26,400	26,400	-	Uncovered
Secondary Arena	31,500	36,225	500	Covered & Open
Horse Stalls	300	69,120		Covered & Open
Large Animal Pens	300	69,120		Covered & Open
Small Animal Pens	250	14,400		Covered & Open
Cattle Ties	850	935 EA		Covered & Open
Exhibit Hall	30,000	54,000		Enclosed & Climate Controlled
Ballroom	20,000	45,000		Enclosed & Climate Controlled
Meeting Rooms	10,000	21,000		Enclosed & Climate Controlled
Support Cattle Building	100 Pens	23,040		Covered & Open
Food Court	9,000	10,350		Covered & Open
Amphitheater		2,500 pax		Outdoor & Uncovered
Parking	2,333	2,333 PS		
RV Spots	75 Spots			

*Denotes Estimations

Link to Market Utilization Study: [https://cdn.saffire.com/files.ashx?t=fg&rid=WashCoFairgrounds&f=Washington County Expo FINAL 4-8-24 \(1\).pdf](https://cdn.saffire.com/files.ashx?t=fg&rid=WashCoFairgrounds&f=Washington%20County%20Expo%20FINAL%204-8-24%20(1).pdf)

3. RFQ Objectives

The Expo is seeking to contract with qualified firms or teams to provide architectural & engineering services to complete the Expo's master plan and develop a site plan for the current and adjoining sites; in addition to developing a implementation plan that works in concert with identified funding strategies. The Expo also desires to have a new arena venue built for the 2026 fair.

The following issues are of particular concern:

- Historical lack of facility & financial planning.
- Lack of trailer parking and car parking during fair
- Aged utilities
- Lack of unified design in development across the Expo properties
- Facilities need to address lost business by creating more functional space through separation of disciplines while maintaining the "small town fair" feeling.

The Expo intends to select a provider(s) to manage and deliver the services in this RFQ. The selected provider(s) shall be responsible for meeting specific performance expectations.

4. Response to Qualification

4.1. Management Component

The respondent will furnish evidence of capability to provide, professional and timely manner, the services as stated:

- Prepare cost estimates at various stages of design.
- Develop design development approval by the county,
- Provide technical assistance and possibly construction administration during construction.
- Site planning,
- Be able to provide insurance and indemnities to the county.

4.2. Technical Component

Be responsible for confirming that all necessary requirements are performed, and all documentation is completed. List all State permits, licenses, etc. that you hold in order to perform the job. The architect shall be responsible for complying with all state, city and other easement and utility regulations. Washington County's intention is for the architect to determine the best method and technology available for this project.

5. Scope of Work & Respondent Goals

The following is an outline of the desired services to be performed. Responding firms are encouraged to augment their teams with outside expertise where necessary to provide the most meaningful information and analysis. Please include a timeline and statement of process of how you plan on addressing the scope of work and project goals.

5.1. Completed Master Plan

The completed master plan will need to incorporate the recommendations from the market and utilization study. The master plan is to be completed by June 1st 2025 and will need to incorporate/address the following:

1. Utility replacement/ improvement
2. Parking for fair and non-fair times
3. Remodel & improvement schedule for existing structures
4. Pedestrian & automotive flow plan
5. Renderings for each phase

5.2. Cohesive Facility Campus Plan

Prepare a plan for the site(s) that makes a cohesive campus of county facilities and event venues to include an estimated cost, schedule and renderings with probable phasing based on priorities established by Commissioners' Court.

Property ID's to be assessed and developed

- 64204
- 14908
- 14909
- 14310
- 14951

5.3. Design and Build Documents for Covered Multi-Use Arena and Equestrian Stalling Facility

1. Building must seat 5,000 people
2. Building must accommodate a 250' x 150'x usable rodeo arena area
3. Building must accommodate rough stock, bucking shoots and other western/ rodeo requirements
4. Building must include restroom facilities
5. Phase plan for H-VAC
6. Building will need to include a 300 horse stall facility, that is efficient to o
7. Building may include other requests as expressed by the Expo Director
8. Building needs to be completed for opening of fair 2026 (9/1/2026)
9. Provide renderings for commissioners and potential project funders.

5.4. Respondent Goals

- Perform all tasks required to provide a complete, functional and usable space that meets the end users' program requirements.
- Plan and define the project in conjunction with affected departments of the county which will include conducting a series of meetings and on-site visits with users, both collectively and individually, to thoroughly understand and complete the project.
- Create design build documents for approved phases of development.
- Upon approval of Commissioners court, proceed with the design development phase(s).
- Provide Expo director with construction estimates by project and phase.
- Provide the county with diagrams and mock-up of proposed phases as needed.

6. Professional Services Questionnaire

This questionnaire is to be completed in its entirety. No modifications to the wording will be permitted. Qualifications Statements submitted with Professional Services Questionnaires that are incomplete, incorrect, or have been altered, shall be subject to rejection.

1. Summarize services provided to the county as part of the basic services.
2. Summarize on how you plan to generate a positive economic impact in the community, please include how you plan to track this information.
3. Summarize on how you plan to bring creativity and innovation to the project, that will make Washington County a leader in, building design, sustainability, livestock and equestrian venues or other respective industries.
4. Describe the way your firm will work with the county and community to create the design for the Expo campus.
5. Describe how your firm will make recommendations for appropriate phasing.
6. Describe your firm(s) or team's familiarity the FEMA Venue Ready Designation.
7. Describe your firm(s) or team's familiarity with LEED design principles.
8. Describe how your methodology to design and build prioritizes utility, but pays homage to the history of Washington County while elevating and harmonizing with its surroundings while maintaining a simplistic and timeless elegance.
9. Describe your firms/team's approach to design/build projects.
10. Please describe what this statement means to you and your team.
"Washington County, where service exceeds expectations, community values drive innovation, and respect is earned by cultivating relationships through servant leadership."

6.2. Firm(s) Information

1. **Firm(s)/ Individual Name:**
 - 1.1. Address
 - 1.2. Texas Registration Number
2. **Contact Information** (limit to 2 persons per firm/application)
 - 2.1. Name
 - 2.2. Title
 - 2.3. Phone
 - 2.4. Email
 - 2.5. Texas Registration Number
3. **Type of Organization** (check which applies)
 - 3.1. Sole Proprietorship
 - 3.2. Partnership
 - 3.3. Corporation
 - 3.4. Joint Venture
 - 3.5. Other
4. **Professional Services Provided by the Firm/Individual or Team** (check all that apply)
 - 4.1. Architectural Planning
 - 4.2. Design
 - 4.3. Construction Administration
 - 4.4. Engineering
 - 4.5. Mechanical Engineering
 - 4.6. Structural Engineering
 - 4.7. Acoustical Engineering
 - 4.8. Civil Engineering
 - 4.9. Livestock Design
5. **Professional Liability Insurance**
 - 5.1. Limits Per Project
 - 5.2. Limits in Aggregate
 - 5.3. Deductible
 - 5.3.1. Would any portion of insurance cost be shifted to Washington County?
 - 5.3.1.1. If yes explain:
 - 5.3.2. Has your firm or you as an individual had claims asserted against you within the last five year?
 - 5.3.2.1. If yes explain:

7. Project Reference

Please list at least three completed projects similar to the one requested by Washington County that would be representative of your individual/firm's or teams work and services within the last 10 years including new construction, renovations and additions.

Project References need to include the following information:

- Project Type:
- Location:
- Contact Information
 - Name
 - Title
 - Email
 - Phone
- Project Description
- Services Provided
- One thing your team is proud of or lesson learned from the project
- Original Contract Sum
- Final Contract Sum
- Please include any additional information or materials that you would feel are beneficial.

8. RFQ Timeline, Evaluation and Submission

8.1. Timeline

Estimated timeline of the RFQ process is subject to change. If respondent would like to participate in an optional site tour they will need to submit request within 24 hours prior to requested time to the Expo Director at Hwilliams@washingtoncountytexas.gov.

- RFQ is available to bidders 10/22/2024
- Optional Site Tour #1 10/28/2024, between 9:00am and Noon
- Optional Site Tour #2 11/04/2024, between 9:00am and Noon
- RFQs due 11/14/2024 by 10:00am Central Standard Time
- RFQ opening 11/14/2024 10:00am in the Commissioner's Court Room

8.2. Evaluation Process

An evaluation committee comprised of the Expo Director, WCFA Manager and other appointees, will review the submissions as follows:

- Submissions will be evaluated using the scoring criteria.
- Scores received will be used to identify a short list of respondents.
- The selected respondents will be required to make virtual or in-person presentations to the committee.

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The Commissioners Court, at its discretion, shall accept the recommendation of the evaluation committee. The Commissioners Court will select the firm or individual which is the most highly qualified respondent and authorize a county(s) representative to negotiate a contract at a fair and reasonable fee. Should an agreement not be reached with the selected firm, the Commissioners' Court will then direct the county representative(s) to officially end negotiations with them and begin negotiations with the next most highly qualified respondent.

It is understood that Washington County reserves the right to accept or reject any and/or all responses to this Request for Qualifications as it shall deem to be in the best interest of Washington County. Receipt of any qualification statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing bidders and kept secret during negotiation/ evaluation process.

However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by bidder as such. All confidential information should be clearly marked or noted.

8.3. Evaluation Criteria

The qualifications received will be evaluated and ranked according to the following weighted criteria

Qualifications & Experience	20%
Community Economic Impact	10%
Approach to the Project	20%
Experience With Other Projects	30%
References	20%

8.4. Submission Requirements

Washington County appreciates your time and effort in preparing a Request for Qualifications. Requests for Qualifications received after the deadline will be returned unopened and shall be considered void and unacceptable. **Faxed and Emailed submissions WILL NOT be accepted.**

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

SUBMISSIONS MUST BE:

1. Received no later than 11/14/2024 by 10:00am Central Standard Time.
2. Requests must be sealed
3. Envelopes must be marked "REQUEST FOR QUALIFICATIONS - WASHINGTON COUNTY EXPO ARCHITECTURAL/SITE PLANNING & ENGINEERING SERVICES"

RETURN QUALIFICATIONS TO:

WASHINGTON COUNTY CLERK'S OFFICE
100 East Main Street, Suite 102
Brenham Texas 77833

SUBMISSIONS MUST INCLUDE:

1. (1) USB copy of the submission
2. (3) Hard copies of the submission

9. Communications

Any questions related to this request for information will be directed to the Washington County Expo Director Harrison Williams, Hwilliams@washingtoncountytexas.gov, (979) 353-7723.

10. Application Signature

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the press, any elected official or appointed official or officer of the district, other than any employee, agent or other representative of the county, unless given permission to do so in writing by the Washington County Judge, John Durrenberger.

The information provided on this application I believe to be true and representative of the firm(s)/individual for which it is submitted.

Signature of Representative

Date

Printed Name of Representative and Title