

**Request For Qualifications (RFQ) for Architectural Services**  
**Karnes County Sheriff's Office & Jail Addition**  
County of Karnes, Texas

**Scope of Work:**

**Introduction**

The County of Karnes requests a statement of qualifications from architectural firms required for the professional design of Karnes County Sheriff's Office & Jail Addition, located at 500 E Wall Street, Karnes City, TX 78118

**Background**

The Karnes County Sheriff's Office is soliciting qualified companies/firms to provide professional design and engineering services for the eventual construction and construction inspection of an addition onto the existing Sheriff's Office and Jail Building. Firms with relevant experience in constructing Sheriff's Office and Jails, and the qualifications to perform the services outlined herein, are encouraged to submit a proposal. Firms may partner with other firms to ensure that the team provides the appropriate level of expertise in the required disciplines. However, teams must designate one lead firm. The lead firm shall be responsible for meeting all the requirements of the RFQ.

The purpose of the Request for Qualifications process is to identify the firm the county determines is the best suited to support the county in these important projects. Following an analysis of the responses to this Request for Qualifications, firm(s) may be invited for interviews, with one firm being selected for further negotiation. The firm ultimately awarded a contract by the County will provide services as directed by the County of Karnes.

**Recommendations**

**Karnes County Sheriff's Office and Jail Addition** – The proposed Karnes County Sheriff's Office & Jail Addition will be for the primary purpose of expanding the existing Sheriff's Office and Jail to accommodate for an additional 96 beds in compliance with Texas Commission on Jail Standards.

**Submission:**

Responding architects shall submit 5 physical copies and 1 copy on a flash drive of your firm's response to this Request for Qualifications to:

**REQUEST FOR QUALIFICATIONS MUST BE SEALED AND CLEARLY MARKED WITH THE  
INFORMATION LISTED BELOW INCLUDING DATE AND TIME:**

**“KARNES COUNTY SHERIFF’S OFFICE & JAIL ADDITION  
REQUEST FOR QUALIFICATIONS 2025-2026”**

**AND DIRECTED TO:**

**KARNES COUNTY  
AUDITOR: TOM DUPNICK  
119 N BROWNE STREET  
KARNES CITY, TX 78118**

**BEFORE 3:00PM ON DECEMBER 22, 2025**

**Questions:**

All questions concerning this Request for Qualifications shall be directed in writing or in person, to Steven Bailey, Karnes County Sheriff, 500 E Wall Street, Karnes City, TX 78118 , (830) 780-3931, or at [steven.bailey@co.karnes.tx.us](mailto:steven.bailey@co.karnes.tx.us), **no later than 12/17/25**.

Questions received after this time will not be addressed. Responses from Karnes County that substantially alter this RFQ will be issued in the form of a written addendum to all those that have received an RFQ. Responding architects are not to have any communication with anyone else associated with the County of Karnes, Texas until after the County has contracted for the architectural services pertaining to this RFQ.

**Deadline:**

Responses to this RFQ are due to Karnes County no later than **3:00 Pm December 22, 2025**. No responses will be accepted after that time, and any responses received after that time will be returned to the responder without being opened.

**Schedule:**

12/11/2025	Advertisement of this Request for Qualifications.
12/17/2025	Deadline for questions from architects pertaining to this Request for Qualifications.
12/22/2025	Responses to Request for Qualifications due to Karnes County NLT 3:00 pm.
12/23/2025	Request for Qualifications opened in Commissioner’s Court.
12/29/2025	Request for Qualifications tabulation/evaluation begins.

1/13/2025	Interviews/Presentations (if necessary).
1/27/2025	Karnes County announces decision (May be sooner if interviews/presentations not necessary).

**Selection Criteria:**

The proposals will be evaluated using the following criteria:

<u>Item Description</u>	<u>Score</u>
General Information	5%
Qualification Statement	15%
Firm Background and Staff	20%
Professional Services Provided	5%
Experience Profile	10%
Relevant Projects	30%
Current Client and Workloads	5%
Technology Capabilities	5%
<u>Financial Stability</u>	<u>5%</u>
Total	100%

After the written proposals are evaluated, a short list of professional architectural-engineering service providers may be asked to make a presentation to the review committee. If desired, the oral presentation shall cover the above criteria and other questions the committee may have. Members of the committee may include: County Sheriff, Chief Deputy, County Judge, EMS Chief, Commissioner Precinct 3.

**Form of Response:**

Architect responders shall provide the information in the RFQ Questions below in the order requested. Submissions shall be secured or bound in a manner which permits the response to lay flat when open.

**RFQ QUESTIONS**

Provide all the following information.

**1. GENERAL INFORMATION**

Date  
 Firm Name  
 Address  
 City, State, Zip Code  
 Website  
 Contact Person(s) – limited to two persons per respondent firm  
 Contact No. 1: Name

Title  
Telephone  
Email Contact  
No. 2: Name  
Title  
Telephone  
Email

State your firm's type of organization:

Sole Proprietorship (individual)  
Partnership  
Corporation  
Professional Corporation  
Joint Venture  
Other (explain)

Number of offices and locations.

## 2. QUALIFICATION STATEMENT

In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform architectural services, including any superior qualities.

## 3. FIRM BACKGROUND AND STAFF

- a. State the year your present firm was established.
- b. State the number of years your firm has been designing public / government projects.
- c. Provide the name of your firm's parent company, if any, and its address.
- d. List former company name(s), if any, and year(s) established.
- e. List changes in firm ownership.
- f. Identify the location of the branch/office and people that would produce this work.
- g. State the current number of employees in the branch/office that would do this work.
- h. State the total of employees in firm (all office locations).
- i. Comment on your firm's staff level over the last five years.
- j. State the number of persons with your firm in the following positions, and if applicable, distinguish the number of each in the branch/office that would produce this work:

Registered Architects  
Registered Professional Engineers  
Architectural-Interns working toward license  
CAD Drafters  
BIM Operators  
Administrators

k. List your firm's principals, number of years with the firm, and architectural registration number.

l. Who will be your designated representative assigned to the County of Karnes?

m. Who is the senior member of the firm that will be assigned to the County of Karnes?

n. Provide a professional resume for each of the key personnel on your proposed project team. Provide name, title, registration number, number of years with your firm, and number of years of public / government design experience. A description of their public / government design experience would also be helpful.

#### 4. PROFESSIONAL SERVICES PROVIDED BY FIRM

a. Indicate which services listed below are provided by your firm. Indicate whether you provide it with in-house personnel or through an outside consultant. Also indicate whether each is included in Basic Services or available for an additional fee.

Professional Service	Provided Yes/No	Inhouse or Outside Consultant	Basic Services or Additional Services
Facility condition assessment			
Site selection consulting			
Accessibility/ADA assessment			
Feasibility studies			
Master planning			
Municipal bond planning			
Architectural design			
Interior design			
Acoustical evaluation and design			
Produce new plans of existing facilities			
Energy audits			
Life safety system design			
Technology infrastructure design			
Landscape design			
Building Information Modeling (BIM)			
LEED, CHPS, Sustainable Design			

Other:			
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- b. Would your Basic Services include providing the County of Karnes with a complete program document in bound document form? (Yes/No)
- c. Consultants. List firms you would consider using as consultants for the following areas (if applicable to this scope of work), how long you have worked with each, and comment on each firm's public / government experience. With each consultant indicate whether or not they produce their work in BIM (yes or no), how many years they have been doing so, and what percentage of their projects are produced in BIM.  
  
  - Civil Engineering
  - Structural Engineering
  - Mechanical/Electrical/Plumbing Engineering
  - Landscape and Irrigation Design
  - Other (explain)
- d. Describe the process through which your firm will work with the County of Karnes to produce the work pertaining to this RFQ.
- e. Describe any other advantages offered by your firm that would be of benefit to the County of Karnes.
- f. Contract shall be negotiated with awarded firm based on "AIA Document B101 Standard Form of Agreement Between Owner and Architect"

## 5. EXPERIENCE PROFILE

- a. List the total number of projects\* for the last five years, including additions and renovations.  
 \*This list may include projects that are not completed as long as they are currently in design or under construction.

Project Type	New Construction	Addition/Renovation

- b. For each of the last five years, state the number of your firm's public / government projects COMPLETED (construction substantially complete in that year) and the total construction dollars for those completed projects (a single total of construction dollars per year) for each year.

## 6. RELEVANT PROJECTS

- a. Provide the following information on five to eight completed public / government projects that represent your firm's work and services over the last five years.

- Name of project
- Name of owner and location
- Contact person, title, phone
- Contractor
- Construction cost
- Project description

## 7. CURRENT CLIENTS AND WORKLOAD

- a. State the number of public clients your firm has provided services for in the last five years.
- b. Comment on your firm's current workload, commitments, and your capacity to manage the work of this RFQ at this time.
- c. Provide the following information on your current public / government clients with whom you have the most work under contract (in terms of construction cost).

- City/County/Government Entity
- Contact person, title, phone
- Name and brief description of all recent projects completed in the last 12 months and each current project and the phase it is in.

## 8. TECHNOLOGY CAPABILITIES

- a. Describe the technology expertise and experience your firm offers.
- b. Computer Aided Design/Drafting (CADD): Would 100% of the construction documents be on CADD? If not, explain.
- c. Building Information Modeling (BIM):
  - 1. Does your firm currently design projects in BIM (Yes/No)? If not, put "NA" on the following questions.
  - 2. What percentage of your projects are produced in BIM?
  - 3. Briefly describe the features and benefits of BIM to your firm and your clients.
  - 4. Provide examples of images of a few of your BIM documents with descriptions of the beneficial feature shown in each.

- d. At the conclusion of the project, would your firm provide the County of Karnes with drawings, specifications, CAD files, etc., for the County's use? If produced in BIM, would you also provide the BIM model to the County?
- e. Would your firm grant to the County of Karnes the license to reproduce any and all documents, including drawings, specifications, CAD files, and BIM model, for purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovation would be liable for his addition/renovation?

#### 9. FINANCIAL STABILITY

- a. Comment on your firm's financial stability.
- b. Provide contact information on your primary banking reference.

#### 10. PROFESSIONAL LIABILITY INSURANCE

- a. Comment on your firm's professional liability insurance and your commercial general liability insurance. Provide insurance company contact information.
- b. Describe limits per claim, annual aggregate, and deductible.
- c. Has your firm had any claims asserted against you within the last five years?
- d. If yes, provide details of each claim.

#### 11. APPLICATION SIGNATURE and LEGAL FORMS

- a. 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 media in any form, electronic or printed, and elected or appointed official or officer of the County of Karnes, or any employee, agent or other representative of the County of Karnes, unless specifically allowed to do so by the Commissioners Court of Karnes County.
- b. The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow the County of Karnes to contact references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this RFQ response has been completed with no collaboration with other firms competing on the same project.
  - Signature of Architect
  - Printed Name and Title
  - Name of Architectural Firm
  - Date
- c. Complete the following forms and include in this section:
  - Conflict of Interest Questionnaire



- Felony Conviction Notice

12. SHEET LIMIT

- a. Please limit your response to a maximum of approximately 20 Pages not counting cover, table of contents, tab dividers, and legal forms. Two-sided pages count as two pages.