

RFQ-26-01
Request for Qualifications
Architectural Services for Van Zandt County Courthouse Annex

I. General

The Van Zandt County Commissioners Court is requesting qualification statements from state-registered architectural firms or engineering firms qualified to provide programing, design, bid document creation, project supervision and project closeout services. Any such service(s) obtained will be procured pursuant to Chapter 2254, Subchapter A of the Texas Government Code, and 43 T.A.C. §§ 9.30-9.40. Qualification Statements will be received at the office of the Van Zandt County Auditor's Office, RFQ-26-01, 121 E Dallas Street, Room 102, Canton, Texas, 75103 until **2:00pm, Central Time, June 26th, 2026.** Late statements will not be accepted. Each firm is responsible for ensuring that responses to this RFQ have been delivered by the date, time and location specified.

It is understood that Van Zandt County reserves the right to accept or reject any or all responses to this RFQ as deemed to be in the best interest of Van Zandt County. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing firms and kept confidential during the negotiation/evaluation process. However, all documents shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by firm as such. All confidential information should be clearly marked.

No fees or charges for services are to be disclosed in the Request for Qualifications.

Van Zandt County assumes no liability for any costs related to the development of a response to this RFQ in the event this effort does not result in the execution of an architectural services contract with the responding firm.

Any questions related to the Request for Qualification Statements should be directed to:

Ben Miraglia
County Auditor
903-567-2171
bmiraglia@vanzandtcounty.org

Any questions related to the scope of services or project must be submitted in writing prior to June 15, 2026.

II. Selection

A selection committee will review the Qualification Statements received and a short list of firms (not more than five) will be compiled. In conformance with state law, RFQ Responses shall be evaluated in accordance with Chapters 2155-2157 of the Texas Government Code. Interviews may be conducted by the selection committee of respondents most qualified. Additional information may be required at that time. Negotiations will begin with the respondent determined to be most

qualified for the project. The Van Zandt County Commissioner's Court will make the final selection and approve the proposed contract.

Negotiations will include selection of specific services as in the best interest of Van Zandt County. The selected firm must be prepared to enter into negotiations with each service individually represented by costs and necessity to the overall project. Van Zandt County may elect to contract for any or all of the proposed services after negotiations.

The Request for Qualifications will be evaluated using a points system based on the criteria as outlined in section VI. "Evaluation Criteria":

III. Scope of Services

The architectural services contract will encompass all project-related architectural services towards the design and construction of a Van Zandt County Courthouse Annex. Potential work would include but is not limited to the following:

- Develop a space needs analysis of the County operations that will be located in the facility
- Work with the Van Zandt County Commissioners Court, and Courthouse Annex Committee towards the completion of a final design. A review at different stages will be made and approved towards 100% completion of documents.
- Present the agreed upon 100% design to the Van Zandt County Commissioners' Court along with cost estimates.
- Work with the Auditor's Office to develop bid documents/specifications/contracts for the Formal Bidding of the Project.
- Have weekly progress inspections/meetings during construction to advise the County that specifications are being met and any additional inspections/meetings as needed by owner.
- Assist the County with final acceptance of the project and close out of the project.

IV. Project Description

The project consists of the design and finish out construction of the Van Zandt County Courthouse Annex located at 1900 N. Trade Days Blvd, Canton, TX 75103.

V. Qualification Statements

The County desires to contract with a competent architectural or engineering firm, registered to practice in the State of Texas, which has a demonstrated experience in the following areas:

- Design and specification development of judicial and government facilities
- Developing Bid Specifications for a Government Formal Bid process
- Project Inspections and Closeout Experience
- Must have prior experience in design of judicial and government facilities.

VI. Evaluation Criteria

The proposals received will be evaluated and ranked according to the following criteria:

	Criteria	Maximum Points
1.	Qualifications of firm, including Company organization, personnel qualifications and experience	30
2.	References from clients demonstrating ability to perform services as requested in the Scope of Services	25
3.	Project design schedule and ability to meet schedules and deadlines	25
4.	Construction Management experience	20
	Total	100

VII. Vendor Response Information

At a minimum, responses to this RFQ will include the following:

1. A description of the responding firm's qualifications to address the items listed under the Statement of Qualifications section of this RFQ;
2. A listing of present/past clients or projects the responding firm has served as the design lead for the project(s), as well as examples of like type buildings that Van Zandt County may view prior to selection;
3. A list of tasks, which in the opinion of the responding firm, should be completed in order to accomplish the elements described under the Scope of Services section of this RFQ;
4. A listing of the responding firm's staff, including their resumes, who would be assigned to work with the County on this project along with the sub-consultants who would serve on the responding firm's team;
5. A sample AIA Contract with modifications that the responding firm proposes be used for an agreement between the County and the firm; and
6. Any other information the responding firm feels to be appropriate for inclusion in his/her qualifications for this project.

VIII. Timeline

Advertisement – May 24th and May 31st

Publication on Website – May 22nd – June 26th

Optional Onsite Meeting – Monday June 15th 2:00pm Central Time

Deadline for submittal – Friday June 26th 2:00pm Central Time

Selection Committee review – Monday June 29th or Tuesday June 30th

Present to Commissioners Court for award and authorize negotiations – Wednesday July 1st, 2026 (subject to the Selection Committee's completion of review and recommendation)

The undersigned by his/her signature represents that he/she is authorized to bind the firm to fully comply with the terms and conditions of the attached Request for Qualifications. By signing below, you have read the entire document and agreed to the terms therein.

Company Name: _____

Contact Name: _____

Email: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

FAX Number: _____

By: _____ By: _____
Authorized Representative -Signed by Hand Authorized Representative -Typed or Printed