

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
HUTCHINSON COUNTY STINNETT ANNEX RENOVATION PROJECT

Hutchinson County intends to enter into an architectural services contract with a state-registered architectural firm or individual qualified to provide professional design services on a project involving building rehabilitation and renovation. 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. The following outlines this request for qualifications.

- I. Scope of Services – The architectural services contract will encompass all project-related architectural services for rehabilitation and renovation activities related to the Stinnett Annex Building in Stinnett, Texas. Hutchinson County seeks to address the need of renovations in the Stinnett Annex Building to create additional office and meeting space in this location.

The scope of services for this project may include but not be limited to the following elements.

- Production of preliminary plans, specifications, and estimates for the repairs and rehabilitation of the Stinnett Annex
- Guidance in the development of the project's final scope of work;
- Final design plans and specifications;
- Procurement of the necessary regulatory agency clearances and approvals;
- Preparation of the bid packets;
- Conducting inspections (interim and final); and
- Other special services

Based on the information provided in this RFQ, please specify from the responding firm's perspective, the actual tasks that will have to be performed under each of the above-listed elements.

- II. Statement of Qualifications - The County wants to contract with a competent architectural firm, registered to practice in the State of Texas, which has a demonstrated experience in the following areas:

- Structural rehabilitation/renovation/restoration projects;
- Government funded construction projects;
- Projects located in this general region of the state; and
- Firm is not debarred or suspended from the Excluded Parties List System (EPLS) of the System for Award Management (SAM) www.sam.gov.

As such, please provide with your response a list of past and present clients, as well as resumes of all relevant staff and/or sub-contractors who will or may be working under you on this project should you receive an architectural services contract award.

Hutchinson County encourages firms interested in working on this project to consider using local design expertise whenever practical. Local knowledge will benefit the design process and quite possibly create cost efficiencies for both the design firm and the County.

- III. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
1. Related Experience	55
2. Work Performance	25
3. Capacity to Perform	20
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Total Possible	100

Definition of Criteria:

Related Experience: speaks to the level of experience (past/present projects) the responding firm or individual has with working on similar projects; particularly those in this part of the state.

Work Performance: speaks to the level of satisfaction that the responding firm's present/past client's display for the firm's/individual's present and past performances.

Capacity to Perform: speaks to the experience, training and background that the responding firm's staff have (those who would be directly involved with this project) and/or the capacities of the other design team members which would make them suitable for this project.

- IV. Deadline for submission – 3:00 p.m., Monday, December 15, 2025

Please submit five (5) paper copies and one digital copy of the proposal to:

Lesha Krieg
County Auditor
Hutchinson County
515 Main St., P. O. Box 850
Stinnett, TX 79083

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

1. 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;
2. A description of the responding firm's qualifications to address the items listed under the Statement of Qualifications section of this RFQ;
3. A listing of present/past clients or projects for whom or on which the responding firm has served as the principle design agent for the project(s);
4. If known, 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 design team; and
5. Any other information the responding firm feels to be appropriate for inclusion in their qualifications for this project.

V. Additional Information:

Hutchinson 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.

Hutchinson County may require responding firms to provide an oral presentation to a selection committee or the full Commissioner's Court. All architects/firms must not be debarred or suspended from the Excluded Parties List System (EPLS) of the System for Award Management (SAM) www.sam.gov. Additional information will be available after the RFQ deadline.

Additional information can be obtained by contacting Ben Bentley, Hutchinson County Commissioner, Pct. 3, by phone at 806-898-8700 or by email at bbentley@hutchinsoncnty.com.