MENARD COUNTY, TEXAS

REQUEST FOR QUALIFICATIONS

Roof Assessment, Design, Construction Documents, Procurement Assistance, and Construction Administration Services

1. GENERAL INFORMATION / INTRODUCTION

Menard County, Texas (the "County") is requesting Statements of Qualifications (SOQs) from qualified firms to provide professional services for the project identified in this Request for Qualifications (RFQ).

The purpose of this solicitation is to identify the firm whose qualifications, experience, technical expertise, and demonstrated ability are determined to be the most advantageous to the County. Selection will be based on qualifications and competence related to the requested services. Pricing is not requested unless specifically stated elsewhere in this RFQ.

The selected firm will be expected to enter into negotiations with the County regarding the final scope of work, schedule, and compensation. If negotiations are unsuccessful, the County reserves the right to terminate negotiations and proceed with the next highest-ranked firm.

1.1. PROJECT DESCRIPTION

The County is seeking the services of a qualified and properly licensed architectural and/or professional engineering firm to evaluate the existing roofing systems at two County-owned public buildings and develop a comprehensive plan and construction documents for replacement of the roofing systems.

1.2. PROJECT INFORMATION

Solicitation Title:	Roof Assessment, Design, Construction Documents, Procurement Assistance, and Construction Administration Services for Menard County, Texas
Solicitation Number:	26-016-MN
Solicitation Contact:	Brandon Corbin
Contact Title:	County Judge

Contact Phone:	325-396-4789
Contact Email:	countyjudge@co.menard.tx.us

1.3. PROCUREMENT SCHEDULE

EVENT	DATE/DATE RANGE	TIME
Request for Qualifications Issued	September 01, 2026	-
Questions Due	September 18, 2026	5:00pm CST
SOQ Submissions Due	October 02, 2026	5:00pm CST
Anticipated Administrative Review & Evaluation Period	October 05-09, 2026	-
Anticipated Interviews and/or Selection of Firm(s)	October 12-23, 2026	-
Anticipated Commissioner's Court Review and Contract Award Decision	October/November 2026	-

2. MINIMUM QUALIFICATIONS AND ELIGIBILITY

2.1. MINIMUM QUALIFICATIONS

Respondents shall demonstrate that they possess the qualifications, experience, and resources necessary to successfully perform the services described in this RFQ or its attachments. At a minimum, respondents shall meet the following requirements:

1. Be a firm legally authorized to provide architectural and/or professional engineering services in the State of Texas and maintain all licenses and registrations required to perform the services described in this RFQ.

2. Demonstrate at least five (5) years of experience providing architectural and/or engineering services for commercial or public-building roofing projects, including roof assessment, replacement design, and preparation of construction documents.

3. Demonstrate experience with at least three (3) projects of similar size, scope, and complexity, preferably involving roof replacement for public or governmental facilities.

4. Identify a Texas-licensed architect and/or professional engineer who will be responsible for the applicable professional services and serve as the primary project contact.

5. Demonstrate the firm's ability to provide the full range of services described in this RFQ, either directly or through qualified subconsultants.

6. Be in good standing with all applicable professional licensing and regulatory authorities and not be suspended, debarred, or otherwise prohibited from contracting with governmental entities.

2.2. STATE AND FEDERAL DEBARMENT AND SUSPENSION

Respondents must certify that neither the firm nor any of its principals are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal or state procurement or nonprocurement programs. The firm must also certify that it is not listed on any federal or state debarment or exclusion lists and is otherwise eligible to contract with governmental entities.

If a respondent becomes aware of any change in its eligibility status during the solicitation or contract period, the respondent shall promptly notify the County. The County reserves the right to reject any submission or terminate any resulting contract if it determines that the respondent or contractor is debarred, suspended, or otherwise ineligible to participate in programs administered by applicable governmental entities.

2.3. INSURANCE REQUIREMENTS

The selected Consultant shall be required to maintain insurance coverage meeting the County's minimum requirements throughout the term of the Agreement. Required coverage shall include, at a minimum, Commercial General Liability, Automobile Liability, Workers' Compensation as required by law, and Professional Liability/Errors and Omissions coverage. Specific limits and insurance requirements will be established in the resulting professional services agreement.

3. SCOPE OF SERVICES

The selected Consultant shall provide professional architectural and/or engineering services for the assessment, design, procurement assistance, and, if authorized, construction administration associated with the replacement of roofing systems at the County's two identified public buildings.

The Consultant shall perform all services described in the Scope of Work, attached hereto as Exhibit A, which is incorporated into this RFQ by reference. The scope includes, at a minimum, evaluation of existing roof conditions, development of replacement recommendations, preparation of construction documents and technical specifications, preparation of construction cost estimates, assistance with the County's construction procurement process, and construction administration and project closeout services if authorized by the County.

The Consultant shall provide all professional services, coordination, deliverables, and incidental work reasonably necessary to fulfill the requirements of Exhibit A and achieve the project objectives described therein.

4. INSTRUCTIONS TO RESPONDENTS

4.1. QUESTIONS AND CLARIFICATIONS

All questions or requests for clarifications regarding this solicitation must be submitted in writing to the designated contact person by the deadline specified in the solicitation schedule. Formal responses will be provided through written addenda and posted on the County's website as soon as practicable. The names of those submitting questions will not be disclosed. Oral explanations or discussions during the solicitation process, including discussions or questions asked at any pre-submission meeting or site visit are not binding, and only written responses issued in the addenda will be considered official. It is the responsibility of each respondent to ensure they have received all relevant addenda before submitting their response.

4.2. STATEMENT OF QUALIFICATIONS REQUIREMENTS

4.2.1. FORMATTING

Interested firms with relevant experience and qualifications should submit one (1) Statement of Qualifications copy in a PDF format, not to exceed 25 MB.

Electronic submittals should be no more than 25 pages (excluding required forms, certifications, and insurance) on 8.5" x 11" sized paper, single spaced, 11-point font minimum. Any submission over these limits will not be considered. The Cover Sheet and section separators will not count against the total page count. Resumes will also not count against the total page count and should be added as an appendix. Resumes are limited to 5 pages on 8.5" x 11" sized paper, single spaced, 11-point font minimum. Cover Letters and Table of Contents will be counted against the total page count.

4.2.2. STRUCTURE

Firms responding to this RFQ shall submit a SOQ that clearly demonstrates the firm's experience, qualifications, and ability to perform the services described in this solicitation.

To facilitate a consistent and fair evaluation process, respondents shall organize their SOQ in the format described below. Submissions should be concise while providing sufficient detail to demonstrate the firm's capabilities and approach to performing the work.

At a minimum, each SOQ must include the following sections.

A. Cover Letter - Include point of contact name, title, phone number, and email.

B. Firm Overview - Legal name, address, year established, office location(s), ownership, organizational structure, and number of employees.

C. Firm Qualifications and Experience - Detail the firm's qualifications and relevant projects completed within the last 3-5 years, including references.

D. Key Personnel/Project Team – Identify key personnel, their qualifications, roles, and any applicable certifications or licenses.

E. Project Understanding and Approach – Describe your understanding of the project and how you intend to provide the requested services.

F. Claims & Litigation – Provide any litigation within the last five years, contract disputes, terminations, or surety claims.

G. Relevant Project Experience and References - Provide at least three references for projects similar in scope and complexity. Include organization, contact person, telephone number, email address, and project description.

H. Schedule and Availability - Provide the anticipated time required to complete the services. Identify the anticipated availability of the proposed project team. Identify any known scheduling considerations or constraints.

I. Required Certifications and Disclosures - Provide all certifications, disclosures, and other documentation specifically required by this RFQ.

J. Additional Information - Respondents may include any additional information they believe demonstrates their qualifications, experience, or ability to successfully perform the requested services, including sample training topics, certifications, awards, or other supporting documentation.

4.3. SUBMISSION INSTRUCTIONS

Statements of Qualifications shall be electronically submitted via email to:

Subject: SOQ Submission for RFQ # 26-016-MN

To: Judge Brandon Corbin
countyjudge@co.menard.tx.us

Cc: Jaylon Seales
jaylon.seales@cvcog.org

Faxed or mailed submittals will not be considered. All submittals must be signed by an authorized representative of your organization. In order to be considered, all submittals must be received by the County no later than the due date and time, at which time received submittals will be opened.

Late submissions will not be accepted. Firms should allow time to ensure receipt of their submission. The responsibility for getting their submittal to the County on or before the specified time and date is solely and strictly the responsibility of the proposing firm. The County will in no way be responsible for delays caused by any occurrence. Test emails may be sent to ensure accuracy of the process.

4.4. COMMUNICATION WITH STAFF PROHIBITED

From the issuance date of this solicitation until the contract award, all communication regarding this solicitation must be directed solely to the designated contact person listed in this solicitation. Any attempt by a respondent or its representatives to communicate with County staff, County Commissioners, or other individuals involved in the procurement process outside of the designated contact may result in disqualification. This includes, but is not limited to, unsolicited contact regarding the project's status, technical clarifications, or lobbying efforts. Respondents are prohibited from engaging in discussions or correspondence with County staff that may be perceived as influencing the outcome of the selection process. All questions or requests for clarification must be submitted in writing to the designated contact person, who will issue official responses to all interested parties.

4.5. ADDENDA AND AMENDMENTS

The County may issue addenda or amendments to this Solicitation to clarify, modify, or supplement the requirements of the Solicitation. All addenda and amendments will be posted on the County's website at the location where the original RFQ is published.

No addenda or amendments will be issued less than forty-eight (48) hours prior to the submission deadline, unless the County determines that an extension of the submission deadline is necessary. In such cases, an addendum will be issued to formally extend the deadline.

It is the sole responsibility of each respondent to regularly check the County's website for addenda and amendments, to review all such documents, and to acknowledge receipt of all addenda and amendments in their submission. Failure to acknowledge all issued addenda and amendments may result in a submission being deemed non-responsive.

5. EVALUATION CRITERIA

Statements of Qualifications will be evaluated by a committee using the criteria below.

Evaluation Criteria	Maximum Points
Firm Qualifications and Experience: Relevant experience, qualifications, Texas licensure, experience with roof assessment and replacement projects, and experience with public-sector or governmental clients.	25

Project Approach and Understanding: Demonstrated understanding of the County's project objectives, proposed approach to existing conditions assessment, design, construction documents, procurement assistance, and identification of project challenges and solutions.	25
Project Team: Qualifications, experience, licensing, availability, and relevant experience of the proposed project manager, key personnel, and subconsultants.	20
Schedule and Availability: Ability to meet the County's anticipated schedule and demonstrated availability of the proposed project team.	15
Relevant Project Experience and References: Quality and relevance of comparable projects, including demonstrated success with projects of similar size, scope, and complexity and satisfactory past performance.	10
Overall Responsiveness and Quality of Submission: Completeness, organization, clarity, and responsiveness to the requirements of this RFQ.	5
Total	**100**

The evaluation committee may request interviews, presentations, demonstrations, or written clarifications from one or more respondents if determined to be in the best interest of the County.

6. SELECTION PROCESS

This RFQ provides information necessary to prepare and submit a SOQ for consideration and ranking by the County. By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Selection Process which follows.

The County will evaluate the SOQ using the 100-point system described in Section 5. The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services. The County will then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization, the highest ranked firm(s) will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

The selection of the firm will be based on the submissions by the highest-ranking firm so that the County may determine the most highly qualified provider of services on the basis of demonstrated competence and qualifications. The County will select the most highly qualified provider for contract negotiations. If negotiations fail, the County will terminate such negotiations and enter into negotiations with the next most qualified firm. A review committee will be composed of County staff, elected officials, or others who will review each submittal and rate them. The review committee may elect to shortlist firms and conduct written or oral discussions as necessary to determine the best qualified firm.

To expedite project delivery and ensure the timely completion of the improvements, the County reserves the right to engage multiple qualified firms.

The County is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Veteran-Owned Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to respond to this solicitation.

7. FEE NEGOTIATIONS

This is a qualifications-based procurement, and fees will not be considered in the evaluation or ranking of Statements of Qualifications. Following ranking, the County will negotiate a fair and reasonable fee with the highest-ranked Respondent for the services described in Exhibit A, including any applicable hourly rates, reimbursable expenses, and additional services. If the County is unable to reach a satisfactory agreement, it may terminate negotiations and proceed to the next highest-ranked Respondent in accordance with applicable Texas law.

8. CONTRACTING STRUCTURE

The County intends to negotiate and execute a written Professional Services Agreement with the highest-ranked respondent following completion of the evaluation process. The final contract will define the scope of services, deliverables, performance schedule, compensation, and all applicable terms and conditions.

Unless otherwise specified in this RFQ or mutually agreed upon during contract negotiations, the County anticipates awarding a fixed-price contract based on negotiated deliverables and a mutually agreed scope of work. Respondents should be prepared to support proposed pricing with sufficient detail during negotiations to demonstrate that compensation is fair, reasonable, and consistent with the agreed-upon scope of services.

The County reserves the right to negotiate alternative compensation structures, including time-and-materials, hourly rates with a not-to-exceed amount, unit pricing, or other contract types when determined to be in the best interest of the County, required by the funding source, or appropriate for the nature of the project. The selected contract type will be identified in the executed agreement.

No contract shall be effective until approved by the County and fully executed by all authorized parties.

9. GENERAL PROVISIONS

9.1. RESERVATION OF RIGHTS

The County reserves the right to take any action it deems necessary to ensure the best interests of the County are met with respect to this solicitation. Specifically, the County reserves the right to:

- Reject any or all submissions received in response to this Solicitation;
- Cancel, withdraw, or postpone this Solicitation in whole or in part, at any time and for any reason;
- Modify the scope, terms, specifications, or requirements of this Solicitation;

- Waive any minor informalities, technicalities, or irregularities in the submission or the procurement process;
- Request clarifications or additional information from any respondent at any time;
- Conduct interviews, discussions, or negotiations with any respondent, or multiple respondents, or none at all;
- Select the submission that, in its sole judgment, best meets the needs and interests of the County;
- Make an award to one respondent, multiple respondents, or make no award at all;
- Reissue a new or revised solicitation as needed.

Submission of a SOQ does not create any legal or contractual obligation on the part of the County. The County shall not be liable for any costs incurred by respondents in preparing or submitting a SOQ in response to this Solicitation or in participating in any subsequent process, including presentations or negotiations.

9.2. COMPLIANCE WITH FEDERAL AND STATE REQUIRED CONTRACT PROVISIONS

Respondents are advised that any contract resulting from this Solicitation will be subject to all applicable federal and State of Texas laws, regulations, and requirements governing the use of public funds. This includes, but is not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR Part 200, as well as any mandatory federal contract provisions required by federal awarding agencies.

Any resulting contract will also include all State of Texas–required contract clauses, including those prescribed by the Texas Comptroller, and other applicable state oversight entities.

All federally and state-required contract clauses will be incorporated into the final agreement—whether included verbatim, or by reference, and the selected Contractor will be required to comply with each requirement as a condition of award and performance.

Respondents should be aware that the selected Contractor will be required to:

1. Comply with all mandatory federal contract provisions under 2 CFR §§ 200.317–200.327 and Appendix II to Part 200, as applicable to the nature and dollar amount of the procurement.

2. Comply with all mandatory State of Texas contract requirements, including statutory, regulatory, and policy provisions applicable to state or federal pass-through funds.

3. Flow down all applicable federal and state requirements to any subcontractors, vendors, or partners engaged in the performance of the contract.

4. Maintain all documentation and records necessary to demonstrate compliance and make such documentation available to the County, state awarding agencies, federal awarding agencies, auditors, or other authorized entities upon request.

Failure or refusal by the selected respondent (Contractor) to comply with federal or state requirements will be treated as a material breach of the resulting contract and may result in corrective action, withholding of payments, termination, cost disallowance, or other remedies permitted by federal or state law.

9.3. CONFIDENTIALITY AND PUBLIC INFORMATION

The County is a public entity subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code (TPIA). All materials submitted in response to this Solicitation become the property of the County and are subject to disclosure under the TPIA unless an exception to disclosure applies.

Respondents are advised that the County does not have the authority to determine whether information submitted is confidential or exempt from disclosure under the TPIA. ***If a respondent believes that any portion of its submission contains proprietary or confidential information that may be exempt from public disclosure, the respondent must submit both a redacted and unredacted copy of its submission.*** In the unredacted copy, the respondent must clearly identify and mark each specific item or section claimed to be confidential and provide the legal basis for such claim under the TPIA. Blanket or generalized claims of confidentiality will not be accepted.

If a respondent fails to provide redacted and unredacted copies of its response, or fails to specifically identify information that respondent believes to be excepted from disclosure within its response, then respondent waives any and all claims against the County for the release of such information, regardless of whether the County provided prior notice to respondent of such release.

In the event the County receives a public information request for materials submitted in response to this solicitation, the County will comply with the TPIA and applicable law. If information responsive to a request may be subject to an exception claimed by a respondent, the County may, as required by law, notify the respondent and provide an opportunity for the respondent to submit arguments to the Texas Attorney General regarding the applicability of any claimed exception. The County assumes no responsibility for asserting or defending a respondent's claim of confidentiality.

By submitting a response, each respondent acknowledges and agrees that the County may disclose submitted materials as required by the Texas Public Information Act and that the County shall not be liable for the release of any information disclosed in compliance with applicable law.

9.4. COLLUSION

The respondent guarantees that its submission is not a product of collusion with any other respondent, and no effort has been made to fix the price of any respondent or to fix any over-head, profit, or cost element of any price. If the County determines that collusion has occurred among respondents, none of the submissions from the participants in such collusion shall be considered. The County's determination shall be final.

9.5. CONFLICTS OF INTEREST

Respondents must disclose in writing any actual, potential, or perceived conflicts of interest related to the submission of a response, evaluation of submissions, or performance of a resulting contract. This includes, but is not limited to, financial interests, business relationships, or personal relationships with County officers, employees, board members, evaluation committee members, or consultants involved in the procurement. Respondents shall promptly update disclosures if a conflict arises or changes at any time during the solicitation process or contract term. The County reserves the right to determine whether a disclosed conflict is material and to require mitigation measures, disqualify a respondent, or terminate a contract, as permitted by law, if a conflict of interest is determined to impair objectivity, fairness, or integrity of the procurement or contract performance.

9.6. INSURANCE

Prior to contract execution, the selected firm shall provide certificates of insurance meeting the County's minimum insurance requirements.

9.7. COST OF PREPARATION

The County shall not be responsible for any costs incurred by respondents in preparing or submitting a Statement of Qualifications or participating in interviews or negotiations.

10. REQUIRED FORMS AND CERTIFICATIONS

Respondents must complete and submit all required forms, certifications, and disclosures provided in Attachment D as part of their submission. Failure to properly complete and include the required forms may result in the submission being deemed non-responsive and excluded from further consideration at the County's discretion.

11. ATTACHMENTS

- EXHIBIT A : SCOPE OF WORK
- EXHIBIT B: REQUIRED FORMS AND CERTIFICATIONS
- EXHIBIT C: STATE OF TEXAS CONTRACT CLAUSE ADDENDUM