



**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING DESIGN AND
MASTER PLANNING SERVICES**

ISSUED BY:

BEXAR COUNTY EMERGENCY SERVICES DISTRICT #12

**Closing Date:
August 1, 2025
2:00PM CST**

Statements of Qualifications must be submitted via email to rzwicke@agcm.com, and titled
"Bexar County ESD #12 - Fire Station #3 Project – Architectural/Engineering Design and Master Planning
Services."

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SOLICITATION SCHEDULE

The following is the anticipated solicitation schedule, including a brief description of milestone dates:

Solicitation Milestone	Proposed Date
RFQ Issued	June 27, 2025
Deadline for Questions from Respondents	July 25, 2025
Answers to Respondent Questions	July 29, 2025
RFQ Submittal Deadline	August 1, 2025, at 2:00PM CST
Interviews (if needed)	TBD
Execution of Agreement (completed by)	TBD

NOTE: Owner reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFQ.

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING DESIGN AND MASTER PLANNING
SERVICES
Bexar County ESD #12 Fire Station #3

SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS

1.1 GENERAL INFORMATION:

Bexar County Emergency Services District #12 (Owner) is soliciting statements of qualifications (Qualifications) for the selection of a Project Architect for Master Planning and Architectural/Engineering Design for a new Fire Station , in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

1.1.1 This RFQ is for the selection of a Project Architect and Engineering Design Team. The RFQ provides the information necessary to prepare and submit Qualifications. Owner will rank the Qualifications in the order of “most qualified” for the Project based on the published selection criteria and on the ranking evaluations.

1.1.2 Upon ranking determination, Owner may interview a short list of Architects to make the determination for negotiating a contract with the selected Respondent.

1.2 TYPE OF AGREEMENT:

Any contract resulting from this solicitation will be in the form of the agreement between Owner and Project Architect (B101-2017 Standard Form of Agreement Between Owner and Architect).

1.3 CLARIFICATIONS AND INTERPRETATIONS:

Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be issued by the Owner/Owners Representative as an addendum. All such addenda will be issued by the Owner/Owners Representative before Qualifications are due and its receipt shall be acknowledged by Respondent and incorporated into its Qualifications. It is the responsibility of all Respondents to obtain this information in a timely manner.

Interpretations or clarifications in any other form, including oral statements or explanations, will not be binding on the Owner/Owners Representative and should not be relied on in preparing Qualifications.

1.4 SUBMISSION OF QUALIFICATIONS:

Owner will receive submissions on or before the time and in the manner described below. Respondent is instructed to sign and submit the following electronic documents with its response. The RFQ response shall be organized in accordance with Section 6. If Respondent fails to complete and return all required documentation the Owners Representative may reject the response.

1.4.1 PROPOSAL SUBMISSION:

Qualifications must be received by Owners Representative on or before the Submittal Deadline and shall be delivered by email to the Owners Representative. Respondents shall deliver submissions to:

Owners Representative:
Attn: Ryan Zwicke
AG|CM Sr. Project Manager
rzwicke@agcm.com

The proposals should clearly indicate name of the firm of the Respondent. Submit documentation by email.

1.4.2 Qualifications that are received after the Submittal Deadline will be considered non-responsive and the Respondent will be notified. The Point-of-Contact identified in Section 1.5 will determine the official time clock. Respondents are encouraged to submit as early as possible and verify receipt of the submission.

1.4.3 Owner will not acknowledge or receive Qualifications that are delivered by telephone or facsimile (fax)

1.4.4 Responsive Qualifications will not be returned to Respondents.

1.5 RFQ POINT-OF-CONTACT AND RESPONDENT QUESTIONS:

Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact and questions regarding this RFQ to written communications delivered to the Point- of-Contact *in accordance with this section on or before **August 1, 2025***.

Owners Representative:
Ryan Zwicke
AG|CM Sr. Project Manager
rzwicke@agcm.com

Respondent shall make no contact concerning this RFQ with other Bexar County Emergency Services District #12 personnel.

Responses to the questions are anticipated by July 29, 2025. Owner intends to respond to all timely submitted questions. However, Owner reserves the right to decline to respond to any question.

1.6 EVALUATION OF QUALIFICATIONS:

The evaluation of the Qualifications shall be based on the weighted evaluation criteria as described in this RFQ. All responsive Qualifications will be reviewed, evaluated, and ranked by the Owner/Owners Representative. Qualifications shall not include any information regarding Respondent's fees, pricing, or other compensation.

Note that Qualification statements are used for the primary purpose of shortlisting qualified firms and the interview process may be the final determination for a finally selected firm.

1.7 OWNER'S RESERVATION OF RIGHTS:

Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. Owner reserves the right to divide the Project into multiple parts; to reject all Qualifications and re-solicit; or to reject all Qualifications and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of Agreement with any Respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

1.8 ACCEPTANCE OF EVALUATION METHODOLOGY:

By submitting its Qualifications in response to this RFQ, Respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" Respondent(s) may require subjective judgments by the Owner/Owners Representative.

1.9 NO REIMBURSEMENT FOR COSTS:

Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFQ shall be at the sole risk and responsibility of the Respondent.

1.10 ELIGIBLE RESPONDENTS:

Only individual firms or lawfully formed business organizations may submit. Owner will contract only with the individual firm(s) or formal organization(s) that submits a Qualification.

1.11 REQUIRED NOTICES OF INSURANCE COVERAGE:

The selected firm will submit the following Certificates of Insurance (COI) naming the Bexar County Emergency Services District #12 as the certificate holder; Bexar County ESD #12 will be named additional insured on General Liability Certificates. The selected firm will be required to supply the insurance certificate(s) prior to the start of the project. The selected firm agrees to provide insurance policy or contracts for insurance, when requested, in addition to Certificates of Insurance.

Types of Insurance	Limits of Liability
1. Worker's Compensation (including Waiver of Subrogation Endorsement)	All liability arising out of Architect's employment of workers and anyone for whom Architect shall be liable for Worker's Compensation claims. Worker's Compensation is required and no "alternative" form of insurance shall be permitted.
2. Commercial General Liability	Firm shall provide and maintain Comprehensive General Liability Insurance protection including coverage with a limit not less than: \$1,000,000 Each Occurrence \$2,000,000 General Aggregate Firm shall require sub-consultants to provide General Liability Insurance with same limits.
3. Automobile Liability	\$1,000,000.00 Combined single limit
4. Professional Liability Insurance Architect:	\$1,000,000.00 per claim and \$2,000,000.00 in the aggregate

Architect's Consultants	\$1,000,000.00 per claim and \$2,000,000.00 in the aggregate
5. Excess Umbrella Liability	\$2,000,000.00

1.12 STATE REGISTRATION OF ARCHITECTURE FIRMS:

Respondents are advised that Bexar County ESD #12 requires that any firm or business entity providing architectural services, other than a sole proprietor doing business under his/her name, must annually register information regarding the firm or business entity with the Texas Board of Architectural Examiners. Texas Board of Architectural Examiners, Austin, Texas, has jurisdiction over individuals licensed under the Architects' Registration Law.

1.13 STATE REGISTRATION OF ENGINEERING FIRMS:

Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

(End Section)

SECTION 2 – EXECUTIVE SUMMARY

2.1 PROJECT DESCRIPTION AND SCOPE:

Bexar County Emergency Services District 12 intends to construct a new Fire Station, Fire Station #3. The new Fire Station, will be located in Southeast Bexar County, just South of the intersection of FM 1518 and Kusmierz Road. The selected firm shall perform a master site layout for a new station, administration building, and temporary facilities. The purpose of the master plan is to maximize the ESD's use of the land and possibly sell remaining land not required for the total station master plan. Coordination of consultants for utilities, site grading, structural foundation and TxDOT Permitting. The selected firm may be retained for the design of the future station and administration building, or the ESD may select to issue another RFQ for those services.

(End Section)

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit complete Qualifications to all questions in Section 3 formatted as directed in Section 6. Incomplete Qualifications will be considered non-responsive and are subject to rejection.

- 3.1 **Required Qualifications.** Firms submitting statements of qualifications must be represented by a professional Architect licensed to practice in the State of Texas and able to provide a professional Architect to attend meetings of any official nature concerning the Project, including but not limited to qualifications, Scope Meetings, Review Meetings and other meetings as may be required for the Project administration through final acceptance of the completed Project.
- 3.2 **Selection Criteria and Weights.** Evaluation will be based on the Respondent's Qualifications Statement provided in response to this RFQ. Within forty-five (45) days after the deadline for proposal submissions, the Owner/Owners Representative will evaluate the submitted Qualifications Statements and will qualify and rank each response submitted based on the following evaluation criteria and weights:

1.	Qualifications, Team, and Experience. Demonstrated firm experience in functional design of high quality and cost-effective new construction and design experience in Emergency Services Facilities, Municipal and other similar projects. Strong background in contract management, cost estimation, obtaining necessary permits, coordination with local agencies/authorities and public involvement. Experience with CSP and CMaR delivery methods.	60 Points
2.	Commitment to the Projects, Success of the Owner's Program and Availability. The firm's overall plan for allocating personnel resources to the Projects, including lead personnel and team to see the projects through to completion. Demonstrated availability of time to devote to the Owner's Project, given current commitments of the firm.	20 Points
3.	Project Approach and Resources. Strong team work ethic and cooperation both within the firm and outside of the firm with contractors, consultants, and Owner. A proven firm and/or team capable of providing creative, functional, flexible, and technologically sound design solutions with an economy of means and within the project budget. Capability of the firm in the areas of support personnel, technical staff and the spectrum of services to be offered to Owner. The firm's overall plan for meeting the Owner's needs and requirements, management ability and demonstrated ability to effectively serve its clients on prior projects. References and project descriptions are requested.	20 Points

SECTION 4 – EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL RESPONDENT LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

4.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

4.1.1 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

4.1.2 By signature hereon, Respondent represents and warrants that:

4.1.2.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;

4.1.2.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;

4.1.2.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;

4.1.2.4 Respondent understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in the Agreement under which Respondent will be required to operate;

4.1.2.5 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;

- 4.1.2.6 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- 4.1.3 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 4.1.4 Respondent represents and warrants that all articles and services quoted in response to this RFQ meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.
- 4.1.5 By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

4.1.6 Execution of Offer:

The Respondent must complete, sign and return this Execution of Offer as part of their submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form may subject the submittal to disqualification.

Respondent's Name: _____

Respondent's State of Texas Tax Account No: _____
(This 11-digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

Identify by name, each person who owns at least 25% of the Respondent's business entity:

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Email Address)

(AUTHORIZED SIGNATURE)

(DATE)

SECTION 5 – GENERAL QUESTIONNAIRE

Qualifications must include responses to the questions contained in this General Questionnaire. Respondent should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Respondent should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Respondent will explain the reason when responding N/A or N/R.

5.1 Respondent Profile

5.1.1 Legal name of Respondent company:

Address of principal place of business:

Address of office that would be providing service under the Agreement:

Number of years in business: _____

Type of operation (Corporation, Partnership, etc.): _____

Number of employees by skill group: _____

Name of Parent Corporation, if any _____

NOTE: If Respondent is a subsidiary, Owner prefers to enter into a contract or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.

- 5.1.2 Provide a brief history of Respondent's firm, also include availability and commitment of the Respondent, its principal(s), and assigned professionals to undertake the Project.
- 5.1.3 Respondent will provide a copy of financial statements for the past three (3) years, as well as a financial rating of the Respondent entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Respondent.
- 5.1.4 Is Respondent currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Respondent will explain the expected impact, both in organizational and directional terms.
- 5.1.5 Respondent will provide any details of all past or pending litigation or claims filed against Respondent that would affect its performance under the Agreement with the Owner (if any).
- 5.1.6 Is Respondent currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Respondent will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.
- 5.1.7 Provide a claims history under professional malpractice insurance for the past five (5) years for Respondent and any team members proposed to provide professional architectural or engineering services.
- 5.1.8 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Respondent and any employee of Bexar County ESD #12 or AG|CM, Inc.? If yes, Respondent will explain.

(End Section)

SECTION 6 – FORMAT FOR STATEMENT OF QUALIFICATIONS

6.1 GENERAL INSTRUCTIONS:

- 6.1.1 Qualifications shall be prepared simply and economically, providing a straightforward, concise description of Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.
- 6.1.2 Qualifications shall be a MAXIMUM OF (50) PAGES. The cover, table of contents, divider sheets, and the Execution of Offer do not count toward the pagelimit.
- 6.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and are subject to rejection.
- 6.1.4 Qualifications and any other information submitted by Respondent in response to this RFQ shall become the property of the Owner.
- 6.1.5 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 6.1.6 Owner makes no representations of any kind that an award will be made as a result of this RFQ. Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 6.1.7 Qualifications shall consist of answers to questions identified in Section 3 and 5 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 6.1.8 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the Respondent to the questions identified in Section 3 and 5 of this RFQ will be used by Owner for evaluation.
- 6.1.9 Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualifications.

6.2 FORMATTING:

- 6.2.1 Responses shall include a "Table of Contents" and give page numbers for each part of the Qualifications.
- 6.2.2 Number all pages of the response sequentially using Arabic numerals (1, 2, 3, etc.).
- 6.2.3 Separate and identify each criteria response to Section 3 of this RFQ by use of a divider sheet with a bookmark for ease of reference.

SECTION 7 – SIGNATURE PAGE AND DECLARATION OF COMPLIANCE

Check (✓) the box that indicates business structure of Respondent.

☐ Individual/Sole Proprietorship ☐ Partnership or Joint Venture ☐ Corporation ☐ Other Entity
(State Type) _____

The undersigned certifies that (s)he is _____ (title) of the Respondent entity named below; that (s)he is authorized to sign this Statement of Qualifications (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity, if any, named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFQ, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded, and that the 11-digit Comptroller's Taxpayer Number for the entity, if any, is:

11-digit Comptroller's Taxpayer Number

Employer Identification No.

Respondent Organization Name

By: _____

Printed Name: _____

Title: _____

By: _____

(If Respondent is a Joint Venture, an authorized signature from a representative of each party is required.)

Printed Name: _____

Title: _____

By signing this Signature Page and Declaration of Compliance, I do hereby declare that I have read the Request for Qualifications, on which our Qualifications Statement is submitted with full knowledge of the requirements, and do hereby agree to furnish all services in full accordance with the requirements outlined in the Request for Qualifications.

By signing and executing this Qualifications Statement, I further certify on behalf of my organization and represent to Bexar County ESD #12 that Respondent has not offered, conferred or agreed to confer any pecuniary benefit, as defined by **TEXAS PENAL CODE ANN. § 218**, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this Qualifications Statement; the Respondent also certifies and represents that Respondent has not offered, conferred or agreed to confer a pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the Respondent certifies and represents that Respondent has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of Bexar County ESD #12 concerning this Qualifications Statement on the basis of any consideration not authorized by law; the Respondent also certifies and represents that Respondent has not received any information not available to other Respondent so as to give the undersigned a preferential advantage with respect to this proposal; the Respondent further certifies and represents that Respondent has not violated any

state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Respondent will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Bexar County ESD #12 in return for the person having exercised the person's official discretion, power or duty with respect to this Qualifications Statement; the Respondent certifies and represents that it has not nor and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Bexar County ESD #12 in connection with information regarding this Proposal, the submission of this Qualifications Statement, the award or performance of a contract in connection with this RFQ.