

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR PROFESSIONAL DESIGN SERVICES FOR
ANIMAL SHELTER**



**CITY OF PORT ARANSAS
ATTN: David Parsons
City Manager
Port Aransas City Hall
710 W. Ave A
Port Aransas, TX 78373**

REQUEST FOR QUALIFICATIONS (RFQ)

Proposal Title: DESIGN SERVICES FOR ANIMAL SHELTER FOR THE CITY OF PORT ARANSAS

Proposal Closing Time: 4:00 p.m. Central Standard Time Proposal

Closing Date: October 8th, 2025 4:00 p.m.

Proposal Award: October 16th, 2025 5:00 p.m.

Submission of Proposal: Francisca Nixon
City Secretary
City of Port Aransas 710 W. Avenue A
Port Aransas, TX 78373

Note: Proposals will not be accepted via facsimile or e-mail

Specific Questions: City of Port Aransas
710 W Avenue A
Port Aransas, TX 78373
David Parsons (361)749-4111
davidparsons@cityofportaransas.org

All questions shall be submitted via email, and titled, “ANIMAL SHELTER DESIGN SERVICES Question,” to David Parsons by 5:00 p.m. on Monday, October 6th, 2025.

Port Aransas reserves the right to reject any or all proposals received for any reason. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

RFQ – ANIMAL SHELTER DESIGN SERVICES

Introduction: The City of Port Aransas, is requesting the submission of qualifications from professional architectural design firms to program, plan and design an Animal Shelter facility to be located on Piper Blvd, Port Aransas, TX 78373. Scope of work includes: Schematic Design, Design Development, Construction Documents, Construction Procurement and Construction Administration Services. The professional consulting services required for the projects include but are not limited to: geotechnical engineering, survey, civil engineering, architecture, landscape architecture, structural engineering, mechanical engineering, electrical engineering, fire protection engineering, acoustics/sound dampening construction management and plumbing engineering. Estimate of proposed budget for construction will be required including; site costs and utilities; Furniture Fixtures & Equipment; contingencies; and cost escalation to construction schedule.

Selected firm will base facility design off staff input and community engagement. The selected firm will also create a proforma and program of the facility during the design process. To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ.

Funding: The City of Port Aransas is committed to this project and has set aside funding for the completion of the work described in the request for proposal.

About the Community: The City of Port Aransas is a barrier island community of approximately 4,200 full time residents and can encounter 5 million visitors annually. Located between the Gulf of Mexico and Corpus Christi Bay it is a popular destination for beach goers, fishermen, families, and winter Texans.

Responder Requirements: Respondents should be firms, corporations, individuals, or partnerships that normally engage in the design planning and construction of animal shelter facilities and should have experience doing such with municipalities in the State of Texas. Must have firm knowledge base of wind zone design, prohibitive corrosion, and construction. Consultant submittals may provide full in-house professional services or may propose using a team approach. Submittals should reflect the consultants' ability to provide a full range of expertise in all areas described in this document.

Each RFQ submitted should be a maximum of ten (10) pages, including cover, and include, as a minimum, the following information: 1. Identification of the company's legal name, office location(s), and principal owner(s) or partners. 2. A statement that the respondent understands

the potential character of work. 3. A list of THREE previous projects, which might be comparative in nature and scope to the study under consideration. For each project include the location; owner with contact name, title, and phone number; cost; number and amounts of change orders; proposed schedule and actual schedule of completion; and a brief description. 4. Resume of qualifications and experience of respondent's staff. 5. Related information respondent wishes the City to consider in evaluating respondent's qualifications. 6. A completed "showcase" project (name and location provided) of relative size, scope and purpose to be visited by City officials. This must be an operational facility with staff able to provide insight into the positive and negative aspects of the completed project. This facility may be one of those included in Item 3, requested above.

Scope of Work

City staff will finalize the scope of work with the selected consultant prior to the contract authorization. The city is open to suggestions other than those items listed in this document which the consultant believes will be of value in producing a viable Animal Shelter. The City is interested in delivering a robust, thoughtfully programmed and designed Animal Shelter which maximizes the use of public funds, and one which the residents and visitors of Port Aransas can utilize for many years to come. The City anticipates constructing an Animal Shelter consisting of most, if not all, of the following elements: a reception lobby, intake and outtake rooms, a staff office, "get to know" animal room, vet tech room, dog and cat kennels, dog runs, storage, parking lot, and landscaping. Anticipated square footage of the facility is 4,000 sq ft. Design must meet goals of accessibility, flexibility, sustainability, affordability, and climate resiliency.

Deliverable

Scope of work includes: Schematic Design, Design Development, Construction Documents, Construction Procurement and Construction Administration Services. The professional consulting services required for the projects include geotechnical engineering, survey, civil engineering, architecture, landscape architecture, structural engineering, mechanical engineering, electrical engineering and plumbing engineering. Estimate of proposed budget for construction will be required including; site costs and utilities; Furniture Fixtures & Equipment; contingencies; and cost escalation to construction schedule.

Solicitation Schedule

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|--|--------------------|
| • Request For Qualifications released | September 18, 2025 |
| • Deadline for all questions | October 6, 2025 |
| • Final addendums and question responses posted by 5 PM, CST | October 8, 2025 |
| • RFQs due at or before 4:00 PM, CST | October 8, 2025 |
| • Contract award by City Council | October 16, 2025 |

The City reserves the right to modify all dates in the Solicitation Schedule as needed.

Clarification Contact

All questions regarding the solicitation shall be submitted in writing at or before 4:00 PM, CST on the due date noted above. All questions should be directed to:

David Parsons, City Manager
Port Aransas City Hall
710 W. Ave A
Port Aransas, TX 78373
(361) 749-4111
davidparsons@cityofportaransas.org

The individual listed above may be contacted for clarification of the specifications only. No authority is intended or implied that specifications may be amended, or alterations accepted prior to solicitation opening without the written approval of the City of Port Aransas.

Solicitation Updates

Various updates, including addendums, answers to questions, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response will be provided by email to the identified team leader on each consultant team and will also be available on the City website at: <https://cityofportaransas.org/>.

Deadline for Submission

Signed and sealed responses are due at or before 4 PM, CST, October 8, 2025.

Sealed responses should be hand-delivered or delivered via USPS, UPS, or FedEx to:

City of Port Aransas
Professional Design Services for Animal Shelter - Do Not Open
Attn: David Parsons, City Manager
710 W. Avenue A
Port Aransas, TX 78373

Responses received after this time and date shall not be considered. Facsimile or electronically transmitted responses are not acceptable. Responses cannot be altered or amended after submission. The city will not be bound by any oral statement or offer made contrary to the written specifications.

Selection Process

City staff will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response. Scoring criteria:

- 50% - Consultant's specialized experience, expertise, and performance in providing similar or related services.
- 20% - The proposed approach and methods to be used in the project.
- 10% - Demonstrated understanding of the project and the Port Aransas

- Community.
- 20% - Consultants overall suitability to provide the required services within the time and budget constraints.

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City. The results of the review and evaluation of the responses to the RFQ will be used to select one or more consultants to meet with City staff or evaluation committee for an interview.

Expenses incurred by the respondents in replying to the RFQ or in making an appearance before City staff or evaluation committee are at the respondents' own expense and risk.

In determining best value, the city may consider:

- Reputation of Respondent and Respondent's services
- Quality of the Respondent's services
- The extent to which the services meet the City's needs
- Respondent's past relationship with the city
- Any relevant criteria specifically listed in the solicitation

Upon completion of the interview process, City staff will rank the firms, and will subsequently recommend one or more consultants to the City Council. Contract negotiations will take place once the City Council has selected the finalist. If the City is unsuccessful in negotiations with the selected respondent, the city may then select the next most qualified respondent and attempt to negotiate an agreement with that respondent. The City shall continue this process until an agreement is reached or all negotiations are terminated. When such an agreement is reached, a recommendation will be made to the City Council requesting authorization to execute an agreement and subject to the availability of funding.

Confidentiality of Content

All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The city will not be responsible for any public disclosure of confidential information if it's not clearly marked.

If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The

matter will then be presented to the attorney General of Texas for final determination.

Conflict of Interest

If a vendor who has a business relationship as defined by Section 176.001(1-a) with a local government entity and the vendor meets requirements under Section 176.006(a), then the vendor must complete and file a Conflict-of-Interest Questionnaire. By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

General Conditions

The City of Port Aransas expects to select a consulting firm from the qualifications submitted but reserves the right to request substitutions of firms. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any costs incurred prior to the execution of a final contract. Upon selection, a Professional Services Contract shall be prepared, negotiated, and fully executed before work is initiated.

Waiver

By submitting a proposal, each submitter agrees to and does hereby waive any claim the submitter has or may have against the City and/or the City's employees, agents and officers, arising out of or in any way connected with the following:

1. The administration, evaluation, or recommendation of any statement of qualifications.
2. Waiver or deletion of any of the requirements under the statement of qualifications or the contract documents.
3. Acceptance or rejection of any statement of qualification.
4. Award of contract.

By submitting a Statement of Qualifications, the submitter acknowledges that he or she understands all terms of the proposal documents and consents to the competitive selection process and the possibility of a negative assessment. By submitting a Statement of Qualifications, the submitter acknowledges and agrees that there was and is no disparity of bargaining power between the submitter and the City. The submitter agrees that this is the intentional relinquishment of the above listed presently existing known rights.

By submitting a Statement of Qualifications, each submitter agrees to waive and does hereby waive any claim the submitter has or may have against the City and/or its respective employees and representatives, for the ward of attorney fees, arising out of or in connection with the administration, evaluation, or recommendation of any Statement of Qualifications, waiver of any requirements under this RFQ, acceptance or rejection of any Statement of Qualifications, and award of the contract. By submitting a Statement of Qualifications, the submitter

specifically waives any right to recover or be paid attorney's fees from the City or any of the City's employees and representatives.

Sovereign Immunity

The City is not waiving its right of sovereign immunity. The City is retaining its immunity from suit and liability. The City does not consent to be sued by legislative resolution or action.