

City of Willis



Request for Qualifications for Architectural and
Design Services for Remodel of City Hall Building

Date Posted: March 28, 2025

Date Due: April 22, 2025



CITY OF WILLIS, TEXAS

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RFQ for City Hall Building

The City of Willis is seeking responses from qualified responders to provide architectural and design services for the remodel of a recently acquired City building located at 501 West Montgomery St., Willis, TX 77378. The City invites qualified responders to submit responses in the form of statements of qualifications (SOQs) in accordance with the requirements stated within this request for qualifications (RFQ). SOQs must be received no later than 2:00 p.m. CDT on April 22, 2025. Interested responders may secure the solicitation package and all other pertinent information by visiting <http://www.ci.willis.tx.us>.

Each responder is required to submit an electronic copy of their SOQ in one PDF File via e-mail to Marissa Quintanilla, City Secretary, at mquintanilla@ci.willis.tx.us. All e-mails must clearly state in the subject line "2025 City of Willis City Hall Project" and be sent with read receipts enabled. Responders are responsible for confirming timely receipt of their SOQs. The City will not be responsible for transmission or system errors that result in a failure to deliver any SOQ by the above-referenced deadline. Late submissions shall not be accepted. The selection of the successful responder(s) shall be at the City's discretion and shall be made in a prompt manner after the receipt and evaluation of all SOQs.

Inquiries concerning the RFQ and the subject of the RFQ must be made by e-mail to Jeff Cross, Community Development Director at jcross@ci.willis.tx.us no later than 5:00 p.m. CDT on April 11, 2025. Responses to those questions considered material to the solicitation will be made available as written addenda posted to the City's website. It is the responsibility of prospective responders to ensure they are aware of all addenda issued relative to this RFQ.

The City of Willis reserves the right to reject any and all SOQs and to waive any and all irregularities in any SOQ.

We look forward to receiving your responses.

1. BACKGROUND

a. Details

The City of Willis owns the existing structures, located at 501 W. Montgomery Street, Willis, TX 77378, which consist of two buildings. One is a two-story building (“Subject Building”), and the other is a one-story building being occupied by a Wells Fargo Bank. The City intends to remodel and retrofit the Subject Building and utilize it as the new City Hall (the “Project”).

Each floor of the Subject Building is approximately 5,600 square feet. Both floors have existing public restrooms, stairwells and mechanical systems. The first floor has existing metal stud framed walls with most of the sheetrock removed. Exterior walls do not have exterior wall covering but do have most of the insulation.

b. Purpose

The City is seeking SOQs from qualified responders to provide architectural and design services for the Project.

2. PROGRAM

The City’s program for the Project includes but is not limited to the following:

- (a) Demolish existing interior walls as needed.
- (b) Create a council chamber to accommodate as close to two hundred (200) people as possible.
- (c) Create a customer service area to allow secure interaction with the public to address public utilities services, court services, financial requirements for permitting and other interactions.
 - (i) The customer service area must be capable of serving three (3) customers at one time.
 - (ii) The staff area supporting the customer service area must be capable of officing, in cubicles if needed, six (6) staff members.
- (d) Create a conference room on the first level to accommodate twelve (12) occupants at one table.
- (e) Create a conference room on the second level to accommodate twenty-four (24) occupants at one table.
- (f) Create a break room with a kitchenette.
- (g) Utilize the existing plumbing in the slab with as little demolition as possible.
- (h) Provide a secure set of toilet rooms for public use while in the customer service area.
- (i) Create a minimum of two (2) offices in the first level.
- (j) Create a minimum of six (6) offices on the second level with open area for expansion later.
- (k) Provide an elevator.
- (l) Provide fire sprinklers where required by applicable law.
- (m) Provide a generator to allow work to continue during outages.
- (n) Provide minimal flat work to allow efficient paths of travel and adequate parking.
- (o) Provide replacement of the dilapidated mechanical systems.
 - (i) Rooftop units are acceptable with a roof hatch provided.
 - (ii) Utilizing appropriate consultants and professionals, repair and prep any environment that could cause, create or maintain mold issues.
- (p) Provide an illuminated sign to be mounted on the wall facing W. Montgomery Street.

- (q) Reconstruct the down stair demising wall to a 2-hour fire rated design, ensuring compliance with applicable laws and codes.

3. SCOPE OF SERVICES

The selected responder shall provide complete and customary architectural and engineering design services for the Project generally consisting of the following:

- (a) Architectural services generally consisting of the following items:
 - (i) Further development of the Program for the Project;
 - (ii) Schematic Design services;
 - (iii) Design Development services;
 - (iv) Construction Documents services;
 - (v) Bidding and negotiation support services, which shall include support in preparing bid documents, conferences with City staff, attendance at pre-bid meetings, review and evaluation of submitted bids, and other services as requested by the City to support the bidding and negotiation process for the Project;
 - (vi) Permitting support services;
 - (vii) Construction Phase services including OAC meetings, submittal and shop drawing review, general administration of the construction contract, pay application review, site visits, on-site representation, review of change orders, and other customary construction phase services as the City may require.
- (b) Landscape Architecture services necessary for the Project;
- (c) MEP Engineering services necessary for the Project;
- (d) Structural Engineering services necessary for the Project;
- (e) Civil Engineering services necessary for the Project;
- (f) Cost estimating and consulting services necessary for the Project to ensure design and anticipated construction costs remain within the City's budget;
- (g) Consultant for mold remediation and other issues necessary for the Project; and
- (h) Any other consultants, services, or tasks necessary to successfully develop, design, and execute the Project.

4. RFQ INSTRUCTIONS/ REQUIREMENTS

1. SOQ packets shall be e-mailed to Marissa Quintanilla, City Secretary, mquintanilla@ci.willis.tx.us with a subject line of “**2025 City of Willis City Hall Project**”, and shall be received by 2:00 p.m. CDT, April 22, 2025.

NO REQUEST FOR QUALIFICATIONS SHALL BE ACCEPTED AFTER 2:00 P.M. CDT ON APRIL 22, 2025.

2. The SOQ shall be one PDF File.
3. Pricing information to accomplish the services shall not be included in the SOQ.
4. The City of Willis reserves the right without prejudice to reject any or all SOQs, and at its sole discretion, to accept the SOQ of the responder the City selects as the most highly qualified based on demonstrated competence and qualifications. The City further reserves the right to reject all SOQs and seek new SOQs when such procedure is reasonable and in

the best interest of the City.

5. There is no expressed or implied obligation for the City of Willis to reimburse responders for any expenses incurred in preparing SOQs in response to this RFQ.
6. The City of Willis reserves the right to retain all SOQs submitted and to use any ideas in a SOQ regardless of whether that SOQ is selected. Submission of a SOQ indicates acceptance by the responder of the conditions contained in this RFQ, unless clearly and specifically noted in the SOQ and confirmed in a contract between the City of Willis and the responder.
7. The responders shall include a schedule of the services to be performed, including meetings with City staff, meetings with the community/stakeholders, and presentations to commissions and City Council.
8. SOQs submitted will be evaluated by a selection team comprised of appropriate City staff.
9. Responders should highlight relevant experience working in architectural and design services for the remodeling and retrofitting of buildings.
10. During the evaluation process, the City of Willis reserves the right, where it may serve the City's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions. At the discretion of the City, responders submitting SOQs may be requested to make oral presentations as part of the evaluation process.
11. Selection of a responder to perform the services contemplated in this RFQ will be a two-stage process. City staff will select the most highly qualified responder to recommend to the City Council based on demonstrated competence and qualifications. The selection of the responder shall be approved by Willis City Council. The City Council will also authorize the City Manager to commence negotiations with the successful responder for a fair and reasonable price. The successful responder will be required to enter into a contract that incorporates the intended goals of this RFQ. The contract is to be governed by the laws of the State of Texas. Venue shall be exclusively in Montgomery County, Texas.
12. It is anticipated that Willis City Council will award the contract for the City Hall design on May 20, 2025, or as soon thereafter as possible.
13. The successful responder's principal contact with the City of Willis will be Jeff Cross, Community Development Director, or a designated representative, who will coordinate the work on behalf of the City of Willis.

5. SOQ AND SELECTION PROCESS

1. General Requirements

1) Inquiries

Inquiries concerning the RFQ and the subject of the RFQ must be made by the deadline stated herein via email to Jeff Cross, Community Development

Director at jcross@ci.willis.tx.us.

Any oral instructions given are not binding. All questions and interpretations will be clarified by written addenda posted on the City's website. It is the responsibility of prospective responders to ensure they are aware of all addenda issued relative to this RFQ.

All inquiries must be submitted in writing to the above-named person no later than Friday April 11, 2025 at 5:00 p.m.

2) Contact with City Personnel

CONTACT WITH PERSONNEL OF THE CITY OF WILLIS OTHER THAN THE ABOVE-NAMED OFFICIALS REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Schedule of Events

The City will use the following tentative time schedule in the selection process.

The City reserves the right to change and/or delay scheduled dates.

Event	Date
RFQ Issued	3/28/2025
Last date of Receipt of Questions (by 5:00 p.m. CDT)	4/11/2025
RFQ Addenda issued with answers to questions received	4/14/2025
SOQs Due (2:00 p.m. CDT)	4/22/2025
Review Committee Meeting	4/24/2025
Oral Presentations with selected responders	TBD
Council Meeting Recommendation for Approval	5/20/2025

3. Submission of SOQs

The following material is required to be included in the SOQ for a responder to be considered:

- a. An electronic copy of the SOQ to include the following:
 - 1. Title Page
Title page showing the SOQ subject; the responder's legal entity name; the name, address, email address, and telephone number of the contact person; and the date of the SOQ.
 - 2. Table of Contents
Include a clear identification of the materials by section and by page number.

3. Letter of Interest (2 pages maximum)

A Letter of Interest, signed by an authorized representative of the responder, expressing responder's understanding of the proposed project and expressing a positive commitment to provide the services described in the RFQ.

4. Detailed SOQ

The detailed SOQ should follow the order set forth in the Scope of Services of this request.

The responder must have experience with local estimating and have access to data on local acquisition and/or construction costs and shall utilize a cost consultant at all appropriate stages of the design process to ensure the Project remains within the City's budget.

Responder shall specifically identify the management plan (if needed) and provide an organizational chart for the proposed team. The responder must describe at a minimum the basic approach to this Project, to include reporting hierarchy of team members.

Demonstrate that the responder understands the scope and abilities necessary to provide the services needed for the Project.

Provide a proposed timeline to include major milestones in the development and finalization of the design services to include phasing as appropriate.

List the consultants responder would propose retaining for this Project for the following disciplines (if applicable to this Project) as well as other consultants that responder considers necessary to provide the services required to properly complete the Project, how long responder has worked with each proposed consultant, and comment on each consultant's relevant experience:

- Structural Engineer
- MEP Engineer
- Civil Engineer
- Landscape Architect
- Cost Estimating Consultant
- Mold Remediation Consultant
- Others (as necessary)

5. References

Provide references for similar projects completed by responder. Provide the client name, project title, address and describe the scope of each project in physical terms and by cost.

Provide valid contact information (name, email, telephone number)

of an individual in a position of responsibility who can attest to responder's activities in relation to the project.

If applicable, list any prior projects performed for the City of Willis.

4. Evaluation Criteria

In evaluating the SOQs received, the City may consider but shall not be limited to the following evaluation criteria:

1) General Requirements – 5 points

The purpose of the SOQ is to demonstrate the qualifications, competence and capacity of the responder seeking to undertake the design of the City Hall building remodel for the City in conformity with the requirements of this RFQ. As such, the substance of SOQs will carry more weight than their form or manner of presentation. The SOQ should demonstrate the qualifications of the responder and of the particular staff to be assigned to this Project. It should also specify a design approach that will meet the RFQ's requirements.

The SOQ should address all the points outlined in this RFQ. While additional data may be presented, items Nos. 2 through 4 must be included.

2) Firm Qualifications and Experience Designing Similar Facilities – 25 points

Demonstrate that the responder is fully qualified to provide design services for a building remodel. Responder must demonstrate to City staff its capabilities, financial stability, adequacy of professional personnel, past record, references, experience and performance.

The responder should state the size of the firm, the size of the responder's staff to be assigned to this Project, and the location of the responder's office from which the services are to be performed. Also, state the number and nature of the professional staff to be employed in this Project on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

3) Staff Qualifications and Experience – 25 points

The responder should identify the principal supervisory and management staff who would be assigned to the Project. Indicate each person's licensures and certifications as appropriate. The responder also should provide information on the relevant experience of each person on projects similar to the Project contemplated in this RFQ.

The responder should provide as much information as possible regarding the number, qualifications, experience and training, of the specific staff to be assigned to this Project. Indicate how the quality of staff over the term of the agreement would be assured.

Project staff proposed as assigned to this Project in the SOQ can only be changed with the express prior written permission of the City of Willis, which retains the

right to approve or reject replacements.

4) Best Overall Approach to the Scope of Services – 45 points

The SOQ should set forth a detailed work plan, including an explanation of the methodology to be followed, to perform the services required in this RFQ. Presentations to City Council, and other public outreach should be identified in the work plan.

5. Evaluation Procedures

1) Selection Team

SOQs submitted will be evaluated by a selection team comprised of appropriate City staff.

2) Review of SOQs

The selection team will meet to review the SOQs. The SOQs will be ranked, and one or more responders may be asked to make an oral presentation.

3) Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all responders to make oral presentations. Such presentations will provide responders with an opportunity to answer any questions the City may have on a responder's SOQ. Not all responders may be asked to make such oral presentations.

6. Selection and Negotiations

The selection team will select the most highly qualified responder to recommend to the City Council based on demonstrated competence and qualifications. The selection of the most highly qualified responder shall be approved by Willis City Council. The City Council will also authorize the City Manager to commence negotiations with the most highly qualified responder for a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the most highly qualified responder, the City will formally end negotiations with that responder, select the next most highly qualified responder, and attempt to negotiate a contract with that responder at a fair and reasonable price.

The City will continue the process described above to select and negotiate with responders until a contract is entered into.