



RFQ 2026 - 01



REQUEST FOR QUALIFICATIONS CONSTRUCTION FIRM FOR DESIGN BUILD PROCESS TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. 1 FOR MULTIPLE FIRE STATIONS

I. General Information

- A. The Tarrant County Emergency Services District No. 1, Texas (ESD #1) is pleased to be accepting qualifications for a Construction Firm (CF) to provide design, pre-construction, and construction services for multiple new fire stations.
- B. ESD #1 will be using a two-step CF selection process, and this solicitation is the first step in this process. The second step will be interviews from no more than the four (4) most qualified candidates, as determined by ESD #1.
- C. ESD #1 will be accepting sealed responses from firms addressed to Mrs. Alicia Johnson, with ESD #1 until **12:00 p.m. (CDT) on Monday, October 13, 2025**, at **The Administrative Offices of Tarrant County Emergency Services District No. 1 4900 River Oaks Blvd., River Oaks, TX 76114**. Late responses will not be accepted. Each respondent is responsible for ensuring responses to this RFQ are complete and have been delivered by date, time and location specified. Any response received after the date and/or hour set for qualification opening will be returned unopened.
- D. Receipt of responses does not bind Tarrant County Emergency Services District No. 1 to any contract for said services, nor does it give any guarantee that a contract for the project will be awarded. Receipt of any qualifications shall be received and acknowledged only so as to avoid disclosure of the contents to competing offerors and kept strictly confidential during the negotiation/evaluation process. However, all documents shall be open for public inspection after a contract is awarded to the extent allowable under the Public Information Act. ESD #1 reserves the right to reject and or all bids.

II. Project Description

A. Project Program

- 1. This project is an approximately 12,000 SF Fire Station design that is scalable for sleeping quarters from eight to twelve firefighters and offices from two to three. The proposed locations of the new fire stations are within the jurisdictional boundaries of Tarrant County Emergency Services District No. 1.

2. Major programmatic elements include, but are not limited to living quarters, sleeping quarters, offices, physical fitness area, equipment rooms, storage, apparatus bays, and work areas.
3. This RFQ is for multiple fire stations likely four to seven in total.

B. Project Budget

1. The current budget for the CF's contract amount for this work is 4.5 million dollars per fire station.
2. The funding for the project will come from Capital Facility Funds within the existing budget of Tarrant County Emergency Services District #1.

C. Project Schedule

1. The current schedule is to have a contract negotiated with the selected Construction Firm and ready for Board consideration by its November 11, 2025, meeting.
2. Notice to Proceed with construction is anticipated to be given to the CF on November 12, 2025, and Substantial Completion is desired 12 months later.

III. Anticipated Selection Process Schedule

The schedule for this procurement process is currently as follows, and is subject to change by ESD #1 at its sole discretion:

September 11, 2025	RFQ Issued
September 16, 2025	Pre-Submittal Meeting
September 30, 2025	Questions regarding this RFQ due by 4:00 PM
October 2, 2025	Answers to questions distributed via email to all who have inquired and on the ESD #1 website
October 13, 2025	RFQ Submittal due by 12:00 PM
October 17, 2025	Short-list candidates notified
October 21, 2025	Interviews with short-list candidates
Oct. 22 nd – Nov 3 rd , 2025	Contract negotiation with selected firm
November 11, 2025	CF contract to ESD #1 Board for approval

IV. Scope of Services

A. Pre-Construction Services:

The selected firm will provide pre-construction services, including but not

limited to the following:

1. Schedule of all project construction related activities.
2. The selected firm will prepare cost estimates for the following design milestones: 100% Schematic Design; 100% Design Development; and 100% Construction Documents,
3. Make recommendations to ESD #1, regarding division of work in order to facilitate competitive bidding and awarding of subcontracts.
4. Prepare pre-qualification criteria for material suppliers and contractors and develop vendor's and contractors' interest in the project.
5. Expedite opportunities for local participation by material suppliers and contractors in this project.
6. Conduct pre-bid conferences with contractors.
7. Review competitive sealed bids from the various contractors and make recommendations to the ESD #1.
8. Obtain approvals of public agencies and approval authorities.

B. Construction Services:

The selected firm will provide CF services during the construction phase, including but not limited to the following:

1. Prepare, execute and manage contracts with the contractors/sub-contractors.
2. Coordinate and direct the work of the sub-contractors.
3. Conduct a general pre-construction and in-depth pre-construction meeting with all major sub-contractors prior to the start of their work activities.
4. Provide temporary job site facilities and services.
5. Provide site security and control site access.
6. Track construction costs and maintain detailed construction cost records.
7. Review and process shop drawings and other submittals.
8. Establish, monitor, and update a construction scheduling system.
9. Maintain and provide as-built information to Architect for preparation of record drawings.

10. Review requests for changes, challenge the cost of the contractors as necessary, and make recommendations to the ESD #1 and Architect.
11. Review and process all pay request applications by the sub-contractors.
12. Develop, manage and monitor a comprehensive safety program for the project.
13. Conduct progress and coordination meetings with on-site trade foremen or superintendents.
14. Conduct meetings with ESD #1's representatives and other team members to review construction progress, scheduling, conflict resolution, etc.
15. Supervise, direct and manage the complete construction of the project.
16. Obtain governing authorities' required permits and approvals.
17. Establish and maintain Quality Control and Quality Assurance standards.
18. Negotiate project agreement, which will mitigate disputes, work stoppages, or jurisdictional disputes.
19. Provide record keeping and ensure proper reporting required by ESD #1.
20. Other services as deemed appropriate by ESD #1.

V. Evaluation Criteria

- A. The criteria used to evaluate the RFQ responses will include, but may not be limited to, the following (items listed below are not listed in order of importance):
 1. **Qualifications of Firm**
Qualifications of firm, specifically as they relate to this project. Financial stability and general reliability of the firm. The demonstrated ability of the firm's construction management team to successfully interact and work with ESD #1's project team already in place, and how well the approach or plan of the firm appears to integrate with ESD #1's specific needs on the project.
 2. **Firm Experience on Construction Firm Projects**
Related Construction Firm project experience of this type and the individuals who would be assigned to this project. Demonstrated experience in preparation of multiple bid packages as part of a

successfully completed, complex project.

3. **Experience in Similar Municipal Facility Projects**

Related specific experience of the firm and the individuals who would be assigned to this project. Successful past projects of similar size, scope and quality completed by the firm and the individuals who would be assigned to this project. Particular experience in construction of fire stations and other public safety facilities.

4. **Available Resources to Complete Project**

This criterion would include the personnel, resources or methodologies commonly used by your firm. The capabilities of key personnel on the project team with relation to projects of similar scope and the willingness to commit those designated key personnel to this project.

5. **Responsiveness to the RFQ**

6. **Professional References**

- B. ESD #1 may evaluate the qualifications based on the anticipated completion of all or any portion of the project. ESD #1 reserves the right to divide the project into multiple parts, to reject all qualifications and re-solicit for new qualifications, or to reject all proposals and temporarily or permanently abandon the project. ESD #1 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.
- C. By submitting its qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by ESD #1.

VI. Additional Information

- A. **No Gratuities** – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of ESD #1 for the purpose of influencing this selection. Any attempt by the respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. **All Information True** – Respondent represents and warrants to ESD #1 that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to ESD #1 for consideration in the selection process shall be excluded.
- C. **Interviews** – After the initial evaluation of the proposals submitted, respondents will be notified via phone, fax, email, or letter by mail of their status

in the selection process. Respondents who are 'short-listed" should expect and anticipate subsequent interviews which will most likely focus not only on the respondent's program approach but also on an appraisal of the people who would be directly involved in the project.

- D. **Inquiries** – Do not contact ESD #1 or the project team during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **Cost of Responses** – ESD #1 will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. **Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the ESD #1 the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, ESD #1 intends to make the inclusion of a 'key persons" clause a part of the contract negotiations.
- G. **No Obligation** – ESD #1 reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the ESD #1's best interest; or (6) cancel the entire process.
- H. **Professional Liability Insurance** – The respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Texas.
- I. **Owner and CF Agreement** – Responses are required to include a completed AIA form A121CMc form of agreement between the Owner and CF. ESD #1 reserves the right to make changes and deletions to AIA form A121CMc.
- J. **CF General Conditions** – The selected CF will be required to use the AIA form A201 General Conditions. ESD #1 reserves the right to make changes and deletions to AIA form A201 General Conditions.

VII. Pre-Submittal Meeting

There will be a pre-submittal meeting at **2:00 p.m. (CDT) on Tuesday, September 16, 2025 at The Administrative Offices of Tarrant County Emergency Services District No. 1 4900 River Oaks Blvd., River Oaks, TX 76114**. The purpose of this meeting will be to discuss this solicitation and answer questions. Attendance at the meeting is not mandatory; it is however, recommended.

Questions about the RFQ will be accepted until **4:00 p.m. (CST) on Tuesday, September 30, 2025**. Inquires may be addressed to Russell Shelley, Executive

Director/Fire Chief, at russell.shelley@[tarrantesd1.org](mailto:russell.shelley@tarrantesd1.org) or (817) 296-9481.

VIII. Submittal Instructions

Sealed submittals are required. Submittals shall be delivered to the Administrative Offices of Tarrant County ESD #1 Attn: Mrs. Alicia Johnson, at the address set forth below at or before **12:00 p.m. (CST) on Monday, October 6, 2025**. All submittals must be labeled on the outside with the respondent's name and the name of the project. Late submittals will not be considered.

Six (6) hard copies and one (1) electronic copy of the response are to be addressed to:

Tarrant County Emergency Services District No. 1
Attn: Mrs. Alicia Johnson
4900 River Oaks Blvd.
River Oaks, TX 76114

To enable the ESD #1 to efficiently evaluate the responses, it is important that respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.**

Each response shall include at a minimum the following information:

A. Transmittal letter

The first page following the divider shall be a letter transmitting the response to ESD #1 and stating that the proposal set forth in it remains effective for a period of 90 calendar days. If the respondent intends to subcontract for any of the services, the transmittal letter shall contain the names of preferred major subcontractors. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the respondent.

B. Firm Qualifications

1. Provide a brief overview of your firm, including years in business, dollar volume per year for the last five years, and significant comparable projects completed in that time.
2. Provide a description of the composition and management structure of your team. Include the resumes of all persons to be assigned to the project with their prospective roles identified.
3. Provide an organizational chart that explains team member responsibility.
4. Describe how the team's experience will relate to the success of this project.

5. Provide a description of how your team selects qualified sub-contractors, gets vigorous participation from them, and manages them effectively in a challenging construction marketplace.
6. Provide your team's Construction Firm Experience Modifier Rate (EMR) over the last five years and describe your teams' safety program. Provide the resume of the safety manager for your firm, and a brief description of the unique features of your safety program.

C. Experience and References

1. Select your three (3) most relevant civic projects and provide, at a minimum, the following:
 - a. The name of the project and amount of your firm's original contract;
 - b. The current contact information for the Owner;
 - c. The current contact information for the Architect;
 - d. Completion date;
 - e. Total contract value at completion, together with a short description of change orders (e.g. owner initiated; design document ambiguity; unforeseeable condition; capricious building official's direction, etc.)
2. Identify the key team members to be assigned to the project (Project Manager, Superintendent, Cost Estimator, etc.) and explain their relevant experience with projects of similar scope and complexity, specifically focused on fire station experience of a similar size.
3. Provide procedures and methodology for assisting in the development of project scheduling and in quality and cost estimating/control.
4. Describe the firm's approach to working with and communicating with ESD #1 and design team during construction stage of the project.
5. Based on the limited amount of project information available, indicate your firm's concept of a reasonable construction schedule
6. List of all projects currently under contract

D. Financial and Legal Status

1. Describe the general financial capability of the firm and attach a current financial statement and balance sheet.
2. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
3. List all litigation against or involving the firm or its agents or employees

with respect to any work performed.

4. All insurance coverage that the firm has which would be applicable to the work.
5. Jurisdictions in which your organization's partnership or trade name is filed.
6. Jurisdictions and trade categories in which your organization is legally qualified to do business. (Please indicate registration or license numbers.)
7. Provide contact information for one back reference, together with authorization to discuss your firm's financial history with them.

E. Contract and General Conditions

1. AIA form A141-2024 form of agreement between the Owner and Design Builder
2. AIA form A201 General Conditions

IX. Confidentiality

- A. RFQ responses submitted to ESD #1 for consideration may be subject to disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.). Any confidential information in each respondent's qualification submittal shall be clearly identified as such.
- B. If any information is confidential, the respondent shall agree to indemnify ESD #1 for all attorney fees that ESD #1 may incur in defending the withholding of such information by signing and returning the agreement found with this RFQ as Attachment One - Confidentiality.
- C. Should ESD #1 receive a request for the release of any information in any respondent's RFQ in accordance with the applicable statute, ESD #1 will release only that information which has not been clearly identified as confidential, but only in the event Attachment One - Confidentiality has been signed and returned by the respondent along with its RFQ response.
- D. Should any respondent choose not to sign and return Attachment One - Confidentiality, all information in the respondent's RFQ shall be considered releasable by ESD #1. Respondents will not be notified of any open records requests prior to the release of such information.
- E. If, in the opinion of legal counsel, ESD #1 is nonetheless compelled to disclose any portion of such information to anyone or else stand liable for contempt or suffer censure or penalty, ESD #1 may disclose such information without liability.

- F. ESD #1 strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

Attachment One - Confidentiality

Re: Request for Disclosure under Texas Law

Request for Qualifications Responses

Qualifications submitted by potential Construction Firm candidates in response to ESD #1's Request for Qualifications may be subject to disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.). Tarrant County Emergency Services District #1 agrees not to release any information that is clearly marked as confidential and/or proprietary in your submittal.

By having an authorized officer of the company sign below, this CF candidate agrees to indemnify Tarrant County Emergency Services District #1 for any and all attorney fees that Tarrant County Emergency Services District #1 may incur in defending the withholding of such information.

Construction Firm Candidate

By: _____
Signature

Name (Print)

Title

Firm Name

Date