

Harris County Emergency Services District No 14
REQUEST FOR QUALIFICATIONS
Design and Construction Services for Fire and EMS Station

Harris County Emergency Services District No. 14 (“HCESD 14”) seeks qualification statements from highly qualified, licensed, and experienced Architectural and Engineering firms or individuals to provide design and construction services a new Fire and Emergency Medical Services Station to be developed on undeveloped land owned by the District.

HCESD 14 appreciates your time and effort in preparing a proposal. Please note that all proposals must be submitted in a sealed envelope labeled: **Proposal – Design and Construction Services for Harris County Emergency Services District No 14. Proposals must be received NO LATER THAN 2 P.M. (Central Time) on April 30, 2026. Proposals are to be mailed or delivered to:**

Harris County ESD 14
c/o Coveler & Peeler, P.C.
820 Gessner, Suite 1710
Houston, TX 77024

The full RFQ packet may be downloaded at <https://www.hcesd14.net/rfq/rfp>

GENERAL SPECIFICATIONS

Please read the requirements/specifications thoroughly and be sure that the Proposal offered complies with all requirements/specifications noted. Any variation from the RFQ requirements/specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your Proposal. If no exceptions are noted, and you are the successful Proposer, HCESD 14 will require that the service(s) be provided as specified.

(1) INTRODUCTION AND BACKGROUND

Harris County EMERGENC SERVICES DISTRICT NO. 14 (HCESD 14), provides fire suppression, rescue, emergency medical services and ambulance transport responses through its contract with Highlands Volunteer Fire Department to residents and businesses in the unincorporated Highlands area of eastern Harris County. HCESD 14 has purchased 10.14 acres of land on Crosby-Lynchburg Road in order to develop a new emergency services station from which the District and Highlands Volunteer Fire Department will provide emergency services to the community. HCESD 14 is seeking professional guidance and assistance that meet its needs for design and construction services of the new emergency services station.

The District currently anticipates the following design details (not an exhaustive list): house fire trucks in 4 pull through bays and 2 medic units in 2 half size bays; natural gas heating system for bays; decontamination facilities in bays; floor drains in bays; natural gas powered backup generator; climate controlled room for firefighter protective gear; designated space and utilities connections for breathing air compressor and ice machine; 3-story firefighting training tower; outdoor cooking area; security systems for building access control and medical supplies access; interior kitchen to include multiple pantries; separate bedroom “pods” for fire and EMS staff with 12 single occupancy bedrooms; exercise/weight room; large training/even room; offices for fire and EMS officers; fenced parking area in rear for at least 20 staff; additional unfenced parking for 50 vehicles; onsite fuel facilities for emergency vehicles.

During the planning process, other structural components of the facility will be discussed.

The selected proposer shall be required to perform at a minimum the functions indicated under the Scope of Work section of this document. Alternate services to those indicated under the Scope of Work may be proposed by the proposer based on expertise and experience of the proposer but must be noted in the proposal as an additional or alternately proposed service to those which are specified. Any additional services not specifically addressed in this RFQ or the Proposer’s response shall be negotiated and agreed upon prior to entering into any contract.

(2) SUBMITTAL

Qualification Proposals shall be submitted in sealed envelopes as noted on Page 1. Four (4) complete hard copies of the Proposal are required. Additionally, a fifth additional copy shall be submitted in electronic form via USB Memory Flash Drive. No copies will be returned, nor will the USB Memory Flash Drive. Proposals submitted by facsimile (fax) or e-mail shall NOT be accepted. Late Proposals will NOT be considered, though they will be kept for records retention purposes.

(3) RIGHT TO REJECT/AWARD

HCESD 14 reserves the right to reject any or all Proposals, to waive any or all informalities or technicalities, and to make such awards of contract as may be deemed to be the best qualified and most advantageous to HCESD 14.

(4) LIST OF EXCEPTIONS

The Proposers shall attach to their Proposals a list of any exceptions to the specifications/requirements.

(5) COMMUNICATIONS/INTERPRETATIONS

All Proposer communications, including questions and interpretations/clarifications of the requirements/specifications with regards to any portion of this RFQ should be directed in writing via email to:

HCESD 14 Legal Counsel John Peeler
PEELER@COVELER.COM

Please refer to Paragraph (9) entitled "Addenda and Modifications" for further details and information.

(6) CONFIDENTIAL INFORMATION

Any information deemed to be confidential by the Proposer should be clearly noted on the pages where confidential information is contained; however, HCESD 14 cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by the Proposer may not be considered confidential under Texas law, or pursuant to a court order. HCESD 14 will follow Public Information Act procedures for submitting material to the Office of the Attorney General for review, as applicable.

(7) CONFLICT OF INTEREST

CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE:, Chapter 176 of the Texas Local Government Code, as amended, requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ (Conflict of Interest Questionnaire), the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Ethics Commission website link for Form CIQ is <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

Please include a copy of the completed form with your submission.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT.

(8) FORM 1295 – CERTIFICATE OF INTERESTED PARTIES

In compliance with State of Texas Government Code, Section 2252.908, **the successful Proposer selected by the HCESD 14 Board of Commissioners must complete Form 1295** – “Certificate of Interested Parties”. The form can be found at <https://www.ethics.state.tx.us/filinginfo/1295/>. The selected Proposer must complete the Form 1295 prior to execution of the engagement contract with HCESD 14.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT.

(9) ADDENDA AND MODIFICATIONS

Any changes, additions, or clarifications to the RFQ will be made by Addenda. Any Proposer in doubt as to the true meaning of any part of the RFQ may request an interpretation or clarification from District Legal Counsel. Such requests should be sent in writing to PEELER@COVELER.COM. At the request of the Proposer or should Legal Counsel deem the interpretation/clarification to be substantial, the interpretation/clarification will be made by written addendum. Said Addendum shall be posted on the HCESD 14 website. All Addenda issued with respect to this RFQ shall be considered official changes to the original documents. It shall be the Proposer's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, Proposers are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Proposal Submittal. Proposer(s) signature on Addenda shall be interpreted as the Proposer's "recognition of and compliance with" official changes as outlined by HCESD

14 and as such are made part of the original solicitation documents. Failure of any Proposer to receive any such addendum or interpretation shall not relieve such Proposer from its terms and requirements. HCESD 14 may issue a written addendum no later than five calendar days prior to the date bids must be received. Addendums will be available online at <https://www.hcesd14.net/rfq/rfp>.

(10) PROPOSAL EVALUATION

A selection committee will evaluate and rank the written Proposals after which the committee will make a recommendation to the Board of Commissioners. Proposal selection will be subject to Board approval. If negotiations prove unsuccessful with highest ranked Proposer, the next highest ranked firm will be contacted. HCESD 14 reserves the right to reject any and all RFQ's. (See below for Evaluation Process and Scoring)

(11) RFQ PREPARATION COSTS

HCESD 14 shall not be held liable for any costs incurred by any Proposer for work performed in the preparation of and production of a Proposal or for any work performed prior to execution of a contract.

SCOPE OF WORK

This RFQ requests responses from highly qualified, licensed and experienced Architectural & Engineering firms or individuals to provide emergency services station and facility design and construction services that fulfill the current and future needs of HCESD 14. The successful Proposer will provide HCESD 14 with a full range of professional planning, design and construction services including:

(1) Program Development

- a) Assess current programs/services provided and projected operations and facility needs.
- b) Work with fire department staff and commissioners to develop a program for the project.
- c) Provide information substantiating program requirements.
- d) Evaluate subject site for development of a new fire station. Factors to be considered should include, but not limited to:
 - 1) Traffic impacts for station response times and surrounding neighborhoods.
 - 2) Cost
 - 3) Zoning
 - 4) Environmental considerations
 - 5) Potential for site contamination
 - 6) Size and shape of the parcel(s)
 - 7) Necessary off-site improvements

(2) Concept Design

- a) Develop conceptual design options for the facilities with staff and commissioner involvement.
- b) General description of the strengths and weaknesses of the developed concepts.
- c) Refine preferred concept scheme if necessary.
- d) Concept designs shall include the following:
 - 1) Strategic vision for facility expansion, renovation and/or replacement
 - 2) Site plan
 - 3) Floor plan
 - 4) Exterior character of building(s)
 - 5) Current facility condition

(3) Cost Estimating

- a) Prepare detailed construction cost estimate based on preferred concept design scheme for each project.
- b) Provide detailed total cost projection, including estimated construction costs, consultant costs, jurisdictional fees, contingencies, and other owner costs.
- c) Provide information substantiating estimated costs.
- d) Present findings and development of the concept designs to HCESD 14 Staff and Commissioners.

(5) Permitting, Reviews and Approvals

- a) Review and / or present design concepts to HCESD 14 and any other regulatory agencies whose approval is necessary for the development of the site.
- b) Submit plans and applications to regulatory agencies
- c) Secure approvals from all other local and state agencies as required for the site development.
- d) Coordinate the construction or relocation of privately owned utilities if necessary.
- e) Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

(6) Construction Administration

- a) Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
- b) Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

QUALIFICATIONS

A **cover letter** should be included with the Proposal identifying one contact person by name, address, telephone number, fax number and email address, who will be designated as customer service representative, and briefly outline how the individual(s) or firm will meet the needs for conducting the comprehensive facility and construction review for HCESD 14.

Proposals should include a **historical summary** of the individual(s)/firm's experience in conducting Emergency Services Facility design, construction review, and **key business data** about the firms.

The Proposer will **identify the staff** (including any and all subcontractors) that will provide the services defined in this RFQ.

- Identify a Project Manager as a primary contact with HCESD 14 for the duration of the project, and a consistent point of contact for scheduling meetings and other work scope matters.
- For each member of the team, describe the role that she/he will serve. Indicate those members of the team who will work closely with HCESD 14.
- Please indicate the members of your project team who are subcontractors (if any) to your organization. Include the ratio of staff to subcontractors in your proposed project team.
- Provide a short resume for each of the key architectural and engineering project staff members as appendices. Resumes should be no longer than one (1) page and should contain the following information about each project member:
 - Position with the Firm and work location
 - Years with the Firm
 - Education, Licenses, and Certifications
 - Work experience related to purpose of the RFQ

Proposals shall outline proven practices and procedures that will be used to perform the services.

Proposers shall provide customary architectural, engineering and interior design services based upon a mutually agreed-upon program and schedule. The selected Proposer will provide full design services including serving as architect/engineer of record and providing (at a point to be determined) a firm, fixed price for both design and construction services. Services will include:

- Architectural Services
- Interior Design Services
- Civil Engineering Services
- Structural Engineering Services
- Mechanical, Electrical, Plumbing and Fire Protection Engineering Services

- Landscape Architecture Services
- Data and Telecommunication Design Services
- Management of all design and design-related activities including self-performed work and work of sub-contractors
- Estimated construction cost projection for proposed designs
- Construction Administration of all projects

The Proposal should **identify three current, major clients**, particularly other fire departments and/or governmental entities, preferably for which it has provided not only professional architectural and/or engineering services, as applicable, but also in construction administration. Utilizing the Reference Form provided below, include contact names and telephone numbers, indicate when your firm has provided architectural and engineering services to these clients, and the types of projects conducted for each client.

PROPOSAL ADMINISTRATIVE REQUIREMENTS

To be considered responsive, proposals must include the information requested. To facilitate evaluation, proposals should be organized in the order as shown below.

Proposal Information Order:

- Information as listed under Qualifications
- Reference Form
- Proposer Addendum Acknowledgement
- Conflict of Interest Questionnaire
- Insurance Requirements

To the extent possible, proposals should be prepared on 8 1/2" x 11" paper and bound or stapled. Supplemental information may be attached to Proposals as appendices.

Proposers are advised that the Evaluation Committee's ability to conduct a thorough evaluation of Proposals is dependent on the Proposers' ability and willingness to submit Proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is the Proposers' responsibility.

PROPOSAL EVALUATION PROCESS/SCORING

Written Proposals will be evaluated and rated by an Evaluation Committee and will be scored using the following criteria and associated points system. The Evaluation Committee will contact References to help verify the Proposers' ability to perform the Scope of Services outlined herein.

Scoring Criteria and Points

ITEM	POINTS
◆ Proposer's Qualifications & Expertise in all aspects of the Scope of Work	33.4
◆ Proposer's ability to deliver the services as specified in the Scope of Work	33.3
◆ Proposer's Scope of Work Experience specifically with fire/EMS stations and Fire/EMS facilities	33.3

REFERENCE FORM

REFERENCE ONE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

REFERENCE TWO	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

REFERENCE THREE

Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
When were services provided services to this entity?	
What types of projects were conducted for this entity? <i>(attach a separate sheet if necessary)</i>	

PROPOSER ADDENDUM ACKNOWLEDGEMENT

Proposer has read and fully understands this RFQ and has asked questions and received satisfactory answers from HCESD 14 regarding any provisions of this RFQ for which clarification was desired.

Proposer must initial next to each addendum posted to verify receipt:

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Proposer ~ Please Fill In and Sign Below:

Name of Firm/Company: _____

Agents Name: _____

Agents Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone & Fax Numbers: _____

Email Address: _____

Authorized Signature: _____

Date: _____

INSURANCE REQUIREMENTS

Vendor agrees to maintain and require its subcontractors to maintain, at all times, the following coverage at no less than the limits indicated:

Worker’s Compensation Insurance

Statutory

Employers' Liability

- Bodily Injury by accident \$500,000 each accident
- Bodily Injury by disease \$500,000 each employee
- Bodily Injury by disease \$500,000 policy aggregate

Automobile Liability (Including Owned and Non-Owned/Hired autos)

- Bodily Injury \$1,000,000 each person
\$1,000,000 each occurrence
- Property Damage \$1,000,000 each occurrence

Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:
Each occurrence for premises/operations:

- Broad form CGL liability coverage \$1,000,000
- Products/ Operations aggregate \$1,000,000
- Advertising Injury \$1,000,000
- General Aggregate \$2,000,000

Umbrella Liability

\$1,000,000 each occurrence

\$1,000,000 annual aggregate
\$25,000 self-insured retention

Professional Liability ~ Engineers, Architects, Construction Managers, including Design/Build Contractors

\$1,000,000 per occurrence *

* This coverage must be maintained for at least two (2) years after the project is completed. Vendor’s coverage must be written on an Occurrence (not claims made) basis with companies acceptable to HCESD 14, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to HCESD 14. HCESD 14 shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against HCESD 14 and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish proof of endorsements or other documentary evidence which shall identify HCESD 14 as an additional insured to HCESD 14 in duplicate, evidencing compliance with all requirements herein. **The limits of such insurance shall in no way be construed as limiting Vendor’s obligation to completely defend, indemnify and hold harmless HCESD 14.**