

## REQUEST FOR QUALIFICATIONS: EC-MPAS26RFQ ETCOG Multi-Project Architectural Services 2026 RFQ

**David A. Cleveland, Executive Director, ETCOG**

**Brandy Brannon, Assistant Executive Director**



### RFQ TIMELINE SCHEDULE (dates/times subject to change)

<b>Bid Released</b>	<b>Thursday, March 26, 2026</b>
Questions Due	Monday, April 6, 2026 5:00 PM
Staff Responses Post	Thursday, April 9, 2026 5:00 PM
<b>Access Link Deadline</b>	<b>Monday, April 27, 2026 11:00 AM</b>
<b>Bids Due</b>	<b>Tuesday, April 28, 2026 11:00 AM</b>
<b>Presentations</b>	<b>TBD</b>

## INTRODUCTION

### East Texas Council of Governments

East Texas Council of Governments (ETCOG) is a voluntary association of counties, cities, school districts and special districts within a fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, ETCOG provides programs and services for East Texas seniors, employers, and job seekers. ETCOG also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services and environmental grant funding for the region.

## PURPOSE

In accordance with the provisions of Texas Government Code, Chapter 2254, Subchapter A, Professional Services, and Rules and Procedures adopted by the East Texas Council of Governments (ETCOG), our organization is seeking to hire a qualified firm to provide a broad range of Architectural Services including but not limited to architectural and construction manager at risk. ETCOG needs architectural services for several projects to include, Workforce Solutions East Texas Centers renovations or builds, ETCOG Multi-purpose Facility build, and any other future project that may arise during the contract term. Any architectural service projects undertaken pursuant to this RFQL will be required to commence within fourteen (14) calendar days of delivery of a Notice to Proceed for any architectural services needed.

## **SCOPE of WORK**

ETCOG seeks to retain one or more qualified architectural firm(s) to provide professional architectural and related design services on an as-needed basis. ETCOG desires the flexibility to structure each project in accordance with our needs and to utilize the selected firm(s) to varying degrees as individual projects are identified.

Selected architectural firm(s) may be asked to provide design services for current, pending, and future architectural projects, including but not limited to planning studies, schematic design, design development, and the preparation of grant-ready and permit-level construction documents.

For projects supporting future development, the selected firm(s) may be required to prepare and complete, standalone construction documents suitable for submission with grant or funding applications and capable of being used for construction upon award of funding. ETCOG acknowledges that the timing of grant awards may result in construction occurring outside the initial contract term.

Accordingly:

- Construction documents prepared under this agreement shall be delivered in a form that allows ETCOG to use them for grant applications, procurement, and future construction, subject to applicable professional standards and limitations.
- The preparation of construction documents does not obligate ETCOG to proceed with construction nor does it obligate the architectural firm to provide services beyond the term of the contract.
- Any services required after the expiration of the contract including document updates, revisions due to code changes, or construction administration, shall be provided only through a separate amendment or subsequent agreement, if mutually agreed upon.

The fee schedule or hourly rate(s) shall be negotiated at a later date but prior to any project authorized by ETCOG.

### **FIRM CAPABILITIES AND REQUIREMENTS**

1. Provide detailed information about company history, primary business, management and organizational details, and specific architectural experience with governmental agencies, highlighting your experience in performing work such as new projects and additions/renovations.
2. Provide a client list of comparable clients that you are working with or have worked with within the last three (3) years, (see Attachment A), and include a description of the types of projects (including whether they involve new construction or addition/renovations), and the types of architectural services provided for each reference clients.

3. Provide a list of all projects for which your firm is currently under contract.
4. Provide appropriate visual representations of related project experience.
5. Provide information related to scheduled and actual project completion history. Describe your ability to complete projects within defined time frames.
6. Provide resumes of key staff relevant to the requirements of this RFQL. Include information about project managers and all key staff. Provide work experience, education, affiliations, and awards.
7. Project Approach - Provide a general description of the methodology your firm would use in working with ETCOG staff conducting a new construction or addition/renovation project from project inception to completion of project. Please include strategies for collaboration and communication. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
8. Project Scheduling and Cost Estimating - Provide a general statement of your approach to project scheduling and cost estimating for government agencies.
9. Please identify estimated budget and actual costs for the previous five projects you have completed to include government projects as preferred project history. Be sure to indicate the type of projects.

#### **ARCHITECTURAL RESPONSIBILITIES**

1. The selected architectural firm will become part of a design team with applicable members of ETCOG to perform services as required.
2. The architectural firm shall have the responsibility for concept, functional use of space, design, and review services for a thorough completion of the project.
3. The firm's services and products provided shall conform with ETCOG requirements and be in accordance with all federal, state, and local laws, codes, ordinances, and regulations.

#### **MONITORING AND CONTROL**

1. Please describe the processes you employ to maintain cost control of projects.
2. Has your firm ever been dismissed by a client before a contract was completed? If so, please provide a narrative of the circumstances which caused this situation.
3. Does your firm have any lawsuits pending against it? If so, please describe the nature and reason(s) for the lawsuit.

4. Has your firm had any judgments brought against it over the past five years dealing with work it performed? If so, please describe.
5. Please describe your firm's experience regarding cost estimates, including how often you provide cost estimates, who handles your cost estimates, and what has been your record regarding bringing projects in at or under budget.
6. Please describe your firm's responsibility and procedures to guarantee that plans and specifications are followed by the managing contractor.
7. Describe your recommended approach and experience in implementing improvements to occupied office buildings. Specific areas to address should include how you plan the work to maintain ongoing daily office environment activities.
8. Provide a brief overview of additional information you feel is important in consideration of your firm. You might consider these the "unique characteristics" that make your firm particularly well-suited to provide services for ETCOG architectural needs and projects.

### CURRENT REFERENCES

Please provide three (3) references from similar firms for whom your organization provided like services specific to this RFQL, other than ETCOG, who can verify performance as a vendor/service is preferred. **NOTE:** Inaccurate, obsolete, or negative responses may result in rejection of quote submissions.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ St/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Email: \_\_\_\_\_

Contract Name/Title: \_\_\_\_\_

# of years contracted: \_\_\_\_\_

Service Description: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ St/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Email: \_\_\_\_\_

Contract Name/Title: \_\_\_\_\_

# of years contracted: \_\_\_\_\_

Service Description: \_\_\_\_\_

\_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ St/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Email: \_\_\_\_\_

Contract Name/Title: \_\_\_\_\_

# of years contracted: \_\_\_\_\_

Service Description: \_\_\_\_\_

\_\_\_\_\_

## REQUIRED SUBMISSION DOCUMENTATION

**Bid proposals/submissions are to include the following:**

- 1) References (p.5); (return with submission)
- 2) Appendix I & Conflict of Interest form - signed; (return attachment with submission)
- 3) Appendix II - signed; (return attachment with submission)
- 4) Federal & State Clauses A&E; (return attachment with submission)
- 5) Signed 'Affirmation & Signature' (p.14) ; (**must** return with submission);

**Attention:** It is understood failure to provide the above items with a submitted RFQ proposal will diminish award consideration and ETCOG has the right to mark the proposal as non-compliant and treat it as a no-bid at their sole discretion.

**Note:** Only RFQ Proposals submitted with all the required documentation/response on this page shall be considered for award in conjunction with the Evaluation Criterion, (p.9 ).

ETCOG reserves the right to award the contract to the proposer whose RFQ submission is deemed most advantageous.

## PLEASE CHOOSE ONLY ONE OPTION FOR SUBMISSION

### Option 1 - HARD COPY RFQ SUBMISSION

**Hardcopy submissions** must be clearly identified on the outermost return envelope or packaging and must be received by the bid submission date/time of **11:00 A.M., Tuesday, April 28, 2026**, regardless of if by mail, courier/delivery services, or hand delivered, at:

**East Texas Council of Governments (ETCOG)  
Attn: Christine Weems, Strategic Procurement Mgr.  
3800 Stone Road, Kilgore, TX 75662**

**Write: Company Name, RFQ#EC-MPAS26RFQ, April 28, 2026, in bottom left-hand corner of the outermost Return Envelope/Package**

**NOTE: Emailed, telephone, & facsimile bid submissions are not allowed in response to this RFQ.**

1. Proposers are to submit one (1) hardcopy marked 'Original' along with (4) four additional copies marked 'Copy' and submit one (1) electronic copy of RFQ proposal to include all related documentation. Please do not use 3-ring binders.
2. Pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the proposal. At least an eleven (11pt) point font of Calibri, Ariel, or Times

New Roman is acceptable and must be legible.

3. It is the Proposer's sole responsibility to prepare, submit, and deliver or arrange delivery of the RFQ proposal(s) with all required exhibits and materials to the designated location on or before the published submittal deadline.
4. ETCOG will not bear liability for any costs incurred in the preparation and submission of submissions in response to this RFQ.
5. RFQ submission deadline *time* will be determined by the ETCOG lobby clock.
6. If submitting more than one property to be considered, each property submission should be placed in a separate envelope and clearly identified with the RFQ number, submittal deadline/opening date and time, as referenced on previous page.
7. Courier or delivery services may not deliver directly to the specified location; therefore, it is strongly recommended:
  - Proposers allow sufficient time for delivery of a hard copy proposal prior to the published deadline date/time to the location specified.
  - Proposers understand that failure to submit a proposal by designated deadline, for whatever reason, may not be grounds for disputing the procurement solicitation process or any resulting contract award.
8. It is the Proposer's sole responsibility to ensure any addenda or additional materials pertinent to their proposal be included in or with their RFQ submission. ETCOG will not be held liable for missing addenda or materials at the time of the RFQ Opening and said addenda or additional materials will not be accepted past the RFQ submission deadline date and time.

## **Option 2 - DIGITAL RFQ SUBMISSION OPTION**

### **Upload Requirements/Instructions**

1. Proposers must **email** Christine Weems at [christine.weems@etcog.org](mailto:christine.weems@etcog.org) to **request an 'Access Link' by 11:00 A.M., Monday, April 27, 2026**, if not sooner, to receive digital upload purposes.
2. Access code requests by phone, voicemail, or past the noted deadline date/time above will not be accepted, **no exceptions**.
3. It is the Proposer's sole responsibility to upload their RFQ proposal digitally with all required exhibits and materials by referenced '**RFQ Submission Due' deadline date/time (p. 1)**, if not sooner.

### **RFQ RETRIEVAL**

The RFQ document, related appendix, RFQ bid updates, and any additional RFQ information or

amendments throughout the bid process will be posted as warranted on the ETCOG website and may be retrieved by clicking on the 'ETCOG Multi-Project Architectural Services 2026 RFQ' link at <https://www.etcog.org/procurements> or request by emailing Christine Weems at: [christine.weems@etcog.org](mailto:christine.weems@etcog.org). Please note, it is the Proposer's sole responsibility to stay informed of any RFQ changes/updates.

## PROPOSER COMMUNICATION

There is to be no communication allowed, in any form, between ETCOG and their representatives, other than conducting daily business unrelated to this RFQ, during the entirety of the RFQ process. Failure to follow this directive will result in rejection of Proposer participation and/or submitted RFQ proposal.

## QUESTION/RESPONSES

**Proposer Questions:** Proposer questions concerning this RFQ are due **Monday, April 6, 2026 by 5:00 PM**, if not sooner, and must be emailed to Christine Weems, Facilitator at: [christine.weems@etcog.org](mailto:christine.weems@etcog.org) and no one else.

**Staff Responses:** Proposers **must** go online at <http://www.etcog.org/procurements> and click on 'ETCOG Multi-Project Architectural Services 2026 RFQ' to retrieve responses to all questions asked, no earlier than **Thursday, April 9, 2026 by 5:00 PM(CST)**.

**NOTE:** Other than the above opportunity and unrelated daily business, there is to be no communication between Proposers and ETCOG staff or representatives during an active RFQ process to ensure fair and open competition for all potential Proposers. To willingly do so may result in the disqualification of a Proposer for non-compliance of RFQ restrictions.

## RFQ RETRIEVAL

The RFQ document, RFQ updates, and additional RFQ information or amendments will be posted on the ETCOG website and may be retrieved by clicking on 'ETCOG Multi-Project Architectural Services 2026 RFQ' at <http://www.etcog.org/procurements> or request by emailing to Christine Weems at: [christine.weems@etcog.org](mailto:christine.weems@etcog.org)

## VETHUB & NONDISCRIMATORY BEST PRACTICES

VetHUB is a program that focuses on certification of service-disabled veterans to facilitate their growth and development and increase VetHUB contract and subcontracts with the State of Texas. ETCOG shall ensure veteran-owned businesses are considered as sources for acquisitions whenever possible by:

- soliciting these businesses whenever they are potential sources;
- when economically feasible, dividing total desired services into smaller components to permit maximum participation by these businesses;
- if the requirement permits, establishing delivery schedules that will encourage VetHub to participate; and
- using the services and assistance of the VetHub list on the Texas Comptroller website, as needed.
- Vendors are encouraged to make a good faith effort to consider VetHubs when subcontracting.
- utilizing the Texas Comptroller of Public Accounts website [Texas Comptroller of Public Accounts](#) ;
- utilizing Web sites or other directory listings maintained by local Chambers of Commerce.
- advertising subcontract work in local veteran and minority publications; and/or contacting the contracting state agency for assistance in locating available VetHubs.

Please refer to [Texas Government Code, Chapter 2161](#) for HUB and VetHUB general provision.

All vendors and their contractors and subcontractors shall comply with all applicable nondiscrimination and equal opportunity provisions of federal and state law and all regulations implementing the laws.

## RFQ EVALUATION AND SELECTION OF SUBMITTAL

An evaluation committee will be established to evaluate RFQ submittals. The committee will include employees of ETCOG and may or may not include representatives from partner agencies or member governments. . By submitting qualifications in response to this RFQL, the Proposer accepts the solicitation and evaluation process and acknowledges some subjective judgments may be involved by the evaluation committee.

### **The 'Evaluation Committee' will evaluate submittals using the following criteria:**

1. Expertise, experience, and qualifications of the firm and personnel in each discipline that may provide services relevant to the project(s);
2. Special expertise, experience and qualifications of proposed consultants to provide services;
3. Firm's capacity to complete the project(s) in a timely manner;
4. Expertise and recent five (5) year experience of the firm in providing services on other projects similar in size, scope, and features as that of ETCOG projects;
5. Firm's recent experience / history on construction administration;

6. Design awards and creative solutions on previous architectural design project(s);
7. Firm's overall suitability to provide the services for the project within the time, budget, schedule and operational constraints that may be present, and the comments of the firm's previous clients, references, and others.

**The evaluation committee will:**

1. Develop a short list of qualified firms.
2. Require a presentation and interview from the selected list of firm/s
3. Conduct additional presentations and interviews from other Proposers if deemed necessary at the sole discretion of ETCOG.

### **RFQ PROPOSAL REVIEW TERMS**

1. RFQ proposal submissions will be reviewed by ETCOG staff to determine if proposal meets program needs and if requested information and required documentation as identified throughout the RFQ document has been returned to qualify for award consideration.
2. An evaluation team made up of staff, outside evaluators, committee members, and/or other subject matter experts as deemed necessary to achieve the best possible results will evaluate and score submitted the RFQ's.
3. ETCOG reserves the right to contact any source regarding, but not limited to, vendor reputation, product/service quality, work history, and/or past performance to evaluate/award the bid submission(s) that best meet ETCOG program needs, and clients served.
4. The evaluation team's preferred proposal will be presented to governing body(s) as a recommendation for award so the governing body(s) may make a final award decision.
5. RFQ submission must have original signature of the person having the authority to bind the organization to a contract or it may be rejected for non-compliance.

### **ETCOG GENERAL SELECTION TERMS**

1. ETCOG will select only one proposer to perform the services.
2. ETCOG reserves the right to ask questions, request additional information or clarifications, hold individual interviews at any given time throughout the evaluation and negotiation process to determine the proposal which best meets the procurement needs being sought to the best benefit of ETCOG and programs served.
3. ETCOG reserves the right to allow corrections of non-material errors or omissions at ETCOG's sole discretion.

4. Submission of a RFQ proposal indicates Proposer's acceptance of the evaluation and award process and is in agreement the evaluation team may make subjective judgments in evaluating the proposals to determine best value to best benefit ETCOG and programs served.
5. ETCOG reserves the right to accept or reject any bid proposal received, as well as cancel the RFQ in its entirety at any time during the bid process, without notice or explanation, which may result due to unforeseen irregularities, low response, or procurement needs not being met by submitted proposals.
6. ETCOG may modify or waive any provisions set forth in this RFQ for any reason and all herein mentioned without notice to anyone if deemed in the best interest of ETCOG and programs served.
7. ETCOG reserves the right to negotiate the final terms of any potential contract or service agreement resulting from this RFQ to include but not limited to the RFQ document, Proposer(s) submitted proposal, and the RFQ exhibits and Appendices I & II, i.e., 'ETCOG General Terms & Conditions,' and the 'Essential Clauses and Certifications' pages requiring signatures, all acting as binding documents to said contract or service agreement.
8. ETCOG reserves the right, should contract negotiations fail, to enter negotiations with the next highest ranked Proposer with a proposal considered best to meet program needs, and may continue in like manner until successful negotiations have been reached. Furthermore, although ETCOG has the right to negotiate with the next highest ranked Proposer, it is not required to do so and may re-procure or cancel the RFQ at ETCOG's sole discretion.
9. Proposer shall indemnify and hold harmless ETCOG, its officers, agents, and employees from any injuries or damages received by any person during any operations connected with the contract, by use of any improper material, or by any act or omission of the contractor or his subcontractor, agents, servants, or employees.
10. Execution of any resulting contract or service agreement is required prior to processing any payments to the successful Proposer.
11. Pursuant to protocol to advise of the right to appeal, a protest must be submitted to ETCOG's Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of ETCOG's protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract and/or actions of ETCOG.
12. The selected firm shall follow the rules and regulations set forth by TxDOT when providing services for the ETCOG Transportation department. Guidance will be provided by ETCOG Transportation department in coordination with TxDOT.

## **RFQ PROPOSER COMPLIANCE**

Proposer shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the agreement including, if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. Proposers will be prepared to provide satisfactory proof of compliance if requested

## **RFQ AWARD NOTIFICATION**

1. It is expected an award will be made on **May 7, 2026. (date subject to change)**
2. Upon award notification all Proposers who responded to this RFQ will be contacted.

## **RIGHT TO AUDIT**

Proposer understands acceptance of funds under any resulting contract of this RFQ acts as acceptance of the authority of the State Auditor's Office, ETCOG or any successor agency, to conduct an audit or investigation in connection with those funds. Proposer further agrees to cooperate fully with the above parties in the conduct of the audit or investigation, including providing all records requested. Proposer shall ensure this clause concerning the authority to audit funds received indirectly by subcontractors through the Proposer and the requirement to cooperate is included in any subcontract it awards.

## **PUBLIC DISCLOSURE**

No public disclosures or news releases pertaining to this Contract shall be made without prior written approval of ETCOG.

## **CONTRACT TERMS AND CONDITIONS**

The Architectural Services referred to in this Request for Qualifications (RFQ) are expected to be in effect for a term of at least three (3) years with two 1-year options. Interested firms that specialize in Architectural Services are encouraged to submit RFQ proposals.

## CONTRACT PAYMENT METHOD

Payment terms are NET 30 upon receipt of invoice by email to [a.p.etcog.org](mailto:a.p.etcog.org) , attention Accounts Payable, ETCOG Financial Services

**SIGNATURE PAGE**

Proposer affirms understanding and acknowledgement of all referenced bid and program requirement contained within the RFQ document; Appendix I - ETCOG Terms and Conditions/Conflict of Interest Questionnaire (CIQ) form; Appendix II - Essential Clauses & Certifications; Federal & State Clauses A&E, Attachments and any Exhibits (if provided) are explicit to this bidding procurement and Proposer must return any and all such pages requiring action, signatures, or checkmarks from the RFQ document, Appendices, and Attachments with any submitted bid proposal. Proposer further understands and acknowledges making a false statement or proclamation of compliance is a material breach and any subsequent award of product/equipment purchase(s), offered services, and/or contract/service agreement is grounds for award cancellation.

**SIGNATURE**

The undersigned individual hereby certifies and warrants that he/she has been fully authorized to execute this proposal/bid submission on behalf of their firm and to legally bind the firm to all the terms, performances, and provisions as herein set forth.

\_\_\_\_\_  
Company/Provider Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Email

**IMPORTANT:** Proposer must return this page fully executed and complete with proper signatures and signature dates for current/active RFQ or the submitted proposal will be marked 'Rejected/No RFQ' due to non-compliance.