



**Request for Qualifications
Architectural & Engineering Services
RFQ 03-2025**

REQUEST FOR QUALIFICATIONS

Since 1947, the Housing Authority of the City of Baytown (BHA) has provided quality affordable housing opportunities to serve the citizens of the City of Baytown in Texas. The BHA manages 82 public housing units located in three apartment communities: 1) Olive Court with 20 units; 2) Sam Houston Court with 20 units; and 3) Edison Court with 42 units.

The BHA manages Alexander Place with a total of 36 units, of which 18 are public housing and 18 are project-based vouchers. Alexander Place is a Low-Income Housing Tax Credit development. Lincoln Court, with 30 units, is owned and managed by the BHA. Lincoln Court is not a public housing development. A total of 841 Housing Choice Vouchers is administered by the BHA.

The BHA and/or one of its affiliates seek statements of qualification from architectural firms for services. These services may include consultation, planning, project development, project budgeting, permitting, environmental services, project design, construction services, etc.

A copy of the Request for Qualifications Architectural & Engineering Services RFQ 03-2025 can be found on BHA's website at www.baytownhousing.org; or can be obtained from:

Housing Authority of the City of Baytown
1805 Cedar Bayou Rd, Baytown, Texas 77520
Telephone 281-427-6686

Via Email to: davidc@baytownhousing.org

Submission and Award Schedule

KEY DATES	
Advertisement for Qualifications	June 12, 2025
Deadline for Written Questions	June 24, 2025
Response to Written Questions	July 1, 2025
Proposal Due Date	July 9, 2025, by 3:00 P.M. C.S.T.
Anticipated Award Date	July 21, 2025

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING SERVICES

The BHA and/or one of its affiliates seek statements of qualification from architectural firms for services. These services may include consultation, planning, project development, project budgeting, permitting, environmental services, project design, construction services, etc.

The BHA is seeking a 2-year contract with an option to extend at its sole discretion for an additional two-year period for a total contract period not to exceed 4 years.

The Architectural Firm will be selected through a qualifications-based selection process (QBS), a form of competitive proposals procurement, must be experienced with undertaking a variety of different types of construction projects, and be familiar and experienced with federal, state and local requirements, including but not limited to HUD, ADA, UFAS requirements, Federal & State Wage Rates, bidding and procurement regulations, permitting, environmental requirements, etc. Price is not an evaluation factor.

Proposals must be received by July 9, 2025, 3:00 p.m. Central Time. Proposals must be submitted in paper format (one (1) original and three (3) copies) to Housing Authority of the City of Baytown, Attn: David Cortez, 1805 Cedar Bayou Rd, Baytown, TX 77520 (mailed or delivered in person). Proposals received after the deadline will not be considered.

Contact David Cortez at 281-427-6686, ext. 111 or by email at davidc@baytownhousing.org

SUBMISSION REQUIREMENTS

The Architect/Engineer applicant is requested to respond to this invitation by submitting the following:

1. **Evidence that the Architect Firm and Engineers are registered or licensed to perform the required design services in Texas.**
2. **A certified statement that the Architect Firm and Engineers are not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.**
3. Evidence of the Architectural firm's ability to perform the work, including a profile of the firm's principals, staff and facilities and a list of the principals and staff.
4. Evidence of Architectural firm's knowledge of local building codes.
5. Evidence of Architectural firm's knowledge of HUD 504, Uniform Federal Accessibility Standard (UFAS) and with the American's with Disabilities Act.

6. A listing of at least three business client references, preferably housing authorities or related governmental agencies. This list is to include a contact name and telephone number.
7. **Evidence of professional liability insurance (errors and omissions) in the amount of at least \$1,000,000 for Architect and Engineer.**
8. **Non-Collusion Affidavit.**

One (1) original and three (3) copies of the proposal and other requested material must be submitted.

The firm receiving the highest ranking will be asked to submit a proposed fee schedule breakdown for each professional discipline including direct and indirect labor costs, overhead costs, and profit for agency analysis and negotiation.

If contract terms cannot be agreed to, negotiations will be opened with the other firms by ranking order until a mutual agreement is reached.

Once an agreement has been met and a contract signed between the awarded Architectural firm, specific work will be assigned by task order by the agency to the contracted Architectural firm. The Architectural firm will in turn submit a fixed price, i.e., lump sum, proposal in response to the task order based upon the overall Architectural and Engineering contract agreed upon the fee schedule. This fixed price proposal must also contain a cost breakdown insofar as to detail variable cost drivers such as required hours per discipline, mileage, and reimbursable such as printing costs, etc. Upon receipt of the fixed price task order proposal, the agency will analyze the proposal and negotiate with the Architectural firm to arrive at an agreed upon price, and a separate task order contract will be signed.

The BHA reserves the right to:

1. Request additional information from any or all firms submitting information.
2. Reject any or all submissions and waive any information.
3. Submissions will not be returned.

Qualifications that do not contain the following will be declared non-responsive and rejected:

1. **A certified statement that the Architect/Engineer or the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State and/or local agency.**
2. **Evidence that the Architect/Engineer is registered or licensed to perform the required design services in Texas.**
3. **Non-Collusive Affidavit.**
4. **Evidence of professional liability insurance.**
5. **A completed and signed HUD-5369-C. (Required if firm awarded contract).**

The responsibilities of the Architectural firm include, but are not limited to, the items listed below and as detailed in the contract.

1. Development of design concept.

2. Preparation of design and construction documents, bid packets, work write-ups, cost estimates, advertising documents and compliance with local, state and federal procurement procedures.
3. Evaluation and review of construction bids for completeness, accuracy and compliance. Verifying that low bidder is reputable and not on any suspension or debarment list.
4. Weekly or as specified in the contract, monitor and inspect quality and progress of work and furnish an associated field report during construction. Inspections will be conducted with the Executive Director or other staff members who will be responsible for accepting the work daily.
5. Perform punch list and written report upon completion of project.
6. Review of any contract modifications and preparation of change orders after such orders are approved by the Executive Director.
7. Certification that construction is being performed in accordance with the construction contract.
8. Notifying the BHA and the contractor of any problems observed and recommending remedies thereto.
9. Attend all pre-construction meetings and construction conferences and prepare transcripts for distribution to and approval by the Executive Director and contractors.
10. Perform certain Clerk of the Works duties such as:
 - a. Assurance of compliance with prevailing wage rates and Davis-Bacon requirements.
 - b. Review all documents and paperwork submitted by the contractors for compliance with State of Texas regulations pertaining to the work.
 - c. Coordinate contractor activities for proper notifications to tenants prior to the contractor entering the building/units.
 - d. Review all contractor submission to the Agencies for completeness and accuracy as well as compliance.
 - e. Review all warranties and completion documents for accuracy and compliance and prepare necessary paperwork for submission to the State of Texas, as necessary.
 - f. Other services which are found to be necessary for the complete performance of the construction contracts.
11. Prepare revised as-built drawings for submission to and approval by the Executive Director.

The scope of work items presented are not intended to delineate or describe every detail and feature of work. No additions to the fee negotiated for these items will be approved unless it can be clearly demonstrated that the Architect/Engineer has been requested to perform work, which is beyond the original scope, and the intent of the work presented is essential to the proper execution of the work.

EVALUATION FACTORS

The following evaluation factors will be used to evaluate the qualifications submitted in response to RFQ for Architectural/Engineering Services. Please note that evaluation factors #1 through #4 have equal scoring weights. Evaluation Factor #5, consisting of two points, will be used as a tiebreaker.

1. Firm's ownership, size and qualification of all staff assigned to project(s). Proof and references of professional architects and/or engineers for design of projects whether in-house or subcontracted.
2. Capability to provide professional services in a timely manner.
3. Proof shown of past performances in terms of cost control, quality of work, compliance with performance schedules, and references of similar projects.
4. Demonstrate knowledge of federal, state and local statutes and codes and knowledge of HUD Section 504 and with the Americans with Disabilities Act by use of Uniform Federal Accessibility Standard (UFAS).
5. Minority Business Enterprise and/or Women's Business Enterprise. *

*Must show proof of certification that firm is certified with the State of Texas.

The BHA reserves the right to contact any party directly or indirectly knowledgeable, with respect to the firm's past performance. Should there be any objections or exceptions to this right, the BHA should be informed prior to submission.

FACTOR 1: Firm's ownership, size and qualification of all staff assigned to project(s), and proof and references of professional architects and/or engineers for design of projects whether in-house or subcontracted.

Ranking Criterion: Proposed qualification of staff, engineer's references, and a proof of size to identify that the firm can perform multiple projects.

Rating (check one)	Points	Rating Specifications
<input type="checkbox"/> Excellent	5	All key personnel are identified in the proposal and meet or exceed all qualification requirements. All engineering references were addressed, and the firm has identified ownership and size by listing all staff employed by the firm and performance multiple projects.
<input type="checkbox"/> Good	4	Most key personnel and engineering references are identified in the proposal and meet or exceed the qualification requirements. For the positions where no key personnel are identified, the offeror has submitted detailed position descriptions and provided a list of potential candidates and submitted a list of the firm's size and can perform multiple projects.
<input type="checkbox"/> Fair	3	Some key personnel and engineering references are identified in the proposal and do meet some of the qualification requirements. Some engineering references are identified. Submitted a list of the firm's size.
<input type="checkbox"/> Poor	2	Few key personnel and engineering references are identified in the proposal. Of those listed, do not meet qualification requirements. The firm's ownership and size were vaguely addressed.
<input type="checkbox"/> Unsatisfactory	1	The proposal did not identify key personnel, engineer references, and firm's ownership and size were not listed.

FACTOR #1 SCORE: _____

Narrative statement supporting rating on Factor #1:

FACTOR 2: Capability to provide professional services in a timely manner.

Ranking Criterion: Proposal provides a clear list of staffing of personnel to address workloads, shows possible present and future workloads, and how staff is assigned projects.

Rating (check one)	Points	Rating Specifications
<input type="checkbox"/> Excellent	5	The proposal provides a clear list of all personnel and how they are assigned to projects. Also provides a list of present projects
<input type="checkbox"/> Good	4	The proposal provides an adequate list of personnel and who is working on present projects and a list of some future projects, and personnel who will be assigned to this project.
<input type="checkbox"/> Fair	3	The proposal provides a list of personnel who is working on present projects, and personnel who will be assigned to this project.
<input type="checkbox"/> Poor	2	The proposal briefly addresses a list of personnel who will possibly be working on this project.
<input type="checkbox"/> Unsatisfactory	1	The proposal did not address this factor.

FACTOR #2 SCORE: _____

Narrative statement supporting rating on Factor #2:

FACTOR 3: Proof shown of past performances in terms of cost control, quality of work, compliance with performance schedules, and references of similar projects.

Ranking Criterion: Proposals lists references of past performances of similar projects that came within budget compared to preliminary estimates, on time schedules, and acceptable work.

Rating (check one)	Points	Rating Specifications
<input type="checkbox"/> Excellent	5	The proposal clearly listed references for cost control of similar projects that came within budget, examples of quality of work related to design, and always met bidding deadlines on projects including accelerated deadlines on projects that required finishing before expiration of funding.
<input type="checkbox"/> Good	4	Proposal adequately listed references of cost control of similar projects that came within budget, quality of work to design, and met deadlines on projects.
<input type="checkbox"/> Fair	3	The proposal listed some references for cost control measures on similar projects, some information addressed on budget control and quality of work related to design, with some information relating to deadlines on similar projects.
<input type="checkbox"/> Poor	2	Proposal poorly addressed references for similar projects cost control measures, quality of work, insufficient information on similar projects related to deadlines.
<input type="checkbox"/> Unsatisfactory	1	The proposal did not list references of similar projects identified in the proposal, nor did it list any information related to this factor.

FACTOR #3 SCORE: _____

Narrative statement supporting rating on Factor #3:

FACTOR 4: Demonstrated knowledge of federal, state and local statutes and codes and knowledge of HUD Section 504 and with the Americans with Disabilities Act by use of Uniform Federal Accessibility Standard (UFAS).

Ranking Criterion: Proposal specifically addresses years of experience of all state and local code issues and references of similar HUD Section 504, Americans with Disabilities Act by use of UFAS.

Rating (check one)	Points	Rating Specifications
<input type="checkbox"/> Excellent	5	Proposal clearly addresses experience of all state and local code issues, updated education and training of current codes and regulations, and clearly identifies knowledge and lists references similar HUD Section 504 and Americans with Disabilities Act projects with the use of UFAS.
<input type="checkbox"/> Good	4	Proposal addresses experience of state and local codes, education and training of some staff, lists some references and sufficient knowledge of HUD Section 504 and with Americans with Disabilities Act by use of UFAS.
<input type="checkbox"/> Fair	3	Proposal addresses state and local codes, brief list of references to ADA compliance. Briefly familiar with HUD Section 504 and Americans with Disabilities Act by use of UFAS.
<input type="checkbox"/> Poor	2	Proposal addresses knowledge of state and local codes, not familiar with HUD Section 504 and Americans with Disabilities Act by use of UFAS.
<input type="checkbox"/> Unsatisfactory	1	Proposal addresses knowledge of state and local codes, does not address or refer to HUD Section 504 and Americans with Disabilities Act by use of UFAS.

FACTOR #4 SCORE: _____

Narrative statement supporting rating on Factor #4:

FACTOR 5: Minority Business Enterprise and/or Women's Business Enterprise.

Ranking Criterion: Must show proof of certification that firms are certified with the State of Texas.

Proof **MUST** be submitted with qualifications. Two (2) points will be given to this factor, and will be used only as a tiebreaker as defined as:

If the top two or more firms tie in total score, the M/WBE firm will be ranked as the top-ranked firm and will be contacted for contract and price negotiations. If a non-M/WBE firm scores the highest score and a M/WBE firm trails by one (1) or two (2) points, two (2) points will be given to the M/WBE firm, and the M/WBE firm will be contacted for contract and price negotiations.

FACTOR #5 SCORE: _____

Narrative statement supporting rating on Factor #5:

QUALIFICATION EVALUATION

Architectural Qualification Ranking Summary

Firm Name: _____

Address: _____

Telephone: _____

Date: _____

Ranking Range: **Excellent = 5, Good = 4, Average = 3**
Fair = 2, Poor = 1, Not Addressed = 0

NO.	RANKING CRITERIA	POINTS
1	The firm's ownership, size and qualification of all staff assigned to project(s), and proof and references of professional architects and/or engineers for design of projects whether in-house or subcontracted. Maximum Points – 5	
2	Capability to provide professional services in a timely manner. Maximum Points – 5	
3	Proof shown of past performances in terms of cost control, quality of work, compliance with performance schedules, and references of similar projects. Maximum Points – 5	
4	Demonstrated knowledge of federal, state and local statutes and codes and knowledge of HUD Section 504 and with the Americans with Disabilities Act by use of Uniform Federal Accessibility Standard (UFAS). Maximum Points – 5	
5	Minority Business Enterprise and/or Women's Business Enterprise Maximum Points – 2	
TOTAL NUMBER OF POINTS (22 points maximum)		

Evaluated By (name & title): _____

Date: _____

AFFIDAVIT

State of _____)

County of _____)

_____. being duly sworn, deposes and says:
that he is (a partner or officer of the firm of, etc.),
the party making the foregoing proposal or bid, that such proposal or bid is genuine and not
collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or
indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in
any manner, directly or indirectly, sought by agreement or collusion, or communication or
conference, with any person, to fix the bid prices of affiant or of any other bidder, or to fix any
overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any
advantage against The Housing Authority of the City of Baytown or any person interested in the
proposed contract; and that all statements in said proposal or bid are true.

By: _____

Title: _____

Subscribed and sworn to before me
this _____ day of _____ 20____.

My commission expires _____, 20____.