

## WEST WHARTON COUNTY HOSPITAL DISTRICT

Request for Qualifications (RFQ) #2026-1 Professional Architectural Services  
**Due: prior to 5:00 pm March 25, 2026**

**In Accordance with Texas Government Code Chapter 2254  
Professional Services for Architect**

**“El Campo Memorial Hospital Repairs, Maintenance, and Renovations”**

### **SECTION 1 ~ SCOPE & GENERAL INFORMATION**

The West Wharton County Hospital District “District” requests qualification statements from prospective Architects for services related to the proposed hospital repairs, maintenance, and renovations (*Texas Government Code, Section 2254.004*).

West Wharton County Hospital District is an Equal Opportunity Employer. The District does not discriminate based on race, color, national origin, sex, religion, age, or handicapped status in employment or the provisions of services.

Respondent firm’s submittals should reflect full Architectural services. Firms should also intend to provide energy analysis, engineering design, and implementation services, associated with the addition/renovation of a rural hospital building, repair, replacement, and/or construction of the infrastructure systems. For the purpose of this RFQ, “**Respondent**” refers to any entity that is qualified to provide all the services requested and submits a response to the RFQ. It is the intent of the District to select and partner with the Respondent to provide ~~architectural design-build~~ services based on competence and qualifications (*Texas Government Code, Section 2254.004*).

**PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code, Section 552.001*).

**DEADLINE AND LOCATION:** The District will receive and open Qualifications at the time and location described below. (*Texas Government Code, Section 2254*)

***Deadline: March 25, 2026 at 5:00 PM Central Time***

***West Wharton County Hospital District  
c/o Johnny Thompson, Administrator  
201 S. Mechanic St.  
El Campo, Texas 77437***

Qualifications must be physically received by said date and at the time delivered in a sealed envelope (email or faxes will not be accepted).

Later received Qualifications will be returned to the respondent.

The District will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

Qualification materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package must clearly identify the RFQ number and the name and return address of the respondent.

RFQ Responses will be opened and reviewed. The District will select up to three (3) Respondent(s). The selected Respondent(s) will then be scheduled for an interview as step two of the evaluation process.

**POINT-OF-CONTACT:** The District designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the District and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person:

West Wharton County Hospital District  
c/o Johnny Thompson, Administrator  
201 S. Mechanic St.  
El Campo, Texas 77437  
Phone: 361-771-6391  
Email: [jthompson@wwchd.org](mailto:jthompson@wwchd.org)

All questions regarding this RFQ must be submitted to the contact person via email **no later than March 20, 2026, at 5:00 PM CST**. Answers will be provided via email to each inquiry.

Contact with other District employees, officials, or board members, by any Respondent, is not allowed throughout the entire selection process without expressed permission from the Point of Contact listed above. Any unauthorized contact may result in immediate disqualification of the Respondent.

All properly submitted Qualifications will be reviewed, evaluated, and ranked by the District.

Qualifications shall not include any information regarding Respondent's fees, pricing, or other compensation.

**DISTRICT'S RESERVATION OF RIGHTS:** District may evaluate the qualifications based on the anticipated completion of all or any portion of the Project. The District reserves the right to divide the Project into multiple parts, to reject all qualifications and re-solicit new qualifications, or to reject all proposals and temporarily or permanently abandon the Project. The District 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.

**ACCEPTANCE OF EVALUATION METHODOLOGY:** 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 the District.

Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the Respondent.

**PRE-SUBMITTAL:** A guided tour of El Campo Memorial Hospital may be requested. This may be the only opportunity for potential respondents to view the Project site before the submittal of qualifications.

**ELIGIBLE RESPONDENTS:** Only individual firms or lawfully formed business organizations may apply. The District will contract only with the individual firm or formal organization that submits a Qualification.

**CERTAIN PROPOSALS AND CONTRACTS PROHIBITED:** Under Texas Government Code, Section 2155.004, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.

**CERTIFICATION OF FRANCHISE TAX STATUS:** Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law. The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.

**REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE:** The Texas Workers' Compensation Commission has adopted a new rule, 28 TAC, sec. 110.110, relating to **REPORTING REQUIREMENTS FOR BUILDING OR CONSTRUCTION PROJECTS FOR GOVERNMENTAL ENTITIES**. The rule applies to all building or construction contracts advertised for bid on or after September 1, 1994. The rule implements sec. 406.096, Texas Labor Code, which requires workers' compensation insurance coverage for all people providing services on a building or construction project for a governmental entity.

**STATE REGISTRATION OF ARCHITECTURE FIRMS:** Respondents are advised that the Texas Board of Architectural Examiners requires that any firm or business entity providing architectural services to the public, other than a sole proprietor doing business under his/her name, must annually register information regarding the firm or business entity with the Texas Board of Architectural Examiners. Texas Board of Architectural Examiners, 505 E Huntland Dr., Ste 350, Austin, TX 78752, telephone (512) 305-9000, has jurisdiction over individuals licensed under the Architects' Registration Law, Chapter 1051, Texas Occupations Code.

**STATE REGISTRATION OF ENGINEERING FIRMS:** Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

## **SECTION 2 ~ SCOPE & GENERAL INFORMATION**

The District is the owner of a 49-bed rural hospital facility (El Campo Memorial Hospital) located at 303 Sandy Corner Rd, El Campo, Texas 77437. The facility was built in 1978 and is approximately 50,000 square feet.

The scope of the project may include:

1. Repairs, maintenance, upgrades, and / or replacement to Mechanical, Electrical, Plumbing, Med Gases, and Life Safety Code/Security systems as necessary to meet the hospital needs along with State and Federal code compliance
2. HVAC building automation systems controls
3. Replacement generator(s) to include expansion of existing facility
4. Renovation/Expansion of Emergency Department
5. Renovation/Expansion of Administrative areas
6. Renovation/Expansion of patient rooms, offices, departments, hallways, and storage areas. All modifications to meet State and Federal code compliance.
7. Design a Facility Master Plan to enhance services, marketing, and image

The objective in issuing this Request for Qualifications is to solicit qualifications from interested firms that have the experience and capability to;

1. successfully address the needs of a rural hospital and to bring it into full compliance with all State and Local government codes and standards,
2. address, develop, implement energy efficiency strategies, providing State and Federal reporting as required,

~~3. serve as the Design Builder providing for all services.~~

The District held a special called Board meeting On February 11, 2026, at 5:30 PM located at 201 S Mechanic St, El Campo, Texas 77437. During such meeting, the Board approved to move forward with the facility repairs, maintenance, and renovations for the project and to request RFQs. The Board ~~selected the Construction Manager at Risk (CMAR) as the best method to deliver value to the District (Texas Government Code, Section 2269.056). RFQ to be issued at a later date (TBD).~~

Respondents must have legally required licensure so that all services required may be delivered in accordance with applicable laws and regulations.

The District intends that the Architect selected will be involved for the full duration of the needs assessment, design, development, and construction administration phases of said project.

Final selection will be made in accordance with the policies and administrative directive of the District and other statutory provisions. Late responses will be returned and will not be considered. The District reserves the right to reject all proposals, and to waive all technicalities.

1. The projected timeline is noted below:
  - a. Public Notice for RFQs February 21, 2026
  - b. Facility Walk Through March 5, 2026
  - c. Last Date for Questions March 20, 2026
  - d. Response Due Date March 25, 2026 – 5:00 PM
  - e. Selection of up to three (3) Respondent(s) April 16, 2026
  - f. Interviews of selected Respondents April 21, 2026
  - g. Selection of Finalist April 30, 2026

### **SECTION 3 ~ REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection.

#### **CRITERIA ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT**

Provide a statement of interest for the project including a narrative describing the Firm's and Project Team's unique qualifications as they pertain to this particular project.

Provide a brief history of the Firm and each consultant proposed for the project.

#### **CRITERIA TWO: FIRM'S ABILITY TO PROVIDE SERVICES**

Provide the following information for the Firm:

- Legal name of the company as registered with the Secretary State of Texas
- Address of the office that will be providing services
- Number of years in business
- Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
- Number of Employees by skill group
- Annual revenue totals for the past ten (10) years

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the District.

Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any District employee, officer or Board member? If so, please explain.

Provide a claims history under professional malpractice insurance for the past five (5) years for the Firm and any team members proposed to provide professional architectural or engineering services.

### CRITERIA THREE: PROJECT TEAM'S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

Describe the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project. Indicate the estimated percentage of time these individuals will be involved in the project for design and construction.

Provide resumes giving the experience and expertise of the professional members for each consultant that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.

Clearly identify the members of the proposed team who worked on similar projects and describe their roles in those projects.

Describe the basis for the selection of the proposed sub-consultants included in the design team and the role each will play for this project.

Describe the Firm's process in working with consultants and integrating them into the design process.

### CRITERIA FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

List a maximum of five (5) projects for which you have provided services that are most related to this project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Actual Notice to Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for design concepts)
- Consultants

References (for each project listed above, identify the following):

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number
- Length of business relationship with the Owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. The District may contact references during any part of this process. The District reserves the right to contact any other references at any time during the RFQ process.

#### CRITERIA FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards into design.

Describe the Firm's quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used for any combination of three (3) projects listed.

Describe your firm's experience working with the Design Build method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed Maximum Price (GMP) and to maintain the GMP throughout the design and construction process.

Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the District expectations, along with State and Local requirements.

Describe the project team's experience in managing the impact of MEP systems on renovation/older buildings.

Provide examples of how the Respondent has creatively incorporated mechanical, electrical, and plumbing solutions in similar structures

Describe the the project team's experience with renovation/expansion projects in occupied facilities.

Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.

Describe how you track District input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on Owner comments.

#### CRITERIA SIX: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

For any combination of three (3) projects listed, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

#### CRITERIA SEVEN: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT THE ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS

EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT DISTRICT'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the District and Respondent; (3) the District has made no representation or warranty, written or oral, that one or more contracts with the District will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

By signature hereon, Respondent offers and agrees to furnish to the District the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.

By signature hereon, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ.

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ.

Respondent is aware of, is fully informed about, and are in full compliance with all applicable Federal, State and Local laws, rules, regulations and ordinances.

Respondent understands (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in the Contract under which Respondent will be required to operate;

Respondent, if selected by the District, will maintain insurance as required by the Contract;

All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that the District will rely on such statements, information and representations in selecting the successful Respondent. If selected by the District as the successful Respondent, Respondent will notify the District immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.

By signature hereon, Respondent certifies as follows:

“Under Section 231.006, *Texas Family Code*, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.”

“Under Section 2155.004, *Texas Government Code*, the vendor or applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.”

“Under Section 2254.004, *Texas Government Code*, the vendor or applicant certifies that each individual or business entity which is an engineer or architect proposed by Respondent as a member of its team was selected based on demonstrated competence and qualifications only.”

By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exists between Respondent and the District. Respondent has not been an employee of the District within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to administrative review and approval prior to the District entering any contract with Respondent.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ. (ref. Section 2155.004 Texas Government Code).

Respondent represents and warrants that all articles and services in response to this RFQ meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

By signature hereon, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the West Wharton County Hospital District, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent's Qualifications.

By signature hereon, Respondent agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.

By signature hereon, Respondent certifies that no member of the Board or Employees of the District has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

Execution of Offer: RFQ No. 2026 - 1

The Respondent must complete, sign and return this Execution of Offer as part of their RFQ submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Respondent's Name: \_\_\_\_\_

Respondent's State of Texas Tax Account No: \_\_\_\_\_  
(This 11-digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: \_\_\_\_\_

Respondent's Charter No: \_\_\_\_\_

Identify by name, each person who owns at least 25% of the Respondent's business entity:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

Submitted and Certified By:

\_\_\_\_\_  
(Respondent's Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

## SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

### GENERAL INSTRUCTIONS

Responses must be physically received by said date and at the time delivered in a sealed envelope (email or faxes will not be accepted).

The envelope / package must be marked: RFQ – 2026-1

Return address of the Respondent shall be included on the outer envelope.

Responses must be submitted in the format outlined in this section. Provide one (1) original and five (5) copies of your response totaling six (6), plus 1 electronic copy. Each response will be reviewed to determine if it is complete prior to actual evaluation. The District reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the District is that all responses follow the same format to evaluate each response fairly. Proposals will be evaluated considering the material and substantiating evidence presented in the Proposals and not based on what is inferred.

The RFQ response is limited to no more than 40 pages.

- a. Each printed page front or back counts towards the 40-page limitation excluding cover sheet, table of contents, insurance documents, and tabs. Financial information may be submitted electronically and is not included in the 40-page response limitation.
- b. Proposals shall be printed on letter-size (8-1/2" X 11") paper and assembled with simple binding.
- c. Additional attachments shall NOT be included with the Submittal. Only responses provided by the Respondent to the questions identified in this RFQ and in the oral interview, if any, will be used by District for evaluation.
- d. Separate and identify each required section of the response by using a divider sheet with an integral tab for easy reference.
- e. Number all pages of the response sequentially using Arabic numerals (1, 2, 3, etc.).

#### Table of Contents

Responses shall include a table of contents properly indicating the section and page numbers of the information included.

This page is not included in the 40-page response limitation.

#### Executive Summary

Responses shall include an abstract of no more than two (2) pages on the information presented in the qualifications and the firm's unique qualifications and services.

Modified qualifications can be submitted up to the submission deadline to replace all or any portion of previously submitted information. The District will only consider the latest version as part of its deliberations.

RFQ Responses can be withdrawn from consideration prior to the submission deadline by written request, on the potential Respondent's letterhead, submitted via email to District contact person identified above.

The submittal of a response will be considered by the District as constituting a willingness of the Respondent to be considered to perform the activities described in this RFQ.

Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of the District's needs.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the District.

The District will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.

Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the District, at its option.

The District makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The District reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in District's best interest.

Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications.

Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

## **SECTION 5 ~ RFQ SELECTION CRITERIA**

### **1. Completeness**

- a. Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order.

### **2. Evaluation Process of RFQ Responses (Step One)**

The District will appoint a selection team to formally evaluate each response. The criteria used to evaluate the RFQ responses will include, but not be limited to, the following items. Each Item should be addressed specifically in the RFQ

#### **a. 30% - Qualifications of Firm, specifically as they relate to this project.**

Respondent (and Teams) Experience on Hospital / Healthcare projects, Specifically Rural and Community Hospitals in a design build format. Respondents (and team's) technical competence; The reputation of the respondent and its team members; The quality of the services provided by the respondent

#### **b. 25% - Firms understanding of working in the operating healthcare environment**

Respondents understanding of and experience with design, estimating, construction, safety, quality control and infection control in healthcare facilities. Description of healthcare design build processes.

**c. 25% - Ability of respondent to meet project Schedules**

Respondents' ability to meet schedules as it pertains to Design, Pricing and Construction.

**d. 10% - Reputation of Firm and Firm's services**

Responses will be evaluated considering the material and substantiating evidence presented in the response and not based on what is inferred. The evaluation process can include verification of team references, verification of project team resumes, confirmation of financial information, and any other information as deemed material to the final selection by the District during this process.

**e. 10%: Post construction services provided and how they relate to the District's needs.**

How can your firm continue to be of service to the District after construction is completed. Describe your warranty program.

**3. Evaluation of Interview (Step Two):**

Up to three (3) shortlisted firms will be invited to present and interview with the West Wharton County Hospital District Board and its appointees. Based on the proposals received and the interviews, the District may request additional information and shall rank design-build firms to negotiate with.

**a. The following factors will be given a total weight of 35%:**

Overall interaction during the interview.

**b. The following factors will be given a total weight of 30%:**

Presentation ability & ability to communicate technical information.

**c. The following factors will be given a total weight of 35%:**

The extent to which the Presentation meets the District's needs and overall goals and which provides the best value for the District in accordance with section 2269.308, Subchapter G of Chapter 2269 of the Texas Government Code for Building using Design Build Method.

**d. The District reserves the right to reject any or all Proposals and reserves the right to waive any irregularity in the Proposals received.**

**e. Each Proposal submitted by a Respondent selected by the District, must fully and thoroughly respond to, and comply with, each of the applicable criteria, requests and requirements of this RFQ, including but not limited to the following:**

aa. The District will not interview any entity other than the Respondent(s) selected by the District as a result of the evaluation of the RFQs (Step 1).

bb. The District will evaluate Proposals that are submitted by the Respondent(s), based on the selection criteria and weighting set forth in the Request for Qualifications stated herein.

cc. Respondents must not include detailed engineering or architectural designs as part of the proposal. Respondents are encouraged to include conceptual drawings and illustrations in their proposals, to assist the District, and its designees, in evaluating the Proposal.

- dd. Proposals must comply with the applicable deadlines and all other applicable requirements described in Section 2 above.
- f. The District shall first attempt to negotiate a contract with the selected Finalist. If District is unable to negotiate a satisfactory contract with the selected Finalist, District shall, formally and in writing, end negotiations with that selected Finalist, and proceed to negotiate with the next Finalist in the order of the evaluation ranking, until a contract is reached or negotiation with all ranked Finalist.
- g. No later than the 7<sup>th</sup> day of the date of the contract being awarded, the District shall make the rankings public.
- h. Following selection of the Finalist and execution of an acceptable contract, architects and estimating staff associated with that Finalist shall work with the District and its appointees to complete a master plan and an initial conceptual design with a pricing effort. Based off these efforts, the District will then procure the financing necessary to proceed with the Project.
- i. At the completion of the financing procurement stage the Finalist selected will be required to give a final conceptual design and provide a Guaranteed Maximum Price that fits within the District's budget, outlining the final scope of the project to be provided. Following an agreed upon design, GMP and schedule, the selected Finalist will produce construction documents, and the project will move toward the construction phase.
- j. The District reserves the right to change or cancel the project at any time.