

Request for Proposals (RFP)
Professional Architectural Services

Bid No: 2026-109

RFP Post Date: Monday, 04-06-2026

SOQ Submittal Date and Time: Tuesday, 04-21-2026 at 3:00 p.m., mst

Overview & Purpose

Pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, the Town of Horizon City (TOHC) is requesting sealed Statements of Qualifications (SOQ's) from Texas registered architectural firms to provide comprehensive on-call professional services for the design and construction of infrastructure projects to include, but not limited to, preparing architectural reports, plan review, strategic planning, design, cost estimating, utility coordination, bidding, contracting, construction oversight, ADA compliance, and project closeout services. Close collaboration with the TOHC shall be essential to achieving project objectives.

This qualifications-driven selection will emphasize demonstrated expertise and experience in comprehensive architectural services, quality controls and public engagement strategies.

The TOHC shall review SOQ's and shortlist qualified firms for consideration of work. Shortlisted firms shall be retained on a two-year on-call Architectural Services Agreement with an option to extend one (1) additional year. Selected firms shall work as the lead design consultant in accordance with the Agreement.

No pricing or fee information is requested at the time.

Any inquiries regarding this SOQ must be submitted electronically in writing, five (5) days prior to the submittal deadline, to Mr. Arturo Rubio, Planning Director for the TOHC at arubio@horizoncity.org. The TOHC will evaluate inquiries and determine if an Addendum will be issued.

SOQ's shall be evaluated using the following criteria matrix:

No.	Evaluation Criteria	Points
1.	Quality of Vendor Service	20
2.	Vendor's Experience	15
3.	Vendor's Project Understanding	15
4.	Vendor's ability to staff project	15
5.	Vendor's quality of Project Team	10
6.	Vendor's ability to meet Owner's needs	10
7.	Vendor's past relationship with the TOHC	5
8.	Project Quality Control/Quality Assurance	5
9.	Vendor's References and Reputation	5
Total Points		100

SOQ's must be submitted before the deadline date and time. Late submittals will be rejected.

The SOQ submittal shall consist of six (6) hardcopy sets and one (1) electronic copy using a CD or flash drive. The TOHC shall discard extra SOQ sets that exceed the requested amounts. The TOHC shall notify any firms of disqualification within 10 days of submittal.

The SOQ is limited to 20 pages on 8 ½" x 11" sheets. A page that has information on both sides shall be counted as two (2) pages toward the twenty (20) page limit. The SOQ shall address each item described below:

Item 1: Cover Letter: Shall address authorized signatory, state registration number, services offered, years of experience, scope overview and understanding, technical approach, quality control, stakeholder engagement strategy and confirmation of ability to execute an architectural service contract in a timely manner.

Item 2: Prime Consultant Information:

- 2.1 Incorporation date and office locations
- 2.2 Organizational chart
- 2.3 Number of Registered Professionals
- 2.4 Total number of Employees
- 2.5 Team Availability statement

Item 3: Sub Consultant Team:

- 3.1 Civil
- 3.2 Structural
- 3.3 Surveying
- 3.4 Geotechnical
- 3.5 Mechanical/Plumbing
- 3.6 Electrical
- 3.7 GIS/Mapping
- 3.8 ADA compliance
- 3.9 Cost Estimating

Item 4: Relevant Project Experience

- 4.1 List four (4) relevant projects that were successfully completed. List shall include:
 - 4.1.1 Client Name
 - 4.1.2 Project Number and Project Name
 - 4.1.3 Scope Summary (services offered)
 - 4.1.4 Construction Start Date and Date of Substantial Completion.
 - 4.1.5 Original and Final Construction Costs
 - 4.1.6 Number of Additional Professional Services Authorizations and percentage with respect to original professional services contract fee.
 - 4.1.7 Number of Construction Change Orders and Change Order percentage with respect to original construction cost.
 - 4.1.8 Outcome (was project completed within scope, schedule and budget)

Item 5: References (minimum 3) with contact information (title, address, telephone number, email);

5.1 Reference Number 1

5.2 Reference Number 2

5.3 Reference Number 3

A debarment check will be performed prior to execution of a contract. The Planning Director shall confirm that the vendor does not appear on the debarment list maintained by the federal government at sam.gov.

The Cone of Silence shall begin on the date that the RFQ is issued and will end on the date of the Notice of Award. No person or registrants shall engage in any lobbying activities with Town officials, employees, or representatives.

A non-mandatory Pre-proposal conference is scheduled for Tuesday, 04-14-2026 at 2:00 p.m. at City Council Chambers located at 14999 Darrington Road, Horizon City, TX 79928.

Sealed SOQ's must be submitted before the deadline date and time. Late submittals will be rejected. The TOHC reserves the right to reject any and all SOQ's received.

The SOQ must be received by Tuesday, 04-21-2026 at 3:00 p.m. MST at:

The Town of Horizon City
Bid No. 2026-109, Professional Architectural Services
C/O: Mr. Arturo Rubio, Director of Planning
14999 Darrington Road
Horizon City, Texas 79928