



REQUEST FOR QUALIFICATIONS

RFQ 2025-003

City of Burnet
ARCHITECTURAL SERVICES

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**ARCHITECTURAL SERVICES
for
the City of Burnet**

1. KEY INFORMATION

RFQ TO BE SENT TO: MARIA GONZALES, CITY SECRETARY
301 E JACKSON ST.
BURNET, TX 78611
(512) 715-3217

QUESTIONS DUE BY: 5:00 P.M., DECEMBER 1, 2025

SOQ DUE BY: 11:00 A.M., DECEMBER 4, 2025

DBE/WBE/MBE Participants are encouraged to submit in accordance with CFR §200.321. Please include in the submittal cover page and elsewhere any such qualification.

This solicitation is a Request for Qualification (RFQ) and is issued in accordance with procurement regulations under Texas LGC 2254 and Federal Guidelines for 2 CFR Part 200; and other FEMA guidelines. The City of Burnet is requesting submittals from qualified firms or individuals interested in providing the City with Architectural Services as required by the State of Texas and Federal Guidelines for various architectural projects, review, and other associated required professional services in relation to City, State, and Federally funded projects.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances may arise. The procurement method is qualifications-based selection per Texas LGC 2254 and 2 CFR Part 200.320.

If a Respondent finds a discrepancy in, or omission from, or has a question about the meaning of, this RFQ or other related documents, the Respondent should immediately notify the City.

By submitting a response to this RFQ, each firm (or Respondent) unequivocally acknowledges that they have read and fully understand this RFQ, have asked questions, and received satisfactory answers from the City regarding any provisions of this RFQ with regard to which clarification was desired. The City of Burnet is not liable for any costs incurred by the Respondent in replying to this RFQ. The selected responder will be required to provide insurance and licensing documentation.

2. INTRODUCTION

The City of Burnet has a need for architectural services not only to address repairs and mitigation of damaged buildings and infrastructure under FEMA guidelines, but also to support other new projects and buildings.

3. SCOPE OF WORK

The general scope of work shall include, but not be limited to the following:

- A. Guide and advise the City regarding construction, repairs, and improvements.
- B. Design projects, including but not limited to, obtaining sub-consultants in various general and specialized fields, conduct research, design or manage planning and design, assist with bidding and construction management services.
- C. Coordinate with the City and assist in FEMA and other Federal and State agencies regarding scope on planning design or construction.
- D. Prepare reports, estimates, presentations, and necessary coordination on behalf of the City regarding planning, design, or construction, or any other architecture related scope.

4. STATEMENT OF QUALIFICATIONS

The Respondent should provide information that indicates experience and expertise in the field including but not limited to the following:

- A. Indicate license as an Architect able to practice in the State of Texas.
- B. Be part of a registered Texas Architecture or Engineering firm, and provide firm number.
- C. Ability to be covered by Professional Liability Insurance.
- D. Knowledge of the Central Texas area, and history of practicing architecture in the area.
- E. If applicable: any work history with the City of Burnet and/or in the City.
- F. Name, address, phone number, and email address of the person the City should contact regarding the response submission.
- G. Submit previous experience, and the names and contact information of clients for whom such projects were completed.
- H. Ability to take on new projects, and/or dedicate staff to serving the City.
- I. Submit a Statement of Qualifications in a sealed envelope to the address above.

Submittal should be indexed and tabulated as shown below:

- A. Cover Letter
- B. Any Relevant Information
- C. Experience
- D. Key Personnel
- E. Past Projects and References
- F. Capacity to Perform

Please submit not less than three (3) copies of the Statement of Qualifications to the address above, along with a digital copy via thumb drive or to the e-mail address below.

Questions and Addenda: Questions should be submitted electronically to Eric Belaj at cityengineer@cityofburnet.com.

5. RFQ EVALUATION AND SELECTION

Only complete responses containing the required submittal documents and meeting qualifications will be considered. Minor inconsistencies or deviations may be waived at the City's sole discretion. The City will select the firm deemed best fit and based on qualifications, criteria for which shall be determined by the City during evaluation.

Award: Following evaluation, the City's project manager or City Manager may select an individual and recommend award. The City will not pre-pay any individual to begin any type of work; payment will only be made after the completion of the work, or specific portions thereof, as determined by the City. The selected firm will be required to comply with all applicable federal, state, and local requirements.

After Selection, the offeror may be asked to provide:

1. Complete a No Conflict of Interest
2. Submit a No Boycott of Israel Certification
3. Comply with the Davis-Bacon Act (if applicable)
4. Comply with Contract Work Hours and Safety Standards Act
5. Provide Debarment and Suspension (verification via SAM.gov)
6. Submit a Byrd Anti-Lobbying Certification (if over \$100,000)
7. Other State and Federal requirements.