

# **Aransas County**

**Request for Qualifications**

**Aransas County  
Agrilife Extension Service  
Office and Meeting Facility**

TO: Architectural Firms

RE: New Office and Meeting Facility for Agrilife Extension Service

Aransas County is seeking proposals from firms for architectural and related consulting services for the design, construction, bidding, and construction administration phases of a new Agrilife Extension Office and Meeting facility.

Firms interested in submitting proposals for this project must complete the Architectural Questionnaire which will permit the Aransas County review team to evaluate and select a firm that best matches the county's needs and expectations.

Responsibilities of the successful firm will include all necessary and required professional services including, but not limited to, meetings with the county to determine exact project requirements including civil, structural, architectural, mechanical, electrical, and plumbing engineering. Additional meetings and presentations to the Aransas County staff and Aransas County Commissioners Court will also be required.

Please submit your proposal in triplicate to County Judge Burt Mills, 301 North Live Oak, Rockport, TX 78382 on or before 5:00 p.m., February 15, 2010. If you have any questions, please contact County Judge Burt Mills at 361-790-0100.

After evaluation of the proposals, the project review team will interview selected architectural firms. Selection criteria will include a minimum of the following: a) registration and professional reputation; b) experience c) creativity and imagination; d) methods of cooperation; e) staff and facilities; f) interest in the project; g) quality of previous work; and h) references.

Sincerely,

Burt Mills  
Aransas County Judge

Attachment

**General Site Information and Building Space:**

**Meeting Rooms**

**Offices**

**Kitchen**

**Restrooms**

**Roadways and Parking**

**Utilities**

**Landscape and Storm Water Control**

**General Construction Plan:**

**A single story facility with a maximum of 5,000 square feet.**

**Construction Type:**

**Hardy plank, brick, or steel exterior, wood or steel frame, metal roof and low maintenance finishes.**

**Site:**

**872 Airport Road  
Fulton, TX 78358**

## **ARANSAS COUNTY ARCHITECTURAL QUESTIONNAIRE**

PLEASE SUPPLY THE INFORMATION REQUESTED BELOW.

- I. Firm name; address; legal structure; date established; names of principals and associates, their specialties where appropriate; and the total number of personnel (by discipline) in your firm.
  
- II. Completed projects for the past 5 years; the estimated construction cost; the actual bid amount; and the final cost of each project. Identify whether your firm was the architect of record or an associate architect with another firm, and whether the project was new, modernization, or an addition.
  
- III. Present projects under construction; estimated construction costs; and the percentage complete. Identify whether your firm is the architect of record or an associate architect of another firm, and whether the project is new, modernization, or an addition.
  
- IV. Projects presently under design, the estimated cost of each project, and the stage of design (planning, schematics, design development, working drawings, etc.). Identify whether your firm is the architect of record or an associate architect with another firm, and whether the project is new, a modernization or an addition.
  
- V. References. List five individuals with whom your firm has worked, including their position and relationship to a Specific project.
  
- VI. Include a copy of your Errors and Omissions insurance

policy. Specify the date of renewal.

VII. List the name(s) of the person(s) who will be in charge of the project for each phase listed below. Please include a brief resume on each showing their qualifications to perform the assignment.

- A. Planning Phase
- B. Schematics
- C. Design Development
- D. Working Drawings, Plans and Specifications
- E. Bidding
- F. Supervision of Construction
- G. Equipment Lists
- H. Interior Decorating

VIII. Please provide a copy of your audited financial report for the past two years.

IX. If structural, mechanical, and electrical engineering services are to be provided by your staff, please identify the individuals, their specialty and their experience. If these services will be provided by outside firms, please list the proposed firms and their experience.

X. Please add any other information which you feel will help to describe your firm's qualifications.