

REQUEST FOR QUALIFICATIONS
For
Pre-Qualified Professional Services List

For the City of Gonzales



COME AND TAKE IT

Response Due: 3:00 p.m. Friday, January 30, 2026

REQUEST FOR QUALIFICATIONS
for
Pre-Qualified Professional Services List
for the City of Gonzales

Sealed Statements of Qualifications, addressed to the City Secretary of the City of Gonzales, will be received by the City until **3:00 p.m. (CST) on Friday, January 30, 2026**, at which time they will be opened publicly. The RFQ is for a 3-Year Pre-Qualified Professional Services List. Request for Qualifications will be available, for free download, from the City website: <https://www.gonzales.texas.gov/p/government/bidrfp>

Firms must submit one (1) original plus five (5) hardcopies of the request for qualifications and one (1) electronic request, in pdf format, on a USB stick. Request for qualifications must be properly signed with a manual signature of an authorized agent of the firm. All request for qualifications must be packaged in a sealed envelope or package and be clearly marked on the outside with the firm's name and address and the following written information:

Request For Qualifications
Pre-Qualified Professional Services
RFQ # 2026-01
Deadline: 3:00 p.m. (CST), January 30, 2026

Statements should be addressed to:

City of Gonzales
Attn: City Secretary's Office
820 St. Joseph Street
Gonzales, TX 78629

Firms mailing their request for qualifications must allow sufficient time for delivery of their request for qualifications by the time and date specified. Late request for qualifications will not be accepted. The City of Gonzales reserves the right to reject any and all qualification statements, and to waive informalities. Any Statement received after closing time will be returned, unopened.

Request for Qualifications to be published in the local newspaper on
January 15th and January 22nd, 2026

BACKGROUND AND INTENT

The Request for Qualifications (RFQ) is issued by the City of Gonzales, (hereinafter referred to as the City). The City is seeking Statements of Qualifications (SOQs) from qualified firms interested in being considered for a Pre-Qualified Professional Services List which will include prequalified Engineering Consultants.

In accordance with the provisions of Texas Government Code 2254 (Professional Services Procurement Act), the City is requesting SOQs to contract with Professional Engineering Consultant(s), must be a sole proprietorship, partnership, corporation, or other legal entity registered to do business in the State of Texas with considerable experience in providing Professional Services for Texas Local Governments.

Objective

The City is issuing this REQUEST FOR QUALIFICATIONS (RFQ) to solicit interest from qualified entities licensed to practice engineering in the State of Texas to provide professional services for plan reviews and various municipal projects that may arise over the next **three (3) years**.

The intent is to use the RFQ to allow the City to have list of pre-qualified firms that would assist the City in the design and construction of various major and minor capital improvement and operational projects, and to meet engineering services related and needs that may occur from time to time. Any entity may submit a response to this RFQ provided it is qualified to perform Professional Services.

The City will select entities who demonstrate, through their response to the RFQ, an ability to provide the required professional services. City staff will review the submittals and make a recommendation to City Council for their approval of a pre-qualified list of professional service firms. As the need for professional services arises, the City will refer to its "pre-qualified list", and reach out to one or more firms to negotiate with for specific upcoming municipal projects. However, the City reserves the right, at its discretion, to contract with a firm not included on the final "pre-qualification" list if circumstances warrant.

Be advised, the creation of a final "pre-qualification" list shall not be deemed as creating any type of contractual expectancy for the award of any contracts on the part of the City. This list is being assembled for the purpose of ensuring that the City can quickly negotiate contracts with competent and qualified entities in an efficient manner when upcoming municipal projects are deemed necessary to proceed.

During the evaluation process, the evaluation committee and the City reserve the right, where it may serve the City's best interest, to request additional information or clarifications from submitting entities, or to allow corrections of errors or omissions in a submittal. At the City's discretion, submitting entities may be requested to make oral presentations as part of the evaluation process.

The City is issuing this RFQ in accordance with applicable laws that allow an agreement to be negotiated with a private entity that displays demonstrated competence and qualifications to perform professional services for the City.

The City reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in

preparation of a response to this RFQ, or any other related costs. The prospective entities are fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the City.

Receipt of Statements of Qualifications (SOQs)

The submittal deadline is **3:00 P.M. (CST) on Friday, January 30, 2026**

SOQs must be received by the City Secretary on or before the time and date specified. The mere fact that the response was dispatched will not be considered; the Respondent must ensure that the SOQ is actually delivered. The time hard copy responses are received shall be determined by the time clock stamp in the City Secretary's Office. SOQs received after the specified time will be returned unopened.

The City will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed SOQ to the City Secretary by the given deadline above. Electronic transmission or facsimile of the SOQ will not be acceptable.

Public Acknowledgement. CITY shall receive and acknowledge all SOQs received. Information contained in the SOQs will not be disclosed until after the Pre-Qualified Professional Services List has been approved by City Council.

Questions and Inquiries

All questions and inquiries must be submitted via www.CivCastUSA.com no inquiries shall be made by contacting City staff or Elected Officials. The deadline for submitting questions is **5:00 p.m. (CST) on January 23, 2026**.

Interpretations or clarifications considered necessary by City in response to such questions will be issued by Addenda and posted on CivCast as well as the City's website: <https://>

Anticipated Schedule

DATE	MILESTONE
1/15/2026	RFQ is issued on www.CivcastUSA.com Posted on City website: https://www.gonzales.texas.gov/p/government/bidrfp 1 st Posting in the local newspaper
1/22/2026	2 nd Posting in the local newspaper
01/23/2026	Deadline for Questions, 5:00 p.m. (CST)
01/30/2026	Statement of Qualifications submission deadline, 3:00 p.m. (CST)
01/30/2026	Committee and staff begin reviewing Statements of Qualifications
02/12/2026	Proposed Date - City Council approves the list of chosen pre-qualified firms

Withdrawal of SOQ's By Respondent

A SOQ may be modified or withdrawn by the Respondent any time prior to the time and date set for the receipt of SOQs in accordance with the following guidelines.

1. Respondent shall notify the City Secretary's Office in writing of its intention to withdraw from a previously submitted SOQ.
2. If a change in the SOQ is requested, the Respondent must word the modification so as not to reveal the original terms of the SOQ.
3. SOQs withdrawn and modified must be resubmitted to the City Secretary's Office no later than the time and date set for the receipt of SOQs.

Withdrawal by City

City makes no guarantees or representations that any award will be made and reserves the right to cancel this solicitation for any reason, and take actions including:

1. Reject any and all SOQs received as a result of this RFQ.
2. Waive or decline to waive any informality and any irregularities in any statement of qualifications or responses received.
3. Negotiate changes in the Scope of Work or services to be provided.
4. Withhold the award of contract(s).
5. Select firm(s) it deems to be most qualified to fulfill the needs of City.
6. Terminate the RFQ process.

Public Information

All SOQs are subject to release as public information unless the Response or specific parts of the Response can be shown to be exempt from the Texas Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. City assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents.

If a Respondent believes that a SOQ or parts of a SOQ are confidential, then the Respondent shall specify. The Respondent shall stamp in bold red letters the term "CONFIDENTIAL" on that part of the SOQ, which the Respondent believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. The City will, to the extent allowed by applicable law, endeavor to protect such specified information from disclosure. The final decision as to what information must be disclosed under the Open Records Act lies with the Texas Attorney General. All SOQs and parts of SOQs that are not marked as confidential will be automatically considered public information.

Representation and Responsibilities

By submitting a SOQ in response to this RFQ, Respondent represents that it has carefully read and understands all elements of this RFQ; has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance

of the work; and has full knowledge of the scope, nature, quality, and quantity of services to be performed. By submitting a SOQ in response to this RFQ, the Respondent represents that it has not relied exclusively upon any technical details in place or under consideration for implementation by City but has supplemented this information through due diligence research and that the Respondent sufficiently understands the issues relative to the indicated requirements.

DESCRIPTION OF PROFESSIONAL SERVICES

General

The City of Gonzales intends to have pre-qualified firms available for multiple disciplines that will support various professional services that are a mix of capital and operations projects for the City. Some possible projects may include planning, engineering, design, mobility enhancements, development services, and project/construction management.

Firms **must clearly state, in their "Submission A: Firm Introduction", which categories they wish to be considered**. Several firms, in each category, could make the pre-qualified list.

Proposed Professional Services include the following categories:

- Engineering Services
 - Utility Design (water, sewer, stormwater, etc.)
 - Civil Design
 - Public Works Design (streets, drainage systems, water treatment, wastewater treatment, etc.)
 - Traffic / Transportation Engineering
 - Creation of engineering reports and studies
 - Other qualifying services

Consultant(s) may be required to perform site visits, document site observations, participate in progress meetings, send reports to City staff, verify compliance with specifications, and other services to support quality assurance efforts. City reserves the right to solicit multiple consultants within the three (3) year term. *City does not guarantee a release of work to any firm selected.* The total estimated professional services fee is to be determined on a project-by-project basis.

SUBMISSION REQUIREMENTS

The firms must submit one (1) original plus five (5) hardcopies of the Statement of Qualification, and one (1) electronic version, in pdf format, on a USB stick. Sealed request for qualifications should be addressed to The City Secretary's Office, City of Gonzales, 710 E. San Augustine, Gonzales, Texas 78629, and will be received until **2:00 p.m. (CST), Friday, January 16, 2026**. Request for qualifications must be properly signed with a manual signature of an authorized agent of the firm. All request for qualifications must be sealed in envelope or package and be clearly marked on the outside with the firm's name and address and the following information:

Request for Qualifications
Pre-Qualified Professional Services
RFQ #2026-01
Deadline: 3:00 p.m. (CST), January 30, 2026

The firms mailing their RFQ submittal must allow sufficient time for delivery by the time and date specified. Late responses will not be accepted.

Organization and Format

Proposal should be submitted on 8.5 by 11-inch paper securely bound. Submissions must contain all applicable items requested, and be organized as shown below. Each section should be separated by tabs and labeled.

- A. Coversheet: clearly displaying the title of the RFQ.
- B. Table of Contents.
- C. Firm Introduction Letter: Include name and contact information for the primary City contact with the firm. Briefly introduce your firm, providing a summary of the organization, the staff size, the length of time the firm has been engaged in projects/efforts related to services for a Texas municipality and applicable firm registration information. Include the main office location and all other location(s) that will provide support, if applicable. Include a narrative demonstrating the Firm understands the intent of the RFQ is to be part of a Pre-Qualified List of Professional Services Firms for a 3-Year period.
- D. Statement of Qualifications: List qualifications of your core team, including what professional licenses they hold.
- E. Description of Previous Work: The City is interested in the firm's history with municipal government projects (meaning municipalities, counties, or other government entities, with preference given to municipalities in Texas). List all recent local government related projects your firm has been associated with, within the past five (5) years. The City may consider the history of the firm in complying with project programs, schedules, and budgets on previous City projects.
- F. Reference Data Sheets (minimum of 3).
- G. Litigation and Ethics:
 - 1) Provide the style and cite any current/pending litigation and any litigation settled, and/or;
 - 2) Disposed within the past five (5) years against the firm, including its parent, sister or subsidiary companies.
 - 3) Provide detail of any ethics violations, or board actions, within the past five (5) years against the firm, including its parent, sister or subsidiary companies.
- H. Proof of Insurability.
- I. Conflict of Interest Questionnaire.
- J. Submissions should be limited to a **maximum of 25 pages, front and back, excluding tabs.**

EVALUATION AND SELECTION

General

City has attempted to provide a comprehensive statement of requirements through this solicitation. Written SOQs must present Respondent's qualifications and understanding of the RFQ requirements. Respondents are asked to address each evaluation criteria and to be specific in presenting their qualifications. SOQs must be as thorough and detailed as possible so that City may properly evaluate capabilities to provide the requested services.

Evaluation Criteria

City will select firms based on demonstrated competence and qualifications. City has established specific, weighted criteria for selection. This section presents the evaluation criteria, description, and relative weight assigned to each (100 points maximum). City will evaluate each Respondent's responses to the requirements contained in this RFQ.

Evaluation of the request for qualifications received may be considered but shall not be limited to the following review criteria:

General Quality and Adequacy of Response – 25 points

- a. Completeness and thoroughness of response
- b. Understanding the intent of the RFQ
- c. Degree of interest shown in being included in the City's pre-qualified list

Organization, Personnel, and Experience – 75 points

- a. Demonstrated, through the Firm Introduction Letter, the understanding of the RFQ and detailed the particular type of professional service the firm has to offer.
- b. Demonstrated experience in accomplishing municipal projects, reports, etc.
- c. Qualifications, experience, and longevity of the core team members of the firm.
- d. Firm's history of ethics violations or board actions

Firms accumulating more than 75 points will be considered.

REFERENCE DATA SHEET

PROVIDE AT LEAST THREE (3) REFERENCES REPRODUCE SHEET AS NECESSARY.

Provide client name, location, contact person, telephone number and appropriate information on contracted professional services for municipal or country governments.

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Project Budget: _____

Services Provided: _____

(Be sure to describe your involvement in the project: principal firm, multi-firm collaboration, sub-consultant, etc.)

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Project Budget: _____

Services Provided: _____

(Be sure to describe your involvement in the project: principal firm, multi-firm collaboration, sub-consultant, etc.)

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Project Budget: _____

Services Provided: _____

(Be sure to describe your involvement in the project: principal firm, multi-firm collaboration, sub-consultant, etc.)