

CENTRAL COUNTIES SERVICES
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING PROFESSIONAL
SERVICES

Prequalified Professional Services Pool for Project-Specific Engagements

RFQ Number	CCS-AE-RFQ-2027-01
Issue Date	August 20, 2026
Questions Deadline	September 3, 2026 at 12:00 p.m.
Answers to Questions	September 8, 2026
Submission Deadline	September 17, 2026 by 12:00 p.m.
Anticipated Notice of Selection	September 25, 2026
Submission Method	Hard-copy submission only
Delivery Address	Central Counties Services Attn: Johnnie Wardell 304 South 22nd Street Temple, Texas 76501

IMPORTANT: DO NOT INCLUDE PRICING, HOURLY RATES, FEE SCHEDULES, COST PROPOSALS, OR OTHER PRICE INFORMATION IN THE RESPONSE TO THIS RFQ.

Compensation will be negotiated only after a firm is selected for a specific project in accordance with Texas Government Code Chapter 2254.

1. Purpose and Intent

Central Counties Services ("CCS") is soliciting Statements of Qualifications ("SOQs") from qualified architectural, engineering, and related professional firms for the purpose of establishing a non-exclusive list or pool of prequalified firms that CCS may consider for project-specific professional services. CCS is a Texas community center established under Texas Health and Safety Code Chapter 534 and performs governmental functions and services, including functions under contracts with the Texas Health and Human Services Commission ("HHSC").

This RFQ is intended to support recurring facility planning, renovation, repair, modernization, accessibility, life-safety, infrastructure, behavioral-health facility, and capital improvement needs. Inclusion in the prequalified pool does not guarantee an assignment, minimum volume of work, or any contract value. Each project will be authorized only through a separate written project agreement, task order, or other written instrument executed by CCS.

2. Procurement Method; No Pricing

This solicitation is a qualifications-based procurement for professional architectural and engineering services. CCS will evaluate demonstrated competence and qualifications. Price will not be requested, accepted, scored, or considered during the qualification and selection phase.

No Pricing in SOQ. Respondents shall not include proposed fees, hourly rates, multipliers, reimbursable schedules, cost proposals, or other price information anywhere in the SOQ or its attachments. CCS may determine a response containing price information to be nonresponsive.

Project-Specific Negotiation. For a specific project, CCS will identify and rank the most highly qualified firm or firms from the prequalified pool based on the professional services required. CCS will first attempt to negotiate a contract with the highest-ranked provider at a fair and reasonable price. If CCS cannot reach a satisfactory agreement, CCS may formally end negotiations and proceed to the next most highly qualified provider, consistent with Texas Government Code Section 2254.004.

3. Governing Legal and Contractual Framework

This RFQ, the prequalification process, and resulting project-specific agreements are intended to be administered in accordance with applicable law and any funding-source requirements incorporated into CCS contracts or grants. The principal authorities include, without limitation:

- Texas Government Code Chapter 2254, Subchapter A (Professional Services Procurement Act), including Sections 2254.002 through 2254.005, governing the procurement of architectural, engineering, land surveying, and other covered professional services by governmental entities through demonstrated competence and qualifications rather than competitive bidding.
- Texas Health and Safety Code Chapter 534, including Section 534.001, establishing community centers and recognizing them as governmental units and local governments for specified purposes; and Sections 534.035 and 534.036 concerning review, audit, fiscal controls, and requirements connected with federal funding.
- Texas Government Code Chapter 783 and the Texas Grant Management Standards (TxGMS), to the extent a CCS project or payment is supported by a state grant or other award that incorporates those requirements.
- 2 C.F.R. Part 200, including Sections 200.317 through 200.327 and particularly Sections 200.318 through 200.320, when a project is funded in whole or in part with a federal award or when those requirements are incorporated by a pass-through entity. Section 200.320 permits qualifications-based procurement for architectural/engineering professional services without price as a selection factor, followed by negotiation of fair and reasonable compensation.
- Texas Occupations Code Chapter 1001 (Texas Engineering Practice Act), including professional engineering licensure, firm practice, responsible charge, and sealing requirements.
- Texas Occupations Code Chapter 1051 (architectural practice and registration requirements), including requirements applicable to architectural plans and specifications and the use of an architect seal.

- Texas Occupations Code Chapter 1052 when landscape architectural services are required, and Chapter 1071 when professional land surveying services are required.
- Texas Government Code Chapter 2269, to the extent applicable to a later public works delivery method or project-specific procurement. Nothing in this RFQ authorizes a construction procurement method inconsistent with Chapter 2269 or other applicable law.
- Applicable HHSC contract terms, HHS Uniform Terms and Conditions, HHS Additional Provisions, data-use or security requirements, grant assurances, and other program-specific conditions incorporated into a CCS funding agreement or applicable to the project.
- All applicable federal, state, and local building, accessibility, fire, life-safety, energy, environmental, licensing, and permitting requirements in effect for each project, including professional standards and rules of the Texas Board of Professional Engineers and Land Surveyors and the Texas Board of Architectural Examiners.

If a project is subject to a more restrictive funding-source, grant, federal, state, or local procurement requirement, the more restrictive applicable requirement will control for that project. CCS reserves the right to issue project-specific supplemental requirements.

4. Anticipated Professional Service Categories

CCS may prequalify firms in one or more service categories. Respondents should identify each category for which they seek consideration and demonstrate relevant competence and capacity.

- Architectural planning, programming, space planning, code analysis, design, construction documents, bidding/negotiation support, and construction administration.
- Civil engineering, site development, drainage, utilities, paving, grading, and related infrastructure.
- Structural engineering and building-envelope evaluation or design.
- Mechanical, electrical, plumbing, fire protection, controls, and energy-related engineering.
- Facility condition assessments, capital planning, feasibility studies, due diligence, and existing-conditions documentation.
- Behavioral-health, healthcare, crisis, outpatient, residential, administrative, and community-based facility design and renovation.
- Accessibility assessment and design, including Texas Accessibility Standards and applicable federal accessibility requirements.
- Life-safety, fire-alarm, security, access control, low-voltage, communications, and technology coordination.
- Landscape architecture, site amenities, parking, pedestrian circulation, and outdoor therapeutic or public spaces.
- Other architectural or engineering professional services lawfully within the practice of the responding firm and requested by CCS for a specific project.

5. Prequalified Pool Structure and Project Engagement Process

Pool Status. CCS may establish one or more pools by discipline or specialty. Prequalification is not a contract award for a specific project and does not obligate CCS to issue work to any firm.

Pool Term. The anticipated prequalification term is for three (3) years, subject to CCS approval, continuing qualification, availability of funding, and any renewal or re-solicitation determined appropriate by CCS.

Project Identification. When a need arises, CCS will define the project scope, ~~required disciplines~~, schedule, funding conditions, and any project-specific minimum qualifications.

Qualification Review. CCS may review the pool and request supplemental project-specific qualifications, availability, proposed key staff, technical approach, interviews, or references from one or more firms. No price information will be considered before ranking the firms for professional A/E services.

Ranking and Negotiation. CCS will rank providers based on demonstrated competence and qualifications for the specific project and will negotiate compensation only with the highest-ranked provider. If agreement is not reached, CCS may terminate negotiations and proceed in sequence to the next-ranked provider.

Written Authorization. No firm may begin services until a project-specific contract, amendment, task order, or other written authorization is fully executed by CCS.

Right to Re-Solicit. CCS may elect to issue a separate project-specific RFQ at any time, regardless of the existence of this pool, when CCS determines that doing so is in its best interest or is required by a funding source or applicable law.

6. Minimum Qualifications

- Firm must be authorized to conduct business in Texas and maintain all registrations, certificates, and licenses required for the services offered.
- Architectural services must be performed by or under the responsible control of architects registered in Texas as required by Texas Occupations Code Chapter 1051.
- Engineering services must be performed by or under the responsible charge of professional engineers licensed in Texas as required by Texas Occupations Code Chapter 1001.
- Land surveying or landscape architectural services, if offered, must be performed by properly registered professionals under Texas Occupations Code Chapters 1071 or 1052, as applicable.
- Firm must demonstrate relevant experience, adequate staffing, professional liability coverage, quality-control processes, and capacity to perform assignments on schedules established by CCS.
- Firm and proposed personnel must be in good standing with applicable licensing boards and must disclose any material disciplinary action, debarment, suspension, or exclusion relevant to public or grant-funded contracting.
- Firm must be able to comply with applicable HHSC, state-grant, federal-award, records-retention, audit, security, confidentiality, and contractual requirements when those requirements apply to a project.

7. Statement of Qualifications - Required Contents

SOQs should be concise, organized in the order below, and sufficient for CCS to evaluate the respondent. Pricing information is prohibited.

Cover Letter: Legal name of firm; principal office; Texas office(s), if any; primary contact; telephone; email; disciplines for which prequalification is requested; and signature of an authorized representative.

Firm Profile: Organization, ownership, years in business, office locations, number and types of professional staff, and description of services.

Licenses and Registrations: Texas professional firm registrations and licenses/certifications of key professionals proposed for CCS work.

Relevant Experience: Provide five (5) representative projects completed within the last five (5) years that are most similar to CCS anticipated needs, emphasizing healthcare, behavioral health, public-sector, renovation, occupied-facility, grant-funded, or community-service environments.

Key Personnel: Resumes and roles for proposed principal-in-charge, project managers, architects, engineers, and other key personnel.

Project Management and Quality Control: Approach to scope control, design quality, code compliance, interdisciplinary coordination, documentation, permitting, construction-phase services, schedule management, and change management.

Capacity and Availability: Current workload, ability to respond to small and large assignments, geographic coverage, and ability to mobilize for projects in the CCS service area that includes Milam, Bell, Coryell, Lampasas and Hamilton counties.

Past Performance and References: At least three (3) client references for comparable work, including client name, contact, project description, and completion date.

Claims and Disclosures: Material claims, litigation, professional disciplinary actions, contract terminations for cause, or debarments/suspensions within the previous five (5) years, with explanation.

Subconsultants: Identification of anticipated subconsultants and the disciplines they provide. Respondents remain responsible for ensuring that regulated professional services are performed by appropriately licensed persons.

Compliance Certifications: Completed certifications in Appendix B.

No-Price Certification: Affirmative statement that no price, fee, rate, multiplier, or cost proposal is included in the SOQ.

8. SOQ Format and Hard-Copy Submission

- Submit one (1) signed original and two (2) hard copies in a sealed package. Electronic or email submissions will not be accepted unless CCS issues a written addendum expressly authorizing an alternate method.
- Clearly mark the exterior: “RFQ - Architectural and Engineering Professional Services - DO NOT OPEN UNTIL SUBMISSION DEADLINE”.
- Deliver submissions to: Central Counties Services, Attention: Johnnie Wardell, 304 South 22nd Street, Temple, Texas 76501.
- Submissions must be physically received by CCS no later than September 17, 2026 by 12:00 p.m. Central Time. Respondents are responsible for delivery. Late submissions may be rejected.
- Do not include pricing or fee information in any portion of the hard-copy submission.

9. Evaluation and Prequalification Criteria

CCS may use an evaluation committee to review SOQs. Evaluation will be based solely on qualifications and related non-price factors. The anticipated criteria are:

Evaluation Factor	Weight
Relevant firm experience and demonstrated competence	25%
Qualifications and experience of key personnel	25%
Experience with comparable healthcare, behavioral-health, public, renovation, and occupied facilities	15%
Project management, quality control, code compliance, and coordination approach	15%
Capacity, availability, responsiveness, and ability to support CCS locations	10%
Past performance, references, claims history, and professional standing	10%

CCS may conduct interviews, request written clarifications, verify references, or seek supplemental non-price information. CCS may prequalify multiple firms in the same category and may establish discipline-specific rankings

or tiers. CCS reserves the right to reject any or all SOQs, waive immaterial irregularities, cancel or amend the RFQ, or issue a new solicitation when permitted by law and in CCS's best interest.

10. Questions, Addenda, and Communications

Questions concerning this RFQ must be submitted in writing by September 3, 2026 at 12:00 p.m. Central Time, to the CCS contact identified in the official solicitation notice. CCS will issue written responses to timely submitted questions no later than September 8, 2026. Responses will be made available to all respondents under the RFQ documents. Respondents shall rely only on written addenda or written clarifications issued by CCS. Oral explanations or instructions are not binding. Respondents are responsible for confirming receipt of all addenda before submitting an SOQ.

Following completion of the evaluation and selection process, CCS will provide written notice to all respondents regarding their selection or non-selection for inclusion in the Professional Services Pool.

11. General Contract and Compliance Requirements

- Any resulting project agreement will be subject to negotiation and approval by CCS and may include project-specific scope, schedule, deliverables, insurance, indemnity to the extent permitted by law, ownership and license of instruments of service, records retention, audit rights, confidentiality, cybersecurity, data-use, funding-source, and termination provisions.
- Professional liability, commercial general liability, automobile liability, and workers' compensation insurance requirements will be established in the project-specific contract based on project risk and applicable CCS or funding-source requirements.
- Respondents must comply with applicable conflict-of-interest, ethics, anti-kickback, fraud, waste and abuse, debarment, suspension, exclusion, and lobbying restrictions applicable to the funding source and the resulting agreement.
- CCS is subject to applicable public-records requirements. Information submitted may be subject to disclosure under Texas law. A respondent claiming that specific information is confidential or proprietary must clearly identify the material and the legal basis for the claim; CCS does not guarantee that information can be withheld from disclosure.
- CCS does not reimburse respondents for costs incurred in preparing or delivering an SOQ, attending interviews, or participating in this RFQ process.
- Inclusion in the prequalified pool creates no property right, exclusive relationship, or guarantee of work. CCS may remove a firm from the pool for loss of licensure, unsatisfactory performance, material misrepresentation, conflicts, debarment, inability to meet project requirements, or other documented business reasons consistent with applicable law.

12. Reservation of Rights

CCS reserves all rights available under applicable law, including the right to modify the schedule, request additional qualifications information, negotiate non-price contract terms after selection, make no project award, make multiple project awards, discontinue negotiations, or use another lawful procurement process. Nothing in this RFQ waives any immunity, defense, limitation of liability, or other protection available to CCS under Texas law.

Appendix A - SOQ Cover Sheet

Field	Response
Firm Legal Name	
DBA, if any	
Primary Address	
Texas Office Address(es)	
Primary Contact	
Telephone	
Email	
Website	
Texas Business Entity / Registration No.	
Professional Disciplines Requested	
Authorized Signatory	
Title	

Certification: The undersigned certifies that the information submitted is true and complete to the best of the respondent's knowledge, that the signer is authorized to bind the respondent for purposes of this SOQ, and that the SOQ contains no price, fee, hourly rate, multiplier, reimbursable schedule, cost proposal, or other professional-services pricing information.

Authorized Signature: _____

Printed Name/Title: _____

Date: _____

Appendix B - Respondent Certifications

By signing the SOQ, the respondent certifies or agrees, as applicable, that:

- It will comply with Texas Government Code Chapter 2254 and will not condition qualification on advance agreement to professional fees or rates.
- It and its proposed regulated professionals will maintain all Texas licenses and registrations required for the services performed.
- It will promptly disclose any suspension, debarment, exclusion, professional disciplinary action, organizational conflict of interest, or other circumstance that could materially affect eligibility or performance.
- It will comply with applicable CCS, HHSC, state-grant, and federal-award requirements incorporated into a project-specific contract, including applicable records-retention and audit requirements.
- It will not begin project work without written authorization from CCS.
- It has not included pricing information in its SOQ.

Appendix C - Governing Authorities Reference

The following reference list is included to identify the principal procurement, professional-practice, community-center, and grant/funding authorities that may govern this RFQ or later project agreements. Applicability may depend on the scope and funding source of an individual project.

Authority	Relevance
Texas Government Code, Chapter 2254, Subchapter A	Professional Services Procurement Act; qualifications-based selection; negotiation with the most highly qualified provider; contracts or arrangements made in violation of the subchapter are void as against public policy.
Texas Health and Safety Code, Chapter 534	Community center authority and governmental status; review, audit, fiscal-control, and federal-funding compliance provisions.
Texas Government Code, Chapter 783	State administration of grants to local governments; statutory basis for statewide grant-management standards.
Texas Grant Management Standards (Version 2.1, October 2025), and any subsequent amendments, revisions, or successor versions, as applicable.	State grant-management requirements applicable when incorporated into an award or otherwise applicable to CCS as a recipient/subrecipient.
2 C.F.R. Part 200, Sections 200.317-200.327	Federal procurement standards for recipients and subrecipients when federal award funds apply; Section 200.320 addresses competitive proposals and qualifications-based procurement of A/E professional services.
Texas Occupations Code, Chapter 1001	Engineering practice, licensure, firm practice, responsible charge, and sealing requirements.

Texas Occupations Code, Chapter 1051	Architecture practice, registration, firm practice, and sealing/plan requirements.
Texas Occupations Code, Chapter 1052	Landscape architecture, when included in a project.
Texas Occupations Code, Chapter 1071	Professional land surveying, when included in a project.
Texas Government Code, Chapter 2269	Public works project delivery procedures, when applicable to a later construction project or delivery method.
Applicable rules of the Texas Board of Professional Engineers and Land Surveyors and Texas Board of Architectural Examiners	Professional conduct, firm registration, licensure/registration, responsible charge/control, and related regulatory requirements.
Applicable HHSC/HHS contract and grant terms	HHS Uniform Terms and Conditions, Additional Provisions, assurances, data-use/security provisions, grant conditions, and other requirements incorporated into CCS's applicable HHSC funding or program agreements.
Applicable project codes and permits	Current federal, state, and local accessibility, building, fire, life-safety, energy, environmental, health-facility, and permitting requirements applicable to the project location and occupancy.