

## Attachment F-7

# Request for Qualifications (RFQ) for Professional Services

Under the Professional Services Act, 1993 (Texas Government Code 2254), see below, a contract for the purchase of a personal or professional service is exempt from competitive bidding requirements. A Request for Qualifications (RFQ) for Professional Services may be announced or distributed to individuals or companies working in the area of the project. The request should include the following:

Overview of Request including:

- Introduction
- Background of request
- Project description and objectives
- Project schedule
- Coordination with staff and committee

Submittal Instructions for Respondents including:

- Documents required for submission of
- Plan development and project approach

Statement of Qualifications including:

- Letter of interest
- Firm description and brief history
- Financial and insurance information
- Experience and services
- Scheduled timeline for completion
- References

Evaluation of Qualifications:

- Criteria and method of selection
- Process of review
- Notification

Limitations

Additional Information

**Texas Government Code - GOV'T § 2254.004. Contract for Professional Services of Architect, Engineer, or Surveyor**

Current as of January 01, 2024

(a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:

(1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and

(2) then attempt to negotiate with that provider a contract at a fair and reasonable price.

(b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:

(1) formally end negotiations with that provider;

(2) select the next most highly qualified provider; and

(3) attempt to negotiate a contract with that provider at a fair and reasonable price.

(c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into.