REQUEST FOR QUALIFICATIONS
Architectural Services
for the
Tejano Center for Community Concerns, Inc.

The Tejano Center for Community Concerns, Inc. (Tejano Center) is a Community Development Corporation established in 1992. The mission of Tejano Center is to develop education, social, health, and community institutions that empower families to transform their lives.

Web site: www.TejanoCenter.org
Facebook: www.Facebook.com/TejanoCenter
Twitter: www.Twitter.com/TejanoCenter

Design Objectives:
Tejano Center is seeking architectural services from an agency to develop preliminary architectural designs and cost estimates to determine feasibility of a multifamily development for homeless young adults. The firm should be familiar with multi-family housing, accessibility requirements as stated in local, state, and HUD regulations, and Federal Davis-Bacon wage rates.

Services required of the successful submitter:
- Conducting on-site investigations of project site to determine needs.
- Develop preliminary architectural designs and cost estimates in conjunction with staff to determine feasibility analysis.
- The Architect/Engineer shall supply services necessary for planning and designing the project, including architectural, site planning, structural engineering, mechanical and electrical engineering, civil engineering, landscape architecture, cost estimating, and other services.
- Meet with local government agencies to ascertain building and design requirements under local ordinances, codes, and public improvement standards.
- Prepare final design and construction documents reflective of all Federal funding requirements.
- Coordinate bid process, issue plans and specifications and work in cooperation with staff during construction bidding for projects.
- Provide architectural project oversight services as required during construction phase.
- Regular site observations of the contractor and subcontractors during the construction phase and sign off on construction drawings to assure that scheduled payments are made with appropriate holdbacks when pre-determined work has been completed.
- Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
Submission Elements:
Interested parties must submit the following information:

1) A brief description of the firm, including but not limited to place of business, size of the company, and years in operation.
2) Provide a list of the personnel who will be working or assisting on the project and hourly wage rates.
3) Provide information on your current and past projects.
4) Insurance coverage.

Guidelines for Submittal:
Questions regarding the RFQ should be addressed to Mayra Bontemps at bontempsm@tejanocenter.org.

All submittals (2 copies each) should be mailed or hand delivered in a sealed envelope no later than end of business on Wednesday, July 30, 2014 to Tejano Center for Community Concerns, Inc., Attn: Mayra Bontemps, 2950 Broadway Street, Houston, TX 77017.

Between August 1st and 5th, submitters may be asked to schedule presentations, attend meetings, and/or address additional questions related to their respective submittal. The winning proposer will be selected and is expected to begin services August 6, 2014.