



## Comal County Emergency Services District No. 3

### REQUEST FOR QUALIFICATIONS

#### Program/Project Manager Services

Comal County Emergency Services District No. 3 is seeking one qualified firm to provide Program/Project Management services for the scope of services listed below. It is the intent of Comal County Emergency Services District No. 3 to receive statements of qualifications for this work, from interested firms as outlined below.

#### SCOPE OF SERVICES

The selected Program/Project Manager(s) will be expected to assist Comal County Emergency Services District No. 3 with oversight and management of the following specified projects:

Construction of a new Fire Station, located at 160 Oblate, Canyon Lake, TX – Approximately 9000 square foot facility, 3 bays, living quarters and offices.

Construction of an Administration/Training/Logistics Facility, located at 564 Dove Street, Canyon Lake, TX – Approximately 11,500 square foot 2 story facility with warehouse, 50 person training classroom, equipment/supplies warehouse and Administrative Offices

The selected individual(s) or firm(s) will coordinate with the project architects, engineers, contractors and other consultants. Comal County Emergency Services District No. 3 will hold all construction contracts and is seeking a relationship with the Program/Project Management firm as defined by Texas Government Code Section 2269.201.

The services included in the Program/Project Management contract may include overall project management services, assist in budgeting for projects, procuring of Material Testing, oversight of construction with at least one member of the Offeror's team being a Certified Construction Manager (CCM), with experience in bidding and negotiations, design review (with regard to costs, schedule and constructability), quality assurance, on-site inspection, review of contractor pay applications, associated project/construction administration, monthly report, and construction close-out.

The Program/Project Manager must maintain professional liability or errors and omissions insurance at a minimum amount of \$500,000 per occurrence during the term of the project, The selected individual or firm may not self-perform any work in the projects or serve as a subcontractor on the two projects.



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#### SELECTION PROCESS FOR PROGRAM/PROJECT MANAGER

As required by law, the selection of a Program/Project Manager will be made on the basis of demonstrated competence and qualifications in accordance with Texas Government Code sections 2269.207 and 2254.004. In phase one of the selection process, Comal County Emergency Services District No. 3 will review all Statements of Qualifications received by the deadline and evaluate each Offeror's experience, technical competence, capability to perform, past performance, references and other relevant factors submitted in response to this Request for Qualifications. No pricing information will be sought, and none may be provided until the commencement of contract negotiations with the selected individual/firm(s). Comal County Emergency Services District No. 3 may select multiple finalists to participate in interviews, at its discretion. At the end of the evaluation process, Comal County Emergency Services District No. 3 will score and rank finalists using the following selection criteria:

1. The reputation and experience of the Offeror and its proposed personnel.
2. The competence and demonstrated quality of the Offeror and its proposed personnel.
3. Extent to which the Offeror's firm, staffing plan and size meets the needs for Comal County Emergency Services District No. 3's associated project(s).
4. The Offeror's presentation of its Statement of Qualifications and performance in an interview/presentation.
5. The extent to which Offeror's approach and methodology agree with the philosophy of the Comal County Emergency Services District No. 3.

Based on the final rankings, comal county emergency services district no. 3 will select the individual/firm(s) it believes to be the most highly qualified and may attempt to negotiate an acceptable contract with such firm(s) for one or more projects.



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#### SUBMISSION REQUIREMENTS

Please include the following in your submission:

- 1) **Cover Letter.** Provide a one-page cover letter introducing the firm and any other pertinent information concerning the firm's specific qualifications for the services.
- 2) **Firm Description.** Provide firm name, address, contact, and number of years providing project/program management services, specifically for (SECTOR)  
All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project. For the office responsible, please provide an Organizational Chart depicting:
  - a) Key staff proposed for Comal County Emergency Services District No. 3's projects.
  - b) Staff members who will be involved in supporting program/project management services.
- 3) **Project Team.** For each key team member proposed, provide a one-page resume with the following information:
  - a) Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm. Key staff to include a Certified Construction Manager (CCM) in project leadership capacity.
  - b) List of personnel experience specifically in fire station construction.
  - c) Involvement, if any, in terms of roles and responsibilities on the firm's experience.
  - d) For team members in a project support role, provide a half page resume with the following information:
    - i) Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm including a Certified Professional Estimator (CPE).
    - ii) List of personnel experience specifically in the Emergency Services Projects
- 4) **Technical Approach & Methodology.** Describe how your firm team will plan, implement and manage the program utilizing a program/project management software provided by the individual/firm selected.



## Comal County Emergency Services District No. 3

### REQUEST FOR QUALIFICATIONS

#### SUBMISSION REQUIREMENTS CONT.'

- 5) **References.** Identify three relevant and preferably local entities for which your proposed personnel have provided services (within the last 5 years) or are currently providing comparable project management services of similar size and scope. For each client, provide the following:
  - a) The name of the client, the scope of the work being managed in terms of numbers of projects and total cost, and the status of the work.
  - b) The name, position, phone number and email address of the individual at the entity to whom the Project Manager reported.
  - c) The name of the architect(s) responsible for major projects in each program or projects managed. Provide the name, phone number and email address for a contact with each architectural firm.
- 6) **Joint Responses.** Responses must be submitted individually. Joint responses will not be considered.
- 7) **Insurance.** Submit a copy of the individual's or firm's Professional Liability/E&O, Auto, CGL and Workers' Compensation insurance coverage certificate(s).

**Attached Submission Forms:** The submission packet must include the required attachments, signed and included with each individual's/firm's submission.

All questions must be addressed via email to Angela Hemphill at email address [angela.hemphill@ccesd3.org](mailto:angela.hemphill@ccesd3.org) **no later than 2:00pm on March 7<sup>th</sup>, 2025.** Responses will be issued via addendum to all registered firms.

#### **Comal County Emergency Services District No. 3 - RESERVATIONS**

WE RESERVE THE RIGHT TO WAIVE ANY IRREGULARITIES OR TECHNICALITIES AND MAKE ANY DECISION THAT WE JUDGE IS IN THE BEST INTEREST OF OUR DISTRICT. THIS REQUEST FOR QUALIFICATIONS DOES NOT OBLIGATE COMAL COUNTY ESD NO. 3 TO AWARD A CONTRACT OR PAY ANY COSTS INCURRED BY THE OFFEROR IN THE PREPARATION AND SUBMITTAL OF A STATEMENT OF QUALIFICATIONS. COMAL COUNTY ESD NO. 3, IN ITS OWN DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY OFFER AND/OR REJECT ANY AND ALL STATEMENTS OF QUALIFICATIONS WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS REQUEST FOR QUALIFICATIONS. BY SUBMITTING A STATEMENT OF QUALIFICATIONS, OFFEROR AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST COMAL COUNTY ESD NO. 3 AND ITS BOARD OF EMERGENCY SERVICES COMMISSIONERS, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR



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### REQUEST FOR QUALIFICATIONS

RECOMMENDATION OF ANY INDIVIDUAL/FIRM; (2) ANY REQUIREMENTS UNDER THE SOLICITATION OR RELATED DOCUMENTS; (3) THE SELECTION OR NON-SELECTION OF ANY INDIVIDUAL/FIRM, THE REJECTION OF ANY INDIVIDUAL/FIRM; AND/OR THE AWARD OF A CONTRACT, IF ANY.

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 3 MAY REQUEST CLARIFICATION FROM FIRMS FOR THE PURPOSE OF ELIMINATING MINOR ERRORS, AND/OR NON-SUBSTANTIVE IRREGULARITIES. CLARIFICATION DOES NOT GIVE A FIRM THE OPPORTUNITY TO REVISE, CHANGE, OR MODIFY ITS STATEMENT OF QUALIFICATIONS EXCEPT TO THE EXTENT OF CORRECTION OF THE ERROR. THE COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 3 RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION FROM INDIVIDUALS AND/OR FIRMS AND TO CONDUCT NECESSARY INVESTIGATIONS TO DETERMINE THE INDIVIDUAL'S OR FIRM'S COMPETENCE AND QUALIFICATIONS AND/OR THE ACCURACY OF INFORMATION. COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 3 ASSUMES NO FINANCIAL RESPONSIBILITY FOR ANY COSTS INCURRED BY FIRMS IN DEVELOPING AND SUBMITTING A STATEMENT OF QUALIFICATIONS OR ANY AMENDMENTS OR ADDENDA, PARTICIPATING IN ANY NEGOTIATION SESSIONS OR DISCUSSIONS, OR ANY OTHER COSTS INCURRED BY FIRMS PURSUANT TO THIS RFQ. RESPONSES TO THIS RFQ SHALL INCLUDE THE COMPLETE SUBMISSION REQUIREMENTS IN THE SEQUENCE AND FORMAT PRESCRIBED IN THAT SECTION.

#### **Deadline for receipt of submissions is 2:00 PM on March 10<sup>th</sup>, 2025**

Interested firms will submit One Original response (clearly marked as original), three copies (clearly marked as copy) and one electronic version (flash drive) of their response to the following address:

Comal County  
Emergency Services District No. 3  
Attn: Angela Hemphill – RFQ PM  
1074 Scissortail, Canyon Lake, TX 78133

Statements of qualifications must be submitted in sufficient time to be received and time-stamped at the above location on or before the published deadline date and time. Statements received after the published deadline time and date cannot be considered and will be returned unopened. Electronic, email, telephone, telegram and facsimile statements of qualifications will not be accepted.