REQUEST FOR QUALIFICATIONS: RFQ 2026-01

Issued By	Edinburg Economic Development Corporation
RFP Release Date	November 2, 2026
Proposal Deadline	November 20, 2026 at 5:00 P.M.
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REQUEST FOR QUALIFICATIONS: RFQ NO. 26-01

Professional Architectural & Engineering Services

DEADLINE: November 20, 2026 AT 5:00 PM

Edinburg Economic Development Corporation
Submission due by 5:00 PM CT on November 20, 2026

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES TO THE EDINBURG ECONOMIC DEVELOPMENT CORPORATION (EEDC)

1.0 REQUEST FOR QUALIFICATIONS

1.1 General Information

The Edinburg Economic Development Corporation, in Edinburg, Texas, requests the submission of Statements of Qualifications (SOQ) for professional architectural and engineering services. This Request for Qualifications (RFQ) solicits information that will enable EEDC to determine the best suited design team to provide professional services for the organization. This solicitation may lead to a contract to provide a full range of architectural and engineering services to EEDC.

1.2 Detail

This document contains the instructions governing statements of qualifications submitted by interested firms, the format in which to submit SOQs, the materials to submit therein, and the general evaluation criteria. A firm desiring consideration must provide a response in accordance with these instructions and meet all requirements stated herein.

1.3 Intent

The intent of EEDC is to hire a design team to provide architectural and engineering services related to an economic development project and other matters, as described in Exhibit A. The selection will take place through a two-step procurement process, with direct solicitation. EEDC will evaluate all responses in step one and may conduct interviews with short-listed respondents in step two.

EEDC reserves the right to reject any and all qualification statements received in response to this RFQ. EEDC reserves the right to short list respondents and base final selection rankings on personal interviews. EEDC reserves the right to conduct new services selection procedures for current and/or future needs.

1.4 Standards

This procurement is conducted in accordance with the Professional Services Procurement Act, Chapter 2254, Texas Government Code. EEDC will select the most highly qualified team on the basis of demonstrated competence and qualifications, and will then negotiate for fair and reasonable compensation. Fees shall be consistent with and not higher than the recommended practices and fees published by the applicable professional associations. **Respondents shall not submit fees or pricing with the SOQ.**

1.5 Right of Rejection

EEDC reserves the right to reject any and all SOQs received in response to this request. EEDC is not obligated to award a contract solely based on this request or to otherwise pay for information solicited.

1.6 Submittal Deadline

The SOQ Package (see Section 2.2) must be submitted to EEDC by **5:00 p.m., CT on November 20, 2026**. See Section 2.2 for delivery instructions. Late submissions will not be considered.

1.7 Texas Public Information Act

All data and information submitted by firms in response to this RFQ may become public information, as provided by the Texas Public Information Act, Texas Government Code Sections 552.001 - 552.026. EEDC does not assume responsibility for asserting legal arguments for confidentiality on behalf of the firm.

1.8 Cost of Preparing Statement of Qualifications Package

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be the sole responsibility of the prospective firms.

1.9 Scope of Services

The selected team shall provide timely and professional architectural and engineering services, deliverables, and responses to EEDC requests, as well as timely and professional billing documents in accordance with the agreed upon contract. It is the intent of this RFQ that a consistent quality of services is provided for all EEDC architectural and engineering requirements. The services to be provided by the team, if selected, may include all of the following duties:

- Programming, needs assessment, site evaluation, and feasibility studies for economic development projects
- Conceptual design and master planning for sites, business parks, and facilities
- Schematic design, design development, and construction documents
- Cost estimating and budget control throughout each phase of design
- Coordination of civil, structural, mechanical, electrical, and plumbing engineering and other consultants
- Code review, permitting, and coordination with the City of Edinburg and other authorities having jurisdiction
- Texas Accessibility Standards compliance, including registration and inspection with the Texas Department of Licensing and Regulation
- Assistance with bidding and contractor procurement
- Construction administration, including submittal review, site observation, pay application review, and project closeout
- Renderings and presentation materials, and attendance at EEDC Board of Directors meetings as requested
- Compliance with requirements of federal and state funding sources, when applicable
- Other architectural and engineering services as may be necessary or required

2.0 INSTRUCTIONS AND PROCEDURES

2.1 SOQ Package Preparation

The Qualification Package will include the following four (4) components and shall be numbered as shown:

1. One page transmittal letter. The letter shall provide the names, title, address (physical and mailing), and telephone number of the official contacts.
2. Statement concerning insurance coverages and liability amounts. Confirmation that the team has in place general liability insurance, worker's compensation, and professional liability insurance.
3. Statement concerning conflict of interest. Those interests of the team that would impede with or interfere in carrying out the duties and responsibilities to EEDC are deemed conflicting.
4. Statement of Qualifications to include a complete description of the following:
    A. Background on the team's organization.
    B. Key personnel that will be assigned to EEDC. The information for each individual must include the following: name, area(s) of expertise, years of experience, and professional license(s), including Texas Board of Architectural Examiners registration and engineering.
    C. Present examples of the firm's experience and expertise in providing the services detailed in Section 1.9.
    D. Provide at least three references. References must include name, phone number, email address, location, team's role and responsibility, and project description.

2.2 Submitting the SOQ Package

The firm shall submit the SOQ package electronically via email in a pdf format to Raudel Garza, Executive Director, at Raudel@edinburgedc.com. The SOQ package should be limited to 12 pages.

The submission deadline for SOQs is no later than **5:00 PM, CT, November 20, 2026**.

2.3 Evaluation Factors

The evaluation factors include:

- The team's familiarity and previous project experience with public-sector and economic development projects, including industrial, commercial, business park, and public facilities.
- Professional qualifications of the individual(s) (including subcontracted personnel) who will perform the work.
- The team's record and experience (including subcontractors) with Federal and State funding agencies and philanthropic foundations.
- The team's performance record and experience (including subcontractors) with similar type clients.

- The team's record of completing projects on schedule and within budget.
- The team's office locations.
- The team's insurability and status of current work related to litigation or arbitration.
- The team's anticipated workload during period of engagement and availability of personnel.

2.4 Inquiries

If any firms have questions or need additional information to clarify the intent of this RFQ, submit questions or requests via email to Raudel@edinburgedc.com before November 20, 2026. EEDC will collect these questions and respond to all the RFQ Package holders prior to evaluation.

Should any firms find discrepancies in or omissions from the RFQ, or should they be in doubt as to their meaning, the firm shall notify Raudel Garza, Executive Director.

2.5 Evaluation Process

- EEDC may call upon anyone they deem necessary to assist with the evaluation.
- EEDC may obtain information from references.
- EEDC may contact the respondents for the purpose of obtaining additional information or clarification during the evaluation period.
- EEDC will evaluate each SOQ received, in accordance with the factors in Section 2.3, based on the contents of the SOQ, any subsequent written clarifications required, and reference information obtained.
- EEDC may rank and determine the highest qualified firm based solely upon the evaluation of the SOQ package, any subsequent written clarifications required, and reference information obtained.
- If EEDC deems it necessary to conduct interviews, EEDC may identify two or more firms to be interviewed using the procedure in Section 2.6.

2.6 Interviews

EEDC reserves the right to interview each team that submits a SOQ before the deadline. If interviews are conducted, EEDC will develop a list of questions to be answered by each team interviewed and provide additional instructions to be followed. EEDC will select a team upon completion of the interviews.

EXHIBIT A – ANTICIPATED PROJECT TYPES

Anticipated projects may include:

- **Commercial and light industrial buildings supporting business recruitment and expansion.**
- **Flexible tenant spaces and facilities with shared amenities and outdoor gathering areas.**
- **Renovation, rehabilitation, or adaptive reuse of existing buildings.**
- **Associated parking, pedestrian access, drainage, utilities, and site improvements.**

Respondents should highlight experience with comparable projects in their Statements of Qualifications.