REQUEST FOR QUALIFICATIONS (RFQ): ARCHITECTURAL SERVICES

Project: Hope House Emergency Shelter Project
Estimated Total Project Budget: $170,000
Submission Deadline: 12 PM / December 1, 2026
Submit To: Raymond Reeves, r.reeves@cchopehouse.org

1. **Project Overview & Scope of Services**
   Corpus Christi Hope House, Inc. is seeking Statements of Qualifications (SOQs) from licensed architectural firms for a federally grant-funded (Community Development Block Grant) project to include energy efficient improvements and facilities rehabilitation.

   Component 1: Energy efficient improvements consist of replacing existing HVAC units and water heaters. **Component 2**: Facilities rehabilitation and repairs - Replace the old, damaged, and worn square floor tiles with new LVT flooring in second floor bedrooms and hallway at 630 Robinson Street. Repair the sub-flooring and install new LVT flooring in the living room at Apartment #3 at our homeless facilities at 658 Robinson. Replace the damaged and worn-out fencing and gates at 630 Robinson Street and 658 Robinson Street facilities. Replace the old, damaged, and worn floor tiles and carpeting with new LTV flooring and prep and paint the counseling rooms, food bank, hallway, restrooms, and front offices at 3226 Reid Drive. Remove old asphalt, compact, fill with 2" hot mix type D, compact, roll, layout and restripe the parking lot at our resource center, office, classroom, food bank, and counseling rooms at the facilities at 3226 Reid Drive.

   The selected architect will provide:
   - Site assessment, required drawings, and design procedures
   - Project documents suitable for competitive bidding
   - Bid Administration
   - Project Inspection
   - Project Management
   - Project Closeout

2. Submission Requirements (Max 8 Pages)
Please submit a single PDF containing:
- **Firm Profile & Capacity:** Brief overview, Texas/state architectural registration, and confirmation of capacity to begin work on December 8, 2026.
- **Key Personnel:** Resume and relevant experience of the lead project architect.
- **Comparable Experience:** Descriptions and client references for 2 to 3 completed projects of similar scope and budget ($100k–$200k).
- **Project Approach:** Brief summary (1 page max) of your schedule and approach to keeping project within the ~$170,000 budget.
- ***Note on Pricing:*** *In accordance with federal Qualifications-Based Selection (QBS) requirements (2 CFR 200.320(b)(2)(iv)),* ***do not include fee proposals, hourly rates, or cost estimates*** *in your SOQ. Submittals containing pricing will be disqualified.*

3. Evaluation Criteria (100 Points Total)
- Comparable Project Experience & Federal Grant Experience: **50 Points**
- Qualifications of Lead Architect & Subconsultants: **20 Points**
- Project Approach & Budget Control Strategy: **20 Points**
- Availability & Schedule Capacity: **10 Points**

4. Selection & Federal Compliance
A three-member evaluation committee (Board Chair, Executive Director, and Grant Administrator) will independently score all submitted qualifications. Selected firm adhere to all Federal Grant Guidelines.