

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9

REQUEST FOR QUALIFICATIONS (RFQ)

**FOR ARCHITECTURAL / ENGINEERING SERVICES
DISPATCH CENTER REMODEL PROJECT**

Harris County Emergency Services District No. 9 (HCESD9) invites the submittal of Statements of Qualifications from highly qualified, licensed, and experienced architectural and engineering firms to provide professional services for the planning, design, and construction administration of a comprehensive Dispatch Center Remodel.

HCESD9 appreciates your time and effort in preparing a response. Statements of Qualifications must be submitted in a sealed envelope clearly labeled:

“RFQ – Architectural / Engineering Services – Dispatch Center Remodel Project”

Submittals must be received **no later than 2:00 p.m. (CST) on January 22, 2026.**

Submittals shall be delivered to:

Harris County Emergency Services District No. 9
Attn: Finance Director
10710 Telge Road
Houston, Texas 77095

Electronic, faxed, or late submittals will not be accepted.

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1. BACKGROUND

Harris County Emergency Services District No. 9 provides fire, rescue, and emergency medical services to over 600,000 residents from thirteen strategically located fire stations across approximately 164 square miles. The District operates a 24/7 emergency communications and dispatch center that is critical to public safety operations.

2. STATEMENT OF PURPOSE

The purpose of this RFQ is to identify and select the most qualified architectural and engineering firm to provide professional design services for the renovation and modernization of the existing Dispatch Center facility. The selected firm will be responsible for translating the Owner's operational requirements into a fully coordinated design suitable for construction.

The project will be delivered using a Construction Manager at Risk (CMaR) delivery method and is intended to result in a Guaranteed Maximum Price (GMP) for approval by the HCESD9 Board of Commissioners.

3. PROJECT OVERVIEW

This project consists of a comprehensive interior renovation and targeted exterior improvements to an existing, fully operational dispatch facility. The facility must remain operational 24 hours per day, 7 days per week throughout all phases of design and construction.

The Architect/Engineer shall design the project in accordance with the Owner's Basis of Design (BOD), which governs scope, performance requirements, and operational priorities. The Basis of Design is **Appendix A**.

Major project elements include, but are not limited to:

- New dispatch floor with raised floor system and upgraded consoles
- Full building data and communications re-cabling
- Server room expansion with raised floor, FM-200 system modifications, and alerting systems
- HVAC evaluation and potential system replacement, including VRF analysis
- Fire alarm system upgrades to meet current remodel code
- Renovation of kitchen, restrooms, showers, locker room, dorms, offices, and gym
- Exterior window replacement, roof inspection and repairs, repainting, and covered patio
- Generator dual-fuel (propane) feasibility evaluation
- Phased construction to maintain uninterrupted dispatch operations

4. SCOPE OF PROFESSIONAL SERVICES

The selected firm shall provide complete architectural and engineering services, including, but not limited to:

- Evaluation of existing conditions
- Programming and space planning
- Schematic Design

- Design Development
- Construction Documents
- Cost estimating at each design phase
- Value engineering support
- Permitting and agency coordination
- Bid-phase assistance
- Construction administration

The Architect/Engineer shall be responsible for coordinating all required sub-consultants, including but not limited to structural, mechanical, electrical, plumbing, fire protection, IT/low-voltage, security, and specialty consultants.

5. BASIS OF DESIGN

The project shall be designed in accordance with the Dispatch Center Remodel Basis of Design (**Appendix A**) issued by HCESD9. The BOD establishes minimum technical, functional, and operational requirements, including but not limited to:

- Dispatch floor configuration
- HVAC and mechanical performance
- Fire alarm and life safety systems
- Electrical, UPS, and generator coordination
- Server room and data infrastructure
- Phasing and continuity-of-operations requirements

Deviations from the Basis of Design shall not be permitted without prior written approval from HCESD9.

6. PHASING & CONTINUITY OF OPERATIONS

Dispatch operations shall remain fully functional at all times.

The Architect/Engineer shall:

- Incorporate phased construction strategies into the design
- Identify temporary systems required to maintain uninterrupted operations
- Coordinate system cutovers to avoid outages
- Support detailed phasing plans suitable for construction execution

No planned or unplanned shutdowns of dispatch, server, data, power, HVAC, or fire alarm systems are permitted without prior written approval from HCESD9.

7. SUBMITTAL INSTRUCTIONS

If it becomes necessary to revise any part of this RFQ, a written addendum will be posted to www.cyfairfd.org

It is the responsibility of any Proposer to ensure that it has reviewed any addenda. HCESD9 is not bound by any oral representations, clarifications, or changes made in the written specifications by its personnel unless such clarification or change is provided to proposers in a written addendum. All addenda must be acknowledged on the RFQ Response Form (**Appendix C**). Statements of Qualifications may be considered nonresponsive if Addenda are not acknowledged.

The Statement of Qualifications (SOQ) submitted should not exceed 25 pages. A page is considered one face of a leaf. The requested Design Team resumes (TAB 3), front and back covers, tabs, table of contents, and Appendix C shall not be counted in the SOQ maximum. All Statements of Qualifications shall be typed in a font no smaller than 10 points on 8 ½" x 11" paper, bound with tabbed dividers labeled by section to correspond with the evaluation information requested.

Proposers shall submit seven (7) hard copies and one (1) electronic copy of the Statement of Qualification. The name of the Proposer's company shall be indicated on the spine and/or cover of each binder submitted. The electronic copy should be on a thumb drive and clearly labeled.

Statement of Qualifications and all required documents as described in this RFQ must be sealed and submitted with the response form and indicate the name of the Project Title. Facsimile, email, or telephone Statement of Qualifications will not be considered.

No responsibility will attach to HCESD9 or any official, or employee thereof, for the pre-opening of, post-opening of, or the failure to open a Statement of Qualifications not adequately addressed and identified.

Any irregularities or lack of clarity in the RFQ should be brought to the attention of the HCESD9 Fire Chief in written form as soon as possible so an addendum may be furnished to all Proposers.

Any clarification of instructions, terms, and conditions, insurance, or offer preparation shall be made only by the HCESD9 Fire Chief. Verbal clarifications will not be binding. Written clarifications will be added by addenda and posted on the website at www.cyfairfd.org

Statement of Qualifications is not to contain confidential/proprietary information. Statement of Qualifications must contain sufficient information to be evaluated without reference to confidential or proprietary information. Any Statement of Qualifications submitted marked "confidential" or "proprietary" or containing materials so marked may be returned to the Proposer and not be considered for award.

8. SUBMITTAL REQUIREMENTS

The criteria used to evaluate the RFQ responses will follow the prescribed format for submissions, described below:

Cover Letter – Briefly respond with the Proposer’s interest in the project and the capacity to perform. Briefly outline how the individual(s) or firm will meet the needs for conducting the Scope of Work referenced above.

TAB 1) Firm Description (10 Points)

Related to this section of the submission, the Statement of Qualifications will be evaluated on the firm's capability and history, as well as its experience with General Construction delivery methods throughout the design phase, construction, and completion/acceptance of the project.

- Provide a brief narrative describing the history of the Prime Architectural firm. Identify the ownership, number of employees in the firm, and the roles/positions and titles. Identify the primary firm location and locations of branch offices, including where all key staff are based.
- Provide a list of Engineers and Specialty Design consultants that the prime architectural firm proposes to be part of the Design Team. For each Engineer and Specialty Design, the consultant stated in the proposal would provide summary information, including the proposed role on the project and past projects completed with the Prime Architectural firm.
- List all Design, Engineering, and Specialty Design services that will be provided by the proposed Design Team, including but not limited to Architectural, Civil, Structural, Mechanical, Plumbing, Electrical, Telecommunications, Access Control, Security, Interior Design, and Landscape Architecture. Provide a matrix, graph, or table indicating which services will be provided in-house by the Architectural firm and which services will be contracted separately by the Architectural firm. Include all firm names. This work shall be under the Architectural firm and included in a single contract to be negotiated with HCESD9.

TAB 2) Project Experience (35 Points)

Related to this section of the submission, the Statement of Qualifications will be evaluated on the following:

- Level of experience in projects similar in scope and complexity to that described in the RFQ, with special emphasis on public safety dispatch centers.
- Demonstrated capability in site development on raw land.
- Demonstrated understanding of facilities assessment, planning, design, and construction characteristics for similar projects.
- Demonstrated ability and qualifications to address design issues relative to this project's size, type, and location.
- Demonstrated ability to work with all stakeholders in a team approach.
- Demonstrated prior experiences, teamed with some or all of the proposed team members in the RFQ.

Provide the experience of the firm. List a minimum of three (3) and a maximum of six (6) relevant projects within the last six (6) years where the firm has had the responsibility and contract to serve as the lead architect. Indicate the project name, size, year of completion, construction, total project cost, and the project reference with a current phone number and email address. Describe the firm's role in the design and construction of each project. Identify any specialty consultants included in the project. Projects included must have been completed within the past six years.

TAB 3) Team Experience (25 Points)

Related to this section of the submission, the Statement of Qualifications will be evaluated on the accomplishment, ability, and availability of the key project personnel to be assigned.

Consideration will include staff and organizational capabilities to meet this project's scope, budget, quality, and schedule.

- List name, title, education, total years' experience/number of years with the firm, level of experience, professional licensing/years licensed for each proposed staff member to be assigned to this project. Include key staff members responsible for this project from programming through the end of construction. Describe their responsibilities on the projects listed under TAB 2. Provide resumes for these staff members (resumes will not count toward the SOQ's maximum page allowance). Include information and resumes on the staff of the Prime Architectural firm, including all engineers and specialty designers.
- Provide an organizational chart of the project team and indicate the project roles of each staff member and, in general terms related to the overall project team organization, the role of any Engineer and Specialty Design consultant included in the Design Team.
- Provide specific project team experience with public safety dispatch centers.
- Provide specific project examples where team members have worked together on completed projects in the last ten years.

TAB 4) Approach to the Project (5 Points)

Related to this submission section, the Statement of Qualifications will be evaluated on the completeness and relevance of the Pre-Construction and Construction Plans.

- Provide a Pre-Construction/Design Services Plan for your proposed Team as described under TAB 3, indicating planned staffing participation. Address the volume of key and support staff involvement, and plan to coordinate with local stakeholders.
- Provide a Construction Services Plan for your proposed Team. Discuss Team member participation and anticipated on-site representation. Discuss the process and the implementation of the work described in the Scope of Work

TAB 5) Schedule, Budget, and Project Innovations (5 Points)

Related to this submission section, the Statement of Qualification will be evaluated on the demonstrated ability to anticipate and address project budget and schedule constraints, including specialty skills or proposed innovations.

- The anticipated Notice to Proceed for the selected Design Team is March 2025. Given the Scope of Pre-Construction Services described in section Scope of Services 3, please explain what steps your Team anticipates necessary to meet these milestones.
- Describe how your team will assist with Value Engineering and other related services to help keep the project on budget.
- This project must be delivered in the most current AutoCAD version, though this is not intended to prohibit using other software to support the project. Describe how your team could and has employed BIM or other software to help the design or construction process. Include any recommendations for this project.
- Describe any unique or specialty skills your team will bring to this project.

TAB 6) Quality Control (20 Points Tabs 6-8)

Related to this section of the submission, the Statement of Qualifications will be evaluated on demonstrated ability to undertake and complete quality institutional projects on time and within budget, similar to this project.

- Describe the firm's quality control procedures.
- Indicate means and methods for cost control that will be utilized for this project.
- Include experience in designing projects within an established budget and schedule. Identify the number of RFI's and initial and final project costs of at least three (3) projects described under TAB 2.

TAB 7) References

Provide the points of contact for the Projects listed in TAB 2 for the Prime Architect only. Contact information should include name, title, phone #, and e-mail address. The Proposer grants permission to HCESD9 to contact all references identified. The decision to eliminate a Proposer from consideration for poor reference checks or incorrect and/or incomplete reference information shall be at the sole discretion of HCESD9 and shall not be subject to appeal.

TAB 8) Financial Condition

- Describe if the firm has ever filed for bankruptcy, been in loan default, or if there are any pending liens.
- State whether or not your firm has been terminated for default in the last five years. If the firm has experienced such a termination for default, submit full details of the terms for

default, including the other party's name, address, and telephone number. Present the Proposer's position in the manner. The Owner will evaluate the facts and may, at its sole discretion, reject the Proposal based on experience. Indicate if the Proposer has experienced no such termination for default in the past five (5) years. (Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance.)

- Provide a statement of the firm's financial condition, the firm's ability to complete the services requested for this project without issues related to general financial condition, and the financial ability of the firm to support these services.

9. SELECTION PROCESS

An evaluation committee shall evaluate the Statement of Qualifications based on the criteria listed below. The evaluation committee will create a "short list" of firms to be interviewed. The firms invited to interview will be re-evaluated using the same criteria, but the second scoring will be based on each respondent's presentation and responses. The rating will be determined by the SOQs and interviews conducted by the evaluation committee. The Board has absolute discretion to accept or reject the evaluation committee's recommendation.

A contract will then be awarded to the firm demonstrating the most competence and best qualifications at a reasonable and fair price. The selected firm will be recommended to the HCESD9 Board of Commissioners for approval. Should the chosen firm fail to enter into a contract with HCESD9, the Owner may terminate negotiations and begin negotiations with the next-highest-rated Design Team. The Owner reserves the right to change this selection procedure depending on its future schedule. The Owner also reserves the right not to make an award if it is deemed that no single firm fully meets the requirements of this RFQ and/or meets the Owner's needs. See Attachment 3, a sample of the Professional Services Agreement, for your review.

The Owner will be the sole judge, for our purposes, of the acceptability of any Statement of Qualifications.

Any recommendation letter submitted with the Statement of Qualifications but not explicitly requested will not be evaluated.

The Statement of Qualifications will be evaluated according to the evaluation criteria stated below:

Weight Evaluation Criteria	Possible Points
1. Firm Description (TAB 1)	10
2. Project Experiences (TAB 2)	35
3. Project Team (TAB 3)	25
4. Project Approach (TAB 4)	5
5. Schedule, Budget, Innovations (TAB 5)	5

6. Quality Control/References Financial Condition (TAB 6-8)	20
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Total Possible Points	100
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The Proposer agrees to a minimum of (60) calendar days acceptance period from the public opening date.

10. GENERAL CONDITIONS

HCESD9 reserves the right to reject any or all submissions, waive informalities, and select the firm deemed most qualified and in the best interest of the District.

This RFQ does not constitute a contract or commitment by HCESD9.

No Gratuities. Proposers shall not offer any gratuities, favors, or anything of monetary value to any official or employee/volunteer of HCESD9 to influence this selection. Any attempt by the Proposer to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels shall be grounds for exclusion from the selection process.

All Information is True. Proposer represents and warrants to HCESD9 that all information provided in the response shall be accurate, correct, and complete. Proposers who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to HCESD9 for consideration in the selection process shall be excluded.

Interviews. After the initial evaluation of the submittals, Proposers will be notified by email of their status in the selection process. Proposers who are “short-listed” should expect and anticipate subsequent interviews, which will most likely focus not only on the Proposer’s program approach but also on an appraisal of the people who would be directly involved in the Project.

Inquiries. Do not contact HCESD9 or elected officials during the selection process to inquire about its progress. Proposers will be contacted when appropriate.

Contract Negotiations. This RFQ is not to be construed as a contract or a commitment. If this RFQ results in a contract offer by HCESD9, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. HCESD9 intends to include a “key persons” clause in the contract negotiations to ensure that the appropriate staff is assigned to the Project. Fair and equal treatment will be provided to all Proposers regarding any opportunity to discuss and revise responses. Such revision may be permitted after submissions and before award to obtain the best and final offers.

No Obligation. HCESD9 reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate responses; (4) accept any submittal or portion of submittal; (5) reject any or all

Proposers submitting responses, should it be deemed in HCESD9's best interest; or (6) cancel the entire process.

Equal Opportunity Employer. The selected provider agrees that, during the term of the contract, they shall not engage in any employment practices that have the effect of discriminating against any employee or applicant for employment based on race, color, religion, national origin, sex, age, or handicap; further, the successful Proposer will take affirmative steps that applicants are treated, and employees are treated during employment without regard to their race, color, religion, national origin, sex, age or handicap.

11. GOVERNING LAW

The laws of the State of Texas shall govern this RFQ and any resulting contract.

12. TAXES, LICENSES, AND PERMITS

HCESD9 is exempt from all federal excise, state, and local taxes unless otherwise stated in this document. HCESD9 claims exemption from all sales and use taxes under Texas Tax Code 151.309, as amended. Texas Limited Sales Tax Exemption Certificates may be furnished upon written request to HCESD9.

The firm selected shall secure all required licenses, permits, and insurance necessary for the proper execution and completion of the work/services involved.

13. INSURANCE REQUIREMENTS

The selected firm must provide the types and amounts of insurance specified in the Minimum Insurance Requirements in Appendix B and maintain the required insurance throughout the contract period. Sub-consultants shall keep the same insurance levels required of the contractor. All insurance documents will be verified. HCESD9 must be named as an additional insured on a certificate of insurance.

This coverage must be maintained for at least two (2) years after completing the project.

Proposer's coverage must be written on an Occurrence, not claims-made, basis with companies acceptable to HCESD9. Coverage must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days' prior written notice thereof to HCESD9. There shall be no right of subrogation against HCESD9, and the policies shall endorse this waiver of subrogation. Before the commencement of the work performance, the Proposer shall furnish proof of endorsements or other documentary evidence to identify HCESD9 as an additional insured, evidencing compliance with all requirements. The limits of such insurance shall in no way be construed as limiting the Proposer's obligation to completely defend, indemnify, and hold harmless

14. STATUTORY AND COMPLIANCE REQUIREMENTS

The selected firm must comply with all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to:

- Texas Government Code Chapter 2254 – Professional and Consulting Services
- Texas Government Code Section 2252.908 – Certificate of Interested Parties (Form 1295)
- Texas Local Government Code Chapter 176 – Conflict of Interest Disclosure
- HB 89 and SB 252 regarding prohibited business activities

All required disclosures, certifications, and forms shall be submitted in accordance with District requirements.

15. PROCUREMENT CONDITIONS

All costs incurred in the preparation and submission of a response to this RFQ are the sole responsibility of the responding firm.

No firm may withdraw its Statement of Qualifications for a period of sixty (60) days following the submission deadline.

16. PUBLIC INFORMATION

All information submitted in response to this RFQ is subject to the Texas Public Information Act. Respondents shall clearly mark any information they consider confidential; however, HCESD9 does not guarantee the confidentiality of any submitted materials.

17. GOVERNING LAW AND VENUE

Any contract resulting from this RFQ shall be governed by the laws of the State of Texas, with venue in Harris County, Texas.

APPENDIX A BASIS OF DESIGN (BOD)

1. PURPOSE

This Basis of Design document establishes the technical, functional, and performance requirements for the Dispatch Center Remodel. It is intended to guide architectural and engineering design, establish a clear scope for cost estimating, and provide a reference for construction execution.

2. GENERAL DESIGN INTENT

- Facility shall be renovated to support 24/7 public safety dispatch operations.
- All work shall comply with current applicable building, fire, life safety, electrical, mechanical, energy, accessibility, and local authority codes.
- Systems and materials shall prioritize durability, maintainability, and operational continuity.
- Design shall minimize operational downtime and support phased construction if required.

3. FIRE ALARM & LIFE SAFETY

- Existing fire alarm system shall be evaluated.
- System shall be modified or replaced as required to meet the current code for a remodeled facility.
- Device placement, notification, and monitoring shall be coordinated with new room layouts.
- All life safety systems shall be thoroughly tested and commissioned.

4. HVAC / MECHANICAL

- Evaluate condition, capacity, and remaining service life of existing HVAC systems.
- Provide design and pricing for replacement of aging systems.
- Include evaluation and feasibility of a Variable Refrigerant Flow (VRF) system consistent with modern fire station standards.
- Modify and rebalance supply and return air distribution to accommodate new walls, room divisions, and occupancy loads.

- Server room cooling shall meet equipment manufacturer requirements and operate independently of comfort systems as required.

5. ELECTRICAL & POWER

- Electrical systems shall be evaluated for capacity and condition.
- Provide new power distribution as required for dispatch consoles, server equipment, gym equipment, and general building loads.
- Evaluate UPS-supported circuits; remove non-essential loads from UPS systems.
- Provide blocking, power, and data for wall-mounted TVs throughout the facility.
- Lighting shall be upgraded or reconfigured to suit new room layouts and use.

6. DISPATCH FLOOR

- Construct a new dedicated dispatch floor.
- Provide a raised floor system with vinyl tile squares.
- Relocate (2) existing dispatch consoles.
- Furnish and install (2) new dispatch consoles.
- Provide redundant electrical and data connections for all consoles.
- Re-cable dispatch area to current industry standards.

7. DATA / COMMUNICATIONS

- The entire building shall receive a new structured data cabling infrastructure.
- Provide additional network racks as required.
- Coordinate cabling pathways with raised floors, ceilings, and server room expansion.

8. SERVER ROOM (ROOM 117)

- Expand the server room into the former stair space.
- Install raised access floor.
- Relocate the electrical breaker box to the new wall location.

- Modify FM-200 fire suppression system to reflect new square footage and code requirements, including open-air return to DOC.
- Install Fire Station Alerting System.
- Provide additional lighting and dedicated power.

9. KITCHEN (ROOM 126)

- Remodel kitchen to improve functionality and durability.
- Replace appliances and countertops.
- Modify the layout to remove the left-side counter and add an eating area.
- Vent range hood to exterior.

10. RESTROOMS & SHOWERS (ROOMS 110 & 111)

- Remodel men's and women's restrooms.
- Close alcove 112.
- Add corridor access doors.
- Provide walk-in showers in each restroom.
- Maintain separation between toilet and shower areas.
- Upgrade vanities and add sinks as required.
- Provide exhaust ventilation for showers.

11. LOCKER ROOM (ROOM 116)

- Construct new locker room.
- Close alcove 127 and extend storage as indicated.
- Provide (26) full-size PLAM-spec lockers.
- Demo concrete floor to match corridor elevation.
- Provide new lighting, power, and HVAC modifications.

12. DORMS (ROOMS 121 & 122)

- Divide into (4) individual dorm rooms based on structural constraints.
- Provide corridor access doors.
- Furnish each dorm with a twin XL bed, chair, nightstand, and ceiling fan.
- Provide separate lighting, power, and HVAC adjustments.
- Dorm doors shall be lockable.

13. GYM / WEIGHT ROOM (ROOM 114)

- Remodel gym space.
- Provide exercise equipment.
- Remove existing boards.
- Provide ceiling fan, lighting, and power upgrades.

14. OFFICES (ROOMS 102 & 103)

- Add (3) full-size lockers per room.
- Provide a Murphy bed in each office.
- Add ceiling fans.

15. CORRIDORS & ACCESS CONTROL

- Corridor 113: Add a secure door for dispatch floor access with a pony wall transition.
- Relocate access control devices to new door locations.
- Relocate the FM-200 manual pull station and hold switch as required.

16. EXTERIOR

- Replace rusted exterior window frames and install new windows as required.
- Inspect the roof and perform repairs or upgrades as needed.
- Repaint the roof.

- Paint all exterior painted surfaces, including doors, windows, and light poles.
- Construct a 20-foot covered concrete patio.
- Install new fence at HVAC yard.

17. GENERATOR / FUEL SYSTEMS

- Evaluate feasibility and design requirements for adding a propane tank to support dual-fuel generator operation.

18. FLOORING

- Replace flooring in offices and the kitchen.
- Dispatch floor to receive vinyl tile raised floor system.

19. SECURITY & HARDWARE

- All dormitory and shower doors shall be lockable.
- Hardware shall be commercial-grade and appropriate for public safety facilities.

20. PHASING & CONTINUITY OF OPERATIONS

- Dispatch operations shall remain fully functional 24/7 throughout all phases of construction.
- Construction activities impacting dispatch, server room, power, HVAC, fire alarm, or data systems shall be phased to avoid outages.
- No planned or unplanned shutdowns of dispatch systems are permitted without prior written approval from the Owner.
- Temporary systems (power, HVAC, data, fire alarm protection) shall be provided as required to maintain uninterrupted operations.
- Dispatch floor work shall be sequenced to allow relocation of existing consoles before demolition or reconstruction.
- Server room expansion, FM-200 modifications, and network cutovers shall be carefully staged with parallel operation where feasible.

- Electrical cutovers shall be performed during approved low-risk windows and coordinated in advance.
- Fire alarm and life safety systems shall remain operational at all times; temporary protection and monitoring shall be provided if devices are taken offline.
- Contractor shall submit a detailed phasing plan identifying work areas, temporary partitions, dust/noise controls, and system cutover sequencing.
- Contractor shall coordinate daily activities with dispatch leadership to avoid operational impacts.

21. COMMISSIONING & CLOSEOUT

- All systems shall be tested, balanced, and commissioned.
- Provide as-built drawings and system documentation.
- Provide staff training for new systems.

APPENDIX B INSURANCE REQUIREMENTS

Harris County Emergency Services District No. 9 Insurance Requirements

Liability Risk to Cy-Fair FD	1 Extreme	2 High	3 Medium	4 Low	5 No Insurance
Commercial Gen. Liability -CSL, BI & PI	\$1,000,000	\$1,000,000	\$500,000	\$300,000	NONE
General Aggregate	\$2,000,000	\$2,000,000	\$1,000,000	\$600,000	NONE
Prod/Compl OP	\$2,000,000	\$2,000,000	\$500,000	\$500,000	NONE
Damage to Rented Premise	\$100,000	\$100,000	\$100,000	\$100,000	NONE
Commercial Automobile Liability	\$1,000,000	\$1,000,000	\$500,000	\$300,000	NONE
Workers compensation					
A- Med, Disab. , AD&D	Texas Statute	Texas Statute	Texas Statute	Texas Statute	NONE
B- Employers Emp. Liability					
\$/Emp/Acc	\$500,000	\$500,000	\$100,000	\$100,000	NONE
\$/Emp/Dis	\$500,000	\$500,000	\$100,000	\$100,000	NONE
Policy Aggr	\$500,000	\$500,000	\$200,000	\$200,000	NONE
Commercial Umbrella- CSL, BI and PD	\$1,000,000	NONE	NONE	NONE	NONE
General Aggregate	\$1,000,000	NONE	NONE	NONE	NONE
Prod/Compl OP	\$1,000,000	NONE	NONE	NONE	NONE
Garage Liability	NONE	NONE	NONE	NONE	NONE

* Additional Insured - Harris County Emergency Services District No. 9 DBA Cy Fair Fire Department must be included as an additional Insured on all coverages except workers' compensation and employers' liability. All Insurance policies the District as an Additional Insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

** Waiver of Subrogation - Waiver of Transfer of Rights of Recovery Against Other in favor of Harris County Emergency Services District No. 9 DBA Cy Fair Fire Department is required for all coverage

*** The minimum Insurance policy limits required herein may be satisfied by primary policies providing such limits or by the combination of primary and umbrella policies.

**** Umbrella Liability - If used to meet requirements, it must apply as excess to all policies listed.

APPENDIX C RFQ RESPONSE FORM

This Statement of Qualifications constitutes an offer by this Applicant, which signifies the Applicant's intent to negotiate a Contract for Architectural/Engineering Services for HCESD9's projects. Applicant attests that it has read and understands the RFQ requirements, will abide by the terms and statutory requirements governing the solicitation process, and does not object to any of the terms and conditions listed in the RFQ.

A representative authorized to bind Applicant must prepare and sign a notarized Certification of Applicant containing all statements and information required below.

The Certification of Applicant is submitted by _____, the
Applicant, in support of its Proposal dated _____, 2026.

I. APPLICANT INFORMATION

Name of Submitter: _____

Address: _____ City: _____

State: _____ Zip: _____

Office No.: _____ Email Address: _____

II. ADDENDA

All addenda shall be in writing and posted on www.cyfairfd.org. The Owner is not bound by any oral representations, clarifications, or changes made in connection with the RFQ by the Owner's employees, agents, or consultants unless in the form of a properly issued Addendum. The Proposer shall ascertain, before submitting a proposal, that it has received each Addendum issued by the Owner.

Recognizing this responsibility, the Applicant hereby acknowledges receipt of the following Addenda:

Addendum _____ Initial _____ Addendum _____ Initial _____

Addendum _____ Initial _____ Addendum _____ Initial _____

The failure of the Applicant to contact the Owner to determine the issuance of any Addenda or to acknowledge receipt of any of the Addenda issued in connection with this project shall entitle the Owner, at its sole discretion, to (i.) reject the proposal of the Applicant as being non-responsive, or (ii) to accept the proposal of the Applicant, in which event the Applicant agrees to be bound by all of the terms and conditions of each unacknowledged Addendum.