

CITY OF ALVARADO  
CITY ADMINISTRATION



REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES  
RFQ #2026-02

SUBMITTAL DEADLINE  
April 17, 2026  
2:00 P.M.CST

## **REQUEST FOR QUALIFICATIONS ( RFQ) #2026-02**

City of Alvarado - Professional Design Services for Park Improvements

Due: Friday, April 17, 2026, at 2:00 PM CST

### **PROJECT OBJECTIVES**

The City of Alvarado is seeking Requests for Qualifications (RFQs) from experienced, multidisciplinary firms capable of providing both comprehensive professional design services and grant administration support. The selected firm shall be led by a licensed landscape architect and supported by civil, electrical, and structural engineers to deliver design services for the development of approximately 4.42 acres of public parkland known as Pecan Orchard, while also administering the Texas Parks and Wildlife Department (TPWD) Non-Urban Recreation Grant.

Grant administration services shall include coordination from the design phase through project completion, ensuring compliance with all TPWD requirements, managing reimbursement processes, preparing and submitting required reports, supporting audit activities, and facilitating grant close-out.

This project will support the City's vision for a multi-functional, event-ready park that incorporates civic and recreational amenities, resilient infrastructure, and floodplain-sensitive design. The site is located within a floodplain and will require careful integration of bridges, gathering structures, flood-tolerant surfaces, and utility infrastructure to ensure both functionality and long-term sustainability.

### **BACKGROUND**

Pecan Orchard consists of two City-owned parcels totaling approximately 4.42 acres, located at the southeast and northeast corners of Parkway Drive and College Street/Atchley Street. Acquired in 2016 and 2024, these parcels are currently undeveloped, with aging trees (majority pecan trees), but have been designated for park and community use.

As the City's population has grown, from 4,000 in 2021 to over 7,500 in 2026, with projections to exceed 25,000 residents in ten years, the demand for public recreation space and community venues will continue to rise. This project will help meet those needs by transforming Pecan Orchard into a vibrant, inclusive park that supports open space preservation with active and low-impact recreational uses.

### **ENVISIONED AMENITIES**

- Walking trails and natural landscaping that is ADA compliant
- Open lawn/ event space
- Food truck accommodations with utility hookups (electricity, water, access, surfaces)
- Pavilions - natural sound-amplifying and event gathering structures (on northern

- parcel)
- ADA compliant public restrooms with a visitor kiosk
- Pedestrian and vehicle circulation areas, including parking
- Split-rail fencing (primarily on the northern parcel)
- Reinforced grass paver systems for flood-prone areas
- Temporary flow feature for water-based activities (e.g., duck races)
- One primary pedestrian bridge (across creek/crick & ditch) and two internal footbridges connecting both parcels
- 110v outlets near trees, connected by waterproofed underground conduit network

Given the site's location within a floodplain, the design must balance aesthetics, function, accessibility, sustainability, and environmental resilience.

## **DEMONSTRATION OF CAPABILITIES**

The prospective firm shall be expected to demonstrate its ability to successfully perform the following tasks and responsibilities as outlined below.

- Project kickoff, coordination, and review of existing data
- Surveying services, including boundary, topographic, floodplain, natural features, and utilities
- Floodplain and hydrologic analysis, including BFE, modeling, and constraints mapping
- Environmental review addressing vegetation, erosion, habitat, and site constraints
- Drainage design, grading plans, and utility infrastructure evaluation for water, sewer, and electrical service
- Conceptual master planning, including site layout, landscaping, amenities, circulation, and preliminary cost estimates
- Bridge feasibility analysis for flood-resilient pedestrian crossings
- Regulatory coordination with FEMA and TCEQ, including preparation of LOMR/CLOMR if required
- Cost estimating and financial planning to support budgeting, phasing, and funding alignment
- Grant support services, including proposal development, compliance and procurement coordination, and confirmation of TPWD requirements.
- Reimbursement management, including preparation, submission, and tracking of requests
- Financial tracking, including grant ledger maintenance, match documentation, budget monitoring
- Reporting, including progress reports, milestone updates, and final documentation
- Monitoring and audit support, including coordination with TPWD and response to inquiries
- Grant close-out, including final documentation, reimbursement confirmation, and

records completion

## **SUBMISSION OF QUALIFICATIONS**

All Request of Qualifications must be received by  
**2:00 PM CST on Friday, April 17, 2026**

### **Submit via one of the following:**

**Email:** taylorb@cityofalvarado.org

Bobbie Jo Taylor, City Secretary/Assistant to the City Manager

### **Mail or In-Person Delivery:**

City Secretary's Office

City of Alvarado

104 W. College Street

Alvarado, Texas 76009

All communication regarding this RFQ must be directed to:  
Donielle Suber, Administrative Services Director  
suberd@cityofalvarado.org  
817-790-3351 ext. 116

**Selection Process:** A selection committee will evaluate all submissions. The City of Alvarado reserves the right to request additional information or clarification during the review process. Final selection and contract award will be made by Alvarado City Council.

## **QUALIFICATIONS REQUESTED**

Prospective firms shall submit the following (at a minimum):

- Prospective firm's background and ownership
- Relevant project experience (especially parks in floodplains if available)
- Key personnel and credentials
- Proposed team organization
- Sub-consultants (civil, electrical, structural, etc.)
- Experience with:
  - Floodplain development permitting
  - Low-impact development of sustainable infrastructure
  - Public Park design
  - Utilities in wet environments
  - Public engagement and presentations
  - Developing comprehensive plans
  - Grant proposal development
- References from past municipal, TxDOT, or governmental grant type of projects

## **EVALUATION CRITERIA**

The selection committee will evaluate Request for Qualifications (RFQs) based on the following criteria.

Criterion		Description
Responsiveness	15%	Understanding of the scope, site constraints, and approach to project delivery.
Experience	40%	Demonstrated experience with park design, floodplain projects, and infrastructure integration. Special consideration to successful prior working relationships with the City.
Team Qualifications /Organization	20%	Qualifications of key staff and subconsultants, including licensed landscape architects, engineers (civil, structural, electrical), and any subconsultants.
Grant Experience	10%	Experience with identifying and administering TPWD or similar grant opportunities, including identification, application development, administration of grant-funded activities, and compliance.
References	15%	References from past municipal, TxDOT, or governmental grant type of projects

### **BASIS FOR AWARD**

1. The award will be given to the firm whose proposal offers the best overall value and demonstrates the greatest ability to meet the City of Alvarado’s needs and objectives.
2. The City reserves the right to reject any, and all, submissions, waive informalities, and request additional information as needed.
3. The City of Alvarado may negotiate with any, all, or none of the respondents.
4. Evaluation criteria will serve as a guide; the City will determine which firm offers the most favorable proposal.

### **SUBMITTAL REQUIREMENTS**

Firms must submit an electronic PDF via email to [taylorb@cityofalvarado.org](mailto:taylorb@cityofalvarado.org), along with a copy on a thumb drive, and three (3) printed copies of the Statement of Qualifications. All submittals must be organized and clearly labeled and must include:

- Cover letter signed by a principal affirming understanding of the RFQ and intent to comply with all applicable regulations

- Identification of the project lead and all key staff (including civil, structural, electrical, and environmental consultants)
- Summary of relevant projects experience, including with floodplain-sensitive park projects and demonstrated experience providing grant administration services for programs such as the Texas Parks and Wildlife Department (TPWD) Non-Urban Recreation Grant, including compliance, reimbursement, reporting and close-out activities
- Minimum of five (5) references from clients of whom comparable services were provided over the last 10 years
- List of all Texas municipal government clients served in the last 10 years
- A copy of your current certificate of insurance for professional liability.
- Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that the Entity may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- System for Award Management. Service Providers must have an active registration in the System for Award Management (<https://www.sam.gov/SAM/>). Service provider and its Principals may not be debarred or suspended nor otherwise on the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). This clearance information should be included in the service provider's Proposal.
- The clearance in the Service Provider's proposal must be re-verified prior to award. Enclose a printout of the search results that includes the record date.
- Form Conflict of Interest Questionnaire, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFQ and must be submitted with the response.
- Certification Regarding Lobbying- Disclosure of Lobbying Activities (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFQ and must be submitted with the response.
- Form 1295, (enclosed). Effective January 1,2018, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at the time of signed contract submission. Form 1295 is included in this RFQ for your information. Form 1295 requires the inclusion of an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form.
- Required Contract Provisions (enclosed). Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFQ.

## **TPWD GRANT COMPLIANCE REQUIREMENTS**

The selected firm shall ensure full compliance with all requirements associated with the TPWD Non-Urban Recreation Grant Program, including applicable TPWD rules, guidelines, and grant contract provisions; all applicable state and federal laws governing grant-funded projects. The prospective consultant shall promptly notify the City of any actual or potential compliance issue and assist the City in implementing corrective actions as required.

## **REIMBURSEMENT TIMING REQUIREMENTS**

Unless TPWD authorizes otherwise in writing, the selected firm shall prepare reimbursement packages for submission no less frequently than monthly. The prospective consultant shall establish a reimbursement calendar and shall coordinate internal City review sufficiently in advance to meet TPWD submission and documentation requirements.

## **RECORD RETENTION**

The selected firm shall maintain and/or deliver to the City complete financial and programmatic records supporting grant activities. Records shall be retained for a minimum of five (5) years after final close-out (or longer if required by TPWD, the grant agreement, or applicable law) and shall be made available to the City and TPWD upon request.

## **PERFORMANCE STANDARDS**

The selected firm shall perform services in a timely, professional manner consistent with industry best practices and TPWD requirements. Performance standards include (i) accurate and complete reimbursement submissions, (ii) on-time reporting, (iii) responsive communication with City staff and TPWD, and (iv) maintenance of audit-ready documentation throughout the project.

## **CONTRACT TERM**

The selected firm's contract shall commence upon execution and continue through completion design and all TPWD grant administration services, including final reimbursement, reporting, audit resolution (if any), and grant close-out, unless earlier terminated pursuant to the agreement. The City reserves the right to extend the term to match any TPWD approved extensions.

## **INSURANCE REQUIREMENTS**

The selected firm shall maintain, at its own expense, insurance coverage meeting minimum requirements established by the City, including Commercial General Liability, Professional Liability (Errors and Omissions), and Workers' Compensation as required

by Texas law. Certificates of insurance shall be provided prior to contract execution and coverage shall remain in effect for the duration of the agreement.

## RESERVATION OF RIGHTS

The City reserves the right to reject any or all submittals; waive informalities or irregularities; request additional information or clarification; conduct interviews; and negotiate scope and contract terms with the selected firm. Submission of qualifications does not obligate the City to award a contract.

## CONFLICT OF INTEREST AND COMPLIANCE

Prospective firms shall disclose any actual or potential conflicts of interest that could reasonably be expected to impair objectivity. The selected firm shall comply with all applicable federal, state, and local laws and grant requirements, including TPWD rules.

## HUB PARTICIPATION

Contracting with small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms. - Small and minority businesses, women's business enterprises, and labor surplus area firms **must be solicited** in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Contracting with HUB, small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.

If the awarded vendor (prime) uses subcontractors, small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms **must** be included in the solicitation. The following affirmative steps are required of the prime contractor:

1. Placing qualified small and minority businesses, women's business enterprises and veteran-owned businesses on solicitation lists;

2. Assuring that small and minority businesses, women's business enterprises and veteran-owned businesses are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises and veteran-owned businesses;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, women's business enterprises and veteran-owned businesses;
5. To ensure a wide distribution and potential participation to as many administrator firms as possible, refer to <https://lsadata.org/> when you develop your administrator email list.