



**COMMUNITY ACTION CORPORATION OF SOUTH TEXAS**

Architectural & Engineering Design Services Request for Proposal (RFP)

**PROPOSALS DUE:**

**March 6, 2026**

**RFP# RF25-003-02**

**Attn: Doug Hairgrove, Energy Programs Director**

**[doug.hairgrove@cacost.org](mailto:doug.hairgrove@cacost.org)**

**(361) 664-0145 ext. 3000**

Community Action Corporation of South Texas

204 E. First St.

Alice, TX 78332

**REQUEST FOR PROPOSAL (RFP)**  
**Architectural/ Engineering Consultant**

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**INTRODUCTION**

Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through federal, state and local grants with an annual operating budget exceeding \$40 million per year. The mission of CACOST is to continuously improve the lives of South Texans by providing high quality healthcare, education, housing, and economic opportunities to reduce poverty through services and partnerships. More information on CACOST can be obtained by visiting the CACOST web site at [www.cacost.org](http://www.cacost.org).

**GENERAL CONDITIONS**

**Purpose**

CACOST is seeking proposals from highly qualified firms or individuals to provide Architectural/Engineering (herein referred to as “A/E”) consulting services and project management.

CACOST has identified the following objectives:

- To provide consultation on facilities that support CACOST’s mission.
- To address identified capital improvement (facilities) needs in an efficient and cost-effective manner.
- The selected firm shall provide comprehensive planning, design, and related professional services necessary to fully execute the project from conception through completion. These services may include, but are not limited to: architectural design and site planning; structural engineering; mechanical, electrical, and plumbing (MEP) engineering; civil engineering; landscape architecture; and detailed cost estimating. Additional technical or specialty consulting services may also be required to support the complete and satisfactory performance of the work. The firm will be expected to coordinate all disciplines, ensure code compliance, and deliver integrated, constructible, and cost-effective design solutions in accordance with the project’s objectives and schedule.

## Submission Information

### Closing date:

Proposals must be submitted no later than **5 p.m., March 6, 2026.**

### Inquiries & Contact Person:

All questions concerning this RFP packet should be directed to Doug Hairgrove at [doug.hairgrove@cacost.org](mailto:doug.hairgrove@cacost.org). Correspondence with individuals other than those listed herein will not be allowed. From the issuance date of this RFP, until a firm/individual is selected, and the selection is announced, firms are not allowed to communicate regarding this RFP with any CACOST director, employee, or consultant. Any inquiry regarding this RFP must be directed to the contact listed above. Individuals who require additional information or clarification must submit requests in writing by email at [doug.hairgrove@cacost.org](mailto:doug.hairgrove@cacost.org), no later than 5:00 P.M., Wednesday, February 27<sup>th</sup>, 2026. **No verbal requests for clarification will be addressed. It is the responsibility of the individuals submitting a proposal to confirm that the request has been received.** CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST. Submittals will remain on file in accordance with the Texas Open Records Act.

### Costs of Submission Preparation:

All costs incurred in the preparation of responding to this RFP, any associated travel costs, and subsequent contracted for costs will be the sole responsibility of the Proposer and will not be reimbursed by CACOST. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

### Submission Instructions to Proposers:

To be considered responsive and receive an evaluation, proposals must fully address all sections of the RFP. Your proposal should be addressed as follows:

Community Action Corporation of South Texas  
RFP for Architectural/ Engineering Consultation  
ATTN: Doug Hairgrove, Energy Programs Director  
P.O. Drawer 1820  
Alice, Texas 78333  
OR via email to [doug.hairgrove@cacost.org](mailto:doug.hairgrove@cacost.org)

It is the responsibility of the Proposer to ensure that the proposal is received by the date and time specified above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Confirmation of receipt is the sole responsibility of the Proposer. Proposal submissions may include value-added alternatives and any relevant information in addition to the information requested in the RFP. Proposals may be withdrawn in writing prior to the deadline.

Notification of Award:

CACOST anticipates but does not guarantee that a contract or multiple contracts will be awarded on or around the week of April 27, 2026. Award will be made to the Proposer(s) based on the listed evaluation criteria and the responses that are most compatible with CACOST's needs. CACOST will be the sole judge in making this determination.

CACOST is not bound to accept the lowest bid, or any proposal submitted. The contract for the approved proposal will be drafted based upon the factors described in this RFP. The term of this Agreement is for a six-month period with mutually agreeable extensions; subject to evaluation for continuance or modifications for up to a five (5) year term.

CACOST may investigate the qualifications of any individual or A/E firm under consideration, require confirmation of information furnished, and require additional evidence of qualifications to perform the services described in this RFP. The Agency also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of A/E(s) eligible for discussions after review of RFP
- i. Solicit best and final offers from all, some, or one of the A/E(s)
- j. Award a contract to one or more A/E(s)
- k. Waive informalities and irregularities in RFP
- l. Award without discussion
- m. Cancel an awarded contract within a thirty (30) day written notice if performance is unsatisfactory. No penalty and/or fee may be imposed
- n. Conduct pre-contract negotiations with any and/or all potential qualified contractors

This RFP shall not, in any manner, be construed to be an obligation on CACOST to enter

into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Expected Timelines:

Event	Date(s)
RFP Notification Posting	February 10,2026
Questions Due	February 27, 2026, at 5p.m.
Proposal submission due	March 6, 2026, at 5 p.m.
The announcement of Intent to Award	April 6, 2026
Estimated Contract Date	April 27, 2026

**ADDITIONAL TERMS & CONDITIONS**

Confidentiality:

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Proposer agrees not to publish, reproduce or otherwise divulge such information, in whole or in part, in any manner or form, or authorize or permit others to do so taking such reasonable measures as are necessary to restrict access to the information while in the Proposer’s possession to these employees on the Proposer’s staff who must have the information on a “need-to-know” basis. The Proposer agrees to notify immediately, in writing, CACOST’s authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

Limitations and Reservations:

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract.

This RFP does not commit CACOST to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services.

CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST.

If selected for negotiations, Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

Equal Opportunity:

CACOST complies with all applicable federal, state and local civil right and non-discrimination laws. All programs, services, employment practices, and contracting activities are administered in accordance with applicable legal requirements. Contractors and subcontractors shall comply with all applicable federal and state employment and contracting laws, including required non-discrimination provisions.

Stevens Amendment:

This project will be supported by the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration(HRSA), Health and Human Services Commission (HHSC) as part of an annual award totaling \$41,429,473.00 with 42% funded by HHS, HRSA & HHSC and 58% funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, ACF, ACYF-FYSB, HHS, HHSC or the U.S. Government.

**COMPLIANCE WITH STATE AND FEDERAL LAWS**

Veteran Heroes United in Business (Vet HUB)

In accordance with applicable Texas procurement laws, CACOST recognizes Veteran Heroes United in Business (VetHUB) certification and permits participation by qualified VetHUB firms as allowed by law.

Nothing in this solicitation shall be construed to require mandatory participation percentages, quotas, or set-asides. Any consideration of VetHUB participation shall be applied in a manner consistent with state and federal law.

Certification with Regard to Lobbying:

No Federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal Contract, the making of any federal grant or loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal Contract, grant, loan, or cooperative agreement.

Equal Employment Opportunity:

This Request incorporates by reference all applicable federal employment compliance requirements, including those required under Executive Order 11246 and related regulations.

Copeland "Anti-Kickback" Act:

All contracts in excess of \$2,000 for construction or repair awarded by recipients of Federally appropriated funds shall comply with 18 U.S.C. 874, the Copeland "Anti-Kickback" Act, as supplemented in Department of Labor regulations 29 CFR 3. This Act provides that each contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

Davis-Bacon Act:

All contracts in excess of \$2,000 for construction or repair awarded by recipients of federally appropriated funds shall comply with 40 U.S.C. 276a to a-7, the Davis-Bacon Act, as amended and as supplemented by Department of Labor Regulations 29 CFR 5. This Act provides that contractors and their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Drug Free Workplace:

The Contractor is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the Contractor is observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract will occur.

Debarment and Suspension:

The contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Intent:

All references to compliance with civil rights, employment, or procurement laws are included solely to meet applicable statutory and regulatory requirement and do not establish preferences, quotas, or evaluation criteria unless expressly required by law.

**SCOPE OF SERVICES**

Projects awarded as a result of this RFP will vary . The potential tasks identified in this RFP are for information to the Proposer and for proposal evaluation purposes only.

Tasks shall not be construed to represent any amount which CACOST shall be obligated to purchase under the contract or relieve the Firm of its obligation to fill all orders placed by CACOST. No proposal will be considered which stipulates that CACOST guarantees to order a specific quantity of any goods/equipment/service.

The consultant shall be capable of providing the following services at a minimum under this contract as related to site selection and development:

1. Vision/Conceptual/Schematic Design/Consulting
  - a. Provide professional guidance and advise CACOST on various possible facility issues
  - b. Develop preliminary return-on-investment strategies
  - c. Provide planning and design of projects which may include architectural, site planning, structural engineering, mechanical engineering, electrical engineering, civil engineering, landscape architecture, cost estimating, and other services as needed or required to complete performance of this work
  - d. Prepare construction documents as required and provide inspection services/project management throughout the construction or rehabilitation of the project

Proposal Requirements and Scoring:

Respondents to this RFP shall include the following minimum information in their proposal:

1. General qualifications: describe the general qualifications and scope of work of A/E and project management services, to include fund development. **(35 points)**
2. Previous experience: provide a list of clients, including name, address, contact person's telephone number, and project for whom similar or related design services have been provided within the last three (3) years. **(35 points)**
3. Provide a base fee for services and a description of any possible additional related costs and/or fees (not included in your base fee) that CACOST might incur as a result of this consulting/design process or project management. **(30 points)**

### Evaluation and Award of Proposals:

In accordance with applicable laws, rules and regulations for public purchasing, award(s) will be made to the responsible proposer(s) whose proposal(s) is/are determined, after evaluation by assigned staff to be the best value to CACOST. The proposal must be submitted on time and must materially satisfy all mandatory requirements identified above to qualify for evaluation. A written acceptance mailed or otherwise furnished to the qualified contractor(s) and a fully executed contract is required prior to commencement of any work under this RFP. If awarded, A/E firm must provide proof of General and Professional Liability Insurance.

This Request is seeking to identify the Respondent(s) most qualified to provide A/E Services. CACOST, in its sole discretion, will determine the most qualified Respondent(s) to provide the services based on the information in the response submittals. The Respondent(s) may be asked to interview with CACOST representatives, make an oral presentation and/or respond to questions regarding the submittal response. CACOST may elect to negotiate pricing with one or more of the most qualified Respondents. CACOST, in its sole discretion, will make its final selection of the Respondent(s) whose experience, expertise, reputation, capabilities and past performance is determined to be best suited for the performance of the services. CACOST contemplates award of the contract to the responsible Offeror with the highest total points. Protest procedures are available upon request and must be submitted within (10) days of award determination for consideration.

### Evaluation Criteria:

A committee selected by CACOST will review and evaluate all proposals and make a recommendation to the CACOST Executive Director. The evaluation committee may use any material submitted in the proposal for any item in the evaluation process. **Responses to #1-3 will be scored as listed in the Proposal Requirements and Scoring.**