



**COUNTY OF KLEBERG  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ENGINEERING SERVICES  
SHERIFF'S OFFICE ROOF PROJECT**

**SEND SUBMISSIONS TO:  
RUDY MADRID  
700 E. KLEBERG,  
KINGSVILLE, TEXAS 78363  
OR  
fgarcia@co.kleberg.tx.us**

The County of Kleberg, Texas (“the County”) is seeking responses to this Request for Qualifications (RFQ) (“Response”) from interested and qualified Engineers to provide a Statement of Qualifications (SOQs) to provide professional engineering services for the development of design documents and technical specifications for the replacement of the roof at the Kleberg County Sheriff’s Office, located at 1500 E. King, Kingsville, Texas.

The County intends to replace the existing roof of the Kleberg County Sheriff’s Office due to age, deterioration, and ongoing maintenance concerns. The selected engineering firm will evaluate the existing structure, recommend appropriate roofing systems, and prepare complete construction documents suitable for competitive bidding.

The County intends to enter into a Professional Services Agreement (PSA) with at least one (1) project engineer licensed to practice engineering in the State of Texas. The County’s decision to award an Agreement will depend on the proposals received, evaluation factors and the County’s sole discretion. The proposed timeline for questions, submissions, decisions and other actions related to the Project:

Timeline

	Time	Date
RFQ Release		May 21, 2026
RFQ Responses due	11:00 a.m.	June 11, 2026

Note: A service agreement will be signed as per grant submission requirements. The dates shown above may be subject to change within the County’s sole discretion and upon written notification as set forth herein.

Communications

All communications by parties who have indicated an intent to submit or have submitted a Response to this RFQ (“Respondents”), including any questions or requests for clarifications, submissions, requests for status updates about the selection process, and any other inquiries whatsoever concerning this RFQ shall be sent, by email only, to the following County staff person (“County Contact”):

fgarcia@co.kleberg.tx.us

No contact is permitted with any other County staff member with regard to this RFQ during the RFQ process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFQ, the County will respond to all timely questions submitted via e-mail to the County Contact by the question deadline stated above. Questions and the responding answers will be sent via e-mail to all Respondents who have provided an e-mail address to the County Contact and will be posted on the County's web page for this RFQ. The County's failure to timely respond or provide responses to any questions shall not delay or invalidate the County's right to make a decision to award an agreement pursuant to this RFQ.

The County will make every reasonable effort to keep Respondents informed about the process. Notifications about Timeline date changes, amendments to the RFQ, and other information about the RFQ will be sent by e-mail to Respondents who have provided an e-mail address to the County Contact and will be posted on the County's website for this RFQ. The County's failure to provide such information shall not delay or invalidate the County's right to make a decision to award an agreement pursuant to this RFQ.

### Scope of Services

The selected firm will be expected to provide services including, but not limited to:

- **Engineering Evaluation** — On-site assessment of the existing roof structure, drainage, materials, and deficiencies
- **Design Development** — Recommendation of roofing system options compliant with applicable codes
- **Construction Documents** — Preparation of stamped plans, specifications, and bid documents
- **Cost Estimating** — Opinion of probable construction cost
- **Bid Phase Support** — Responding to contractor questions, issuing addenda
- **Optional Construction Administration** — Site visits, submittal review, and final inspection (if authorized)

### Preparation and Submission Process

Responses must be postmarked or received by the County no later than 11:00 a.m. on Thursday, June 11, 2026. Submit a digital copy to: [fgarcia@co.kleberg.tx.us](mailto:fgarcia@co.kleberg.tx.us) or

Honorable Judge Rudy Madrid  
Kleberg County Courthouse  
700 E Kleberg Ave  
Kingsville, TX 78363

This RFQ is designed to facilitate the evaluation and selection of Respondents that are best able to achieve the County's objectives.

The Response shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its Response, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFQ. The Response shall be deemed authorization for the County to contact Respondent's references. Evaluation of Responses will be conducted by the County based on information provided in the Respondent's submitted Response and on such other available information that the County determines to be relevant. The evaluation of

Responses may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

RFQ Respondents shall provide sufficient information in their Response to enable the County review team to make a recommendation to the County Commissioner's Court. The County reserves the right to invite any or all Respondents to an interview to discuss their submission. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The County is under no obligation to select any of the Respondents or to conduct the Project described herein. The County may amend or withdraw the RFQ at any time, within its sole discretion. The County shall have no liability for any costs incurred in preparing a submission or responding to the County's requests with respect to the submission.

### Submission Requirements

Interested firms shall submit **one (1) electronic copy** and **three (3) printed copies** of their SOQ containing:

- **Firm Profile** — History, size, office location, key personnel
- **Relevant Project Experience** — At least three similar roof design projects
- **Project Team** — Resumes and roles of key staff
- **Approach & Methodology** — Proposed approach to evaluation and design
- **References** — Contact information for past clients

Submissions must be sealed and clearly marked: **"RFQ – Engineering Services for Sheriff's Office Roof Project"**

### Evaluation Criteria

The following is a summary of the evaluation criteria. It is within the County's sole discretion to determine the value assigned to each of these criteria.

- **Proposal:** The Respondent's comprehension of the needs of the County to accomplish the goals of the overall Project as demonstrated by its description of its approach to its program proposal.
- **Experience:** The Respondent's relevant experience in providing the same or similar services.
- **References:** Evaluation of the Respondent's previous work and impact in the areas noted for participation in the project.
- **Commitment of key principals to the Project:** Demonstration of availability of senior-level staff or associates to be assigned to this Project to ensure depth, accountability, and diversity of perspective.

### Miscellaneous

The County reserves the right to amend or withdraw this RFQ in the County's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the County shall have no liability for any costs incurred by any Respondent. The County may request additional information from any Respondent to assist the County in making its evaluation.

The submission and all additional materials submitted shall become property of the County and will be subject to State of Texas of Information Law. If any proprietary information is submitted, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission shall constitute a binding offer by Respondent to provide the services at the prices described therein until such time as the parties enter into a Professional Services Agreement.