

## **REQUEST FOR QUALIFICATIONS & PROPOSAL (RFP)**

### **ARCHITECTURAL / ENGINEERING SERVICES FOR PLANNING & DESIGN OF A NEW 911 COMMUNICATIONS CENTER**

RFP #25-001



TEXAS EMERGENCY COMMUNICATIONS CENTER  
16810 SQUYRES ROAD  
SPRING, TEXAS 77379

PROPOSALS ARE DUE BY 4:00 PM CST on

**FRIDAY, OCTOBER 17, 2025**

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**Background**

The Texas Emergency Communications Center (TECC) is a Texas non-profit corporation which provides 911 fire and EMS dispatch services in and around the northwest region of Harris County. TECC serves as a Secondary Public Safety Answering Point within the Greater Harris County 911 District, and is governed by a five-member board representing Harris County Emergency Services Districts 7, 13, 16, 28, and 29.

**Purpose**

Texas Emergency Communication Center is seeking qualifications and proposals from highly qualified, licensed, and experienced architects and professional design firms to provide Architectural / Engineering services in connection with the planning for construction of a new 911 Communications Center to be located on two (2) acres near E Louetta Road and Lexington Road (behind Spring Fire Department/HCESD7's Administration and Training facility).

**Scope of Service**

The firm shall provide full architectural and engineering services to design and provide project management for the construction of a new 911 communications center building in accordance with the following-

- Building and all equipment shall be designed to meet standards and applicable guidelines for emergency communications centers. The building shall be a hardened structure, and all components shall meet but not be limited to NFPA 1221.
- Design work shall be all inclusive and shall include all aspects needed to design and provide a complete and fully operational facility meeting the needs of the 911 communications center. Services shall include but not be limited to Architecture, MEP, IT network systems, fire protection, security, utilities, general safety, site, and parking development.
- Selected firm shall perform site visits as needed to obtain pertinent information relating to existing conditions. Firm shall communicate with TECC representative as needed and shall attend a minimum of four design meetings with the TECC Board of Directors at a location chosen by the TECC representative throughout the design phase. These meetings shall include an initial kick off meeting and design progress meeting at the 25%, 50% and 90% completion phases of the project. Firm shall record and provide copies of meeting notes for all design meetings.
- Selected firm shall have qualified consultants as needed. The following shall be included, but not limited to, in the scope of work: site surveys, civil drawings, jurisdictional requirements such as setbacks and landscaping, utilities design and coordination, water, storm water, geotechnical work, and all pertinent backup power systems.

- TECC will be working with Evans Consoles for the design of the Communications Center dispatch furniture systems, and Northwest Communications for radio communications equipment and monopole tower. Northwest Communications will install a fully functional radio communications system for the new building. The selected firm shall coordinate and work with Northwest Communications in order to get a full understanding of the systems, building space, and utilities infrastructure needed to accommodate all equipment. The selected architectural firm shall design all needed space and technology infrastructure such as power, grounding, and HVAC requirements needed to accommodate this technology within the new building. The selected architectural firm shall design the fiber optic and data runs per NFPA 1221 cabling standards. TECC's IT Department will be responsible for the selection, design and specifications of the dispatch computer equipment and technology. The selected firm shall coordinate and work with TECC's IT Department in order to get a full understanding of the systems, building, and utilities infrastructure needed to accommodate all IT equipment. The selected architectural firm shall design all needed space and technology infrastructure such as power, grounding, data runs, and HVAC requirements needed to accommodate this technology
- Other related systems shall be incorporated into the equipment and design of the new center. These include but are not limited to secure access, gate video and intercom system, and dorm alerting.
- Plan the building footprint in a manner that will allow adequate space for the exterior monopole tower, natural gas and diesel generators, covered parking, guest parking, and dumpster site.

Neither the architectural firm nor the general contractor may be from the same company (including parent company).

### **Schedule**

Provide with your proposal a realistic schedule of events which would take TECC through final completion of construction, keeping in mind it is TECC's goal to bid construction in the summer of 2026. The schedule of events shall commence on November 3, 2025, which is the goal date for issuing a contract for architectural services.

### **Minimum Qualifications for Proposal Submittal**

The proposing firm's prime architect for the project must have been the prime architect on a 911 communications center, data center, or similar project within the past ten (10) years.

## Vendor Questions

The deadline for vendor questions is noon CST October 1, 2025. Please email all questions to [lori.broadrick@texasecc.org](mailto:lori.broadrick@texasecc.org). All questions will be answered online at [www.texasecc.org](http://www.texasecc.org) > Bids & Proposals by end of day October 8, 2025.

## Proposal Format

Provide one original (unbound tabbed proposal) and seven bound proposal copies.

In order to maintain uniformity between proposals it is required you submit your proposal in the following order:

- Cover Letter (not more than one page) which will reference the contacts for this project along with their emails and telephone numbers.
- Section 1: Statement of Qualifications – Indicate your firm’s particular abilities and qualifications related to this project, addressing both general capabilities and specific capabilities for the Scope of Service. Also include general information about your firm including locations and size of staff.
- Section 2: Resume(s) of Key Individuals – provide the resume of key individuals who will be assigned to this project.
- Section 3: Project Understanding / Approach – Explain your understanding of the scope of services to be performed and the detailed process that you will use to complete this project.
- Section 4: Subcontractors – Provide information on any subcontractors that will be used and their role in the project.
- Section 5: Similar Projects – Provide a minimum of three and a maximum of five similar projects. Include project description, date of project, client name, address, contact name with phone number and email.
- Section 6: Financial Position - Describe if the firm has ever filed 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 parties' name, address, and telephone number. Present the Proposer's position on the manner. The TECC BODs will evaluate the facts and may, at its sole discretion, reject the Proposal. 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.
- Section 7: Schedule – Provide the schedule for completion

Failure to provide all requested information may result in the rejection of your proposal.

## Evaluation

Proposals will be evaluated on the following criteria:

- Organizational Qualifications – 20%
- Qualifications of Key Staff Members and Subcontractors – 20%
- Project Understanding and Approach – 15%
- Financial Position – 15%
- Similar Projects – 15%
- Schedule – 15%

## Clarification and/or Revisions to the Specification and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from TECC's contact person(s) additional information or clarification by noon, CST on October 1<sup>st</sup>. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

TECC will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail. It is the Proposer's responsibility to assure receipt of all addenda, which will be posted online at [www.texasecc.org](http://www.texasecc.org) > Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## TECC Reservation

TECC reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of TECC.

- This proposal request does not commit TECC to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of TECC's files without any obligation on TECC's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any affiliated agency, board member, or employee of TECC for any purpose.
- The vendor shall report to TECC any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from TECC.
- TECC has the sole discretion and reserves the right to cancel this proposal and

to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.

- TECC reserves the right to request clarifications for any proposal.
- TECC reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of TECC.

### **Closing Date and Proposal Submittal**

All proposals must be received no later than **4:00 PM CST on October 17, 2025**. Submissions must be enclosed in a sealed envelope or package, clearly labeled with the proposer's name and return address on the exterior.

#### **Mailed Submissions**

Please address mailed proposals to:

TEXAS EMERGENCY COMMUNICATIONS CENTER  
15814 CHAMPION FOREST DR. #142  
SPRING, TX 77379

MARK ENVELOPE:

**PROPOSAL FOR TECC 911 COMMUNICATIONS CENTER DESIGN**

#### **Hand-Delivered Submissions**

Please note that the facility is access-controlled. TECC is located in the building behind the fire station. Upon arrival, please call **(281) 247-5510** for entry.

TEXAS EMERGENCY COMMUNICATIONS CENTER  
16810 SQUYRES RD  
SPRING, TX 77379

MARK ENVELOPE:

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### **Taxes**

TECC is tax-exempt under the Internal Revenue Code (IRC) Section 501(c)(3).