

Request for Qualifications (RFQ) for Owner's Representative Services

Project Title: Remodeling and Construction of Fire Stations for Bastrop-Travis Counties Emergency Services District No. 1 (Fire Station Project)

Date Issued: June 3, 2026

Submittal Deadline: 2:00 PM, July 3, 2026

Contact Person: Mark Wobus, Assistant Chief

Contact Email: admin@nbcfr.com

Introduction:

Bastrop-Travis Counties Emergency Services District No. 1 ("District"), a political subdivision of the State of Texas, is seeking a qualified firm to serve as the District's Owner's Representative for the remodeling of District fire stations. This RFQ outlines the required qualifications and experience for the potential Owner's Representative.

Project Description:

- Remodel of Fire Station 1301 located at 111 N. Ave. C Elgin, TX. 78621
- Remodel/Construction of Fire Station 1302 located at 2110 FM 1704 Elgin, TX 78621; and
- Remodel of Fire Station 1306 located at 324 El Paso St., McDade, TX 78650.
- Construction of Fire Station 1304 located at the intersection of Upper Elgin River Road and Grist Mill Lane, Elgin, Tx. 78621
- All projects will utilize the design-build construction delivery method and will be in Phases.

Qualifications for Owner's Representative:

1. General Qualifications:

- Proven experience as an Owner's Representative on building or remodeling fire stations.
- Demonstrated ability to manage project budgets, schedules, and quality standards.
- Strong understanding of construction contracts, specifications, and change order procedures.

- Excellent communication and interpersonal skills to effectively collaborate with the District, design team, and contractors.

2. Specific Requirements:

- Relevant Professional Licenses/Certifications
- Team Composition: Provide details of key personnel who will be assigned to the project, including their roles and qualifications.
- Past Project Experience:
 - List 3-5 relevant past projects with project descriptions, client names, project value, and your role.
 - Highlight any notable achievements or challenges overcome on these projects.

Submission Requirements:

1. Company Profile: A brief overview of your company, including your history, expertise, and relevant project experience.
2. Team Qualifications: Resumes and qualifications of key personnel who will be involved in the Project.
3. Project Approach: A detailed description of your proposed Project management strategy, including communication plans, risk mitigation strategies, and quality control measures.
4. References: Provide contact information for at least three recent clients who can attest to your capabilities as an Owner's Representative.

Evaluation Criteria:

1. Relevant project experience and demonstrated expertise in building or remodeling a fire station within a city and/or within another emergency services district.
2. Team qualifications and depth of knowledge.
3. Project management approach and methodology.
4. Past client satisfaction and references.
5. Ability to meet project schedule and budget requirements.

Submission Instructions:

- Submit your qualification package by email to admin@nbcfr.com; in person at 111 N. Ave. C, Elgin, TX 78621; OR by mail to BTCESD1 P.O. Box 852, Elgin, TX 78621.
- Clearly mark your submission with the “Fire Station Project” title and company name.

Note:

- This RFQ does not guarantee the award of a contract to any submitting firm.
- The District will select the most qualified firm based on demonstrated competence and qualifications as determined by the evaluation criteria outlined above.