

CITY OF WOLFFORTH, TEXAS

Office of the City Secretary

REQUEST FOR QUALIFICATIONS

RFQ No. 2026-004

Planning and Design Services Patterson Park Civic Campus

Issue Date:	April 24 2026
Pre-Submittal Meeting (Optional):	Virtual May 7, 2026 at 2:00 PM by Microsoft Teams Microsoft Teams meeting https://teams.microsoft.com/meet/215365457936453?p=fVjEkIluCjrplQO6Ve Meeting ID: 215 365 457 936 453 Passcode: ei93xo27
Deadline for Written Questions:	May 7, 2026 5:00 p.m. CT
Submission Deadline:	May 15, 2026, 2:00 p.m. CT
Submittal Location:	Wolfforth City Hall, 302 Main St, Wolfforth, TX 79382
Procurement Contact:	Terri Robinette, City Secretary trobinette@wolfforthtx.us (806) 855-4120

1. Public Notice and Introduction

The City of Wolfforth, Texas (the "City") is requesting Statements of Qualifications ("SOQ") from qualified firms or teams to provide professional planning and design services for the Patterson Park Civic Campus, a proposed approximately 10-acre civic campus to be developed within Patterson Park in Wolfforth, Texas.

This Request for Qualifications ("RFQ") is issued pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code, and is administered in accordance with applicable Texas Local Government Code provisions and the City's purchasing policies. Consistent with Chapter 2254, selection of the successful respondent shall be made on the basis of demonstrated competence and qualifications; fees shall be negotiated only after selection.

The City reserves the right to accept or reject any or all SOQs, to waive any informalities or irregularities, to request additional information, to conduct interviews, and to make the award determined to be in the best interest of the City.

2. Background and Project Description

2.1 The City of Wolfforth

Founded in 1916 as a stop on the Panhandle and Santa Fe Railway and named for rancher George Wolffarth, the City of Wolfforth is located in western Lubbock County immediately adjacent to the City of Lubbock along the Marsha Sharp Freeway (US 62/82). Once a small agricultural town of fewer than 2,000 residents as recently as 1990, Wolfforth has become one of the fastest-growing municipalities on the South Plains: the population increased from 5,521 at the 2020 Census to an estimated 9,000–9,600 residents in 2026, and local projections anticipate a population approaching 15,000 by 2030. Wolfforth is served by the highly regarded Frenship Independent School District, maintains an active Economic Development Corporation, and in recent years has executed long-term water and infrastructure partnerships with the City of Lubbock to support continued residential and commercial growth.

2.2 The Project

To keep pace with this growth, expand public services, and strengthen civic identity, the City intends to develop a consolidated civic campus within Patterson Park. The civic campus site comprises approximately 14.4 acres, the general location of which is shown in Exhibit A attached hereto.

Anticipated Program Elements: The civic campus is being studied to accommodate a combination of public facilities and improvements, which may include city hall, public safety facilities, library or community center, public plaza and event space, parking, and related site infrastructure and landscape improvements. Final program elements and project size will be confirmed through the planning process contemplated by this RFQ.

Preliminary Budget: The City has not established a fixed budget for this scope and expects to negotiate a fair and reasonable fee in accordance with Chapter 2254, Texas Government Code.

3. Scope of Services

The selected firm will serve as the City's lead planning and design consultant for the Patterson Park Civic Campus. Services are expected to include, at a minimum, the following tasks:

- Project initiation, data gathering, and review of existing plans, surveys, utilities, drainage, and site conditions;
- Stakeholder and public engagement, including facilitation of City Council, staff, and community workshops;
- Needs assessment and programming for proposed civic facilities and outdoor public spaces;
- Site analysis and development of alternative conceptual site plans and massing studies for the approximately 14.4-acre campus;
- Preferred concept plan, including circulation, parking, landscape, drainage, and phasing recommendations;
- Preliminary cost estimating (opinion of probable construction cost) and implementation/phasing strategy;
- Identification of funding strategies, grants, and partnership opportunities, as applicable;
- Preparation of a final Civic Campus Master Plan report and graphics suitable for public presentation and adoption; and
- Such additional planning, urban design, architectural, landscape architectural, or engineering services as may be negotiated with the selected firm.

Subsequent phases (schematic design, design development, construction documents, bidding, and construction administration) may be negotiated with the selected firm under one or more separate agreements, subject to the City's discretion and applicable law.

4. Statement of Qualifications — Content Requirements

To facilitate evaluation, each SOQ shall be organized in the following tabs and shall not exceed [30] pages, excluding covers, dividers, and required forms:

- Tab 1 — Cover Letter: Not to exceed two (2) pages; signed by an individual authorized to bind the firm.
- Tab 2 — Firm Profile: Legal name, office location(s), ownership, years in business, primary contact, and overview of relevant services.
- Tab 3 — Project Team and Key Personnel: Organizational chart, résumés of proposed key personnel, identification of sub-consultants, and office location where work will be performed.
- Tab 4 — Relevant Experience: Descriptions of at least three (3) and not more than five (5) representative projects of similar scale, type, and complexity completed within the last ten (10) years, including client references, role of proposed key personnel, budget, and outcomes.

- Tab 5 — Project Approach and Work Plan: Narrative description of the firm's proposed approach to the Scope of Services, including community engagement methodology and preliminary schedule.
- Tab 6 — Capacity and Availability: Current workload and ability of key personnel to commit to the project schedule.
- Tab 7 — Required Forms: Conflict of Interest Questionnaire (Form CIQ), House Bill 89 Verification, Senate Bill 252 Certification, and any other forms required by Section 9 of this RFQ.

Respondents shall not include proposed fees, hourly rates, or other pricing information in the SOQ. Fees will be negotiated with the selected firm in accordance with Chapter 2254, Texas Government Code.

5. Evaluation Criteria

SOQs will be evaluated by a selection committee appointed by the City on the basis of demonstrated competence and qualifications, using the following weighted criteria:

Criterion	Weight
Qualifications and experience of the firm and proposed key personnel with projects of similar scope, scale, and complexity	30%
Demonstrated understanding of the Project and quality of proposed approach and work plan	25%
Relevant experience with Texas municipal civic, parks, and public facility planning and design	20%
Community engagement capability and demonstrated experience facilitating public process	15%
Capacity, availability, and ability to meet the City's schedule	10%
TOTAL	100%

The City may, at its sole discretion, short-list firms and conduct interviews or request additional information prior to final selection.

6. Selection Process and Schedule

The anticipated procurement schedule is as follows (all dates subject to change by written addendum):

- Issue Date of RFQ: April 24, 2026
- Optional Pre-Submittal Meeting: May 7, 2026 at 2:00 PM
- Deadline for Written Questions: May 7, 2026 at 5:00 p.m. CT
- City Response to Questions (Addenda Posted): May 12, 2026
- SOQ Submission Deadline: May 15, 2026 at 2:00 p.m. CT (21 calendar days after issue)

- Evaluation and Short-List: May 18-21, 2026
- Interviews (if held): May 22-May 26, 2026
- Anticipated City Council Action: June 1, 2026
- Anticipated Notice to Proceed: June 2, 2026

7. Submission Instructions

Deadline: SOQs must be received no later than May 15, 2026 at 2:00 p.m. Central Time. Submissions received after the deadline will not be considered.

Copies: Respondents shall submit one (1) original marked "ORIGINAL," [four (4)] identical printed copies, and one (1) electronic copy on USB drive or via trobinette@wolfforthtx.us in searchable PDF format.

Delivery Address: City Secretary, City of Wolfforth, 302 Main St #2940, Wolfforth, Texas 79382. The outside of the sealed package shall be plainly marked: "RFQ No. 2026-004 — Patterson Park Civic Campus — DO NOT OPEN."

Questions: All questions regarding this RFQ must be submitted in writing to Terri Robinette, City Secretary at trobinette@wolfforthtx.us no later than May 7, 2026 at 5:00 PM. Responses will be issued by written addendum posted on the City's website. Respondents shall not contact members of the City Council, City staff, or the selection committee concerning this RFQ other than through the designated procurement contact; such contact may result in disqualification.

8. General Terms and Conditions

8.1 Governing Law

This RFQ and any resulting contract shall be governed by the laws of the State of Texas. Venue for any dispute shall lie in Lubbock County, Texas.

8.2 Professional Services Procurement Act

Selection shall be made in accordance with Chapter 2254, Subchapter A, Texas Government Code. No pricing or fee information shall be included in the SOQ.

8.3 Public Information

All materials submitted in response to this RFQ become the property of the City and are subject to the Texas Public Information Act, Chapter 552, Texas Government Code. Respondents must clearly identify any information claimed to be proprietary or confidential; the City cannot guarantee the confidentiality of any submission.

8.4 Conflict of Interest Questionnaire (Form CIQ)

Respondents must comply with Chapter 176, Texas Local Government Code, and submit a completed Conflict of Interest Questionnaire (Form CIQ) if required.

8.5 House Bill 89 Verification (Chapter 2271)

Pursuant to Chapter 2271, Texas Government Code, respondents entering into a contract with the City of \$100,000 or more must verify that the respondent does not boycott Israel and will not boycott Israel during the term of the contract.

8.6 Senate Bill 252 Certification (Chapter 2252)

Pursuant to Chapter 2252, Texas Government Code, the City may not enter into a contract with a company engaged in business with Iran, Sudan, or a foreign terrorist organization as designated by the Texas Comptroller.

8.7 Form 1295 — Certificate of Interested Parties

Pursuant to Section 2252.908, Texas Government Code, the selected firm will be required to submit a completed Form 1295 prior to contract execution.

8.8 Insurance

The selected firm will be required to maintain, at minimum, commercial general liability, automobile liability, workers' compensation, and professional liability (errors and omissions) insurance in amounts and forms acceptable to the City, and to name the City as an additional insured where applicable.

8.9 Non-Discrimination and Equal Opportunity

The City is an equal opportunity employer and encourages submissions from all qualified firms, including historically underutilized businesses (HUBs).

8.10 No Obligation; Costs of Preparation

The City shall not be liable for any costs incurred by any respondent in preparing, submitting, or presenting an SOQ. This RFQ does not commit the City to enter into any agreement, award any services, or pay any costs incurred in preparation of a response.

9. Contact

All communications regarding this RFQ shall be directed to:

Terri Robinette, City Secretary City of Wolfforth 302 Main St #2940 Wolfforth, Texas 79382
Telephone: (806) 855-4120 Email: trobinette@wolfforthtx.us