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Complete this form upon download and return it via email to: stephanie.keeton@co.liberty.tx.us

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Construction Manager-at-Risk (CMAR)

New Liberty County Jail

Step One – Request for Qualifications (RFQ #26-03)

Date

Legal Name of Company

Mailing Address

Physical Address

Contact Name for this Solicitation

Title

Email Address

Phone Number

**SUBMISSION OF THIS FORM DOES NOT GUARANTEE
ADDENDA NOTIFICATION**

It is the responsibility of the interested offeror to monitor the Liberty County Purchasing website for the most current information and addenda.

Failure to submit this form shall not relieve an Offeror from the responsibility of complying with all requirements of the solicitation, including any addenda issued.



Construction Manager-At-Risk (CMAR) for the New Liberty County Jail

Step One – RFQ #26-03

January 15, 2026

Liberty County invites experienced Construction Manager-at-Risk (CMAR) firms interested in providing pre-construction and construction phase services for the new Liberty County Jail Project to submit written qualifications. This procurement will be conducted in accordance with Texas Government Code Chapter 2269, Subchapter F, governing the Construction Manager-at-Risk method, and will utilize a two-step process. Step One – Request for Qualifications (RFQ): Qualifications only; no fees or pricing are to be submitted. Step Two – Request for Proposals (RFP): Short-listed firms will later be invited to submit detailed cost and fee proposals.

PROJECT INFORMATION

Title: New Liberty County Jail

Location: Liberty, Texas

Budget: The current budget is one hundred million dollars (\$100,000,000.00). The Construction Manager-at-Risk (CMAR) will assist the County in refining project cost estimates during pre-construction.

Architect/Engineer: DRG Architects, LLC
Wayne Gondeck
wayneg@drgarchitects.com

Description: The proposed project includes the construction of a new county jail with a rated housing capacity of approximately six hundred (600) beds, together with core and support facilities designed to accommodate operational needs for up to twelve hundred (1,200) inmates, subject to applicable Texas Commission on Jail Standards (TCJS) requirements and approvals.

Planning & Design: The County has been coordinating with all relevant departments, organizations and the Architect to come up with Schematic Design and Design Development Phase documents for the New County Jail. The contractor selected to serve as the CMAR shall be required to work closely with the Architect and the County to come in at or under budget and on schedule. Feedback from the Selected Contractor regarding value engineering for, and ways to expedite, the Project are expected.

Schedule: Time is of the essence for the project due to the condition of the current County Jail and urgent need to reduce the number of inmates being housed out of county.

Funding: It is the County's intent that this project be financed through the issuance of Certificates of Obligation pursuant to Texas Local Government Code Chapter 271, Subchapter C. The County reserves the right to determine the final funding mechanism prior to contract award.

SCHEDULE OF EVENTS

All dates are tentative, and the County reserves the right to change these dates at any time. At the sole discretion of the County events listed in the Schedule of Events are subject to scheduling changes and cancellation.

Advertisements of Project	January 15, 2026, & January 22, 2026
Step One-Submission deadline for Qualifications	February 20, 2026, at 10:00 AM
Target Date of Issuance of Step Two (RFP) to shortlisted firms	March 12, 2026
Anticipated Notice of Award	May 2026

POINT OF CONTACT

The following person is the County's designated representative and Point-of-Contact (the "POC") for this solicitation. Each respondent shall restrict all contact with the County and direct all questions, regarding this solicitation, the Project, and Project Site, including questions regarding any terms and conditions attached to or made a part of, in writing to the POC.

Stephanie Keeton, CPPB
Assistant Purchasing Agent
stephanie.keeton@co.liberty.tx.us
(936)253-8045

SCOPE OF SERVICES

Services may include, but are not limited to:

- Preconstruction Services – including cost estimating, scheduling, phasing, value analysis, constructability review, and budgeting support throughout the development of design and construction documents.
- Construction Services – including all labor, materials, equipment, supervision, and project management required for successful completion of the project.
- Procurement of Subcontractors – in accordance with Texas Government Code § 2269.255, through competitive sealed proposals or bids.
- Compliance – with all applicable federal, state, and local regulations, including safety, bonding, and insurance requirements.
- The CMAR will hold all subcontracts and provide a Guaranteed Maximum Price (GMP) after preconstruction is complete. The Guaranteed Maximum Price (GMP) shall be established in accordance with Texas Government Code §2269.256.

Additionally, the Selected Contractor will be required to work closely with the code compliance official(s) for any governmental authority having jurisdiction over the construction of the Project Site in order secure the necessary permits and ensure code compliance in all applicable disciplines. The Selected Contractor will also be required to coordinate all necessary inspection-related activities for the Project, the Architect's work in connection with such facilities, and the applicable federal, state, and local requirements to ensure the safety of all personnel working at or delivering materials and/or equipment to the Project Site in accordance with the CMAR Contract.

GENERAL

Offeror understands and agrees that the Owner has the ability to terminate its selection process at any time, and to reject any and all responses, or any and all proposals, and that the Owner has made no representation, written or oral, that it will award a contract for this Project. Furthermore, Offeror recognizes and understands that any cost incurred by the Offeror, which arises from its submittal of a response to this RFQ, or subsequent Proposal to the Owner's Request for Proposals, if applicable, shall be the sole responsibility of Offeror.

With the exception of Financial Information to be kept confidential, the County considers all other information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-

confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act after a contract is awarded.

Liberty County reserves the right to:

- Reject any or all submittals
- Waive formalities or minor technicalities
- Re-advertise the RFQ
- Select any proposal deemed to be in the best interest of the County

The County may evaluate Qualifications based on the respondents' demonstrated ability to perform of all or any portion of the Project. However, it may reject any and all Qualifications and re-solicit for new qualifications, or to reject any and all Qualifications and temporarily or permanently abandon the Project. The County makes no representations, written or oral, that it will enter into any form of agreement with any Offeror to this RFQ for the Project or any related sub-project, and no such representation is intended or should be construed by the issuance of this RFQ.

The County makes no representations of any kind that an award will be made as a result of this RFQ. The County reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the County's best interest.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Qualifications and any other information submitted in response to this RFQ shall become the property of the County and may be subject to Texas Public Information Act.

Waiver of Claims

Each Offeror by submission of a response to this RFQ waives any claims it has or may have against the Architect, its consulting engineers, or any other consultants, and their respective employees, officers, members, directors and partners, and the Owner, its employees, officers, agents, representatives, and the members of Owner's governing body, connected with or arising out of this RFQ, including, the administration of the RFQ, the RFQ evaluation, and the selection of Construction Manager. Submission of qualifications and costs indicates Offeror's acceptance of the evaluation technique and Offeror's recognition that some subjective judgments must be made by the Owner during the determination of qualifications. Without limiting the generality of the foregoing, each Offeror acknowledges that the basis of selection and the evaluations shall be made public not later than the 7th day after the contract is awarded, and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

Acceptance of Evaluation Methodology

Submission of a Qualification in response to this RFQ indicates Offeror's acceptance of the evaluation technique and the recognition that the County must be given discretion in determining the selection criteria and ranking the importance of the elements comprising the selection criteria.

Bonds

The Construction Manager-At-Risk shall furnish performance and payment bonds in an amount not to exceed one hundred percent (100%) of the Guaranteed Maximum Price (GMP), in accordance with Texas Government Code Chapter 2253 and Chapter 2269, not later than the tenth (10th) calendar day after establishment of the GMP.

Interested parties shall verify their ability to secure the performance and payment bond-executed with a surety company authorized to business in the State of Texas. In the event that an Offeror cannot make this verification, this may be grounds to reject the Offeror.

Response Format

No cost, fee, or pricing information of any kind shall be submitted or considered during Step One of this procurement. Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualification.

- a. Responses shall be typed and printed on letter-size (8-1/2" x 11") paper. Each Offeror is required to submit eight (8) copies, of which one (1) is an original unbound, plus one (1) digital copy, of the entire Qualification in response to this RFQ. An electronic copy on USB drive shall be provided in addition to paper copies.
- b. Responses shall be a **maximum of fifty (50) printed pages**, prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the County's needs.
- c. Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the County, at its option.
- d. Firms wishing to submit a "No-Response" are requested to return the first page of the Execution of Offer. The returned form should indicate your CMAR Firm's name and include the words "No-Response" next to the Company Name.
- e. **To achieve a uniform review process, and to obtain a maximum degree of comparability, it is required that proposals be organized in the following manner with tabs separating each section:**
 - Provide a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to facilitate easy reference to the sections of the Qualifications.
 - Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).
 - It is essential that Offerors reference the question numbers to the corresponding responses in each section separated by TABS. Separate and identify each criteria response.
 - In cases where a question does not apply, or if you are unable to respond, reference the question number and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Briefly explain your reason when responding N/R
 - Incomplete responses may be considered non-responsive.
 - No additional attachments beyond those expressly requested in this RFQ shall be included. Only the responses provided by the Respondent to the questions identified in this RFQ will be used by the County for evaluation.

➤ **Qualifications Questionnaire (submit as first page)**

The Respondent should complete Attachment A and provide as the first page of their submission.

➤ **Experience (submit as TAB 1)**

- 1.1 List the categories of work that your organization normally performs with its own forces.
 - 1.1.1 Would you propose to do any work with your own forces or to bid all work to subcontractors?
- 1.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.
- 1.3 Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 1.3.1 Has your organization ever failed to complete any work awarded to it?
 - 1.3.2 Are there any judgments, claims, arbitration proceedings or suits filed or outstanding against your organization or its officers for the last 5 years?

1.3.3 Has your organization filed any lawsuits or requested arbitration with regards to construction contracts within the last five years?

1.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please provide details.)

1.5 Current work:
List the major construction projects your organization has in progress (noting method of selection, i.e.: Design-Build, CMAR, Bid, Proposal or other), giving the name and location of project, owner, architect, contract amount, percent complete and scheduled completion date.

1.6 Work over last 5 years:
List major projects similar in size and scope constructed in Texas by your firm. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner, architect, and method of selection, i.e.: Design-Build, CMAR, bid, proposal or other.

1.7 Texas Detention Facility Project Experience:
List major projects in the detention and/or public sector of at least two hundred (200) capacity or more constructed by your firm within the last five years. Listing of Texas Jail construction experience is encouraged.

1.8 Experience with concepts for working as a part of a construction team:

1.8.1 Describe your organization's concepts for working in a team relationship with the Owner and Architect during the construction of major projects. Describe your organization's methods for controlling costs, and for scheduling during the construction phase.

1.8.2 Cost Estimates:
Attach a sample of a final cost estimate prepared during the Bidding Phase of a project. (The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided).

1.8.3 Fees:
Pre-Construction Fee and Construction Phase Services Fee
Describe your organization's methodology as it pertains to the construction phase fee, i.e., fixed fee, percentage fee, and particular items to be included and/or excluded from the fee. **Do NOT submit pricing or Fees at this time.**

1.8.4 General Conditions:
Provide a line-item list and description of all cost categories your firm customarily included as General Conditions for CMAR projects. For each category, briefly describe the nature of the cost, its relationship to the Project, and the basis for determining that the cost is reasonable, necessary, and project-specific. **Do NOT submit pricing or Fees at this time.**

At a minimum, identify whether General Conditions typically include, but are not limited to: on-site project management and supervision, temporary facilities, safety and quality control programs, scheduling and coordination, temporary utilities, insurance and bonds, permits, testing and inspections, site security, cleanup, and other direct project overhead.

The Owner will use this information to evaluate the Offeror's understanding of CMAR cost structure, transparency of proposed General Conditions, and ability to manage and control project costs. Listing a cost item as a General Condition does not constitute acceptance by the Owner.

1.8.5 Savings:

Describe your organization's concept for the disposition of savings realized during construction. Is the full amount or a percentage thereof returned to the Owner?

1.8.6 Contingencies:

1.8.6.1 Describe your organization's concept for cost contingencies during design?

1.8.6.2 During construction?

1.8.6.3 What is your organization's concept for the disposition of contingency funds after the completion of the project?

1.8.6.4 Give a history of project cost based on bid cost versus final cost noting reasons and amounts of change orders.

1.8.6.5 What percentage contractor contingency do you carry with 100% construction documents?

1.8.7 Cost Information:

Your firm would be required to make all cost information during design and construction available to owner and architect. Describe how this information would be furnished and how the owner and architect would be assured that it is complete and accurate.

➤ **Safety Record** (*submit as TAB 2*)

- 2.1 Provide information as pertains to your firm's accident frequency rate and EMR (Experience Modification Rate) for the last five years.
- 2.2 List any OSHA citations in the last five years.
- 2.3 List any deaths that have occurred on your projects in the last five years.

➤ **References** (*submit as TAB 3*)

Provided a minimum of five (5) client references and two (2) architectural references for the projects listed above (re: item 1.7), identify a representative of the owner and a representative of the architect (provide name, phone/email address) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for municipal projects of comparable scope. DO NOT USE LIBERTY COUNTY OFFICIALS OR DRG/MOSELEY ARCHITECTS AS REFERENCES.

➤ **HUB Contracting Opportunities** (*submit as TAB 4*)

Provide a detailed description of the methodology used by Contractor to ensure that Small and Minority Businesses, Women's Business Enterprise, Veteran Owned Businesses, and labor surplus area firms participate in the Project.

Contractor will include methodology for participation at the Construction Management and the Sub-trade levels. The methodology shall minimally include the following elements:

- Placing qualified small, veteran, and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small, veteran, and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small, veteran, and minority businesses and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small, veteran, and minority businesses and women's business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

➤ **Schedules** (*submit as TAB 5*)

Provide samples of schedules that will be used to control various project phases. Give a history of your ability to deliver projects on time for the past 5 years. Describe methods employed to keep projects on schedule and methods of corrective action to overcome schedule deficiencies.

➤ **Conflict of Interest Statement** (*submit as TAB 6*)

Respondents shall disclose any potential conflicts of interest, including prior or existing contractual relationships with the County, Architect, or consultants.

➤ **Financial Information Submission** (*submit as TAB 7*)

This section of a response will be considered *CONFIDENTIAL*

7.1 Attach a financial statement, preferably audited, within the last twelve months, including your organization's latest balance sheet and income statement showing the following items:

- a) Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).
- b) Non-current assets (e.g., net fixed assets, other assets).
- c) Current liabilities (e.g., accounts payable, notes payable (current), accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
- d) Non-current liabilities (e.g., notes payable).
- e) Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings).

7.2 Name and address of firm preparing attached financial statement and date thereof.

7.3 Is the attached financial statement for the identical organization named under item 1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent - subsidiary).

7.4 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

7.5 Provide name, address, and phone for bank reference.

Submission & Delivery

Respondents shall submit eight sets (**1 original and 7 copies**) and one (**1**) **electronic copy** in sealed packaging and clearly marked with the name of respondent, RFQ #26-03 and received at the below address and be time-stamped or otherwise acknowledged by the County by February 20, 2026, no later than 10:00 a.m.

Liberty County Purchasing Agent
400 Main Street
Liberty, Texas 77575

Note: This is a new address for the Purchasing Department as of February 2026.

Respondents must deliver solicitation responses by U.S. Postal Service, Overnight/Express Mail or Hand Delivery. Solicitation responses submitted by any other method will NOT be considered.

All responses to the RFQ received will be publicly opened, and the names of the firms will be read aloud immediately following submission deadline.

Do not provide the information listed below in your qualification submission for Step One. This information shall only be provided in Step Two of the selection process by firms that are shortlisted and interviewed. Short listed firms will be notified immediately after short list is compiled.

Evaluation & Selection

The evaluation of the RFQs shall be based on the Offeror's answers/responses to the questions and criteria set forth in this request. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the County.

The County anticipates using one or more committees to review and evaluate the Qualifications in accordance with the criteria listed below and to make recommendations to the Liberty County Commissioners' Court based upon such analysis. At various times during the deliberations, the County may issue one or more requests for written clarification to the individual Offerors. The County may also schedule interviews with one or more Offerors on a one-on-one basis for the purpose of enhancing the County's understanding of the qualifications and obtaining clarification of the terms contained in the qualification submission.

Scoring may also be based on total information gathered by the County at its discretion, including but not limited to respondent's ability to perform "without delay or interference, character, responsibility, integrity, and experience or demonstrated capability; quality of prior work; compliance with laws; and noncompliance with requirements as to submission of relevant information.

The County may request that any Offeror verify or certify certain aspects of its Qualifications and/or Proposals. The scope, length, and topics to be addressed shall be prescribed by, and subject to, the discretion of the County. At the conclusion of this process, Offerors may be required to submit written confirmation of any new information and clarifications provided during an interview. Upon receipt of the requested clarifications and additional information described above, if necessary, the Qualifications will be re-evaluated to factor in the clarifications and additional information.

The Evaluation Committee will review and score the submitted Statements of Qualifications (SOQs) based on the following weighted criteria:

Step One – 60%		
	Organization & General Experience	10%
	Related Experience with Texas Jails & TCJS	25%
	Safety Record	10%
	References	15%

Following evaluation and ranking of the qualifications received in Step One, the County anticipates shortlisting no more than five (5) firms to participate in Step Two. Short listed firms will be requested to submit additional information, including but not limited to fees and pricing in Step 2 – Request for Proposals (RFP #26-03).

Step Two – 40%		
	Cost (Written Submittals Only)	25%
	Interviews will be held to assess the following:	
	Project Approach and Understanding	5%
	Capacity to Perform Services in a Timely Manner	5%
	Team Communication and Compatibility	5%

The County's selection committee will evaluate and rank proposals to determine the best-value offeror. Final selection shall occur within 45 days after proposals are opened, as required by § 2269.253(g).

Award

The County will first attempt to negotiate a contract with the highest evaluated Offeror, which, among other things, provides for a fixed contract amount or a guaranteed maximum cost. If the County is unable to negotiate a satisfactory contract with the selected Offeror, it will, formally and in writing, end negotiations with that Offeror and proceed to negotiate with the next Offeror in the order of the selection ranking until a contract is reached or negotiations with all ranked Offerors end.

QUALIFICATIONS QUESTIONNAIRE

Offerors shall carefully read the information contained in the following criteria and submit a complete response to all questions formatted as directed below. Responses requiring additional space should be brief and submitted as an attachment to each Offeror's Qualification.

Name of firm: _____

Address of principal office: _____

Phone Number: _____ Website: _____

Form of Business Organization (*Corporation, Partnership, Individual, and Joint Venture, other?*):

Year Founded: _____

Primary Individual Contact Name: _____ Title: _____

Provide the individual's résumé directly behind this page.

Phone Number: _____ Email Address: _____

Organization

a. How many years has your organization been in business in its current capacity? _____

b. How many years has your organization been in business under its present name? _____

c. Under what other or former names has your organization operated? _____

d. If your organization is a corporation, answer the following:

Date of incorporation, State of incorporation and list all officers of the corporation.

e. If your organization is a partnership, answer the following:

Date of organization, type of partnership, names of managing partner(s).

f. If your organization is individually owned, answer the following:

Date of organization, name of owner.

g. If the form of your organization is other than those listed above, describe it and name the principals.
