



# WORKFORCE SOLUTIONS of the Coastal Bend

## **MEMORANDUM**

**TO:** Interested Parties

**FROM:** Esther Velazquez, Contracts and Procurement Specialist

**DATE:** June 28, 2021

**SUBJECT:** RFQ FOR ARCHITECTURE, DESIGN, & CERTIFIED SPACE PLANNING SERVICES

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Using the Request for Statement of Qualifications (RFQ) method of procurement, Coastal Bend Workforce Development Board dba Workforce Solutions of the Coastal Bend (WFSCB), is soliciting a Statement of Qualifications from qualified and experienced individuals or firms for architectural, engineering, planning and design services for specific projects and also on an as-needed basis for rearrangements and alterations of office space of various workforce centers located in the Coastal Bend region.

It is the intent of WFSCB to contract with one or more qualified firms to work in collaboration with WFSCB staff to provide the necessary interior design services to include, but not limited to, space planning and design.

**The RFQ will be available on Tuesday, July 6, 2021 at 2:00 pm (CDT)** where it can be accessed on our website at: [www.workforcesolutionscb.org](http://www.workforcesolutionscb.org) or by contacting Esther Velazquez, Contracts and Procurement Specialist at 361.885.3013 or [esther.velazquez@workforcesolutionscb.org](mailto:esther.velazquez@workforcesolutionscb.org). The RFQ contains important information on the services solicited, qualifications, and submission requirements.

Interested parties are encouraged to attend a pre-proposal meeting at WFSCB's Administrative Offices at 400 Mann Street, Suite 800, Corpus Christi, Texas 78401, Main Conference Room on Monday, July 12, 2021 at 10:00 am (CDT). The purpose of the meeting is to review the project requirements and answer any questions related to the RFQ. While this meeting is not mandatory attendance is strongly recommended. However, for those parties unable to attend, you may participate virtually from your computer, tablet or smart phone via Zoom. To join the meeting go to:

<https://us02web.zoom.us/j/82819945884> Meeting ID: 828 1994 5884.

Teleconference options to hear the presenters and ask questions are:

One tap mobile - Meeting ID: 828 1994 5884  
+13462487799,,82819945884# US (Houston)  
+12532158782,,82819945884# US (Tacoma)

Dial by your location - Meeting ID: 828 1994 5884  
+1 346 248 7799 US (Houston)  
+1 253 215 8782 US (Tacoma)  
+1 669 900 9128 US (San Jose)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
833 548 0276 US Toll-free  
833 548 0282 US Toll-free  
877 853 5257 US Toll-free  
888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/kckkBgVHxN>

**Proposals are due on Monday, August 2, 2021 at 4:00 pm (CDT).** Responses should be submitted via email to [esther.velazquez@workforcesolutionscb.org](mailto:esther.velazquez@workforcesolutionscb.org) or may be hand delivered or mailed to Workforce Solutions of the Coastal Bend, 400 Mann Street, Suite 800, Corpus Christi, Texas 78401.

Workforce Solutions is an Equal Opportunity Employer/Program. Auxiliary aid and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) and 1.800.735-2988 or 711 (Voice). Historically Underutilized Businesses (HUBs) are encouraged to apply.