



NO-CONFLICT DISCLOSURE FORM

Project No.: TBD by PURCHASING

Project Name: ON CALL -ARCHITECTURAL SERVICES

Type of Service: PROFESSIONAL ARCHITECTURAL SERVICES

Evaluator's Name: VELINDA REYES

Title/Position: CHIEF ADMINISTRATOR OF EXTERNAL AFFAIRS

Evaluated Firms:

1. ERO ARCHITECTS
2. HDR ARCHITECTS
3. MEGAMORPHOSIS

Through my evaluation of the above-identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family, or gifts exceeding \$100) in connection with the aforementioned potential vendor(s), as required by Section 176 of the Texas Local Government Code.



Signature

12/01/2025

Date



NO-CONFLICT DISCLOSURE FORM

Project No.: TBD by PURCHASING

Project Name: ON CALL -ARCHITECTURAL SERVICES

Type of Service: PROFESSIONAL ARCHITECTURAL SERVICES

Evaluator's Name: NICK PEREZ

Title/Position: BUDGET MANAGER I

Evaluated Firms:

1. ERO ARCHITECTS

2. HDR ARCHITECTS

3. MEGAMORPHOSIS

Through my evaluation of the above-identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family, or gifts exceeding \$100) in connection with the aforementioned potential vendor(s), as required by Section 176 of the Texas Local Government Code.



Signature

12/01/2025
Date

Rank: ___ out of ___

EVALUATION FORM

RE: RFQ No. TBD by Purchasing
 Architectural Services
 Project Name: ON CALL -ARCHITECTURAL SERVICES
 Evaluated Firm: MEGAMORPHOSIS

Evaluator: NICK PEREZ
 Signature: 
 Date: 12/01/2025
 Department: HCP4

| EVALUATION CRITERIA | POINTS | SCORE |
|--|-----------------|-------|
| 1. RFQ RESPONSIVENESS (2 points) | | |
| ➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet. | 2 | 2 |
| Comments/Rationale for points: | Subtotal | 2 |
| 2. UNDERSTANDING THE PROJECT (22 points) | | |
| ➤ Firm demonstrates a thorough understanding of the project through their Scope of Services. | 5 | 5 |
| ➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project. | 7 | 5 |
| ➤ Firm identifies other successful projects of similar size and scope. | 5 | 5 |
| ➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work. | 5 | 5 |
| Comments/Rationale for points: | Subtotal | 20 |
| 3. FIRM'S QUALIFICATIONS (28 points) | | |
| ➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Board of Architectural Examiners. | 5 | 5 |
| ➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles. | 10 | 7 |
| ➤ Firm provides proof of all licenses and certifications for each proposed staff member. | 10 | 6 |
| ➤ Firm identifies their Affirmative Action Program. | 3 | 3 |
| Comments/Rationale for points: | Subtotal | 21 |
| 4 EXPERIENCE AND RECENT PROJECTS (27 points) | | |
| ➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project. | 10 | 9 |
| ➤ Firm identifies at least one (1) NAAB or NCARB Certified Architect with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope. | 10 | 8 |
| ➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience. | 7 | 7 |
| Comments/Rationale for points: | Subtotal | 24 |
| 5. LEADERSHIP AND ABILITY (21 points) | | |
| ➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services. | 3 | 3 |
| ➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities. | 5 | 5 |
| ➤ Firm has demonstrated competency and experience in the project specified. | 3 | 3 |
| ➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project. | 5 | 5 |
| ➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project. | 5 | 5 |
| Comments/Rationale for points: | Subtotal | 21 |
| GRAND TOTAL | | 88 |

88