

Date of Board Meeting: April 21, 2026

Subject: Request for Qualifications – Architectural Firm

Recommendation: Approve the solicitation of qualifications for architectural firms to complete bid specifications for the WCJC Student Commons

Background and Rationale:

The College has been engaged in planning and design efforts for the Student Commons project for two years, having originally commissioned plans in April 2024. At present, the project has not progressed to the point of having finalized bid-ready specifications which are necessary to move the project forward.

Given the importance of the Student Commons to student success, campus engagement, and overall institutional priorities, it is critical that the College advance this project in a timely and efficient manner. To that end, administration recommends initiating a new procurement process to identify a qualified architectural firm with the capacity and experience to finalize design documents and prepare complete bid specifications.

The RFQ process will be conducted in accordance with Texas Government Code §2254.004, utilizing a qualifications-based selection process for professional architectural services. Following evaluation of submitted qualifications, the College will enter into negotiations with the most qualified firm to complete the necessary design and bid documentation.

This action will position the College to move the Student Commons project to allow for the College to conduct a preliminary pricing exercise and begin definitive funding and fundraising discussions.

Budgetary Implications: \$100,000 (Plant Repair and Replacement Fund)

Strategic Priority Alignment:

<input type="checkbox"/> Student Success	<input type="checkbox"/> Community Impact
<input checked="" type="checkbox"/> Resource Optimization	<input checked="" type="checkbox"/> Institutional Excellence

Resource Personnel: Amanda A. Allen, Ed.D.; President

Approval:

President