



TANNER CRUTCHER  
COUNTY JUDGE

**REQUEST FOR QUALIFICATIONS (RFQ)**

**ISSUED MAY 24, 2023**

Delta County, hereinafter referred to as “the County”, is seeking a qualified architectural firm to perform the necessary services for the development of a Historic Courthouse Master Plan. The services shall be completed in time to submit for approval of the Master Plan and establish eligibility to apply for the Texas Historical Commission’s Texas Historic Courthouse Program Grant Round XIII – Planning Grant Application. Proposer shall submit its qualifications to the address below and comply with the Texas Historical Commission’s Master Plan Outline (attached as Appendix A) and such compliance is affirmed as included as part of its response by reference. Services shall also include preparation of a Grant Round XIII Planning Grant application assuming the Master Plan is approved by or prior to the Round XIII application deadline (TBD – assume a range of December, 2023 to February, 2024).

There is no pre-proposal conference. Firms submitting RFQ proposal responses must provide contact information and e-mail address should the County require further notification, announcements, or changes; and to be considered eligible for consideration. Any questions must be submitted four (4) business days before the date and hour of the due date. The County contact person and location for submitting RFQ responses is as follows:

Tanner Crutcher, County Judge  
200 West Dallas Avenue  
Cooper, Texas,  
(903) 395-4400 ext. 226  
tcrutcher@deltacountytx.com

**RFQ Submittals must be received by the County via mail, e-mail, or hand-delivered by June 20, 2023, no later than 4:00 PM, CST.**

RFQ submittals shall be directed to the following address and/or e-mail:

Delta County Courthouse,  
Office of the County Judge  
200 West Dallas Avenue  
Cooper, Texas, 75432  
E-mail: [tcrutcher@deltacountytx.com](mailto:tcrutcher@deltacountytx.com)

Delta County reserves the right to select a firm based on qualification submittals only with or without interviews; County may reject any or all submittals; and may waive certain minor response deficiencies in the County's interpretation and best interest.

**THE DEADLINE FOR PROPOSAL SUBMISSION IS TUESDAY, JUNE 20, 2023, NO LATER THAN 4:00 PM, CST.**

Very respectfully,

A handwritten signature in black ink, appearing to read 'Tanner Crutcher', written over a horizontal line.

Tanner Crutcher,  
County Judge