

**KARNES COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS (RFQ)
FORENSIC ROOF EVALUATION/EXPERT ENGINEERING SERVICES**

Request for Qualifications (RFQ) For Forensic Roof Evaluation / Expert Engineering Services

Issue Date: June 9, 2026

Response Deadline: Monday July 6, 2026, at 10:00 a.m. (Central)

Deliver To:

Karnes County Auditor's Office

Attn: Tom Dupnick

119 N. Browne

Karnes City, TX 78118

Submissions will be received until the date and time shown above. Late submissions will be returned unopened.

1. PURPOSE

Karnes County seeks qualifications from licensed professional engineering firms to perform a forensic evaluation of the standing seam metal roof installation at the Karnes County Offices on the Square, 210 W. Calvert, Karnes City, TX 78118 for purposes of claims/litigation. The county intends to select the most qualified firm based on submitted qualifications and to negotiate a scope and fee.

2. BACKGROUND

Brief background: roof installed 2025; alleged defects observed – installation of standing seam metal roof; evaluation will support County counsel and potential litigation.

3. SCOPE (SUMMARY) — ILLUSTRATIVE; to be finalized in Statement of Work

- Records review (plans, specs, change orders, submittals, inspection logs).
- On-site inspection(s) and photographic documentation.
- Non-destructive testing (IR, moisture scanning).
- Destructive testing / core sampling only if authorized in writing.
- Chain-of-custody for samples and lab testing coordination.
- Forensic analysis, findings, probable cause opinions, remediation options and cost estimates.
- Draft and final technical report and deliverables (digital).
- Expert affidavit/summary and availability for deposition/trial (per separate expert engagement terms).

4. MINIMUM QUALIFICATIONS (MUST BE INCLUDED)

- Licensed Professional Engineer (PE) in Texas with minimum [5] years forensic roofing/building envelope experience.

- Demonstrated experience providing forensic roof evaluations and expert testimony in litigation (list at least two relevant projects).
- Capacity to perform NDT and coordinate lab testing; established chain-of-custody procedures.
- Required insurance (see §10).

5. SUBMISSION REQUIREMENTS

- Cover sheet: firm name, address, contact person, phone, email, Texas PE license number(s).
- Statement of interest.
- Relevant experience: 3 examples of forensic roof evaluations (project name, location, scope, year, client contact, outcome; indicate if served as expert witness).
- Key personnel: names, roles, Texas PE license numbers, brief resumes.
- Approach & methodology: high-level approach to forensic evaluation and litigation support.
- Sample deliverables: table of contents or excerpt (redacted) from a prior forensic report (confidentiality preserved).
- References: three references with contact info.
- Fee information: include billing rates (hourly/day) and estimated travel/test costs as reference.
- Proof of insurance: certificate or statement attesting ability to meet insurance requirements.
- Conflict disclosure: any current or prior engagements with parties adverse to the County on related matters.

6. EVALUATION CRITERIA (weights approximate)

- Firm experience and demonstrated forensic roof expertise (35%)
- Key personnel qualifications and litigation/expert testimony experience (25%)
- Approach, methodology, and chain-of-custody procedures (20%)
- References and past performance (10%)
- Insurance, conflicts, and local availability (10%)

7. SELECTION PROCESS & SCHEDULE

- RFQ issue: June 9, 2025.
- RFQ questions due (email): June 26, 2025.
- RFQ due: Monday, July 6, 2026, at 10:00 a.m. (Central).
- Shortlist and interviews (if needed): week of July 6, 2026.
- Selection and Commissioners Court approval: July 14, 2026.
- Notice to proceed: anticipated July 17, 2026
County reserves right to shortlist, interview, negotiate fees, and reject all submittals.

8. SUBMISSION INSTRUCTIONS

Submit 5 paper copies and one electronic copy on a USB in a sealed envelope clearly labeled:

***“RFQ – Forensic Roof Evaluation/Expert Engineering Services,
210 W. Calvert, Karnes City, TX 78118”***

Late submissions will not be considered.

9. CONTRACT & TERMS

- Selected firm will enter a County professional services agreement/engagement contract containing the SOW, confidentiality/privilege clause, insurance, indemnity (limited), compensation, expert-witness terms, and other county required clauses.

10. INSURANCE REQUIREMENTS (MINIMUM PRIOR TO NTP)

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Professional Liability (E&O): \$1,000,000 per claim / \$1,000,000 aggregate.
- Auto Liability: \$1,000,000 combined single limit.
- Workers' Compensation: statutory limits.
- Additional insured endorsement for County on CGL (primary & non-contributory) to the extent permitted by policy.

11. CONFIDENTIALITY & PUBLIC RECORDS

Proposals are subject to the Texas Public Information Act (Tex. Gov't Code Ch. 552). Proposers should clearly mark any proprietary information, though the County cannot guarantee that such information will be withheld if disclosure is required by law.

12. QUESTIONS / CLARIFICATIONS

Submit RFQ questions by email to tom.dupnick@co.kanres.tx.us. Do not contact other County staff.

13. DISCLAIMERS & RESERVATIONS

County reserves all rights to amend, suspend, cancel RFQ, accept or reject any/all submittals, waive irregularities, and negotiate final terms. County is not obligated to award.