

REQUEST FOR QUALIFICATIONS

Sealed RFQ's will be received for:

**PROFESSIONAL ENGINEERING SERVICES FOR
KLEBERG COUNTY**

**TxDOT Transportation Alternatives Sidewalk Project
For the Unincorporated Communities of
Riviera and Ricardo**



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Submission Requirements

Request for Qualifications (RFQ) for Professional Engineering – Cover Letter

January 20, 2022

Re: Kleberg County RFQ for TxDOT Transportation Alternatives Sidewalk Projects in Riviera and Ricardo

Dear Professional Engineers:

Attached is a copy of Kleberg County's RFQ for engineering services. Notice is hereby given that the Commissioners' Court of Kleberg County, Texas, is seeking a qualified engineering firm to assist the County in developing finalized design, plans and specifications for the TxDOT Transportation Alternatives Sidewalk Projects for the unincorporated communities of Ricardo and Riviera.

The submission requirements for the proposal are also included in the Form of Submittal section of this RFQ. Firms and/or individuals should have past experience with state and federally funded programs. **Please email one (1) digital copy of your statement of qualifications as well as two (2) hard copies as directed below.**

Email digital copy to:

fgarcia@co.kleberg.tx.us

Mail hard copies to:

Kleberg County
Judge Rudy Madrid
P.O. Box 752
Kingsville, TX 78364

The deadline for submission of RFQ's is on February 04, 2022 at 5:00 P.M. Central Standard Time. **Responses received after this date and time will not be accepted.**

RFQs will be reviewed on February 04, 2022 and February 07, 2022. Kleberg County reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

Kleberg County is an Affirmative Action/ Equal Opportunity Employer.

Background

Kleberg County was awarded two Texas Department of Transportation (TxDOT) – Transportation Alternatives Program (TAP) Grants for the Unincorporated communities of Riviera and Ricardo. The next step is to have finalized design, plans and specifications.

The Ricardo project consists of 1,030 linear feet of sidewalk from County Road 2160 West to Wagner Avenue in the amount of \$313,872. The Riviera project consists of 1,400 linear feet of sidewalk from Willow Street to 9th Street in the amount of \$386,476.

NOTE: TxDOT will be reviewing and approving design, plans and specifications. TxDOT will also manage the construction of the project.

Scope of Services

The Engineer or Engineering firm to be selected is to provide timely and professional engineering services for Kleberg County which includes, but is not limited to, the following:

- Finalized Design Plans and Specifications
- Other Services Deemed Necessary for the Project

NOTE: 90 Days for Total Completion (Begins Upon Execution of Contract)

- 30 Days – Plan design to TxDOT
- 60 Days – Final Design

Selection Process

This RFQ provides information necessary to prepare and submit a Statement of Qualifications (SOQ) for consideration and ranking by the County using the point system described in the evaluation criteria section of this RFQ. Kleberg County personnel assigned by the County Judge will evaluate the SOQ using the 100-point system described in the evaluation criteria below.

The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

For costs of architectural/engineering (A/E) professional services, negotiations must occur after the initial selection of the engineer or architect as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004)

Evaluation Criteria

The RFQ received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100

Statement of Qualifications

A Statement of Qualifications (SOQ) submitted in response to the RFQ should comply with the requirements as described herein.

General Information

- Include the name of Proposer's firm/entity/corporation/partnership/sole proprietor/joint venture/etc., address, telephone number, web address, name of contact person, email address, and the title of the RFQ.
- Provide a description of the proposing entity's current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).
- Provide a table of contents that includes a clear identification of the written material by section and by page number.
- Provide a transmittal letter that specifically states the Proposers understanding of the work to be accomplished and briefly outlines the Proposer's strengths in providing the required services. This letter should be signed.
- Include a written assurance that no member, officer or employee of the Proposer or its designees or agent or public official exercising any functions or responsibilities with respect to the proposed services have any personal financial interest, direct or indirect, in any contract, subcontract or proceeds thereof, for work to be performed in connection with the proposed project.
- Registered and in good standing as a professional engineer per the Texas Engineering Practice Act.
- Familiarity with Federally and State funded construction projects.
- Familiarity with Federally and State funded grant applications.

Engineering Background

- Provide a profile of your organization and describe its legal structure, principal officers and organizational structure.
- Indicate how many years has the organization been in business under its present name and indicate all other names by which your organization has been known and length of time known by each name.
- Provide a copy of any organization profile, website, sales brochure, or other documentary information pertaining to your organization.
- Provide complete and detailed history of your organization's experience in providing engineering services, to include but not limited to the following: all preliminary and final design plans and specifications and other special services deemed necessary to the project. Information provided should include a description of services being offered for the scope of work in this RFQ.

Engineering Qualifications

- Provide resumes of key personnel and principals of the organization.
- Identify the extent to which each principal executive or staff member will be involved in the engineering services contract and whether such involvement will be on a fully informed daily basis or in an advisory capacity.
- Provide resumes of key executive personnel and staff who will be assigned to execute the terms of this proposal, including subcontract personnel.
- Resumes should describe each person's qualifications and experience as it relates to this project.
- Include a list of previous project(s), similar in size and complexity, in which each team member has played a significant role.

Management of Project

- Clearly identify who will have primary technical responsibility for review of preliminary and final design plans and other special services deemed necessary to the project.
- Indicate how the responsibility and coordination will be assigned for the timely review of items.
- Identify the ability to adhere to schedules and complete all phases in a timely manner.

SOQs shall be prepared simply and economically, providing a straightforward concise description of the respondent's ability to meet and exceed the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of County's needs.

Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms

The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for subcontracted work when possible. Affirmative steps must include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- The respondent shall, if subcontracts are to be let, take the affirmative steps listed in paragraphs (1) through (5) of this section.

Certification Regarding Lobbying

Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements. Prior to entering into an agreement, respondent shall file the required certification stating, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Form of Submittal

Submittal to be provided in the order below:

- Cover letter/ statement of interest (including contact information of person to be notified of addenda, communication, or award), signed by an authorized corporate officer, principal or partner. Include physical address of primary firm along with the legal business name.
- Statement of Qualifications (SOQ) as directed in the SOQ section.
- List and description of coastal projects performed in the last three years along with other relevant projects.
- Statement of recent, current and projected workload relative to the firm's ability to complete tasks in a timely manner.
- Statement of firm's willingness to meet the time and budget requirements of tasks.
- Disclosure of any potential conflict of interest due to any other clients, contracts or property interests for this project only.
- Letter stating firms understanding of work to be accomplished.

Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered and may be returned to submitter as non-responsive.

All questions regarding this Request for Qualifications should be submitted in writing and directed to:

Frances Garcia
fgarcia@co.kleberg.tx.us

Questions will not be answered after 5:00 P.M. on February 03, 2022