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ZONIA G. MORALES
COUNTY AND DISTRICT CLERK
JIM HOGG COUNTY TEXAS
BY Rae Gutierrez DEPUTY

JIM HOGG COUNTY

REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL ENGINEERING AND

SURVEYING SERVICES

FOR

FY2021-2023 PROJECTS



7/22/2021

ISSUE DATE: July 23rd, 2021
TO: Engineering Firms
FROM: County Judges Office Jim Hogg County, Texas
SUBJECT: Request for Statement of Qualifications for Professional Engineering
and Surveying Services for **FY2021 -2023 Projects**

Jim Hogg County (County) is requesting a Statement of Qualifications (SOQ) for Professional Engineering and Surveying Services for FY2021-2023 projects. **Project assignments to the successful firm will be at the sole discretion of the County.** Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your Statement of Qualifications by 3 p.m., Friday, August 13, 2021,**

Questions regarding the RFQ process or technical content of the RFQ, will be handled as stated Section I.C.

The submission due date for questions, clarifications, or **requests for general information is 3 p.m., Friday , August 6th, 2021.** Responses will not be provided for requests received after this date and time. Note that all questions, clarifications, or requests for general information are to be submitted **in writing.**

The full copy of the RFQ is available on the County's Website. <http://www.co.jim-hogg.tx.us/>

Any questions and correspondence should be directed to:

Honorable Judge Juan Carlos Guerra
Jim Hogg County Judge
102 E. Tilley Street
Hebronville, Texas 78361
(361) 527-3015
jcguerra@co.jim-hogg.tx.us

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REQUEST FOR STATEMENT OF QUALIFICATIONS

Jim Hogg County, Texas Professional Engineering and Surveying Services for FY2021-2023 Projects

I. INTRODUCTION

A. General Information

Jim Hogg County is requesting SOQs from qualified firms to provide Professional Engineering and Surveying Services, including but not limits to:

- Surveying Services
- Design of a project
- Preparation of Plans and Specifications
- Environmental Services
- Construction administration
- Resident field inspection services
- Assist in bidding and project close out

There is no expressed or implied obligation for Jim Hogg County to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The County reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the County and serve the best interests of the County.

The following information is offered as the overall scope of work. The intent of this Request for Qualifications (RFQ) is to provide information so that RESPONDENT can define the level of expertise, experience, personnel and approach necessary to perform the required services in a timely, cost-effective and professional manner.

B. Submittal Requirements

To be considered, **submit your SOQ by 3 p.m., Friday, August 13, 2021**, The County reserves the right to reject any or all SOQs submitted

C. Questions: Following are contacts for questions as identified:

1. RFQ Clarifications: All questions related to requirements or processes of this RFQ should be submitted in writing.

2. Scope of Services: All questions related to the RFQ should be submitted in writing.
3. Replies: Responses to inquiries that directly affect an interpretation or effect a change to this RFQ will be issued in writing by addendum posted to the County's website. All such addenda issued by County before the submittal deadline shall be considered part of the RFQ. The County will not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.
4. Addendum: All interpretation or correction, as well as any additional RFQ provisions that the County may decide to include, will be made only as an official addendum that will be posted to the County web site for all parties to download.

It shall be the Respondent's responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the County shall become part of the RFQ and will be incorporated in the proposal.

Each Respondent must in its RFQ, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive, or acknowledge receipt of; any addenda shall not relieve a Respondent of the responsibility for complying with the terms thereof.

The County will not be bound by oral responses to inquiries or written responses other than written addenda.

5. Acknowledgement of Addenda: The Respondent must acknowledge all addenda by signing and returning such document(s) or by initialing appropriate area of the RFQ response.

- D. Notification of Errors or Omissions: Respondents shall promptly notify the County of any omissions, ambiguity, inconsistency or error that they may discover upon examination of this RFQ. The County shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent or obviously erroneous.

- E. Form 1295 Certificate of Interested Parties: In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. Please go to the Texas Ethics Commission webpage (www.ethics.state.tx.us) for full instructions and to complete the required steps for creation of Form 1295. Once the form is completed online, printed and returned the form with your RFQ submission.

- F. Terminate for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the County for cause:

1. The successful Respondent fails to perform in accordance with the provisions of these specifications; or

2. The successful Respondent violates any of the provisions of these specifications;
or
3. The successful Respondent disregards laws or regulations of any public body having jurisdiction; or
4. The successful Respondent transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the County.
5. If one or more of the events identified in Subparagraphs F 1) through 4) occurs, the County may terminate the contract by giving the successful Respondent seven (7) days written notice. In such case, the successful Respondent shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Respondent shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.
6. When the contract has been so terminated by the County, such termination shall not affect any rights or remedies of the County then existing or which may thereafter accrue.

G. Terminate for Convenience

This contract may be cancelled or terminated at any time by giving vendor thirty (30) days written notice. Vendor may be entitled to payment for services actually performed; to the extent said services are satisfactory.

H. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of County staff and its designated representatives. During the evaluation process, the County and/or its designated representatives reserve the right, where it may serve the County's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFQ.
3. After completing the evaluation process, the committee will recommend the firm deemed the most qualified to the Commissioners Court for consultant selection.
4. The County will consider the committee recommendation at its earliest convenience.
5. The County reserves the right to reject any or all Statement of Qualifications. The highest ranked Respondent(s) may be invited to enter into Contract negotiations with the County. If an agreement cannot be reached with the highest ranked Respondent, the County shall notify the Respondent and terminate negotiations. The second highest respondent may be contacted for negotiations. The process may continue until successful negotiations are achieved. The County reserves the right to terminate negotiations with any and all Respondents should it be in the County's best interest.

II. NATURE OF SERVICES REQUIRED

A. General

Jim Hogg County is soliciting the services of interested qualified consulting engineering firms to accomplish the projects outlined in this RFQ. The projects are to be performed in accordance with the provisions contained in this Request for Qualifications.

Please submit a Statement of Qualifications to provide engineering and surveying services required for the design, bidding, construction administration, and project management services.

B. Scope of Services:

Jim Hogg County will require the selected firms to provide, but no limited to, the following services:

1. Surveying Services

- Perform boundary, improvements, and/or topographic surveys as may be required for the project.
- Perform construction staking as may be required during design or construction phase services.

2. Design Phase Services (including Permitting)

- Prepare plans, project manual, and engineer's opinion of probable construction costs which comply with applicable Federal, state, local regulations and/or the County's standards.
- Engineering documents shall be delivered for County review and comment at the 30%, 60%, 90%, and 100% unsealed stages of completion. Complete and detailed engineering documents are required for the bidding and construction of the proposed improvements. Final engineering construction documents shall include topographic and boundary surveys where required, geotechnical investigation, environmental assessment and environmental clearances, identification of utility conflicts, required utility adjustments and replacements, coordination with utility companies, and determination of ROW/easement acquisition metes and bounds and sketch.

3. Bid and Construction Administrative Services

- Respond to questions during advertisement and prepare required addenda during bid.

- Assist in evaluating bids, tabulating bids, and making recommendations for construction contract award.
 - Prepare conformed project manual and drawings per addenda.
 - Review and respond to shop drawings, submittals, requests for information (RFIs), change order proposals, and all other construction items.
 - Conduct specialty site visits as necessary to ensure general construction conformance with the contract documents.
 - Assist in final construction walk through and punch list.
 - Prepare record drawings per contractor's redlines.
4. Project Management Services
- Regulatory agency coordination and submission of associated required submittals for the proposed project for the duration of the entire project.
 - Conduct regularly scheduled monthly meetings for the anticipated duration of the entire project, including preparing meeting agenda, minutes, and action items.
 - Perform Quality Assurance/Quality Control (QA/QC) for the anticipated duration of the entire project.

III. SCHEDULE

Public Notification #1	July 28 th , 2021
Public Notification #2	August 4 th , 2021
Deadline for Questions	3:00 PM August 6 th , 2021
SOQs Due	3:00 PM August 13, 2021

IV. SUBMISSION OF STATEMENT OF QUALIFICATIONS

Interested and qualified firms or teams are invited to **submit one original and 4 copies (5 total) to the County Judge's Office**. Provide a list of references from clients, funding agencies, governmental units or partners worked with. The SOQ shall be submitted by a lead firm but may contain services from subconsultants. Documentation shall be limited to 12 single-sided pages and include the below items. The Statement of Interest Letter, front and back covers, tabs and resumes do not count in the 12 page limit. The Statement of Interest Letter and resumes shall be limited to one (1) page. Resumes shall be included in the appendix.

1. Jim Hogg County is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a Professional Engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact

with the County for this project.

- Project Manager (PM) is responsible for overall design, construction, contract administrating, environmental compliance, etc. on behalf of the project.
2. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with County's project manager, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
 3. The County is interested in the project manager's history and success with governmental projects of in the region. List no more than five (5) projects for meeting these criteria which have been completed in the past five years. In addition, County may consider history of the project manager in complying with project programs, schedules, and budgets on previous projects.

Submittals shall be addressed to:

**Honorable Juan Carlos Guerra
Jim Hogg County Judge
102 E. Tilley
Hebbronville, Texas 78361**

All submittals must be received no later than 3 p.m. August 13th 2021.

V. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the County.

VI. RESERVATION OF RIGHTS

In connection with the RFQ, the County reserves all rights (which rights may be exercised by the County in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the County, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the County will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive irregularities or permit corrections to data submitted with any response to this RFQ until such time as the County declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
11. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
12. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.

13. Authorize firms to substitute key personnel until the County declares, in writing, that a particular stage or phase of its review has been completed and closed.
14. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
17. Exercise any other right reserved or afforded to the County under this RFQ or applicable law. The County reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the County.

The County shall not, under any circumstances, be bound by or be liable for any obligations with respect to the project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the County have been executed and authorized by the County, and then only to the extent of such agreements.

EXHIBIT "A"

SCORING CRITERIA

1. Project Manager Experience (45 Points)
 - Project Manager must be employed by the Prime Firm
 - Project Manager must have 10 years as a licensed professional engineer and have an active license at the time of the submittal
 - Provide three projects from the past five years that the project manager has worked on county projects.
2. Project Management approach (25 Points)
 - Please describe the project manager's approach to ensuring a project is a success.
 - Please provide details on three projects that were completed under budget, on schedule, and with similar clients
3. Familiarity with Grant Funded Project. (20 Points)
 - Provide detailed project information for 5 grant funded projects in the past 5 years
4. References. (10 Points)
 - Provide three 3 references with contract information as shown on **Exhibit B.**

REFERENCES

Please list three (3) references of current or recent past customers who can verify the quality of service your company/personnel provides.

THIS FORM MUST BE RETURNED WITH YOUR RFQ**REFERENCE ONE**

Government/CompanyName _

Address _

Contact Person and Title_

Phone

Email Address _

Contract Period

Scope of Work_

REFERENCE TWO

Government/CompanyName _

Address _

Contact Person and Title_

Phone

Email Address _

Contract Period

Scope of Work_

REFERENCE THREE

Government/CompanyName _

Address _

Contact Person and Title_

Phone

Email Address _

Contract Period

Scope of Work_