

KARNES COUNTY
REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES FOR TWDB FLOOD
PROTECTION PLANNING STUDY

To All Interested Parties:

Attached is a copy of a Request for Qualifications (RFQ) for engineering services. These services are needed for completion of a Texas Water Development Board (“TWDB”) grant funded Flood Protection Planning Study. These services are being solicited to assist the County in project implementation of a contract, if awarded, from the Texas Water Development Board.

The submission requirements and deadline for this RFQ are included in the attached document. The County reserves the right to negotiate with all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The County is an Affirmative Action/Equal Opportunity Employer. Historically Underutilized Businesses (HUBs) are encouraged to submit proposals. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

Attachments:
RFQ for Engineering Services

REQUEST FOR QUALIFICATIONS (RFO) FOR ENGINEERING SERVICES

The County is seeking to enter an engineering services contract with one state registered engineering firm. The following outlines this request for qualifications.

I. SCOPE OF WORK

A. Scope of Work/Nature of Services. The engineering contract will encompass all project related engineering services to the County, including but not limited to the following:

- 1. TWDB Flood Protection Planning Study.** Engineering services include data collection and review, field survey, hydrologic & hydraulic analyses, floodplain mapping, alternatives analysis, public outreach, cost estimating, and project management.

II. STATEMENT OF QUALIFICATIONS

A. The County is seeking to contract with a competent engineering firm, registered to practice in the State of Texas. The County will score and rank all eligible respondents. The County will negotiate a contract with the highest scoring respondent. If a contract cannot be reached, then the County will move down the list until a contract can be agreed upon.

B. Please provide the following documents in the Statement of Qualifications submission (limited to 20 pages including resumes):

1. Description of firm and key staff experience with similar projects and demonstration of understanding of the project scope of services.
2. Demonstration of similar past projects completed on schedule, on budget, with high-quality work products.
3. Demonstrate firm and staff availability and capacity to perform the proposed project.
4. Transmittal letter including:
 - a. Brief statement of the firm's understanding of the scope of the work to be performed.
 - b. Confirmation that the firm meets the appropriate state licensing requirements to practice as an engineer in Texas.

- c. Confirmation that the firm has not had a record of substandard work within the last five years.
- d. Confirmation that the firm has not engaged in any unethical practices within the last five years.
- e. Any other information that the firm feels appropriate to support their understanding.
- f. Company Profile.
- g. A list of past local government clients, as well as resumes of key staff that will be assigned to this project if you receive the engineering services contract award.

III. EVALUATION CRITERIA

- A. Scoring.** The proposal received will be evaluated and ranked according to the following criteria.

<u>Criteria</u>	<u>Max Pts.</u>
Relevant Experience	60
Past Work Performance	25
Capacity to Perform	15
Total	100

IV. DISADVANTAGED BUSINESSES

- A. Disadvantaged Businesses Encouraged To Participate.** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. – Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP.
- B. Affirmative Steps Required.** If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
 - 3) 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.
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
 - 5) 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.
 - 6) Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.
- C. Disadvantaged Business Enterprise Program.** Any contract derived from this RFQ is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) businesses. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps.

V. **DEADLINE FOR SUBMISSION**

It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether the delay was outside the control of the submitting consultant/firm. ***Please submit one (1) electronic version of your response packet in a single PDF via email including statement of qualifications, resumes of key personnel, references, and a list of jobs performed under this or similar programs to justin.meyer@co.karnes.tx.us.***

Submissions must be received by the County at the above address by 2:00 PM on Friday, February 12, 2021.