

Request for Qualifications (RFQ) for Engineering/Architectural/Surveying Services - Cover Letter

February 6, 2020

Re: Request for Qualifications – 2020 Transportation Infrastructure Plan (TIF) Grant Program

Dear Engineering Service Providers:

Attached is a copy of Bee County's Request for Qualifications for engineering services for a Transportation Infrastructure Fund (TIF) Program project funded by the Texas Department of Transportation (TxDOT) for project implementation of a contract and to support eligible activities in Bee County. The submission requirements for this proposal are also included on the attached Request for Qualifications (RFQ) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications to:

April Cantu
County Auditor
105 W. Corpus Christi
Room 305
Beeville, TX 78102

Along with your proposal, you must also include verification that your company as well as the company's principal or principals are not listed (is not debarred) through the System for Award Management (www.SAM.gov). Please include a print out of the search results.

The deadline for submission of proposals is due February 17, 2020 @ 3:00PM. Please send 4 copies of your proposal to April Cantu, Bee County, February 17, 2020 @ 3:00PM 105 W. Corpus Christi Room 305, Beeville, TX 78102. Also, please email a digital copy of your SOQ to grantworks@grantworks.net. County of Bee 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.

The County of Bee is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

April Cantu
County Auditor

Bee County, Texas
Transportation Infrastructure Fund 2020
Request for Qualifications for Engineering Services
Information Sheet

Project Description

Bee County is implementing a 2020 Transportation Infrastructure Fund (TIF) program through the Texas Department of Transportation (TxDOT) to construct road improvements related to the statewide and regional impact of energy development and exploration related traffic, and is seeking qualified firms to provide assistance. The County shall select a firm or team of firms that is best qualified to provide engineering services.

The County plans to repair, construct, and improve roadways at project locations throughout the County. The County's total budget for this program is to be determined.

Services to be Performed

The County anticipates the following services will be required for the TIF program:

- Civil Engineering (production/delivery of designs, plans, drawings and specifications)
- Field investigation
- Surveying services as requested
- Testing services as requested
- Inspection services
- Prepare bid notices
- Create bid documents and assist in procurement of construction services, materials, rental/lease equipment, professional design services, or other items needed to implement the TIF projects—may include multiple bids for contracted work for various projects
- Incorporate HUB and SBE program requirements on projects with state funds and no federal funds (in accordance with applicable sections of the Texas Transportation Code and Texas Administrative Code).
- Include the TxDOT-approved project goal (DBE, HUB or SBE, as applicable) in the bid document (if applicable).
- Ensure that DBEs are certified under the Texas Unified Certification Program.
- Review the DBE participation plan (or HUB/SBE, as appropriate) prior to contact award to ensure contract goals will be satisfied in accordance with provisions in the bid document.
- Monitor progress during construction to assure the goal is met or good faith efforts are made and report contractor/subcontractor progress payment information monthly throughout construction to TxDOT project personnel.
- Prepare construction contracts
- May assist with support documentation of any project related force account (county crew and equipment) hours and costs— may require on-site meetings with county commissioners and their staff
- May assist in compilation of data for county owned equipment used for each project if applicable
- Approve all construction contractor invoices and review materials invoices, as necessary, for compliance with TxDOT and to support local financial reporting requirements
- May provide information necessary for supporting TxDOT Billing Summaries, Individual Project Billing Summaries, and Invoices for reimbursement requests and to support eligibility of costs for reimbursement determinations

- Assist in providing periodic reports for Commissioners Court regarding each project's status as necessary
- Assist in providing support documentation as necessary for the preparation of amendments to TxDOT Agreement and revisions to List of Transportation Infrastructure projects as needed
- Other Engineering Services as may be required by TxDOT and the County

This TxDOT program must be completed in conformance with the Uniform Grant Management Standards (Chapter 783 Texas Government Code), OMB Circular A-87, the County's TxDOT TIF Agreement, Texas Transportation Code Chapter 256 Subchapter D and 43 TAC Chapter 15 Subchapter O.

Statement of Qualification Requirements

The statement must include the following:

1. Cover letter containing name, address, telephone number, email address, and main contact name of primary firm and each participating firm other than primary firm if applicable.
2. Number of total personnel and personnel assigned to this project, by discipline for each participating firm.
3. Outline of specific areas of responsibility (design, bidding, inspection, etc.) and team lead for primary and each participating firm if applicable.
4. Brief resume of key personnel including name/title, name of firm, experience, education, professional registration or licensure number (if applicable), and other relevant qualifications.
5. List of recent work completed in by primary firm and each participating firm, if applicable, that may be relevant to the project, including project name/location, type of work, funding source (if known), firm's responsibilities and services provided, project owner's main contact/address/telephone number, approximate completion date, and estimated project cost.
6. Certifications and Documentation:
 - a. Certified statement by primary firm committing to provide required general liability insurance, worker's compensation and professional liability insurance for personnel assigned to the project in the amounts specified below in this RFQ within 10 calendar days of any Notice of Award, or copy of insurance binder indicating coverage currently in-force. (submit as Attachment A)
 - b. Child Support Statement for Negotiated Contracts and Grants (complete and submit as Attachment B).
 - c. Civil Rights Compliance (complete and submit as Attachment C).
 - d. Professional Registration Documentation if any (submit as Attachment D).
 - e. Certification Regarding Lobbying (submit as Attachment E).
 - f. Conflict of Interest (Attachment F).

Selection Criteria and Contract Negotiation

The County shall evaluate each Statement of Qualifications in accordance with the following criteria:

1. Professional qualifications in the areas of engineering
2. Experience engineering, bidding, and inspecting similar projects
3. Experience with similar grant funded projects (TxDOT, other state/federal)
4. Overall performance record based upon references and County's prior experience with firm(s)
5. Capacity to perform all services outlined in this request

Each firm will be ranked according to its qualifications to perform all services outlined in this request. No interviews are anticipated at this time. Once selected, the County will negotiate final contract terms and price with the most qualified firm; should negotiations fail it shall negotiate with the next most qualified firm until an agreement is reached.

Insurance Requirements

Worker's Compensation – Statutory Amount
Employer's Liability - \$500,000.00

Commercial General Liability
Personal injury and property damage:
\$1,000,000.00 combined single limit each occurrence and
\$2,000,000.00 aggregate

Professional Liability (errors and omissions)
\$1,000,000 each occurrence
\$1,000,000 aggregate

Business Automobile Liability for all vehicles
Bodily Injury and property damage:
\$500,000.00 combined single limit any one accident

Historically Underutilized Businesses (HUBs)

HUBs, DBE (Disadvantaged Business Enterprises), and LSA (Labor Surplus Vendors) are encouraged to respond to the RFQ. The County encourages respondents to consider subcontracting with HUBs if opportunities arise.

Deadline

Along with your statement of qualifications, you must also include verification that your company, as well as the company's principals, are not listed (is not debarred) through the federal government's System for Award Management (www.SAM.gov). Please include a printout of the search results.

Submit four_(4) copies of the Statement of Qualifications before February 17, 2020 at 3:00 PM included in the newspaper notice. Also, please email a digital copy of your SOQ to grantworks@grantworks.net.

April Cantu
County Auditor
105 W. Corpus Christi
Room 305
Beeville, TX 78102

The County reserves the right to negotiate with any and all persons or firms submitting SOQs, per the Texas Professional Service procurement Act and the Uniform Grant and Contract Management Standards.

**Transportation Infrastructure Program
Request for Qualifications for Engineering Services
Scoring Sheet**

TxDOT Contractor Locality: _____
 Name of Offeror/Company: _____
 Other Participating Firms: _____
 Date of Rating: _____
 Review Committee
 Members: _____

Rate the Proposing Team’s Experience in the following areas:

A. Experience of Team	Points Possible	Points Awarded
1. Past experience in engineering state-funded local Texas Department of Transportation projects.	20	
2. Experience with the completion of preliminary design plans and specifications for similar projects.	10	
3. Expertise with completion of final plans and specifications	10	
4. Experience with County on previous projects	20	
<i>SUBTOTAL</i>	<i>60</i>	

B. Related Work Performance (references and prior experience with team)	Points Possible	Points Awarded
1. Facilitates completion of projects’ activities on schedule	5	
2. Manages projects within budgetary constraints	5	
3. Work project is consistently of high quality	5	
4. Understanding the approach for project implementation	5	
<i>SUBTOTAL</i>	<i>20</i>	

C. Capacity to Perform	Points Possible	Points Awarded
1. Staffing level/experience of staff, number and type assigned to project	10	
2. Adequacy of resources	10	
<i>SUBTOTAL</i>	<i>20</i>	

Scoring Summary:	Points Possible	Points Awarded
A. Experience of firm	60	
B. Related work performance	20	
C. Capacity to perform	20	
<i>TOTAL SCORE</i>	<i>100</i>	

ATTACHMENT A

Attach Insurance Certification or Binder

Certification

I, _____, as a duly authorized representative of _____
_____, (full name) (name of firm)

certify that evidence of required general liability, worker's compensation, and professional liability insurance for personnel assigned to the project and automobile insurance for any vehicles

used for the project in the amounts in this RFQ shall be provided to the issuer of this RFQ within 10

calendar days of any Notice of Award.

Signature – Company Official

Printed/Typed Firm Name

Printed/Typed Name/Title

Date

**ATTACHMENT B
CHILD SUPPORT STATEMENT FOR
NEGOTIATED CONTRACTS AND GRANTS**

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

List below the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application.

NAME	SOCIAL SECURITY NUMBER

Section 231.006, Family Code, specifies that a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services; or receive a state-funded grant or loan.

A child support obligor or business entity ineligible to receive payments described above remains ineligible until all arrearage have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purposes of responding to a request for information from an agency operating under the provision of Parts A and D of Title IV of the federal Social Security Act (42 USC Section 601417 and 651-669).

Signature – Company Official

Printed/Type Firm Name

Printed/Typed Name and Title

Date

**ATTACHMENT C
CIVIL RIGHTS COMPLIANCE**

1. Nondiscrimination

The Architect/Engineer, with regard to the work performed by him or her during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Architect/Engineer shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 and Part 710.405(b) of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

2. Solicitations for Subcontracts Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiation made by the Architect/Engineer for work to be performed under a subcontract including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Architect/Engineer of the Architect/Engineer's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

Signature – Company Official

Printed/Typed Firm Name

Printed/Typed Name/Title

Date

ATTACHMENT D

Insert Professional Registration Documentation if applicable.

ATTACHMENT E

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) 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.

(b) 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.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Printed Name and Title of Contractor's Authorized Official

Date

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

ATTACHMENT F

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <hr/> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> 	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p align="center">_____</p> <p align="center">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> 	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p>7</p> <p align="center">_____ Signature of vendor doing business with the governmental entity</p> <p align="right">_____ Date</p>	

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- ***
- (2) the vendor:
 - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed;
 - or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
 - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
 - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
 - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.