



## **FANNIN COUNTY RFP 2024-008**

### **REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES**

#### **A. BACKGROUND**

Fannin County proposes to retain a highly qualified, capable firm to act as the Engineer on retainer to review things for a fee on an as needed basis. Fees should be broken down by an estimate of hourly rate at a later date if selected. The County is reviewing qualifications only at this time. The selected Engineer will review documents to include plats, Civil Engineering, OSF suitability for developments, drainage and roads at the discretion of the Commissioner of the specific precinct. It will be a 1 year term contract with the option period of renewal annually up to 4 renewals. The County anticipates a contract, which will include time frame for completion and administration services, however, the County reserves the right to include additional project elements in the initial or subsequent professional service agreements as the County (at its sole discretion) may deem appropriate. The Engineer will be acting as a reviewer for the County, to ascertain that all documents and projects are done correctly. The Engineer may be required to identify and select any appropriate sub-consultants; however, the County reserves the right to disapprove proposed sub-consultants that will be associated with the Project.

#### **B. PROJECT SCOPE OF WORK**

Fannin County, Texas, invites the submittal of responses to this Request for Proposals (RFP) from qualified firm(s) interested in providing Engineering Services for the review of such things as plats, OSF permits, flood plains, drainage and roads.

#### **C. PRE-RESPONSE CONFERENCE**

A mandatory pre-response conference will be held with a board to acknowledge what the County is needing and hear suggested updates and current problem areas.

**DATE OF CONFERENCE:** Tuesday, April 30, 2024 at 3:00 PM

**LOCATION:** 101 East Sam Rayburn Drive, Ste. 208 (2<sup>nd</sup> floor conference room) Bonham TX.

#### **D. SELECTION AND AWARD PROCESS**

Fannin County uses a two-step process for the final selection of a qualified consultant.

Step 1 consists of a Qualifications package to be submitted by firms interested in being considered. The County may select up to three (3) short-listed firms based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit additional information.

Step 2 consists of the selection of one finalist following interviews with the short-listed firms. The County initiates negotiations with the selected consultant to develop a scope of work. If negotiations are unsuccessful, the County enters in to the process with the next highest ranked short-listed firm. The contract is subject to the approval of the Commissioners Court.

Professional services are procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A, and Professional Services. Selection of the most highly qualified respondent is made based on demonstrated competence and qualifications as determined by Fannin County based on the information provided in the response to the RFQ.

**NO INDIVIDUAL OF ANY COUNTY DEPARTMENT HAS THE AUTHORITY TO LEGALLY AND/OR FINANCIALLY COMMIT THE COUNTY TO ANY CONTRACT, AGREEMENT OR PURCHASE ORDER FOR GOODS OR SERVICES, UNLESS SPECIFICALLY SANCTIONED BY THE REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS.**

#### **E. SUBMISSION PROCESS, DUE DATE, AND REQUIRED DOCUMENTS**

One original and four copies of the response, including all required forms and applicable supporting documentation, are required. Failure to submit the required number of copies may result in the proposal being declared unresponsive. The original must be clearly marked "ORIGINAL" and the copies must be clearly marked "COPY".

**Responses must be submitted no later than May 8, 2024 at 3:00 PM.** The responses must be inside a sealed envelope or container when submitted. The response material must be addressed and delivered to:

Fannin County Purchasing  
Edwina Lane  
101 East Sam Rayburn Drive, Ste. 313  
Bonham, TX 75418

The outside of the envelope or container must state: **2024-008 RFP for Engineering Services for Fannin County.**

Questions must be directed to Edwina Lane at [elane@fanninco.net](mailto:elane@fanninco.net). Questions relating to definitions or interpretations of the RFP must be submitted in writing on or before April 29, 2024.

**Submittals received later than the above date and time will be rejected and returned unopened.**

#### **F. SCHEDULE FOR SELECTION PROCESS**

- Fannin County begins the RFP Process on April 15, 2024
- The committee will meet May 13, 2024 and the Commissioners Court will follow up with the committee decision on May 21, 2024
- Written questions must be directed to Edwina Lane at [elane@fanninco.net](mailto:elane@fanninco.net) by 4:00 pm on April 29, 2024
- Submittals are due no later than May 8, 2024 at 3:00 pm
- A Screening Committee reviews submittals and determines which qualified candidates are invited to present their qualifications further at an interview with the Screening Committee

#### **G. RIGHT OF COUNTY TO CANCEL REQUEST FOR PROPOSAL, TO ELECT NOT TO AWARD, TO REJECT SUBMITTALS, AND TO WAIVE INFORMALITIES OR IRREGULARITIES**

The County expressly reserves the right to cancel the RFP at any time, to elect not to award contracts cited in the RFP, to reject any or all submittals, to waive any informality or irregularity in any submittal received, and to be the sole judge of the merits of the respective **submittals received**.

## **H. DESCRIPTION OF SELECTION CRITERIA**

### **1) PROJECT TEAM ORGANIZATIONS AND QUALIFICATIONS (30 POINTS)**

- Qualifications and previous related work of key project personnel, particularly with regard to working with municipalities of similar size, government structure, complexity and issues.
- Communication and logical structure of the team organization.
- Include an organizational chart of the project team.
- Indicate each team member's name, title, license (if applicable), and years of experience necessary for the engagement.
- Describe the qualifications of each team member as it relates to the scope of work
- Include descriptions of **relevant** previous projects that key project staff have played a central role in developing.
- Include educational background.
- Include professional engineering license status.

### **2) EXPERIENCE ON SIMILAR PROJECTS (30 POINTS)**

- Record of performance of the firm
- Ability to complete the work on time and within budget
- Discuss the firm's experience on similar projects

Include a brief description of each **relevant** project that includes: (1) project scope, (2) location, (3) client liaison name and phone number, (4) proposed and actual start and completion dates, and (5) other pertinent information.

### **3) PROJECT APPROACH (30 POINTS)**

- Project methodology
- Types of services to be provided
- Timeliness of proposed work schedule
- Discuss the approach to be used to complete the work
- Indicate the responsibilities of each team member
- Indicate the office location from which the work is to be performed

### **4) OVERALL RESPONSIVENESS TO THE RFP (10 POINTS)**

Electronic capabilities. Discuss the firm's capabilities to use electronic systems; e.g., email, computer drafting (indicate software used).

### **Disclosure of Interested Parties**

#### **Form 1295**

House Bill 1295, adopted by the 84<sup>th</sup> Legislature, created §2252.908, Texas Government Code. Section 2252.908 requires a business entity entering into certain contracts with a governmental entity or state agency to file with the governmental entity or state agency a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity or state agency.

§2252.908, Texas Government Code requires the commission to adopt rules necessary to implement the new disclosure requirement and to prescribe the disclosure form. Section 2252.908 requires the disclosure form to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity or state agency before the contract may be signed or has value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. House Bill 1295 provides that §2252.908 applies only to a contract entered into on or after January 1, 2016.

An interested party is defined as a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts or who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, advisor, or attorney for the business entity.

Contractors are required to acquire Form 1295 via the Texas Ethics Commission website. This requires registration, generation of Form 1295 with a unique Certificate Number & filing date, printing the form, signing and returning the form to the Fannin County Purchasing Department.

Once the form is received by the Purchasing and Contract Department, the Buyer associated with the project will log-in to the Texas Ethics Commission Portal and acknowledge the receipt of the form not later than the 30<sup>th</sup> day after the date of the contract for which the form was filed binds all parties to the contract. This will complete the form for the contract with which the form is associated. The completed form will be made available via the Texas Ethics Commission website.

Form 1295 can be generated via the Texas Ethics Commission web portal. The website and detailed instructions are located at:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**House Bill 89 Verification**

I, \_\_\_\_\_ (Person name), the undersigned  
representative (hereafter referred to as "Representative") of

\_\_\_\_\_ (company or business name, hereafter referred to as  
"Business Entity"), being an adult over the age of eighteen (18) years of age, after being duly  
sworn by the undersigned notary, do hereby depose and affirm the following:

1. That Representative is authorized to execute this verification on behalf of Business  
Entity;
2. That Business Entity does not boycott Israel and will not boycott Israel during the  
term of any contract that will be entered into between Business Entity and Fannin County; and
3. That Representative understands that the term "boycott Israel" is defined by Texas  
Government Code Section 2270.001 to mean refusing to deal with, terminating business  
activities with, or otherwise taking any action that is intended to penalize, inflict economic  
harm on, or limit commercial relations specifically with Israel, or with a person or entity doing  
business in Israel or in an Israeli-controlled territory, but does not include an action made for  
ordinary business purposes.

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE

**SUBSCRIBED AND SWORN TO BEFORE ME**, the undersigned authority, on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

# Subdivision Engineer Fee Schedule

Application Type	Fees		Additional Review
Preliminary Plat	1-20 Lots		
	21-50 Lots		
	50-100 Lots		
	100+ Lots		
Civil Plan Review			
Pre-Construction Meeting	When infrastructure is created. A Pre-construction meeting will be required.		
Fire Hydrant Systems			
Final Plat	1-20 Lots		
	21-50 Lots		
	50-100 Lots		
	100+		
Inspection of Road			
Manufactured Home Rental Community			
RV Park			
Junk Yard			
In Person Consultation with Engineer	These meetings are requested by the Developers Engineer and outside the normal scope of review.		
Variance Request/ Virtual	These meetings are for Variance requests and Zoom/Phone Consults.		