

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES
FOR**

**FM 471 (CULEBRA ROAD) – KALLISON LANE TO FM 1560
CSJ 0849-01-046
PASS-THROUGH FINANCE PROJECT**

Bexar County Public Works Department invites qualified firms to submit qualifications for professional engineering services to design street and drainage improvements for FM 471 (Culebra Road) from Kallison Lane to FM 1560 (CSJ 0849-01-046), a Pass-Through Finance Project in Bexar County. Professional services may include, but are not limited to:

- Engineering and surveying to design and prepare plans, specifications, and estimates approved by the County and other regulatory entities
- Public coordination and meetings
- Environmental permitting/compliance
- Utility coordination
- Preparation of bid package, bid tabulation, periodic inspection of construction, evaluation of laboratory reports, shop drawings, field alteration requests, contractor estimates for payment, recapitulation of over/under runs, and preparation of record drawings

Basis of payment will be a lump sum fee based upon a negotiated scope of services and level of effort anticipated for the services to be provided.

Five (5) copies of the statement of qualifications (SOQ) and one (1) PDF copy must be received no later than **4:00 pm on Wednesday, January 25, 2012**. SOQs must be addressed as follows:

David R. Wegmann, P.E.
Engineering Services Manager
Bexar County Public Works Department
233 North Pecos-La Trinidad, Suite 420
San Antonio, TX 78207

Statement of Qualifications for:

**PROFESSIONAL ENGINEERING SERVICES FOR:
FM 471 (CULEBRA ROAD) – KALLISON LANE TO FM 1560
PASS-THROUGH FINANCE PROJECT**

Bexar County expressly reserves the right to accept or reject any and all statements submitted; and is under no legal requirement to execute a resulting contract on the basis of this advertisement and intends the material provided only as a means of identifying the various contractor alternatives. Bexar County will base its choice on demonstrated competence, qualifications, and evidence of superior conformance with criteria.

This request for Statement of Qualifications does not commit Bexar County to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates Bexar County to award a contract or to pay any costs incurred in the preparation of a response. Bexar County specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of Bexar County.

Any inquiries relating to this Request for Qualifications must be submitted in writing and received no later than **4:00 p.m. on Wednesday, January 11, 2012** and shall be directed to David R. Wegmann, P.E., at the above address or emailed to dwegmann@bexar.org.

Bexar County will be issuing a Request for Qualifications for Professional Construction Administration and Inspections Services for this project subsequent to the anticipated award of the design contract. Please note that the Prime Consultant and associated team member(s) will be precluded from performing services related to the Professional Construction Administration and Inspections.

Supplemental information relative to this project may be located on the County's Website at <http://inf.bexar.org/>

REQUEST FOR QUALIFICATIONS

1 GENERAL INFORMATION

1.1 PURPOSE: This Request for Qualifications (RFQ) provides licensed civil engineering professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) to design street and drainage improvements for FM 471 (Culebra Road) from Kallison Lane to FM 1560, a Pass-Through Finance Project in Bexar County.

1.2 ISSUING OFFICE: This RFQ is issued by Bexar County Public Works Department on behalf of the Bexar County Commissioners Court. Mr. David R. Wegmann, P.E., Engineering Services Manager, is the contact person for this RFQ.

1.3 PROPOSED PROJECT:

FM 471 (CULEBRA ROAD) – KALLISON LANE TO FM 1560

Precincts 1 and 2

Approximate Construction Cost: \$15,500,000

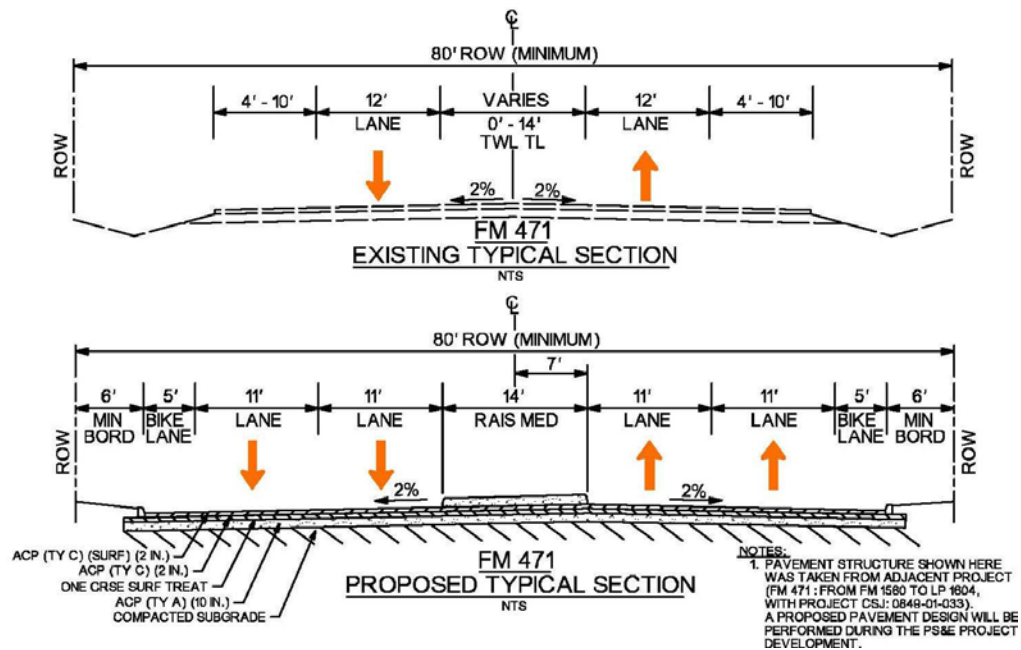
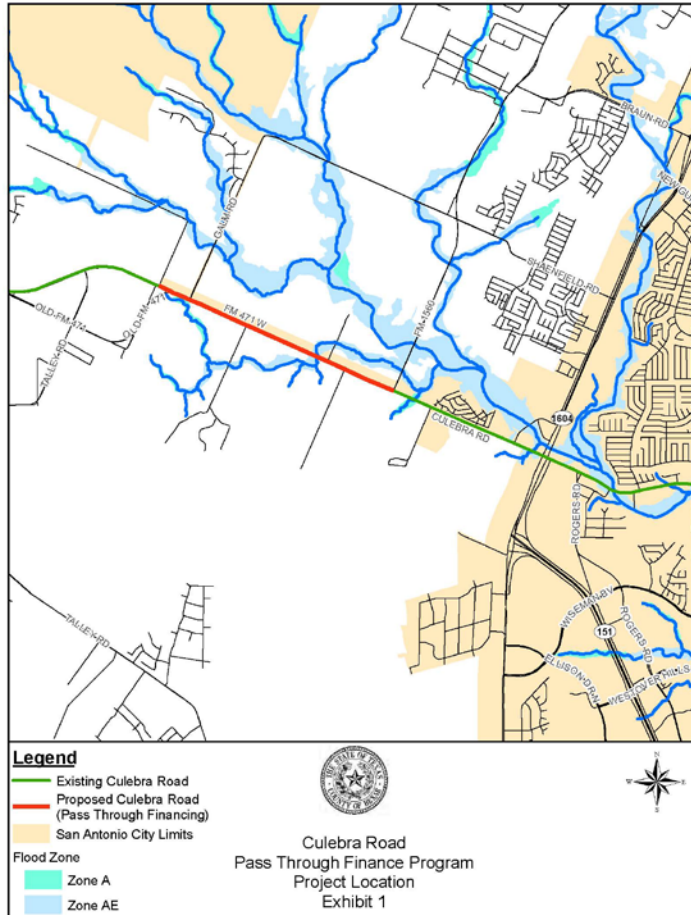
Approximate Length: 2.4 miles

Bexar County is proposing to develop a 2.4 mile (approximate) segment of FM 471 (Culebra Road) East, between Kallison Lane and FM 1560 as a Pass-Through Toll Financing Project.

The construction of FM 471 (Culebra Road) will complete the capacity gap that currently exists on FM 471 (Culebra Road) from Kallison Lane to FM 1560. The project will be a continuation of the previously constructed TxDOT roadway project on Culebra Road from FM 1560 to Loop 1604 (CSJ 0849-01-033). The proposed improvements will widen Culebra Road from its existing two-lane configuration to a four-lane divided roadway with anticipated bicycle and pedestrian amenities. Unsignalized intersections are located at Roft Road, Stillwater Parkway, Gass Road, Danie Krug, Galm Road, Culebra Road and Kallison Lane. The project will increase roadway capacity to allow for projected growth, increase safety with the continuation of the existing section east of FM 1560 and added bicycle amenities will enhance regional mobility. *Note that the typical sections depicted on the following page are a draft representation, and may not necessarily be indicative of the final approved typical section for the project, subject to public involvement and FHWA review.*

The Schematic for this section of FM 471 (Culebra Road) will be developed by Bexar County and its Prime Design Consultant. Bexar County is also responsible for assessing environmental issues, conducting environmental impact studies, and preparing appropriate environmental documents. Environmental studies will be conducted in accordance with TxDOT, and FHWA requirements.

Additional Right-of-way for FM 471 (Culebra Road) is not anticipated for the project.



1.4 SERVICES REQUIRED: The services required of the selected firm includes, but is not limited to:

- 1.4.1** Provide the engineering and surveying expertise to design and prepare plans, specifications, and estimates in general accordance with TxDOT requirements and approved by the County and TxDOT.
- 1.4.2** Develop final schematic for approval, assess environmental issues, conduct environmental impact studies, facilitate public involvement, and prepare appropriate environmental documents. Environmental studies will be conducted in accordance with TxDOT, and FHWA requirements.
- 1.4.3** Preparation of all horizontal and vertical survey, necessary SUE survey, preliminary, intermediate, and final design plans and specifications to include streets, drainage, bridges, utility locations, environmental compliance, ROW acquisition if necessary, and provide coordination with utilities and other regulatory entities to secure approval of designs.
- 1.4.4** Preparation of bid package, bid tabulation, periodic inspection of construction and reports, evaluation of laboratory reports, shop drawings, field alteration requests, contractor estimates for payment, recapitulation of over/under runs, and preparation of as-built drawings.

2 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

- 2.1 NUMBER OF COPIES OF THE SOQ NEEDED:** The provider shall provide five (5) copies of the SOQ and one (1) PDF version on a CD of the SOQ submittal; no other distribution of the SOQ will be made by the service provider. ***On each copy, the provider shall print or type his/her name and manually sign the SOQ.***
- 2.2 OFFICIALS NOT TO BENEFIT:** No County employee, Commissioners Court member or elected official shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
- 2.3 REJECTION OF SOQs:** The County reserves the right to reject any and all SOQs received as a result of this Request for Qualifications or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County. The County does not intend to pay for the information solicited or obtained through any response.
- 2.4 INCURRING COSTS:** The County is not liable for any cost incurred by the service provider prior to issuance of a contract.
- 2.5 INQUIRIES:** Questions regarding this RFQ must be submitted in writing to the issuing office or department. Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and will be posted to the County's Website at <http://inf.bexar.org/>. Any inquiries relating to this RFQ must be submitted in writing and received no later than **4:00 p.m. on Wednesday, January 11, 2012.**

Any necessary request for clarification, delineation, or explanation of a company's SOQ will be made in writing by the County Engineer or other designated agent with

copies to the Commissioners Court, and the response will follow the same procedure or as otherwise directed by the Court.

- 2.6 ADDENDA TO THE REQUEST FOR QUALIFICATIONS:** In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to the County's Website at <http://inf.bexar.org/>.
- 2.7 RESPONSE DATE:** To be considered, SOQs must arrive at the issuing office or department no later than **4:00 p.m. on Wednesday, January 25, 2012**. Service providers mailing SOQs should allow normal mail delivery time to ensure timely receipt of their SOQ.
- 2.8 TYPE OF CONTRACT:** The County uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:
- 2.8.1** An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;
 - 2.8.2** A requirement that the service provider comply with all Federal, and State laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects;
 - 2.8.3** A requirement that the service provider carry and show proof of comprehensive general liability insurance, including contractual liability and worker's compensation as required by law and Bexar County.
- 2.9 ACCEPTANCE OF RFQ AND SOQ CONTENT:** To be considered, service providers must submit a complete response to this Request for Qualifications. The contents of this RFQ and the SOQ of the selected service provider(s) may become contractual obligations, if a contract ensues. ***SOQs must be signed by an official authorized to bind the firm(s) to its provisions.*** The service provider will make no other distribution of the SOQs.
- 2.10 SOQ PREPARATION:** Each SOQ should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- 2.11 ORAL PRESENTATION:** Service providers who submit SOQs may be required to make an oral presentation of their qualifications to the selection committee and/or the Bexar County Commissioners Court. These presentations provide an opportunity for the respondents to clarify their qualifications to ensure thorough mutual understanding. The Issuing Office will schedule these presentations.
- 2.12 PRIME CONTRACTOR RESPONSIBILITIES:** The selected service provider will be required to assume responsibility for all services offered in the Statement of Qualifications whether or not the service provider produces them. Further, the County will consider the selected service provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

3 INFORMATION REQUIRED FROM SERVICE PROVIDER:

3.1 COVER CITATION The following citation should be on the cover:

Submitted to:

David R. Wegmann, P.E.
Engineering Services Manager
Bexar County Public Works Department
233 North Pecos-La Trinidad, Suite 420
San Antonio, TX 78207

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(Date of submittal)

3.2 LETTER OF TRANSMITTAL: The transmittal letter must include the following:

- 3.2.1** Brief overview of the consultant and all proposed sub-consultant firms (collectively, the “Team”).
- 3.2.3** Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the time period.
- 3.2.3** Name of the contact person or representative for the firm, their title, address, email, and phone number. State whether the contact person is authorized to bind the firm. If not, who is authorized to sign on behalf of the firm?

3.3 SERVICE PROVIDER INFORMATION: The respondent will provide information about the firm(s) and the personnel to be assigned to this project. Be sure to include:

- 3.3.1** The name and business address of the firm and principal who would be responsible for the work.
- 3.3.2** Current resumes of the proposed project manager and key personnel to be committed to this project.
- 3.3.3** A list of projects recently completed or under design by the firm of similar scope to that proposed with approximate construction costs and dates completed. SOQ may list projects for both the Prime Consultant and Sub-Consultants, at the discretion of the preparer.
- 3.3.4** A list of references complete with names, addresses, and phone numbers. This information should be provided for both the Prime Consultant and all sub-consultants.

3.3.5 A statement of the extent to which the organization qualifies as a Small, Minority, & Woman Owned Business Enterprise.

Bexar County has established a Small, Minority, & Woman Owned Business Enterprise Program, and is committed to increasing the involvement of SMWBE in its procurement process. The Commissioners Court has established as a targeted goal that a minimum of 20% of all procurement dollars are spent with Small, Minority and Women-Owned Business Enterprises, and a minimum of 30% of those procurement dollars are spent with Small Business Enterprises.

Respondent will provide information in a format similar to that that listed below. Additional information may be required after receipt of offers and/or award of contract(s) to support and document the SMWBE certification. Bexar County will accept certification from various agencies, [i.e. local (www.sctrca.org), State of Texas (www.window.state.tx.us), Federal (www.sba.gov or www.va.gov/OSDBU), and the private sector (www.smsdc.org or www.wbea-texas.org)].

CERTIFICATION OF BUSINESS AS SMALL, MINORITY OR WOMAN OWNED ENTERPRISE (SMWBE)

Name	% Contract	SCTRCA Certified (Y/N)	Type of Certification (Check all applicable)									
			SBE	WBE	MBE	HUB	VBE	AABE	DBE	8(a)	SBA	
<i>Prime Consultant</i>												
<i>SubConsultant #1</i>												
<i>SubConsultant #2</i>												
<i>SubConsultant #3</i>												
<i>SubConsultant #4</i>												
<i>SubConsultant #5</i>												

3.3.6 A statement of the extent to which the individual or organization has a place of business within Bexar County.

3.3.7 An assessment of the present workload at the office where this project will be accomplished, including number of projects by size and on-site technical staff availability.

3.4 PROJECT APPROACH/WORK PLAN: Identify and outline what the firm(s) propose(s) to do. Describe your firm's approach to performing the specific services required in this project as noted in Section 1.4 SERVICES REQUIRED. Include also a schedule of work to be performed with appropriate milestones, including a calendar day schedule for the completion of the project design. Present a discussion of the Service Provider's understanding of the necessary Services and its approach and methodology to providing those Services. The work plan should include at a minimum; itemized tasks, resource requirements, specialized skills needed, special considerations, and possible challenges in completing the project. Area traffic and development is increasing and safe roadways are critical, so time is of the essence in the development of this project. You should also identify the extent to which Bexar County staff will be involved in the project.

3.5 QUALITY CONTROL/QUALITY ASSURANCE: Provide a description of the quality control and quality assurance procedures and other technical activities specific to the projects that will be implemented to demonstrate the results of the work performed will fully and accurately satisfy Section 1.4 SERVICES REQUIRED.

3.6 MANAGEMENT PLAN: Describe in both narrative and graphic form how the firm(s) propose(s) to manage the project. Provide general information on the organization and management processes of the firm(s) involved in the project, as well as a more specific outline of the structure of the proposed project team (sole proprietor, partnership, corporation, joint venture, etc.). This section should answer such questions as: Who will have overall responsibility? What will the lines of authority be? How much of each person's time will be committed to the project? Discuss how the coordination and exchange of information will be assured between the County, Contractor and other governmental bodies.

In addition to the narrative description, this management plan should include an organization chart of the project team. Also a chart should be prepared indicating the time commitments and task responsibilities at each phase of the project. This section should be summed up with assurances that a joint venture will be well coordinated and that any problems that may arise can be considered and resolved without infringing on the project.

3.7 CERTIFICATION: The respondent is required to include the following *notarized* statement and signature area, failure to provide a notarized seal shall disqualify the firm:

I certify that _____ has carefully reviewed this Request for Qualifications and recognize that this Statement of Qualifications becomes the property of Bexar County and is non-returnable. I further certify that the enclosed information is accurate, and verifiable by Bexar County, and that the below named signatory is fully authorized to bind the firm to the provisions of this Statement of Qualifications.

Signature of Principal

Name of Firm

Date

Signature of Notary

Date

Seal:

4 SELECTION CRITERIA

It is the policy of Commissioners Court to discourage any unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any SOQ being evaluated by the selection committee or the Commissioners Court which has been submitted in response to this RFQ and which contemplates award of a professional contract, unless provided for in this RFQ.

Negotiations may be undertaken with the service provider whose SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. Award of the contract will be to the responsive service provider whose SOQ is most advantageous to the County.

SOQs will be evaluated on evidence of understanding of the problem, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in the evaluation of the SOQ:

- 4.1 Qualifications** - The extent to which the firm has personnel with the necessary relevant design experience and training to perform the work.
- 4.2 Availability** - The extent to which the firm has personnel with the time to do the job. The firm selected shall meet an accelerated design schedule and need to meet strict deadlines.
- 4.3 Professional Competence** - The extent to which the service provider has demonstrated competence in performing similar work or the extent of former client satisfaction.
- 4.4 SOQ Work Plan** - The extent to which the firm has developed a work program and an end product that demonstrates a thorough understanding of the scope of the project and will meet the needs of the County.
- 4.5 Cost Awareness** – Ability to provide alternate solutions permitting Owner choices taking into consideration first cost, long term cost and maintenance factors.
- 4.6 Organization Depth** - Backup capability relative to key personnel.
- 4.7 Previous Performance** – Previous performance with Bexar County and other governmental or institutional clients.
- 4.8 Management Plan** - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County.