

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

FY 2011 STREET AND DRAINAGE PROJECTS

Bexar County Infrastructure Services Department / Public Works Division invites qualified firms to submit qualifications for professional engineering services to design street and drainage projects in Bexar County. Professional services include, but are not limited to:

- Engineering and surveying to design and prepare plans, specifications, and estimates approved by the County and other regulatory agencies for one or more projects
- Public coordination and meetings
- Environmental permitting
- 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

The projects will include at a minimum:

- Benton City Road Drainage Structure/Low Water Crossing
- Bulverde Road Phase V
- Macdona Streets

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, December 29, 2010**. SOQs must be addressed as follows:

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

Statement of Qualifications for:

FY 2011 STREET AND DRAINAGE IMPROVEMENT PROJECTS

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 the Request for Qualifications for projects listed under Sections 1.3.1 through 1.3.3 must be submitted in writing and received no later than **4:00 p.m. on Friday, December 10, 2010** and shall be directed to David R. Wegmann, P.E., at the above address or emailed to dwegmann@bexar.org.

Supplemental information relative to these projects may be located on the County's Website at <http://www.co.bexar.tx.us/bcinf/>.

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 improvement projects at the locations listed below. Design and construction of all listed projects will be supported with no State or Federal funding.

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

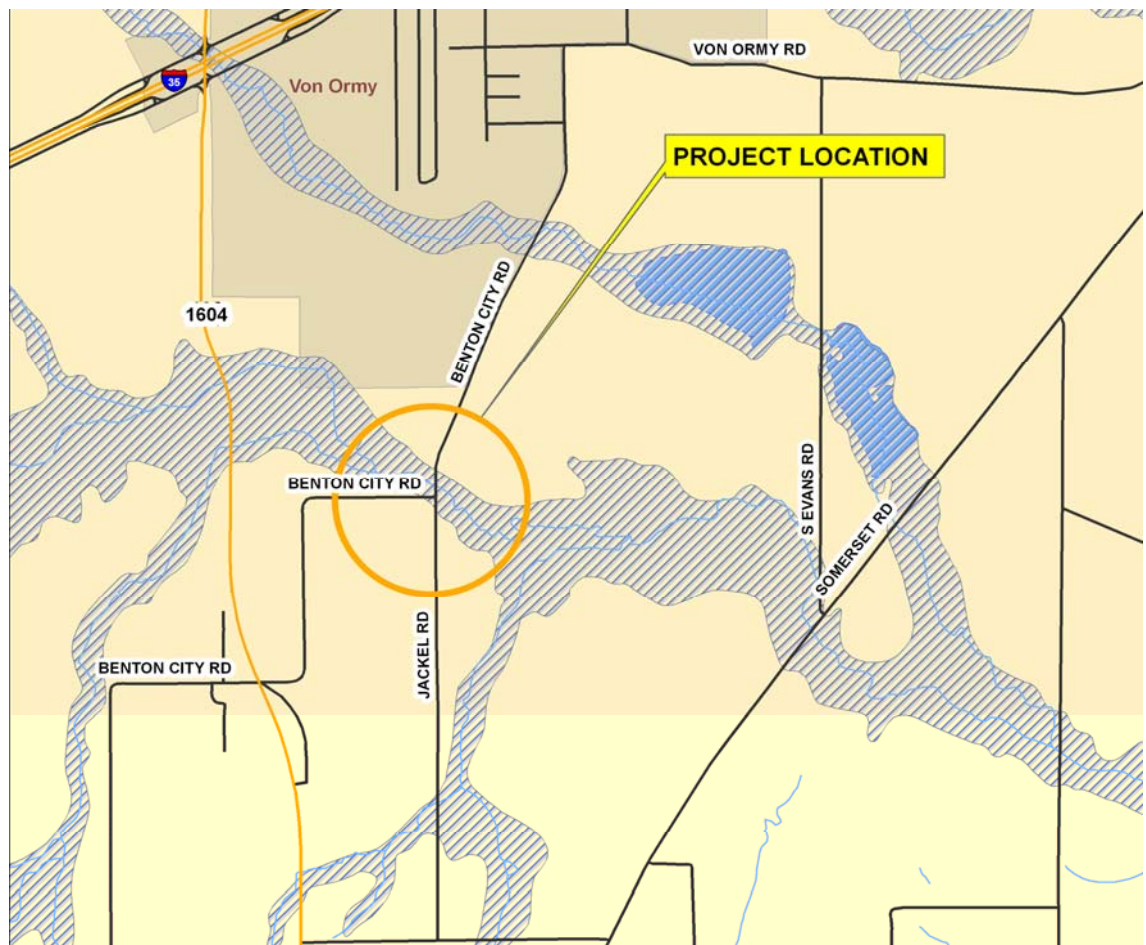
1.3 PROJECTS PROPOSED: The projects to be developed include the following:

1.3.1 Benton City Road Drainage Structure/Low Water Crossing

Precinct 1

Estimated Construction Cost: \$400,000-\$500,000

Existing 3-barrel corrugated metal pipe drainage structure needing replacement with upgraded structure. Current configuration is both in poor repair and unable to safely pass stormwater runoff from significant rainfall events. Drainage structure is located within the existing 100-year floodplain. Final engineering solution of structure replacement will provide for an improved conveyance of storm water runoff while having no adverse impact to the existing 100-year WSEL. Design services will include all requisite environmental and floodplain permitting as well as any other permits deemed appropriate. Existing right of way is approximately 62'. Supplemental information relative to this project may be located on the County's Website at <http://www.co.bexar.tx.us/bcinf/>.



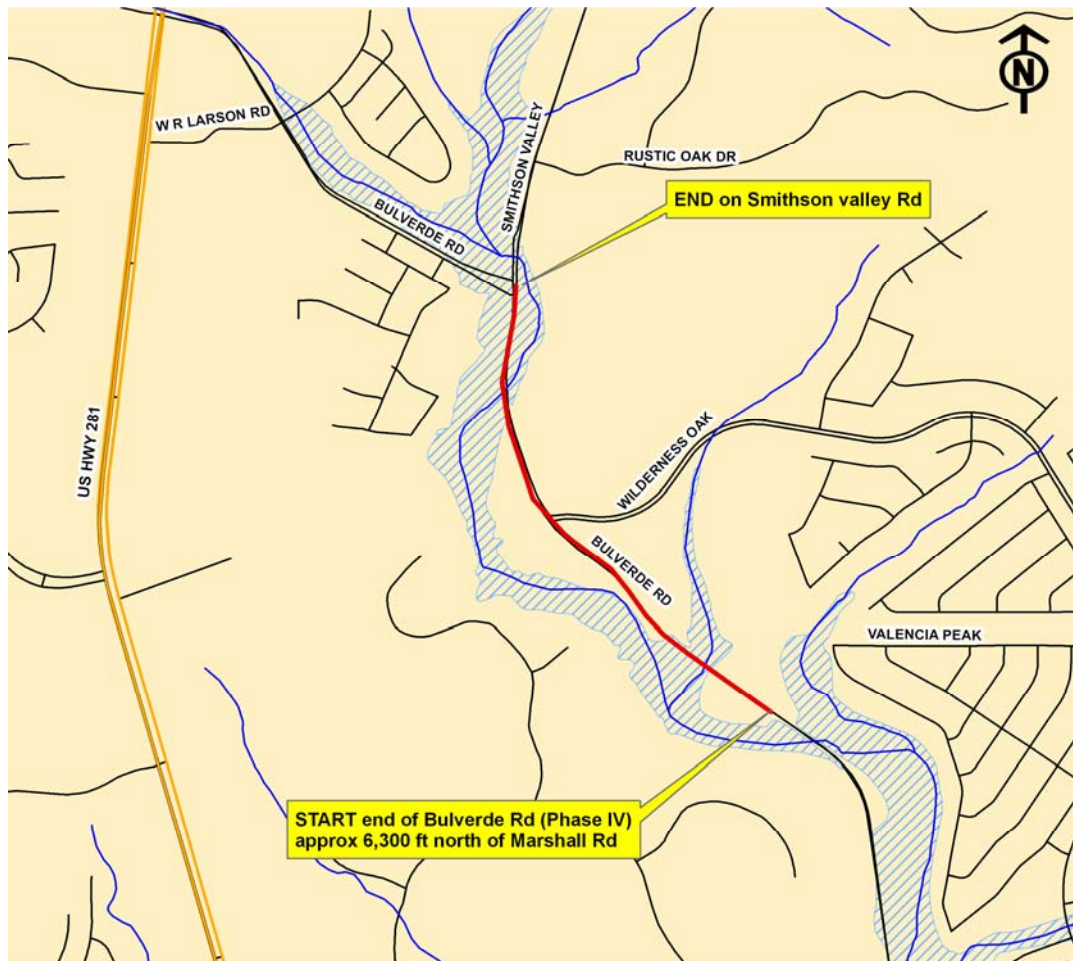
1.3.2 Bulverde Road Reconstruction Project Phase V

Precinct 3

Estimated Construction Cost: \$5,000,000

Estimated Length: 0.8 mile

Expansion of Bulverde Road from the end of Bulverde Road Phase IV (approximately 6,300' north of Marshall Road) to Smithson Valley. Project will expand the existing two-lane rural roadway section to an urban roadway section consisting of two 12-foot travel lanes in each direction and 2ft to 4ft shoulders within an 86' ROW (typical). There are existing cross drainage structures within these project limits located within the existing 100-year floodplain. Design of new structures will need to ensure a "no-rise" water surface elevation solution while safely passing the 100-year runoff. Project is within the Edwards Aquifer Recharge Zone. Design services will include all requisite environmental, EAA and floodplain permitting issues as well as any other permits deemed appropriate. Design consultant will also conduct SUE and Geotechnical services as well as other general engineering services. Supplemental information relative to this project may be located on the County's Website at <http://www.co.bexar.tx.us/bcinf/>.



1.3.3 Macdona Streets Reconstruction Project

Precinct 1

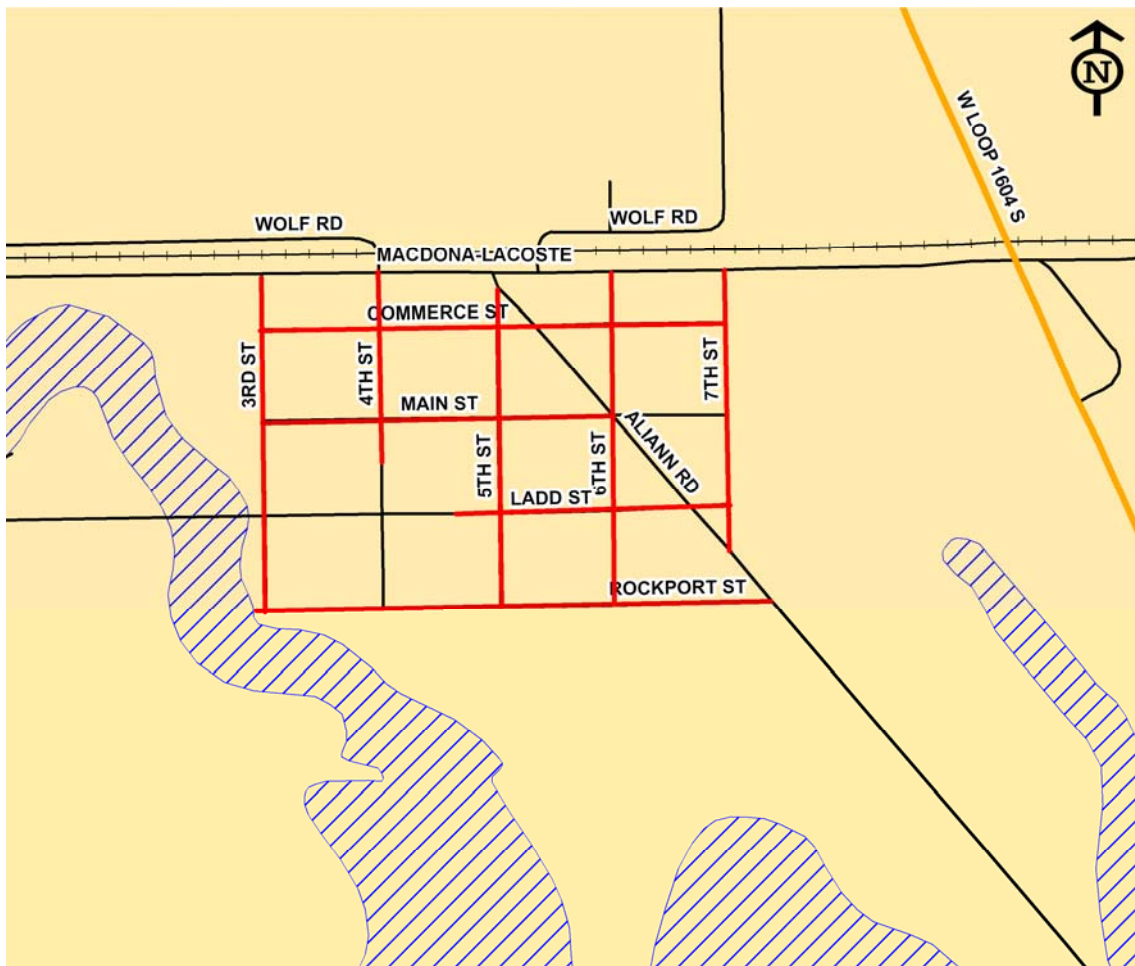
Estimated Construction Cost: \$1,600,000

Estimated Length: 2.6 miles

Reconstruction of the following roadways within the Macdona Subdivision in southwest Bexar County:

- 3rd St.
- 4th St. (see limits in red, below)
- 5th St.
- 6th St.
- 7th St.
- Commerce St.
- Main St.
- Ladd St. (see limits in red, below)
- Rockport St.

Project will include full reconstruction of 24' rural roadway section and reestablishing positive roadside drainage. Existing ROW is approximately 56'. Supplemental information relative to this project may be located on the County's Website at <http://www.co.bexar.tx.us/bcinf/>.



1.4 SERVICES REQUIRED: The services required of the selected firms include, but are not limited to:

- 1.4.1** Provide the engineering and surveying expertise to design and prepare plans, specifications, and estimates approved by the County and other regulatory agencies for one or more of the projects listed above.
- 1.4.2** Coordination with the public and homeowner's associations to solicit input and develop a consensus for projects.
- 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 clearance, ROW acquisition, 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: A firm may submit an SOQ for any or all of the projects listed above, provided they are qualified to perform the services described. *The consultant may provide one submittal that indicates which project or projects they wish to be considered for.* The consultant shall provide information as stated in this RFQ for each of the projects they wish to be considered for within the one submittal package. RFQ sections 3.4, 3.5 and 3.6 may each contain information pertinent to each specific project, at the discretion of the consultant. This will aid in the County's selection process, allowing identification of the firm most suitable for each individual job.

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://www.co.bexar.tx.us/bcinf/>. Any inquiries relating to this RFQ must be submitted in writing and received no later than **4:00 p.m. on Friday, December 10, 2010.**

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://www.co.bexar.tx.us/bcinf/>.

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, December 29, 2010.** 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.
Capital Projects Manager
Bexar County
Infrastructure Services Department / Public Works Division
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 statement of understanding of the work to be performed and a positive commitment to perform the work within the time period.

3.2.2 A statement specifying which of the projects listed in the RFQ the service provider wishes to be considered for.

3.2.3 Name of the contact person or representative for the firm, their title, address 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 these projects.

3.3.3 A list of projects recently completed or under design by the firm of similar scope to these proposed with approximate construction costs and date completed.

3.3.4 A list of references complete with names, addresses, and phone numbers.

3.3.5 A statement of the extent to which the organization qualifies as a women and/or minority owned business.

Bexar County 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 minority and women-owned business enterprises, and a minimum of 30% of those procurement dollars are spent with small business enterprises.

The Respondent is required to complete and submit an ENTERPRISE OWNER INFORMATION FORM (posted to the County's Website at <http://www.co.bexar.tx.us/bcinfo/>) in response to a County RFQ. A Respondent's proposal may be declared non-responsive if the completed ENTERPRISE OWNER INFORMATION FORM is not included.

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 STATEMENT OF WORK: 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. Area traffic and development is increasing and safe roadways are critical, so time is of the essence in the development of these projects. You should also identify the extent to which Bexar County staff will be involved in the project.

3.5 METHOD: The respondent is asked to describe his/her substantive approach to providing the services. What services are to be performed? What kind of specialized services are needed? What kinds of data are to be collected and analyzed? Also in this section identify any constraints native to the method proposed.

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?

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

Seal:

Date

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 those service providers whose SOQ best addresses the needs of the proposed projects and demonstrates the ability and experience to perform the work. Award of the contract will be to the responsive service provider(s) whose SOQ(s) is (are) 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 projects and will meet the needs of the County.
- 4.5 Cost Awareness** - 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(s) that will be highly responsive to the needs and interests of the County.