

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
PROFESSIONAL CONSTRUCTION INSPECTION SERVICES
FOR BEXAR COUNTY INFRASTRUCTURE SERVICES DEPARTMENT**

Bexar County Infrastructure Services (County) invites qualified firms to submit qualifications for professional construction inspection services in support of street, drainage and regional flood control facilities projects in Bexar County. These services include providing inspection of the construction of pavements, bridge structures, retaining walls, sidewalks, channels, storm water facilities, water/wastewater distribution and collection, transmission mains, underground and aboveground utilities, and other engineered facilities in public rights-of-way (ROWs) and or easements.

Five (5) originals and one (1) PDF version on CD of the statement of qualifications (SOQ) must be received no later than 4:00 pm on Wednesday, September 27, 2011.

SOQs must be addressed as follows:

David R. Wegmann, PE
Capital Projects Manager
Infrastructure Services Department/Flood Control Division
233 North Pecos-La Trinidad, Suite 420
San Antonio, TX 78207
Statement of Qualifications for

**BEXAR COUNTY INFRASTRUCTURE SERVICES DEPARTMENT
PROFESSIONAL CONSTRUCTION INSPECTION SERVICES**

The 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. The County will base its choice on demonstrated competence, qualifications and evidence of superior conformance with criteria.

This request for Statement of Qualifications (SOQ) does not commit the County to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates the County to award a contract or to pay any costs incurred in the preparation of a response. The 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 the 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, September 14, 2011** and shall be directed to David R. Wegmann, P.E., at the above address or emailed to dwegmann@bexar.org.

REQUEST FOR QUALIFICATIONS

1 GENERAL INFORMATION

1.1 PURPOSE: The Bexar County Infrastructure Services (BCIS) is issuing this RFQ in an effort to obtain qualified professional construction inspection services. All firms proposing to provide professional construction inspection services for the BCIS projects must:

- be qualified as consultants, as required by law for the services proposed, and
- be capable of providing the in-house personnel and services indicated in the basic services required

This RFQ provides Professional Construction Inspection Services Firms with sufficient information to enable them to prepare and submit their SOQ for Bexar County Infrastructure Services, Professional Construction Inspection Services.

1.2 ISSUING OFFICE: This RFQ is issued by *David R. Wegmann, PE, Bexar County Flood Control (BCFC) Division Manager*, BCIS Department, on behalf of the Bexar County Commissioners Court and is the contact person for this RFQ.

1.3 PROJECTS PROPOSED: The work associated with this RFQ will be for professional construction inspection services associated with projects being constructed for BCIS, and may include projects within the City of San Antonio, various incorporated city limits, or in unincorporated Bexar County.

1.4 SERVICES REQUIRED: The services required of the selected firms may include, on a project by project basis, but are not limited to:

1.4.1 Provide all services related to inspection and coordination of testing for soils, flexible base, asphaltic concrete, concrete and other materials used on BCIS funded projects inspected by the County. The County expects the selected firms to provide field inspection of pavements, bridge structures, retaining walls, sidewalks, channels, water and wastewater distribution, collection, transmission mains, and other engineered facilities in public ROWs and easements, as requested by the construction inspection contract manager and as shown on the plans for each project.

1.4.2 The County expects that the construction inspectors provided under this contract will be experienced in Hot Mix Asphaltic Concrete (HMAC) construction methods including proper lay down and compaction procedures and equipment. The inspectors will be experienced in structural concrete and concrete pavement construction methods and equipment including curing and placement procedures. The inspectors will be expected to be familiar with all traffic control procedures. The inspectors will be experienced in earthwork methods and procedures. The inspectors will be experienced in bridge construction and elevated work methods and procedures. The inspectors will be experienced in underground utility construction methods and procedures. The inspector will also be experienced in the construction of water and wastewater pipeline and appurtenances including standard City of San Antonio (COSA), TxDOT, SAWS, and Bexar County testing

methods and procedures. The inspectors are expected to be able to read and comprehend all plans and specifications and bring to the OWNERS attention any discrepancies. The inspectors will be categorized as follows:

- 1.4.2.1** Senior Inspector/Specialist – This inspector is required to have ten years or more experience with inspection services for similar size and scope of work projects. These project types are listed in 1.4.1.
- 1.4.2.2** Inspector – This inspector is required to have a minimum of five years inspection experience on similar size and scope of work projects. These project types are listed in 1.4.1.
- 1.4.2.3** Junior Inspector – This inspector will have, at a minimum, one year inspection experience on similar size and scope of work projects. These project types are listed in 1.4.1.
- 1.4.3** The inspectors identified under this contract will be expected to maintain records, develop reports (daily, weekly, and monthly), review Contractor pay estimates, attend project meetings, receive, coordinate, and process submittals and RFIs, and obtain all project closeout documentation. They will be expected to utilize all COUNTY / City inspection processes and abide by the same policies and procedures as the County/City Inspectors. **The key inspectors identified will be expected to work independently under this contract and will be working under the direct supervision of the BCFC Program Construction Manager and Senior Inspector.**
- 1.4.4** The selected firms must be familiar with COSA, TxDOT, SAWS, and Bexar County standard specifications and contract documents. The County expects the above referenced services to be provided concurrent with the construction schedule of the project(s) which may include evening, night, weekend and holiday hours.
- 1.4.5** Construction observation for drilling bridge pier foundations, tunneling and boring, welding, paving, earthwork, flatwork, utility installation, and other types of construction may be required.
- 1.4.6** Inspectors for projects will have to be approved prior to a contract being issued for each individual project. Resumes and a project staffing plan will be required prior to selection. This plan, at a minimum, will outline the Inspector and the backup inspector for the project if the Inspector is not able to be on the project for any reason.

2 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

2.1 NUMBER OF COPIES OF THE SOQ NEEDED: A firm shall submit a SOQ for all of the services listed above, provided they are qualified to perform the services described. The Professional Construction Inspection Services shall provide information as stated in this RFQ.

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 STATEMENT OF QUALIFICATIONS FORMAT: The originals must be submitted in bound volumes on standard 8 ½" x 11" paper. No larger size pages will be permitted. The response is limited to fifteen (15) pages, single sided and may include typed text, graphics, charts and photographs. Minimum type or font size shall be 11 point. Front and back covers, tabs and resumes are not included in the fifteen (15) page limit.

2.3 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.

2.4 REJECTION OF SOQs: The County reserves the right to reject any and all SOQs received as a result of this RFQ 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.

2.5 INCURRING COSTS: The County is not liable for any cost incurred by the service provider prior to issuance of a contract.

2.6 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, September 14, 2011.**

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.

2.7 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/>.

- 2.8 RESPONSE DATE:** To be considered, SOQs must arrive at the issuing office or department no later than **4:00 p.m. on Wednesday, September 27, 2011**. Service providers mailing SOQs should allow normal mail delivery time to ensure timely receipt of their SOQ.
- 2.9 TYPE OF CONTRACT:** The County uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:
- 2.9.1** An indemnification provision holding the County / City harmless from negligence on the part of the professional, professional's employees, agents or consultants;
 - 2.9.2** 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;
 - 2.9.3** 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.
- 2.10 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 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.
- 2.11 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.
- 2.12 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.
- 2.13 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 / Flood Control Division
233 North Pecos-La Trinidad, Suite 420
San Antonio, TX 78207

Statement of Qualifications for:

**BEXAR COUNTY INFRASTRUCTURE SERVICES DEPARTMENT
PROFESSIONAL CONSTRUCTION INSPECTION SERVICES**

(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”).
- 3.2.2** Brief statement of understanding of the work to be performed and a positive commitment to perform the work.
- 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 for each key 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 BCIS Projects. Inspectors should be classified in accordance with categories in section 1.4.2. Resumes will be limited to one (1) page and included in the appendix.
- 3.3.3** A list of projects recently completed or under contract by the firm of similar scope to this one with approximate construction costs and date completed. List should only include projects that the firm provided professional construction inspection services.
- 3.3.4** A list of references complete with names, addresses, and phone numbers.

3.3.6 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>												

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

3.3.8 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. 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. You should also identify the extent to which Bexar County staff will be involved in the project.

3.5 MANAGEMENT PLAN: Describe in both narrative and graphic form how the firm(s) propose(s) to manage the inspection services for 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.

3.6 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

Seal:

Signature of Notary

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 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 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.
- 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 required tasks and that meets the needs of the County.
- 4.5 Organization Depth** – Backup capability relative to key personnel.
- 4.6 Previous Performance** – Previous performance with the County and other governmental or institutional clients.
- 4.7 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.