



**REQUEST FOR QUALIFICATIONS (RFQ) 2020-001
PROFESSIONAL ENGINEERING SERVICES FOR DANA ROAD PROJECT**

Date of Issuance	July 17, 2020
Deadline for submission of questions	July 27, 2020, 5pm Central Time
CCRMA deadline to respond to all questions	July 30, 2020, 5pm Central Time
Deadline for submittal of SOQ	August 12, 2020, 12pm Central Time

RFQ Issue Date: July 17, 2020

Due: **12:00 P.M., Central Time., August 12, 2020**
SOQ Professional Engineering Services
Cameron County Regional Mobility Authority
Pete Sepulveda, Jr.
Executive Director
3461 Carmen Avenue
Rancho Viejo, Texas 78575

**REQUEST FOR QUALIFICATIONS
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
PROFESSIONAL ENGINEERING SERVICES**

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1.0 INTRODUCTION AND SOLICITATION

Introduction

The Cameron County Regional Mobility Authority (the “CCRMA”), a regional mobility authority and political subdivision of the State of Texas governed by the provisions of Texas Transportation Code, Chapter 370 (the “RMA Act”), is requesting proposals from qualified engineering firms interested in serving as a Professional Engineering Consultant for the CCRMA.

Solicitation

Certain information is necessary to evaluate each interested firm's ability to provide the desired services. As a result, interested firms are asked to submit a statement of qualifications setting forth their response to meet all necessary requirements to compete for the solicited services.

The anticipated work is described herein and shall sometimes be referred to as the “scope of services” in the context of this Request for qualifications (the “RFQ”). All firms providing a response to this RFQ are hereinafter collectively referred to as the “Proposers” or, individually, as the “Proposer.”

The CCRMA will utilize a qualification-based selection process which requires evaluation of the Proposer statement of qualifications. The CCRMA will then rank three or more of the most highly qualified Proposers based on submitted qualifications in accordance with the established criteria defined in in this RFQ. Any Proposer that intends to utilize sub consultants to provide the services outlined within this RFQ, must also submit qualifications of the sub consultants in order to be evaluated within the proposal.

The CCRMA board of directors must provide the authorization for the Executive Director to commence negotiations in accordance with the requirements codified in 40 U.S.C. 1104(b) for the order of negotiation. The CCRMA will then negotiate a contract and will notify the board of directors of the final negotiated contract terms and price.

The advertisement of this RFQ shall be published by public announcement in the following methods:

Advertisement on CCRMA general website <https://ccrma.org/procurements/> ;
and advertisement in the Brownsville Herald newspaper.

The schedule with deadlines related to this procurement is referenced on the cover page to this RFQ. Required changes to this RFQ or schedule shall be posted by addendum on the CCRMA website <https://ccrma.org/procurements/>. The deadline for submission of the Proposals will not be less than fourteen (14) calendar days from the date of issuance.

2.0 SCOPE OF SERVICES

Without limiting the provisions of Section 1.0 above, the required consultant services may encompass the numerous facets for the development of the Dana Road project. The Proposer shall be required to perform all those duties typically imposed on an engineering consultant firm. The Proposer will be expected to provide services for the transportation project in compliance with state and federal regulations for a local City and/or County road.

The scope for the proposed engineering services will include the following:

- A) Preliminary Engineering Services
- B) Environmental Services
- C) ROW & Utilities
- D) Development of Plans, Specifications and Estimates (PS&E) and Contract Documents for Construction RFP's.
- E) Review of RFP's, award recommendation to CAMERON COUNTY REGIONAL MOBILITY AUTHORITY or value engineering if RFP's are over budget.
- F) Project coordination and contract administration during construction.

A brief scope for each of these services as it relates to this RFQ can be found in the attached Appendix A. The attached CCRMA Dana Road Map found in Appendix B

3.0 PROPOSERS

The CCRMA intends to select one Proposer which will operate as an extension of, and in complete coordination with, the CCRMA's Board, Staff, and Consultants with respect to assigned services by the CCRMA.

Proposers selected through this procurement shall be expected to represent and pursue the interests of the CCRMA throughout all assignments authorized under contract with CCRMA and shall, when and as requested by CCRMA, fully support the CCRMA in its dealings with contractors and suppliers, the Texas Department of Transportation ("TxDOT"), Federal Highway Administration ("FHWA"), engineers and other consultants, the CCRMA's legal counsel and accountants, traffic and revenue advisors, rating agencies and underwriters, governmental entities and the public, all in accordance with the highest professional standards. As more specifically described in this RFQ, a Proposers shall be expected to commit the personnel and resources required to respond promptly and fully to the responsibilities and tasks assigned by the CCRMA throughout the term of performance of assigned services.

4.0 CONFLICTS OF INTEREST

The CCRMA maintains a written conflict of interest policy governing the performance of employees engaged in the award and administration of engineering and design related services and including the conduct of consultants in the performance of services. To prevent, identify, and mitigate conflicts of interest, the CCRMA procurement policy requires any individual, firm, or team submitting a proposal to the CCRMA to disclose on its submittal the existence of any current or previous business relationship with any of the CCRMA personnel or outside consultants.

Separate and apart from the disclosure required to be made by the Proposer, any personnel or outside consultants of the CCRMA who are requested to participate in any way of the review, and or the supervision of the work to be performed pursuant to the proposal, must disclose the existence of any current or previous business relationship with the Proposer.

A Proposer is required to disclose any existing or potential conflicts of interest in accordance with the CCRMA written conflict of interest policy found in appendix C of this procurement. The requirement to disclose extends to any Sub consultants included within a proposal. Failure to make the proper disclosures constitute grounds for rejection of the proposal in the case of the Proposer, and termination of work in the case of the CCRMA key personnel. Refer to Appendix C for additional information regarding the CCRMA conflict of policy.

TEXAS ETHICS COMMISSION FORM 1295

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFQ packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the Authority before the Authority may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFQ No. 2020-001, as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed and submitted to our office via email to procurement@ccrma.org. CCRMA cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

5.0 ELIGIBILITY REQUIREMENTS

Certification of Eligibility

In order for a Proposal to be considered and evaluated a Proposer must not be ineligible to work on Federal Government Aid Projects, or TxDOT projects, and registered or capable to be registered to do business in the State of Texas. The Proposer (including Sub

Consultants) must certify they are currently not suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency, including TxDOT as the State agency.

The Proposer (first tier) and any Sub Consultants (lower tier) must complete the certification attached as Appendix D to the proposal in order for their proposal to be considered for evaluation. In addition to the certification the CCRMA will further confirm through the Federal Government system of award management (SAM), and the Texas Comptroller the representations made on certifications are accurate.

Multiple Bidding

To provide fair and equitable evaluation and competition, a Proposer will be limited to be evaluated in only one Proposal for submission either as a Prime or a Sub Consultant. Proposer should consider carefully how to best meet the services required for this solicitation as a Prime or a Sub Consultant before submitting a Proposal. If a Proposer is found to be included in more than one Proposal as a Prime and a Sub Consultant on another, the Proposal for the Prime will be rejected as non-valid.

Open, Pending, Ongoing, or Closed Litigation

The CCRMA reserves the right to consider ineligible any Proposal that includes as a Prime or Sub Consultant, in which there is open, pending, ongoing, or closed litigation with said Consultant resulting in an unfavorable judgement against the CCRMA.

Texas Child Support Certification

As the CCRMA anticipates using local funds for the payment to a selected consultant from this solicitation, under section 231.006 of the Texas Family Code, a Proposer must certify they are not ineligible to receive payment under a specified grant, loan, or other payment under this contract. All Proposers including Sub Consultants must complete the certification found in Appendix E to this solicitation in order to be eligible for evaluation.

6.0 EVALUATING QUALIFICATIONS AND RANKING OF SOQ's

The CCRMA shall use all the information requested within this procurement solicitation to properly evaluate and rank Proposers based on their demonstrated competence and qualifications to perform the services. The SOQ including the responses to the content section of this solicitation are aimed at evaluating and ranking the Proposers in the following major scoring criteria:

SOQ Scoring Criteria	Maximum Points
<ul style="list-style-type: none">• Project Understanding & Approach including quality control procedures	40

• Project Managers’ and Project Team’s qualifications and Experience	30
• Staff Capabilities and Workload Capacity	20
• Past Performance	10
• Oral interview responses and clarifications*	*In the event interviews are held scoring information will be provided

From the final scoring evaluations including any subsequent discussions conducted during the interview process the CCRMA shall rank in order of the most highly qualified at least three Proposers to initiate the RFP process.

7.0 SELECTION OF PROFESSIONAL ENGINEER AND NEGOTIATION

Selection of Professional Engineer

At completion of the RFQ process and final ranking, the CCRMA Board of Directors may select one Proposer to be awarded the contract under this solicitation. A Selection Committee appointed by the CCRMA Board of Directors shall make a recommendation to the CCRMA Board in order of ranking and request Board approval to initiate negotiations with the most highly qualified Proposer in order of the selection committee’s final ranking. Any Proposer not selected in committee’s final ranking will be notified and provided the option to recover copies of its Proposal, however the original copy shall remain the property of the CCRMA in order to properly retain supporting documentation in accordance with 2 CFR 200.333.

Negotiation

The CCRMA shall attempt to negotiate the Agreement with the selected Proposer of the desired services at a fair and reasonable price. The negotiation process will be in the order of negotiation as defined in 40 U.S Code § 1104(b). If a satisfactory contract cannot be negotiated with any selected Proposer of the required services, the CCRMA shall formally end negotiations with that Proposer, and may (but shall not be required to) attempt to negotiate a contract with the next highest ranked Proposer at a fair and reasonable price. The CCRMA may continue the foregoing process until the Agreement is executed with the number of Proposers selected by the Board or until the process is terminated by the

CCRMA.

By issuing this RFQ, the CCRMA has not committed and is not obligated to employ any Proposer for professional engineering services, and neither the suggested scope of services nor the terms of a proposed agreement should be construed to require approval of a contract with a Proposer to be employed for any or all of the services described in this RFQ. The CCRMA reserves the right to make those decisions, and the Board of Director's decision on these matters is final.

8.0 CONTRACT PROVISIONS

The following information is furnished to the Proposers for consideration during the preparation of their response to this RFQ. In accordance with the requirements and procedures set forth in the Professional Services Procurement Act of the Texas Government Code, the CCRMA shall not consider cost information in the procurement of this solicitation but will be based on competitive qualification based selection procedures. This information is representative of certain provisions which the CCRMA has incorporated into the attached Contract Agreement(s) for Professional Engineering services (Appendix G)

Contract type and payment method

The Contract with the Proposer will be project specific. Each activity and task for the project that is expected to result in a fee by the Consultant shall be performed pursuant to the professional service contract, signed by CCRMA and the Consultant. The basis for payment within the professional service contract will include all the following acceptable method: Lump Sum. Work performed under an approved contract shall be in accordance with the scope, schedule, and budget set forth in said professional service contract.

Professional Liability and Other Insurances

The firm(s) selected to perform the desired services must have professional liability insurance coverage of not less than \$5,000,000. If the present coverage is insufficient, the selected firm(s) must obtain additional coverage prior to the initiation of the work. The coverage must extend a minimum of three (3) years beyond the completion of the services. Additional insurances required and further explained in the contract would be, workers compensation, valuable papers, architect and/or engineer's liability insurance, errors and omissions, and other general insurance.

Inspection of Books and Records

The Consultant will provide access to TxDOT, FHWA, U.S. Department of Transportation, Inspector General, The Comptroller General of the United States, or any duly authorized representative of the CCRMA, to inspect and examine the books and records which are directly pertinent to that specific contract for the purpose of making audits otherwise

confirming a Consultant's compliance with the terms of the Agreement. A Consultant shall maintain said books and records and other evidence pertaining to costs, and shall make such materials available upon request in physical or portable format, during the term of an Agreement and for a minimum period of three (3) years after the date of payment or other period as defined with 2 CFR § 200.333.

Ownership of Plans

Notwithstanding any provision in an Agreement or in common law or statute to the contrary, all of the plans, tracings, computer records, discs, and tapes, proposals, sketches, diagrams, charts, calculations, correspondence, memoranda, logs, survey notes, test procedures, test data, recommendations, reports, and other data and materials, and any part thereof, compiled or to be compiled by or on behalf of a Consultant, together with all materials and data furnished to it by the CCRMA, shall not be subject to any restriction or limitation on their further use by or on behalf of the CCRMA.

Term of Contract and Closeout Procedures

The resulting agreement(s) with a Consultant (the "Agreement") shall provide for a one (1) year term, subject to the CCRMA's periodic review, approval and satisfaction with a Consultant's performance and may be terminated by the CCRMA at any time upon a stipulated notice period, or extended upon agreement of both parties. The agreement may also be extended upon agreement of both parties for an additional one (1) year term.

Breach of Contract and Dispute Resolution

The CCRMA Board of Directors may elect to terminate with predetermined notice the contract with Consultant, if services and obligations provided by the Consultant are not rendered to the satisfaction of the CCRMA. Breach of contract shall also be grounds for the CCRMA Board to take action to terminate the Professional Engineering Services Contract. Dispute resolution procedures identified in the Contract shall be followed in the manner and venue as defined in the Contract.

9.0 CONTENT OF THE RESPONSE

STATEMENT OF QUALIFICATIONS

The engineering firm shall provide a description of the history and background of the firm, identification of the services currently being provided to federal, state and local government entities, districts and other political subdivisions in Texas and other information relevant to the provision of the requested services:

- 1) General information about the firm
 - a) Name, address, and telephone number of the firm
 - b) History of the firm
 - c) List names and titles of employees of the firm who are directly responsible for services under the Proposal
 - d) Information pertaining to the firm's compliance with licensing and other requirements
- 2) References: list of three (3) references to those listed in # 1 above.
- 3) Identify personnel to be assigned responsibility for administering the account (provide resume for the individual representative that the firm will assign to the account).

EXECUTIVE SUMMARY

Format and Content: Please included in your RFQ's as part of your cover.

Executive Summary (2 pages max.)

Summary of RFQ as submitted

Introduction (2 pages max.)

Proposals must include confirm that the firm will comply with all of the provisions in this RFQ. If exceptions will be taken it should be so noted. Proposals must be signed by a company officer empowered to bind the company. A proposer's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected. Include the following: *Firms Name, Address, Phone #, Contact Name, Phone #, Email address.*

Understanding of the Project (1 pages max.)

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the schedule.

Management Plan for the Project (1 page max.)

Proposers must provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work and meet CAMERON COUNTY REGIONAL MOBILITY Authority’s project schedule.

Experience and Qualifications (2 pages max.)

Provide list specific to the personnel assigned to accomplish the work called for in this RFQ; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFQ.

Provide a narrative description of the organization of the project team.

Provide a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed and Title;

Evaluation Criteria (2 pages total max. for all criteria)

Explain your firms strengths/advantages as they pertain to each of the Evaluation Scoring criteria. Note each criteria separately with explanation for each.

10.0 HISTORICALLY UNDERUTILIZED BUSINESS (“HUB”) AND/OR DISADVANTAGED BUSINESS ENTERPRISE (“DBE”) PARTICIPATION

It is the intent of the CCRMA to encourage the participation of HUB’s and/or DBEs in all facets of the CCRMA’s activities. Work assignments under this agreement may include State, Federal and other funding sources. For assignments including Federal funds and any other funding sources, a DBE participation goal may be assigned specific to the scope of work within the work assignment. For assignments with only State and/or other funding sources, HUB participation goal may be assigned specific to the scope of work within the work assignment. If the Proposer is unable to perform either of these participation goals when assigned, Proposer is to demonstrate its Good Faith Efforts in accordance with applicable State and Federal requirements.

To that end, the Proposer should provide the following:

- A statement indicating whether the firm and its proposed subcontractors are a qualified HUB and/or DBE. If it is, provide supporting documentation including letters of certification.

- A description of the efforts made or the efforts that will be made to encourage HUB and/or DBE participation if the firm is selected.
- A summary of the firms' affirmative action program and current firm profile.

11.0 SUBMITTAL

Format

The response should be submitted in bound volumes on standard 8½” x 11” paper. Charts and exhibits may be of a larger size, but must be folded to the standard size. All information must be assembled and indexed in the order as it appears in the RFQ. The response should be limited to twenty-five (25) pages, single-sided and inclusive of typed text, graphics, charts and photographs (except when found on section dividers and not referenced in the text). Minimum type or font size for text shall be 12-point.

The page count shall not include:

- Cover Letter
- Front and back cover and section dividers (bindings and covers will be at the discretion of the Proposer).
- The generic schedule (not more than 1 page in length)
- Company brochure (not more than one item), which shall be part of the Appendix.

Due Date

Six (6) copies of the written response and one digital copy on USB drive must be received by the CCRMA before 12:00 p.m. Central Time., August 12, 2020. One copy of the response shall be marked original and bear all original signatures. The other five (5) may be copies. The response package shall be submitted to:

SOQ Professional Engineering Services
 Cameron County Regional Mobility Authority
 Pete Sepulveda, Jr.,
 RMA Executive Director
 3461 Carmen Ave.
 Rancho Viejo, TX 78575

12.0 QUESTIONS CONCERNING THE RFQ

All questions (including all technical, contract or administrative questions) regarding the services required or the procurement process should be submitted in writing or via email, and addressed to:

Pete Sepulveda, Jr., CCRMA Executive Director
3461 Carmen Ave.
Rancho Viejo, TX 78575
procurement@ccrma.org

The deadline for receipt of questions is 5:00 p.m., Central Time. July 27, 2017. Questions (edited as deemed appropriate by CCRMA) and answers if provided, will be made available to all interested parties via website. No alternate means of responding to questions regarding this RFQ will be provided. Proposers are responsible for monitoring the CCRMA website for periodic updates. www.ccrma.org/procurement

13.0 MISCELLANEOUS

Public Information Act

All responses to this RFQ shall be deemed, once submitted to be the property of the CCRMA. Responses may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material believed by the responder to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the CCRMA receives a request for public disclosure of all or any portion of a response, the CCRMA will use reasonable efforts to notify the responder of the request and give the responder an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the Act or other applicable law within the time period allowed under the Act.

Cost of Responses

All costs directly or indirectly related to preparation of a response to this RFQ and in any oral presentation required to supplement and/or clarify the RFQ shall be the sole responsibility of, and shall be borne by, the Proposers.

Proposers Acknowledgment

By submitting a response to this RFQ, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFQ, and that the Proposer has asked questions (or has been afforded the opportunity to ask questions) and received satisfactory answers from the CCRMA regarding any provisions of this RFQ with regard to which the Proposer desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFQ process are, upon their receipt by the CCRMA the property of the CCRMA and may or may not be returned.

14.0 ANTI-LOBBYING PROHIBITION

During the pendency of this procurement, prospective respondents may not contact the CCRMA Board of Directors nor, except as provided herein, any CCRMA Staff or consultants concerning this procurement. All contact with the CCRMA is to be through the CCRMA contact designated in Section 12.0 above. Any firm violating the anti-lobbying prohibition may be disqualified from consideration in this procurement.