



**REQUEST FOR QUALIFICATIONS (RFQ) 2021-002
GENERAL ENGINEERING CONSULTANT SERVICES
ADDENDUM 1**

Addendum Issue Date: July 16, 2021

| Document | Page | Section | Description |
|---|-------------|----------------|--|
| Request for Qualification Main Document | 2 | Index | Page numbers corrected to match section numbers |
| Request for Qualification Main Document | 3 | 1.0 | Corrected website www.ccrma.org/rfp to read http://www.ccrma.org/procurements/ |
| Request for Qualification Main Document | 4 | 1.0 | Corrected website www.ccrma.org/rfp to read http://www.ccrma.org/procurements/ |
| Request for Qualification Main Document | 16 | 12.0 | Corrected website www.ccrma.org/rfp to read http://www.ccrma.org/procurements/ |
| Request for Qualification Main Document | 6 | 5.0 | Additional information was added under the sub section "Multiple Bidding" |
| Request for Qualification Main Document | 6 | 5.0 | Under sub section "Approved Federal Acquisition Regulation (FAR) Indirect Rate" language was added to emphasize the requirement is only to provide evidence of a FAR approved indirect or overheard rate, and not provide the most recent firm FAR rate. Forms of acceptable evidence of a FAR approved indirect or overhead rate was also added to this subsection. |
| Request for Qualification Main Document | 11 | 9.0 | In the first paragraph under "Content of the Response" corrected language requesting a response from <i>Sections 5.1 through 5.4</i> to read <i>Sections 9.1 through 10.0</i> . |
| Request for Qualification Main Document | 15 | 11.0 | Added additional required information that will not be included in the page count restrictions. |





**REQUEST FOR QUALIFICATIONS (RFQ) 2021-002
GENERAL ENGINEERING CONSULTANT SERVICES**

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| Date of Issuance | June 30, 2021 |
| Deadline for submission of questions | July 16, 2021, 5pm Central Time |
| CCRMA deadline to respond to all questions | July 23, 2021, 5pm Central Time |
| Deadline for submittal of SOQ | August 10, 2021, 4pm Central Time |
| | |

RFP Issue Date: June 30, 2021

Due: 4:00 P.M., Central Time., August 10, 2021
SOQ General Engineering Consultant 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
GENERAL ENGINEERING CONSULTING 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 General Engineering Consultant (the “GEC”) 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.

Upon completion of the qualification based ranking the CCRMA will then provide a Request for Proposal (RFP) to each of the most highly qualified Proposers in order to compete for the solicited services.

The CCRMA will then evaluate proposals based on the criteria established and published within the RFP and will notify the board of directors of the final ranking of the most highly qualified Proposers. 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 advertisement of this RFQ shall be published by public announcement in the following methods; advertisement on CCRMA general website <http://www.ccrma.org/procurements/>; Public advertisement on International Bridge and Tunnel Turnpike Association website www.ibtta.org; notice on Electronic State Business Daily <http://esbd.cpa.state.tx.us/>; advertisement in the Brownsville Herald and Monitor newspapers.

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 <http://www.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 of the development and maintenance of transportation projects. The Proposer shall be required to perform all of those duties typically imposed on an engineering consultant firm serving a regional transportation agency. The Proposer will be expected to provide services for a wide range of transportation projects in compliance with state and federal regulations to include tolled roads, non-toll roads, State Highways, FM roads, Interstate Highways, International Bridge projects, and local City and County roads. 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 Project System Map found in Appendix B represents projects in various phases of development in which the CCRMA may request the Proposer to provide services identified in the scope. The system map provides the proposed location in relation to Cameron County with a description of the projects by roadway, project limits, description, city location, and proposed budget.

3.0 MULTIPLE PROPOSERS

The CCRMA intends to select one or multiple Proposers 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. If multiple Proposers are selected and awarded contracts to be GEC's, the method CCRMA will use to assign new work assignments/tasks will be through an internal qualification-based selection procedure to select the most qualified GEC to perform the services.

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"), Federal Railroad Administration (FRA), 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 and GEC(s) 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.

CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

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. 2021-002, 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 evaluated in this procurement as either a Prime or a Sub Consultant. A Proposer submitting as a Prime should not submit as a Prime or a Sub Consultant on any other Proposal(s). Proposers should consider carefully how to best meet the services required for this solicitation before submitting a Proposal. If a Proposer is found to be included in more than one Proposal as a Prime, all the Proposer's Proposals will be rejected as non-valid. If a Proposer is found to be included as a Prime in one or more Proposals and as a Sub Consultant on one or more Proposals, all Proposals in which that Proposer was found as a Prime will be rejected as non-valid. Sub Consultants may be included in multiple teams on multiple Proposals.

Approved Federal Acquisition Regulation (FAR) Indirect Rate

All Proposers including Sub Consultants are required to provide evidence of a FAR approved indirect or overhead rate. Proposers are not required to and shall not provide the most recent audited rate. Documentation for the Prime Proposer including any Sub Consultants substantiating each firm has a FAR approved rate is all that is required as an attachment to the proposal. Any proposal that does not provide this information shall not be considered eligible to participate in this solicitation. Proposers may demonstrate this evidence by an audit, being administratively qualified with TxDOT, self-certification, or by TxDOT approval of the firm using the Federal safe harbor rate. This requirement pertains to all Proposers both Prime and Sub Consultants, including Non-Engineering Firms.

For more information on becoming administratively qualified with the use of an approved indirect cost rate on TxDOT projects, please visit:

<http://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/administrative-qualification.html>

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 State funds for the payment to a selected GEC(s) 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 | Weight of overall score |
|---|--|
| <ul style="list-style-type: none"> • Management Experience and Approach serving as GEC | 30% |
| <ul style="list-style-type: none"> • Experience and expertise of Key Individuals in performing GEC duties and project development technical areas (including construction, engineering, and inspection services) | 10% |
| <ul style="list-style-type: none"> • Past Performance on similar GEC and project development assignments | 25% |
| <ul style="list-style-type: none"> • Approach to Quality Control/Quality Assurance in project development activities and construction phase engineering services serving as GEC | 35% |
| <ul style="list-style-type: none"> • Oral interview responses and clarifications* | *In the event interviews are held scoring information will be provided |

SOQ's will be scored using an internal point structure based off the information provided within the SOQ in the above major scoring categories. A maximum of 300 points will be awarded to a Proposer based off the responses to content and information provided. The Proposer with the highest score will have its final score adjusted to 300 points. All remaining Proposers shall have their score adjusted as follows:

$$\left(\frac{\text{Unadjusted Score}}{\text{Highest Scoring Unadjusted Score}} \right) \times 300 = \text{Adjusted Score}$$

For example, assume the following scores of the SOQ for each Proposer:

Proposer A = 275

Proposer B =260

Proposer C = 255

Proposer D = 240

The SOQ points for each Proposer would be calculated as follows:

Proposer A: Adjusted to 300

Proposer B: $(260/275) \times 300 = 285$

Proposer C: $(255/275) \times 300 = 279$

Proposer D: $(240/275) \times 300 = 261$

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 GEC AND NEGOTIATION

Selection of GEC

At completion of the RFP process and final ranking, the CCRMA Board of Directors may select one or multiple Proposers to be awarded contracts to serve as GEC 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 or Proposers 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(s) 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 GEC 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 23 C.F.R. Part 172 Federal Code, and the Professional Services Procurement Act of the Texas Government Code, the CCRMA shall not consider cost information in the procurement of the GEC 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 GEC services (Appendix F), in addition contract provisions required by 23 C.F.R Part 172 will be incorporated into the Agreement(s) not described in their entirety here:

Contract type and payment method

The Contract with the GEC(s) shall be one of On-Call or Indefinite Delivery/Indefinite Quantity (IDIQ). Each activity, task, or project that is expected to result in a fee by the GEC(s) shall be performed pursuant to a separate Work Authorization, signed by CCRMA and the GEC. The basis for payment within the contract will include all the following acceptable methods (i) lump sum (ii) cost plus to a maximum (iii) cost per unit of work or (iv) specific rates of compensation. Work performed under an approved Work Authorization shall be in accordance with the scope, schedule, and budget set forth in said Work Authorization. The Work Authorization will also specify which of the acceptable payment methods shall be applied as determined by the CCRMA to be most appropriate for the elements or scope of work within the Work Authorization.

Compliance with Federal/State Cost Principles

The CCRMA anticipates that it will receive financial assistance for some or all of its projects from TxDOT, FHWA, and other State and Federal Agencies. To the extent that TxDOT or any other State or Federal Agency makes such assistance available on a cost reimbursement basis, a GEC will be obligated to assure that all work performed (and costs incurred) on a project receiving financial assistance are allowable under Federal cost principles, consistent with contract terms, and accepted by CCRMA as to quality and progress of work. With regard to Federal-Aid projects, in accordance with Title 23 §172.11 Consultants shall be responsible to account for costs appropriately and for maintaining records, including supporting documentation, adequate to demonstrate that costs claimed have been incurred, are allocable to the contract and comply with Federal cost principles. Any costs paid by CCRMA to the GEC that are later found to be ineligible or unallowable as per the above information shall promptly be refunded by GEC to the CCRMA.

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 GEC(s) 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 GEC's compliance with the terms of the Agreement. A GEC 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 GEC, 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 GEC (the "Agreement") shall provide for a three (3) year term, subject to the CCRMA's periodic review, approval and satisfaction with a GEC'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 three (3) year term.

Breach of Contract and Dispute Resolution

The CCRMA Board of Directors may elect to terminate with predetermined notice the contract with GEC, if services and obligations provided by the GEC 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 GEC 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

Each Proposer should submit a detailed response to this RFQ, including sufficient information to enable the CCRMA to fully evaluate the capabilities of the Proposer and its approach to providing the specified services. Responses are subject to the page limit set

forth in Section 11.0. Responses should specifically address the issues raised, and provide the information requested, under Sections 9.1 through 10.0 below and should utilize and follow the order of the headings and subheadings employed under those Sections.

EXPERIENCE OF FIRM

9.1 History and Description of Firm

Each Proposer should provide a brief history and general description of its firm.

9.1.2 Related Project Experience

The Proposer should provide a representative listing of relevant transportation projects, including toll projects with particular emphases on projects performed by Proposer as GEC, accomplished within the past five (5) years, including the following information:

- Project name
- Project location
- Project manager(s) and key staff through the life of the project
- A brief description of the project and the work performed by Proposer, including the project's size and complexity
- Name, address, telephone number, and e-mail address of client contact to serve as reference

By submitting a response and the foregoing information, the Proposer unconditionally authorizes the CCRMA to contact and confer with the indicated client contact(s) and other current or past employees of that client.

9.1.3 State and Federal Funding and Compliance Experience

The Proposer should specifically identify and describe three (3) projects within the last five (5) years in which the firm's experience in the capacity of GEC developed projects with Federal and State Funding sources as follows:

- Brief description of project and project budget funding
- Provide an explanation of the process to ensure compliance with Federal and State funding
- Provide an explanation of any funding that was deemed ineligible for State or Federal funding participation

9.1.4 Environmental Compliance

The Proposer should provide a brief summary of three (3) projects within the last five (5) years in which it developed and completed a compliant

environmental document such as an EA or EIS as follows:

- Summary of project and scope of services
- Sub consultants used on project and their responsibilities
- Environmental Stakeholders involved and permits required
- Date started and Date Environmental document completed and record of decision or FONSI received
- Mitigation requirements and mitigation outcomes such as: permit requirements of mitigation plan, design and architecture of mitigation plan, construction of mitigation plan, and success of mitigation plan.

9.1.5 PS&E Experience

The Proposer should provide a brief summary of five (5) projects within the last five (5) years in which it developed and completed PS&E services as a GEC

- Summary of project and scope of services
- Sub consultants used on project and their responsibilities
- Discuss original project schedule, actual schedule, and milestone completion dates
- Discuss project budget and comparison from engineer's estimate to award price and final construction cost
- Discuss project complexities
- Discuss quality control process

9.1.6 Project procurement and contract services

The Proposer should provide a brief summary of project procurements led within the last five (5) years as follows:

- Summary of procurement and scope of services
- Provide summary of experience with Comprehensive Development Agreement (CDA) procurements, Design Build, Design Build Finance, Design Build Operate Maintain, and Toll Concession arrangements. (The Proposer should make clear whether they have experience with the above listed procurements. No response will be assumed as no experience)

9.1.7 Disputes

The Proposer should provide the following:

- A list and a brief description of all instances since January 1, 2015, involving projects in which the Proposer was (i) determined, pursuant to a final determination in a court of law, arbitration proceeding or other

dispute resolution proceeding, to be liable for a material breach of contract; (ii) terminated for cause; or (iii) terminated for convenience. For each instance, identify an owner's representative with a current phone and fax number.

- A list and a brief description (including the resolution) of each arbitration, litigation, dispute review board and other dispute resolution proceeding occurring since January 1, 2015, involving the Proposer and involving an amount in excess of \$100,000 related to performance of general engineering services, environmental services, design services, and/or construction phase engineering and inspection services for transportation projects.
- A description of any project involving the Proposer which resulted in assessment of liquidated damages or stipulated damages in excess of \$25,000 since January 1, 2015. Describe the causes of the delays and the amounts assessed. For each instance, identify an owner's representative with a current phone and e-mail if available. The CCRMA requests that Proposers report liquidated damages or stipulated damages assessments at any time during a project, not just final completion penalties. However, if such damages were assessed but not paid through settlement or negotiations with the project owner, they need not be included. Note that unresolved instances of assessed liquidated or stipulated damages (i.e., currently subject to negotiations or challenge, etc.) should be included.

Approach to services

9.2 Proposed Approach - Quality, Schedule and Budget

The Proposer should clearly describe approach for providing the desired services in accordance with the CCRMA's quality, schedule and budgeting requirements. The efficient use of manpower and materials will be considered. The Proposer should demonstrate the firm's quality control program, and the policies and procedures followed to assure a complete, accurate, and quality product. In addition, the Proposer should provide

- Provide two (2) recent examples within the last five (5) years of where the quality control and quality assurance improved service, project timelines, and provided cost efficiencies
- The Proposer should also describe its approach to project development when budgets and funding resources are constrained

9.2.2 Quality Assurance/Quality Control (QA/QC)

The Proposer should provide detailed QA/QC plan and approach for each particular service identified in the attached Scope of Services in Appendix A. The plan should highlight procedures taken to mitigate conflicts of interest where GEC may play multiple roles within the development of a project (e.g. PS&E and Construction Management), segregated internal review process of all deliverables to ensure high quality deliverable and reduce the amount of corrections and review required by CCRMA and TxDOT, all other internal procedures provided to ensure QA/QC.

9.2.3 Schedule Development and Utilization

The Proposer should submit a suggested generic project schedule showing major activities/events and the proposed time-frames required to develop a typical turnpike project from concept to construction letting. The GEC's proposed use of the schedule should be discussed. The Proposer should demonstrate that it can perform critical path modeling using a recognized industry software package or software authorized or supported by the CCRMA. The Proposer should also demonstrate ability to monitor and manage other consultants' and contractors' conformance to their schedules.

Staffing

9.3 Project Team Matrix and Organizational Chart

The Proposer should submit a Project Team Matrix which clearly illustrates the key elements of the organizational structure proposed to accomplish the Management, Technical, and Administrative Services required. The Proposer should also provide an Organizational Chart including a chart for any proposed Sub Consultants.

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 to GEC 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 (one page).
- 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) as required under Section 9.2.3 of this RFQ
- Company brochure (not more than one item), which shall be part of the Appendix.
- Required information under Section 4.0.
- Required information under Section 5.0.
- Required information under Section 10.0

Due Date

Six (6) copies of the written response and one digital copy on USB drive must be received by the CCRMA before 4:00 p.m. Central Time., August 10, 2021. 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 General Engineering Consultant 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 16, 2021. 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. <http://www.ccrma.org/procurements/>

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.

Prohibition on Contracts with Companies Boycotting Israel

Effective September 1, 2017, the Texas Government Code was amended to add Chapter 2270, Prohibition on Contracts with Companies Boycotting Israel, which provides that a state agency and a political subdivision may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

Pursuant to Gov't Code Sections 2270.001(1) & 808.001(1) as amended, "Boycott Israel" means 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.

By accepting this contract and/or purchase order, the Company/Vendor verifies that it does not Boycott Israel and agrees that during the term of this contract/agreement will not Boycott Israel as that term is defined in the Texas Government Code.

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.