

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

FY 2008 FLOOD CONTROL CAPITAL IMPROVEMENT PROGRAM, Phase 1, Year 1 - 3

Bexar County Infrastructure Services Department / FLOOD CONTROL Division invite qualified firms to submit qualifications for professional engineering services to design street, drainage, and facility projects in Bexar County. Professional services include providing 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 projects; public coordination and meetings; preparation of all preliminary, intermediate, and final design plans and specifications to include streets, drainage, bridges, utility locations, and environmental clearance, and provide coordination with utilities and other regulatory entities to secure approval of designs; and preparation of bid package, bid tabulation, periodic inspection of construction and reports, evaluation of laboratory reports, shop drawings, and field alteration requests, contractor estimates for payment, and recapitulation of over/under runs and preparation of record drawings.

Three (3) copies and one (1) electronic copy in PDF format on a CD, of the statement of qualifications (SOQ) must be received no later than 4:00 pm on Thursday, March 13, 2008. SOQs must be addressed as follows:

Arturo Villarreal, P.E., C.F.M.
Watershed Program Coordinator
Infrastructure Services Department / Flood Control Division
233 North Pecos-La Trinidad, Suite 420
San Antonio, TX 78207
Statement of Qualifications for

FY 2008 FLOOD CONTROL CAPITAL IMPROVEMENT PROGRAM, Phase 1, Year 1 - 3

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 1.3.6 must be submitted in writing and received no later than **4:00 p.m. on Thursday, March 6, 2008** and shall be directed to Arturo Villarreal, P.E., at the above address. Ms. Lisa Rougeau (210-296-2002, Lisa.Rougeau@tcb.aecom.com) can assist in ensuring questions are properly received and directed.

A non-mandatory pre-proposal meeting will be held at the Central Jury Room, Cadena-Reeves Justice Center, 300 Dolorosa, Suite B20, San Antonio, TX 78205 on Thursday March 6, 2008 at 4:00PM.

REQUEST FOR QUALIFICATIONS

1 GENERAL INFORMATION

1.1 PURPOSE: This Request for Qualifications (RFQ) provides licensed engineering professionals and/or architect professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) for:

FY 2008 FLOOD CONTROL CAPITAL IMPROVEMENT PROGRAM, Phase 1, Year 1 - 3

1.2 ISSUING OFFICE: This RFQ is issued by Bexar County Infrastructure Services / FLOOD CONTROL Division on behalf of the Bexar County Commissioners Court. Arturo Villarreal, P.E., Bexar County Watershed Program Coordinator, is the contact person for this RFQ.

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

PROJECT DESCRIPTION

1.3.1 Huebner Creek RSWF at Prue Road (LC15)	See attachment 1-1
1.3.2 Shane Road (SA4)	See attachment 1-2
1.3.3 Rock Creek NWWC/Outfall (SA6)	See attachment 1-3
1.3.4 San Pedro Huisache Phase II-A (SA22)	See attachment 1-4
1.3.5 Balcones Heights RSWF (Woodlawn) (SA38)	See attachment 1-5
1.3.6 Calaveras 8 Increase Detention (SA41)	See attachment 1-6
1.3.7 Rosillo Creek RSWF (SC15)	See attachment 1-7

1.4 SERVICES REQUIRED: The services required of the selected firms may 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, preliminary, intermediate, and final design plans and specifications to include streets, drainage, bridges, utility locations, and 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, and field alteration requests, contractor estimates for payment, and 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 shall submit a SOQ for any or all of the projects listed above, provided they are qualified to perform the services described. *The consultant shall provide one booklet 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 them to identify the firm most suitable for each individual job.

The provider shall provide Three (3) copies and one (1) electronic copy in PDF format 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 each copy of 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 copies will be provided to all persons receiving an RFQ. Consultants receiving the RFQ via Internet download should be certain to provide appropriate contact information utilizing the interactive form provided on the Internet site. Any inquiries relating to this RFQ must be submitted in writing and received no later than **4:00 p.m. on Thursday, March 6, 2008.**

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 provided to all service providers who received the RFQ prior to the response date.

2.7 RESPONSE DATE: To be considered, SOQs must arrive at the issuing office or department no later than **4:00 pm on Thursday, March 13, 2008**. 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, State, and local requirements 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. Each of *SOQs must have original signature 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 and understanding of the work to be performed. 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:

Arturo Villarreal, P.E., C.F.M.
Watershed Program Coordinator
Infrastructure Services Department / Flood Control Division
233 North Pecos-La Trinidad, Suite 420

San Antonio, TX 78207

- Statement of Qualifications for: -
- (*SOQ Name*) -
- (*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, provide the name of the individual who is authorized to bind the firm.

3.3 SERVICE PROVIDER INFORMATION: The respondent will provide information about the firm(s) and for each subcontractor 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 these projects.

3.3.3 A list of projects recently completed or under design by the firm of similar scope to the projects 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.

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 Flood Control, Stormwater, and drainage 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 will meet an accelerated design schedule and need to meet strict deadlines. The ability to meet the accelerated design schedule shall be weighted heavily in the selection criteria.

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 demonstrate a thorough understanding of the scope of the projects and that 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.