

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
PROGRAM MANAGEMENT/PROJECT MANAGEMENT
BEXAR COUNTY
FY 2007 – FY 2017 FLOOD CONTROL PROJECTS**

Background & Mission

Bexar County Infrastructure Services has a projected Flood Control Capital Improvement Program (CIP) with an anticipated duration of ten (10) years (FY 2007 thru FY 2017). This program will include several three (3) year rolling plans. There is an estimated total expenditure value of \$400,000,000.00 to \$500,000,000.00 over the life of the ten (10) year program.

It is the mission of Bexar County to “build a better community through quality services”. This includes providing the highest quality services to all customers and citizens. Also consistent with this mission is the goal of this RFQ, to establish a high quality, efficient delivery process for its Flood Control CIP with the assistance of a program manager.

Six (6) 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 Friday, August 10, 2007. SOQs must be addressed as follows:

Arturo Villarreal, Jr., 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

**Program Management/Project Management
Bexar County FY 2007 – FY 2017 Flood Control Projects**

Bexar County expressly reserves the right to accept or reject any and all statements submitted; and is under no legal requirement to execute a resulting contract on the basis of this advertisement and intends the material provided only as a means of identifying the various contractor alternatives. Bexar County will base its choice on demonstrated competence, qualifications and evidence of superior conformance with criteria.

Except as specifically allowed by the Bexar County Infrastructure Services Department, the Program Management Consultant (PMC) and its sub-consultants will be excluded by Bexar County from consideration of award for design, consulting services, joint ventures, and bid construction services on all of the projects within the Bexar County Flood Control Program, as well as projects subsequently identified and added by Bexar County as part of the overall Flood Control Program described in this and future Request for Qualifications.

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 this Request for Qualifications including attachments A, B, & C shall be directed to Arturo Villarreal, P.E., at the above address and must be submitted in writing and received no later than **4:00 p.m. on Thursday, August 2, 2007**. Maricruz Perez (210-335-6651,

maricruz.perez@bexar.org) can assist in ensuring questions are properly received and directed.

A non-mandatory pre-proposal meeting will be held at the San Antonio River Authority 100 E. Guenther, San Antonio, TX 78204 on Monday July 30, 2007 at 1:30 pm.

REQUEST FOR QUALIFICATIONS

1 GENERAL INFORMATION

- 1.1 PURPOSE: This Request for Qualifications (RFQ) provides for professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) for:**

Program Management/Project Management Bexar County FY 2007 – FY 2017 Flood Control Projects

1.1.2 The goal of Bexar County is to complement and supplement its existing staff with resources of a consultant in an integrated program management environment. The consultant will assist with effectively and efficiently prioritization, planning, management of design, and implementations thru construction and project close out of projects critical to the Flood Control Program of the Bexar County Infrastructure Services Department.

1.1.3 Our objective is to retain, as Program Management Consultant (PMC), a firm and associated subconsultants with expertise in a broad range in the management of engineering, design and construction services specifically in the area of flood control to include civil engineering but not limited to storm water and traffic engineering, development services, infrastructure assessments, real estate and utility coordination. The consultant must have substantial depth of resources necessary for the services to be completed under this procurement.

1.1.4 This Program Management Consultant will work in an integrated Program Management Team (PMT) that includes key Bexar County Infrastructure Services staff and associated Bexar County Departments.

1.1.5 It is anticipated that services for design and construction of projects managed by the Program Management Team will be contracted to a large number of local and regional engineering and construction companies utilizing a range of project delivery methods.

1.1.6 As priority projects move into implementation, the Program Management Consultant may provide project specific engineering, administration, and management functions for the planning, design, and construction phases that are being executed by other consultants and contractors.

1.1.7 A primary objective of Bexar County Infrastructure Services is to meet or outperform cost, schedule, document management and quality criteria established by the Program Management Team in conjunction with local stakeholders, funding agencies, and other involved parties.

1.1.8 It is anticipated that the program management team will administer approximately \$120,000,000.00 to \$150,000,000 worth of design and construction projects within the first phase of the program. Therefore the basis for this program management RFQ will be based on the first three (3) years of effort (\$120,000,000.00 to \$150,000,000).

- 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, Jr., P.E., C.F.M - Bexar County Watershed Program Coordinator, is the contact person for this RFQ.

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

Attachment A

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

1.4.1 Bexar County anticipates engaging a Program Management Consultant on a multi-year contract (3 year revolving). This contract will entail two primary work components (two tier structure): (1) program management – management of overall program functions in partnership with Bexar County Infrastructures Services Department; and (2) project management – oversight, tracking, reporting, and management of project specific activities, as appropriate.

1.4.2 It is expected but not required that this two-tiered management structure will be staffed by the Program Management Consultant and structured internal to the program to assure independent oversight of all project related functions, as well as objectivity and control on behalf of the Bexar County Infrastructure Services Department in management of the overall program.

1.4.3 Program management functions provided by the Program Management Consultant may include overall program support – administration, program controls, program-wide-public involvement, financing, QA/QC, contracts management and other support functions required by the Bexar County Infrastructure Services Department. (See attachment B)

1.4.4 As priority projects move into implementation, the Program Management Consultant may provide project management specific engineering, administration, and management functions for the planning, design, and construction phases that are being executed by other consultants and contractors. It is anticipated that there will be multiple projects in various phases of implementation at any particular time in the overall program. (See attachment C)

1.4.5 The methods of engaging the Program Management Consultant will be by the initial contract. Supplemental agreements or work orders will be subsequently processed as needs prevail for the program and individual projects. The initial contract will encompass some or all of the projects listed in Attachment A, to include a negotiated scope of program and project management services based upon the outline of services provided in Attachment B and C respectively.

1.4.6 In general, changes or additional tasks in program management may be contracted by supplemental agreements. Future project management assignments may be contracted by work orders. Also, prior to commencing that work, supplemental agreements for major scope changes will be presented to the Bexar County Commissioners Court as appropriate, for approval and execution.

1.4.7 Work orders for future project management may be negotiated on the basis of the percentage of project management fee to project budget for those projects in Attachment A which were included in the scope of the initial contract. Most importantly program management can be negotiated and developed on skill set needed to attain the task assigned.

1.4.8 Key considerations in the administration and implementation of this program include:

1. Overall program management will encompass some or all the tasks identified in Attachment B. Program management services, which benefit most or all of the CIP projects will be charged to a CIP project labeled Program Management. The initial

scope of services provided as program management will be described in the contract entered into by the Bexar County Infrastructure Services.

2. Project management will be based on the needs of each project and will encompass some or all the tasks identified in Attachment C. It is anticipated that the CIP budget total will be in the range of \$40,000,000 to \$50,000,000 per year running annual average.
3. Bexar County Infrastructure Services will reserve the right and may from time to time add tasks to the scope of program and project management services through supplemental amendments, which must be approved and executed by the Bexar County Commissioners Court prior to commencing work. Work orders will be used to assign and/or reassign specific project task to provide for clarity within the agreed scope of work that is negotiated to the extent practical, the work of the Program Management Consultant will be charged to individual CIP projects as applicable.

2 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

2.1 NUMBER OF COPIES OF THE SOQ NEEDED: A firm shall submit an SOQ for program and project management, provided they are qualified to perform the services described

The provider shall provide six (6) 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 check the Bexar County web site on a regular basis for updates to the RFQ. Any inquiries relating to this RFQ must be submitted in writing and received no later than **4:00 p.m. on Thursday, August 2, 2007**. Maricruz Perez (210-335-6651, maricruz.perez@bexar.org) can assist in ensuring questions are properly received and directed.

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 p.m. on Friday, August 10, 2007**. 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 as outlined in the professional services contract;

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 an 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 this 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, Jr., 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:

Program Management/Project Management for FY 2007 – FY 2017 Flood Control Projects
(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 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 program/project manager and key personnel to be committed to these projects.

3.3.3 A list of programs and projects recently completed or under design by the firm of similar scope to the program proposed with approximate percentage of program management fees with regard to construction costs and dates 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.

1 Program Management Services

Describe your approach to providing program management services for the projects listed in Attachment A. Refer to the services described in Attachment B. Describe other services not specifically listed that you propose as being necessary, desirable, or beneficial.

Include a schedule of work to be performed with appropriate milestones, including a calendar day schedule for the start, implementation, and attainment of a successful program within the first three years. You shall identify the extent to which Bexar County staff will be involved in the project.

2 Project Management Services;

Describe your approach to providing project management services for the projects listed in Attachment A. Refer to the services described in Attachment C. Describe other services not specifically listed that you propose as being necessary, desirable or beneficial.

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 program. Provide general information on the organization and management processes of the firm(s) involved in the program, as well as a more specific outline of the structure of the proposed program 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 program team. Also a chart should be prepared indicating the time commitments and task responsibilities at each phase of the program. 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 program.

3.7 CERTIFICATION: The respondent is required to include the following *notarized* statement and signature area on each submittal, 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 program 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 program. 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 FEMA, Corps of Engineers (COE), TCEQ, and TXDOT design experience and training to perform the work.

4.2 Availability - The extent to which the firm has personnel with the time to do the job. The firm selected shall meet an accelerated program schedule and to meet strict deadlines. The ability to meet the accelerated program 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 flood control project(s) that will be highly responsive to the needs and interests of the County.

4.9 Restrictions - Except as specifically allowed by Bexar County Infrastructure Services Department, the Program Management Consultant (PMC) and its sub-consultants will be excluded by Bexar County from consideration of award for design, consulting services, joint ventures, and bid construction services on all of the projects described in attachment A as well as projects

subsequently identified and added by Bexar County as part of the overall Flood Control Program described in this and future Request for Qualifications.