



**REQUEST for STATEMENTS OF QUALIFICATIONS  
INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)  
CONSTRUCTION MATERIALS TESTING  
FOR**

**CONSTRUCTION OF THE FOLLOWING :**

- 1. Juvenile Detention Center**
- 2. Justice Center Reroofing**
- 3. Adult Probation Office Building**
- 4. Courthouse Reroofing**
- 5. Justice Center Expansion**
- 6. Parking Garages**
- 7. Other new construction**

**SOQ'S DUE: Monday, November 5, 2007, 5:00 p.m.**

**SUBMIT TO: Bexar County Infrastructure Services, Vista Verde Plaza Building,  
233 N. Pecos, Ste. 420, San Antonio, TX  
210/335-6700**

**It is the intention of Bexar County to employ Construction Material Testing (CMT) firms for planned construction projects. Construction Material Testing firms may be selected for single project or multiple projects over the next three (3) years. Bexar County will make selections based on qualifications and experience.**

***1. GENERAL INFORMATION***

<http://www.bexar.org/bcinf/>

## **1.1 BACKGROUND:**

Bexar County Infrastructure Services Department is seeking statements of qualifications from qualified firms to provide Construction Material Testing.

Bexar County's building program includes new office buildings, garages, and parking lots. Modifications to existing building inventory might include structural modifications, reroofing, facility expansion and other related activities. The County requires access to CMT companies on rotation basis in order to assist with new projects.

Examples of the type of services: soils testing, hazardous material surveys, geotechnical testing and construction materials testing.

**To be considered for selection, interested firms ("Service Providers") must submit an SOQ for the Construction Material Testing.**

**1.2 PURPOSE:** This Request for Qualifications (RFQ) provides licensed engineering professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) for Construction Material Testing. Construction projects will be funded by County general funds.

## **1.3 PROJECT LOCATIONS – San Antonio, Bexar County, Texas:**

- a. Planned construction will be located within limits of Bexar County.

**1.4 PROJECT DELIVERY METHOD:** The delivery method is Indefinite Quantity Indefinite Delivery (IDIQ).

**1.5 This section intentionally not used.**

**1.6 ISSUING OFFICE:** This RFQ is issued by Bexar County Infrastructure Services on behalf of the Bexar County Commissioners Court.

More information is available on the Bexar County Infrastructure Services Website:

<http://www.bexar.org/bcinf/> .

**1.6.1 RIGHTS RESERVED:** Bexar County expressly reserves the right to accept or reject any and all statements submitted.

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.

**1.7 EVALUATION OF SOQS:** Bexar County will base its choice on demonstrated competence, especially experience on testing and observation on similar facilities, qualifications and evidence of superior conformance with other criteria. See list of weighted criteria in Section 4 of this RFQ.

**1.8 MANNER OF AWARDING CONTRACTS:** If contract(s) are awarded, Bexar County may award professional services contracts in the following manner:

- a. A separate contract for each proposed project described herein
- b. A contract for any combination of the proposed projects
- c. Additional contracts for related services

**1.9 PROPOSED PROJECT SCHEDULE – 2007-2010:**  
**Selection of CMT firms**

**October 5, 2007** – Issue RFQ

**November 5, 5:00 p.m.** – RFQ's Due: 233 N. Pecos, Ste. 420, San Antonio, Texas 78207

**November 9 - Short-listed CMT firms and selection** - to be held at Bexar County Infrastructure Services, 233 N. Pecos, Suite 420, San Antonio, Texas, times TBD

**November 12-16** – Request unit prices from selected firms

**1.10 SUMMARY OF SERVICES REQUIRED:** Not used

**1.10.2 SPECIALTY SERVICES:** Engineering testing and forensic investigation of structural elements of the existing structures may be required.

**1.10.3 CONCEPTUAL DESIGN DOCUMENTS:**  
Not used

**1.10.4 PERSONNEL:** The selected Service Provider(s) shall provide employment of sufficient qualified personnel to fully accomplish the services in accordance with the given schedule.

**1.10.5 COORDINATION:** The selected Service Provider(s) will be required to work with County staff and officials to gather information and analyze needs. ,

**1.10.6 ARCHITECTURAL REVIEW:** Not used

## **2. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL**

**2.1 NUMBER OF COPIES OF THE SOQ NEEDED:** Any qualified person or firm wishing to submit a SOQ (“Statement of Qualifications”) shall provide three **(3) copies of the SOQ, three (3) of which shall be bound, and one (1) unbound.** No other distribution of the SOQ will be made by the Service Provider(s). On each copy, the Service Provider(s) shall print or type his/her name and **manually sign the SOQ.**

**2.2 OFFICIALS NOT TO BENEFIT:** No County officer or employee shall be admitted to any share or part of this contract, or to any benefit that may arise from it.

**2.3 REJECTION OF SOQs:** The County reserves the right to reject any and all SOQ’s 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 will not 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:

Oscar J. Cervantes, County Architect  
Bexar County Infrastructure Services  
233 N. Pecos, Suite 420  
San Antonio, Texas 78207  
Phone: 210/335-6700  
Fax: 210/335-6713  
E-mail: [ojcervantes@bexar.org](mailto:ojcervantes@bexar.org)

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed in writing and copies will be provided to all Service Providers on record, of having received an RFQ. Service Providers 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 **5:00 p.m. October 26, 2007.**

**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 due date, and who are recorded as having received it. **No addenda will be issued and no questions will be answered after 5:00 pm, October 29, 2007.**

**2.7 RESPONSE DATE:** To be considered, **SOQs** must arrive at the issuing office or department on or before **5:00 p.m. on November 5, 2007.** A Service Provider mailing a **SOQ** should allow normal mail delivery time to ensure timely receipt of the **SOQ** by the due date and time. Responding firms shall have sole responsibility for timely delivery of their **SOQ.** **No faxed submittals will be accepted.**

**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, and State laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects;

**2.8.3** A requirement that the service provider show proof of and carry the following insurance: comprehensive general liability, including contractual liability and worker's compensation as required by law and professional liability (errors and omissions). Minimum limit of insurance is established at \$1,000,000 for each occurrence. **Bexar County shall be listed as an "Additional Insured", "With Waiver of Subrogation in favor of 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 may become contractual obligations, if a contract ensues. *SOQs must be signed by an official authorized to bind the firm(s) to its provisions.* The service provider will make no other distribution of the SOQs.

**2.10 SOQ PREPARATION:** Each SOQ should provide a straightforward, concise description of the Service Provider's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

**2.11 ORAL PRESENTATION(S):** A Service Provider who submits a SOQ may be required to make an oral presentation of its qualifications to a selection committee and/or the Bexar County Commissioners Court. These presentations provide an opportunity for respondents to clarify their qualifications to ensure thorough mutual understanding. The Issuing Office will schedule these presentations.

**2.12 PRIME CONTRACTOR RESPONSIBILITIES:** The selected Service Provider(s) 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:  
Oscar J. Cervantes, County Architect  
Bexar County Infrastructure Services Department  
233 North Pecos - La Trinidad, Suite 420  
San Antonio, TX 78207
  
- Statement of Qualifications Enclosed
- Date of submittal

**3.2 LETTER OF TRANSMITTAL:** The transmittal letter must include the following:

**3.2.1 STATEMENT OF UNDERSTANDING:** Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the schedule included herein.

**3.2.2 CONTACT PERSON:** Name of the contact person or representative for the Service Provider, title, address and phone number. State whether the contact person is authorized to bind the Service Provider. If not, who is authorized to sign on behalf of the firm?

**3.2.3 LITIGATION SUMMARY:** A litigation summary that briefly describes any claims or lawsuits that have been filed against the Service Provider that relate to the performance of professional services must be submitted. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. **If no summary is given or if a general statement is given which also refers the County to inquire with a firm's counsel, the SOQ may be considered NON-RESPONSIVE and eliminated from consideration.** This statement may be submitted as a separate document in a sealed envelope, but must be provided at the same time that the SOQ is submitted.

**3.3 SERVICE PROVIDER INFORMATION:** The Service Provider will provide information about the Service Provider(s) and the personnel to be assigned to this project. Be sure to include:

**3.3.1 NAME AND ADDRESS:** The name and business address of the Service Provider and principal who would be responsible for the work.

**3.3.2 RESUMES:** Current resumes of the proposed **PROJECT MANAGER**, and **KEY PERSONNEL** to be committed to these projects.

**3.3.3 RECENT PROJECTS:** A list of projects recently completed or in progress by the Service Provider that is of similar scope, size and complexity to these proposed. If projects have already been built or are in progress of construction, submit the approximate construction cost(s) and date(s) completed, and the extent to which the project(s) were constructed within the estimates of probable costs.

**3.3.4 REFERENCES:** A list of references complete with names, addresses, and phone numbers.

**3.3.5 SWMBE:** A statement of the extent to which the Service Provider qualifies as a small, woman and/or minority owned business.

**3.3.6 LOCAL OFFICE:** A statement of the extent to which the Service Provider has a place of business within Bexar County.

**3.3.7 AVAILABILITY:** An assessment of the present and projected 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 Service Provider proposes to do. Describe the Service Provider's approach to performing the specific services required in this project as noted in **Section 1.10 SERVICES REQUIRED.**

Include a schedule of work to be performed with milestones, including a calendar day schedule for the completion of the project design.

Identify the extent to which the Service Provider would expect Bexar County staff and/or officials to be involved in the project.

**3.5 METHOD:** Describe the Service Provider's substantive approach to providing the services. What services are to be performed and how? What kind of specialized services are needed? Identify any constraints native to the method proposed.

**3.6 MANAGEMENT PLAN:** Describe in both narrative and graphic form how the Service Provider proposes to manage the project.

Provide general information on the organization and management processes of the Service Provider'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?

The management plan should include a narrative, and an organizational chart of the project team, which indicates the time commitments and task responsibilities of each key team member during each phase of the project. Provide a description of how the Service Provider intends to assure that all services will be well-coordinated and that any problems that may arise can resolve without infringing on the project.

## **4 SELECTION CRITERIA**

**Commissioners Court discourages 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 will be undertaken with the Service Provider(s) whose SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. County will first select the most highly qualified Service Provider of the requested services on the basis of competence and qualifications, and then will attempt to negotiate a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider, then the County will end negotiations with that entity and select the next most highly qualified Service Provider and attempt to negotiate a contract with that provider at a fair and reasonable price. Award of the contract will be to the responsive Service Provider whose SOQ is most advantageous to the County.

SOQs will be evaluated on evidence of understanding of the problem, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in the evaluation of the SOQ:

**4.1 QUALIFICATIONS** - The extent to which the Service Provider has personnel with the necessary experience and training to perform the work. **(20%)**

**4.2 PROFESSIONAL COMPETENCE** - The extent to which the Service Provider has demonstrated competence in performing similar work for public agencies, the extent of former client satisfaction. **(20%)**

**4.3 COST AWARENESS** - Alternate solutions permitting Owner choices taking into consideration first cost, long term cost and maintenance factors. **(20%)**

**4.4 WORK PLAN** - The extent to which the Service Provider 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. **(15%)**

**4.5 AVAILABILITY** - The extent to which the Service Provider has personnel with the time to do the job. **(10%)**

**4.6 ORGANIZATION DEPTH** - Backup capability relative to key personnel, and describe how Bexar County will get the best level of attention. **(5%)**

**4.7 PREVIOUS PERFORMANCE** – Previous performance with Bexar County and other governmental or institutional clients. **(5%)**

**4.8 MANAGEMENT PLAN** - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County. **(5%)**