

REQUEST FOR STATEMENTS OF QUALIFICATIONS
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
FOR

BULVERDE ROAD – MARSHALL ROAD TO WILDERNESS OAK
CSJ: 0915-12-509
METROPOLITAN PLANNING ORGANIZATION PROJECT

Bexar County Public Works Department invites qualified firms to submit qualifications for professional services to provide Construction Management and Inspection (CMI) services for Bulverde Road from Marshall Road to Wilderness Oak (CSJ: 0915-12-509), a Metropolitan Planning Organization (MPO) Project in Bexar County. Professional services include:

Providing the construction management and inspection expertise to coordinate with the contractor, utility representatives, TxDOT representatives, commercial business owners, public and homeowner's associations, prepare and maintain construction related documents (construction estimate review/approval, contractor's time statements, change orders, construction schedules, punch list items, field alterations review/approval, shop drawings, material test reports, etc.) , and maintain construction modifications for preparation of Record Drawings.

Five (5) originals and one (1) PDF version on CD or data storage device (e.g., USB flash drive) of the statement of qualifications (SOQ) must be received no later than 4:00 pm on Friday, September 22, 2017. SOQs must be addressed as follows:

David R. Wegmann, P.E.
Engineering Services Manager
Bexar County Public Works Department
233 North Pecos-La Trinidad, Suite 420
San Antonio, TX 78207

Statement of Qualifications for:

CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR:
BULVERDE ROAD – MARSHALL ROAD TO WILDERNESS OAK
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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 this Request for Qualifications must be submitted in writing and received no later than **4:00 p.m. on Wednesday, September 6, 2017** and shall be directed to David R. Wegmann, P.E., at the above address or emailed to dwegmann@bexar.org.

Please note that the Prime Design Consultant and associated team member(s) will be precluded from performing services related to the Professional Construction Management and Inspections.

Supplemental information relative to this project may be located on the County's Website at <http://inf.bexar.org/>

REQUEST FOR QUALIFICATIONS

1 GENERAL INFORMATION

1.1 PURPOSE: This Request for Qualifications (RFQ) provides qualified construction management professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) to provide Construction Management and Inspection (CMI) services for Bulverde Road from Marshall Road to Wilderness Oak, an MPO Financed Project in Bexar County.

1.2 ISSUING OFFICE: This RFQ is issued by Bexar County Public Works Department on behalf of the Bexar County Commissioners Court. Mr. David R. Wegmann, P.E., Engineering Services Manager, is the contact person for this RFQ.

1.3 PROPOSED PROJECT:

Bulverde Road – Marshall Road to Wilderness Oak

Precinct 3

Approximate Construction Cost: \$8,400,000

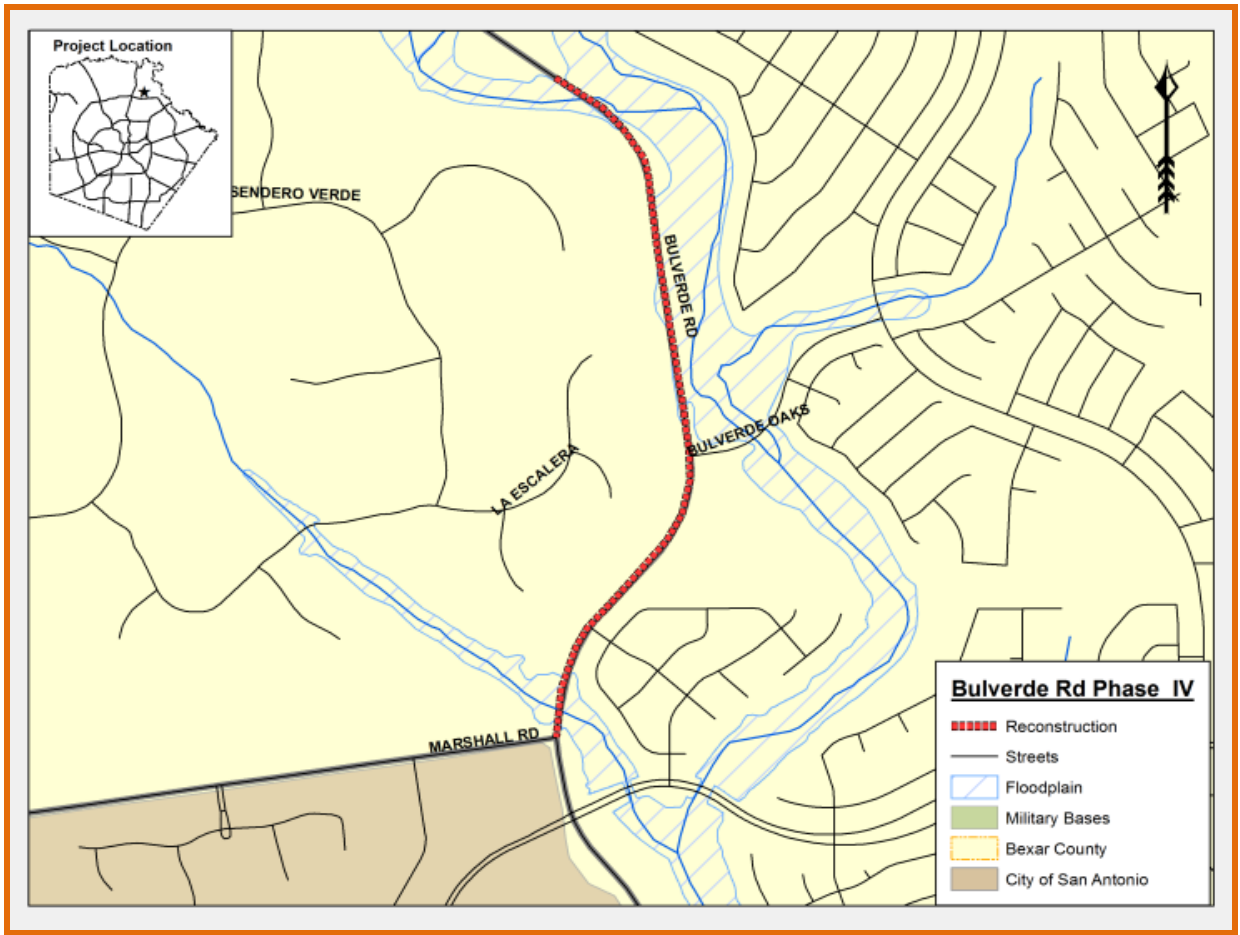
Approximate Length: 1.20 miles

Bexar County is proposing to reconstruct a 1.20 mile (approximate) segment of Bulverde Road, between Marshall Road and Wilderness Oak as a MPO Financed Project utilizing FHWA funding.

The proposed improvements will expand the existing two lane rural roadway section to an urban roadway section consisting of two 12 foot travel lanes in each direction with a 14 foot center median/turn lane within an 86' ROW. The Bulverde Road project will have a traffic signal installed at the intersection of Bulverde Road and Bulverde Oaks.

Construction documents for this section of Bulverde Road will be developed by Bexar County through its Prime Design Consultant.

The Environmental Document has been approved for this project in accordance with TxDOT and FHWA requirements.



1.4 SERVICES REQUIRED: The County intends to select one (1) qualified firm that will operate as an extension of, and in complete cooperation with, the County's staff to provide Construction Management and Inspection (CMI) services for the project listed above. The services required by the selected firm include, but are not limited to:

- 1.4.1** Provide construction management and inspection for the construction of the project identified above. Firm must be familiar with the construction of TxDOT type projects and must have applicable experience managing construction in accordance with TxDOT standards, specifications and protocol for such inspections. Firm also must be familiar with FHWA requirements, as well as local agency-managed projects. LGPP training is desirable.
- 1.4.2** Coordination with the contractor (including subcontractors), utility representatives, TxDOT representatives, commercial business owners, public and homeowner's associations. Must be able to facilitate discussions with affected individuals and bring resolution to concerns they may have.
- 1.4.3** Document controls for federally funded projects: prepare and maintain documents as related to the construction meeting TxDOT and County requirements. This should include but is not limited to construction estimate review/approval, daily work logs and 1257 forms, meeting minutes, shop drawing logs, correspondence, change orders, contractor's time statements, materials test reports and submittals, construction schedules, punch list items, field alterations review/approval, shop drawings, inspection reports, etc.
- 1.4.4** Maintain all necessary construction modifications to the design in order to prepare the Record Drawings for the project. Upon preparation the firm must review and approve the document.
- 1.4.5** Provide construction materials testing (Quality Assurance) in accordance with applicable TxDOT standards, specifications and protocol. The utilized testing laboratory must have the appropriate certifications to perform work on TxDOT projects.
- 1.4.6** Represent Bexar County at scheduled FHWA Compliance Audits.

2 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

- 2.1 NUMBER OF COPIES OF THE SOQ NEEDED:** The provider shall provide five (5) copies of the SOQ and one (1) PDF version on a CD or data storage device (e.g., USB flash drive) 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 the SOQ.***
- 2.2 STATEMENT OF QUALIFICATIONS FORMAT:** The originals must be submitted in bound volumes on standard 8 ½" x 11" paper. Tabloid 11"x17" paper will be permitted but will be counted as two (2) pages. The response is limited to fifteen (15) pages; single sided and may include typed text, graphics, charts and photographs. Font type shall be Arial (not Arial Narrow) and the minimum font size is 11 point, other than in diagrams, organizational charts and other such graphics, which may be 8 point font. The minimum margin size is 0.75" for all margins (this does not include headers or footers). The minimum line spacing is single. Front and back covers, tabs and resumes are not included in the fifteen (15) page limit. All other pages, including the 3.2 Letter of Transmittal and 3.6 Certification, will be included in the fifteen (15) page limit. Resumes will be limited to one (1) page and included in the appendix.
- 2.3 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.
- 2.4 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.
- 2.5 INCURRING COSTS:** The County is not liable for any cost incurred by the service provider prior to issuance of a contract.
- 2.6 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 will be posted to the County's Website at <http://inf.bexar.org/>. Any inquiries relating to this RFQ must be submitted in writing and received no later than **4:00 p.m. on Wednesday, September 6, 2017.**
- 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.
- 2.7 ADDENDA TO THE REQUEST FOR QUALIFICATIONS:** In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to the County's Website at <http://inf.bexar.org/>.
- 2.8 RESPONSE DATE:** To be considered, SOQs must arrive at the issuing office or department no later than **4:00 p.m. on Friday, September 22, 2017.** Service providers mailing SOQs should allow normal mail delivery time to ensure timely receipt of their SOQ.

2.9 TYPE OF CONTRACT: The County uses its own professional services agreement in contracting for professional services. The characteristics of that agreement include:

- 2.9.1** An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;
- 2.9.2** 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;
- 2.9.3** 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.

2.10 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.

2.11 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.

2.12 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 to ensure thorough mutual understanding. The Issuing Office will schedule these presentations.

2.13 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:

David R. Wegmann, P.E.
Engineering Services Manager
Bexar County Public Works Department
233 North Pecos-La Trinidad, Suite 420
San Antonio, TX 78207

Statement of Qualifications for:

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(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** Introduction of the proposed Project Manager for this project.
- 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, state who is authorized to sign on behalf of the firm.

3.3 SERVICE PROVIDER INFORMATION: The respondent will provide information about the firm(s) and the 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 this project. Resumes must state where each individual is officed (city and state) from. It is ***not required*** that the proposed project manager be a Professional Engineer. The firm should, however, include one (1) or more Professional Engineers licensed in the State of Texas on the Team for review and construction related tasks that may require his expertise. Service provider should, however, include one or more Professional Engineers licensed in the state of Texas on the Team for review and construction related tasks that may require that expertise. Resume experience should specifically reference what tasks were performed by the individual on various projects that may be listed. Resumes will be limited to one (1) page and included in the appendix.

3.3.3 Firm Experience – list relevant CMI projects completed within the prior eight (8) years, and include the following for each listed project:

- Project name, location, status, completion date;
- Dollar value of construction contract;
- Prime or Sub-consultant, and task assigned;
- Brief description of the work performed on the project by the proposed members;
- Service Provider Team member’s actions leading directly to cost savings or efficiency in operations; and
- Client reference names and job titles, with addresses and current, verified phone contacts and e-mail addresses.

Describe specific past experience relevant to consultant members’ work on similar type projects when working on TxDOT projects. Discuss the Service Provider’s first-hand familiarity and experience working under the detailed requirements of TxDOT’s current Quality Assurance Program.

3.3.4 A statement of the extent to which the organization qualifies as a Small, Minority, & Woman Owned Business Enterprise.

Bexar County has established a Small, Minority, & Woman Owned Business Enterprise Program, and is committed to increasing the involvement of SMWBE in its procurement process. The Commissioners Court has established as a targeted goal that a minimum of 20% of all procurement dollars are spent with Small, Minority and Women-Owned Business Enterprises, and a minimum of 30% of those procurement dollars are spent with Small Business Enterprises.

Respondent will provide information in a format similar to that that listed below. Additional information may be required after receipt of offers and/or award of contract(s) to support and document the SMWBE certification. Bexar County will accept certification from various agencies, [i.e. local (www.sctrca.org), State of Texas (www.window.state.tx.us), Federal (www.sba.gov or www.va.gov/OSDBU), and the private sector (www.smsdc.org or www.wbea-texas.org)].

CERTIFICATION OF BUSINESS AS SMALL, MINORITY OR WOMAN OWNED ENTERPRISE (SMWBE)

Name	% Contract	SCTRCA Certified (Y/N)	Type of Certification (Check all applicable)									
			SBE	WBE	MBE	HUB	VBE	AABE	DBE	8(a)	SBA	
<i>Prime Consultant</i>												
<i>SubConsultant #1</i>												
<i>SubConsultant #2</i>												
<i>SubConsultant #3</i>												
<i>SubConsultant #4</i>												
<i>SubConsultant #5</i>												

3.3.5 A statement of the extent to which the individual or organization has a place of business within Bexar County.

3.3.6 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 PROJECT APPROACH/WORK PLAN: 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. Present a discussion of the Service Provider's understanding of the necessary Services and its approach and methodology to providing those Services. The work plan should include at a minimum: itemized tasks, resource requirements, specialized skills needed, special considerations, and possible challenges in completing the project, as well as a discussion focusing on site specific issues showing a clear display of project understanding. All discussions should be specific to the project. You should also identify the extent to which Bexar County staff will be involved in the project.

3.5 QUALITY CONTROL/QUALITY ASSURANCE: Provide a description of the quality control and quality assurance procedures and other technical activities specific to the project that will be implemented to demonstrate the results of the work performed will fully and accurately satisfy Section 1.4 SERVICES REQUIRED.

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? Discuss how the coordination and exchange of information will be assured between the County, Contractor and other governmental bodies.

In addition to the narrative description, this management plan should include an organization chart of the project team. 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 the service provider whose SOQ best addresses the needs of the proposed project and demonstrates the ability and experience to perform the work. 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 (20%)** - The extent to which the firm has personnel with the necessary Construction Management/Inspection experience and training as it pertains to TxDOT Construction, Local Agency Management Projects, and FHWA requirements.
- 4.2 Proposal Quality (10%)** - The extent to which the proposal is free of errors and demonstrates an organized approach to the proposed project.
- 4.3 Professional Competence (20%)** - 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 (20%)** - The extent to which the firm has developed a work program and an end product that demonstrates a thorough understanding of the scope of the project and will meet the needs of the County.
- 4.5 Cost Awareness (5%)** - Ability to provide alternate solutions, constructability review of pending activities, and but not limited to long term cost and maintenance factors.
- 4.6 Organization Depth (5%)** - Backup capability relative to key personnel.
- 4.7 Previous Performance (10%)** – Previous performance with Bexar County and other governmental or institutional clients.
- 4.8 Management Plan (10%)** - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County.