

REQUEST FOR STATEMENTS OF QUALIFICATIONS

PROFESSIONAL ENGINEERING SERVICES FOR: FY 2021-22 COUNTYWIDE CAPITAL IMPROVEMENT PROJECTS

Bexar County Public Works Department invites qualified firms to submit Statements of Qualifications for professional engineering services for capital improvement projects in Bexar County. Professional services include, but are not limited to:

- Engineering and surveying to design and prepare plans, specifications, and estimates approved by the County and other regulatory entities
- Public coordination and meetings
- Environmental permitting/compliance
- Right-of-Way Acquisition Services
- Utility coordination
- Preparation of bid package, bid tabulation, periodic observation of construction, evaluation of laboratory reports, shop drawings, field alteration requests, contractor estimates for payment, recapitulation of over/under runs, and preparation of record drawings

Basis of Payment will be a lump sum fee based upon a negotiated scope of services and level of effort anticipated for the services to be provided. ***Bexar County anticipates the selection of five (5) engineering teams to provide the required professional design services for the five (5) transportation improvement projects. Project assignments to successful firms will be at the discretion of Bexar County.***

Five (5) copies of the Statement of Qualifications (SOQ) and one (1) PDF copy must be received no later than **4:00 pm on Friday, October 29, 2021**. SOQs must be addressed as follows:

David R. Wegmann, P.E., CFM
Engineering Services Manager
Bexar County Public Works Department
1948 Probandt Street
San Antonio, TX 78214

Statement of Qualifications for:

PROFESSIONAL ENGINEERING SERVICES FOR: FY 2021-22 COUNTYWIDE CAPITAL IMPROVEMENT PROJECTS

Bexar County expressly reserves the right to accept or reject any and all statements submitted, is under no legal requirement to execute a resulting contract on the basis of this solicitation, 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 Statements 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, October 13, 2021** and shall be directed to David R. Wegmann, P.E., CFM, at the above address or emailed to dwegmann@bexar.org.

Supplemental information relative to this project (if any) may be located on the County's Website at <https://www.bexar.org/1380/Public-Works-Department>.

REQUEST FOR QUALIFICATIONS

1 GENERAL INFORMATION

1.1 PURPOSE: This Request for Qualifications (RFQ) provides licensed civil engineering professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications (SOQ) to design street and drainage improvements for the transportation improvement projects. Design and construction of these projects will be supported with **NO** State or Federal funding.

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., CFM, Engineering Services Manager, is the contact person for this RFQ.

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

1.3.1 Pearsall Road Phase I – Precinct 1

Limits: Kearney Rd to LP 1604

Construction Cost Estimate: \$6 Million

Scope: Expand from an existing two-lane roadway to a three-lane rural roadway section with necessary operational and drainage improvements.

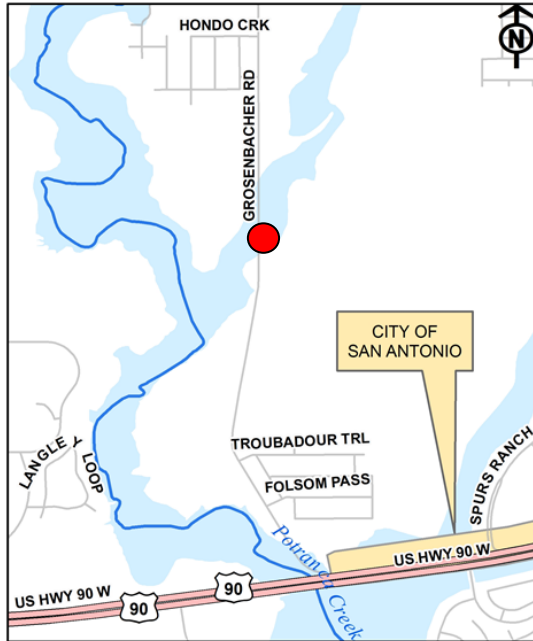


1.3.2 Grosenbacher Road Low Water Crossing – Precinct 1

Limits: Grosenbacher Road at Unnamed Tributary 15 to Potranca Creek

Construction Cost Estimate: \$3 Million

Scope: This low water crossing is frequently flooded as the existing drainage structure is undersized and cannot provide safe access to vehicular traffic. This project will replace existing 30" corrugated metal pipe with a structure capable of passing the 1% storm event. This project may also include channel improvements and USACE permitting.

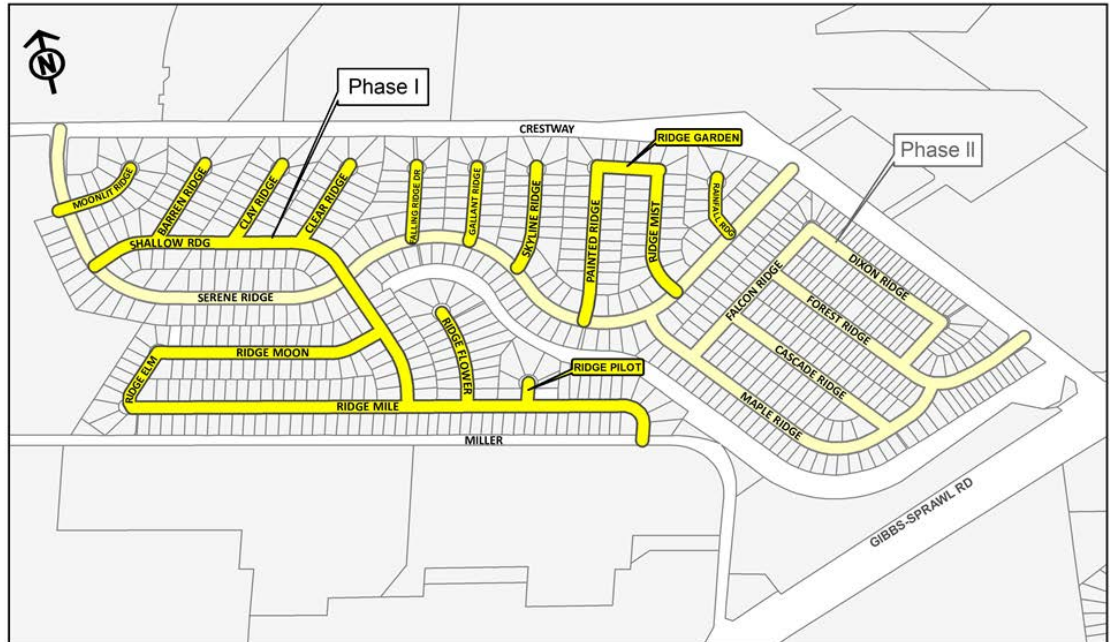


1.3.3 Crownwood Subdivision, Phase I – Precinct 4

Limits: Ridge Flower, Shallow Ridge, Painted Ridge, Ridge Moon, Ridge Mist, Ridge Pilot, Ridge Mile, Ridge Elm, Moonlit Ridge, Gallant Ridge, Clear Ridge, Clay Ridge, Falling Ridge, Rainfall Ridge, Barren Ridge, Skyline Ridge, & Ridge Garden

Construction Cost Estimate: \$5 Million

Scope: Reconstruct residential street in the Crownwood Subdivision to include curb, five-foot sidewalks, necessary drainage, ADA compliant ramps and driveway approaches.

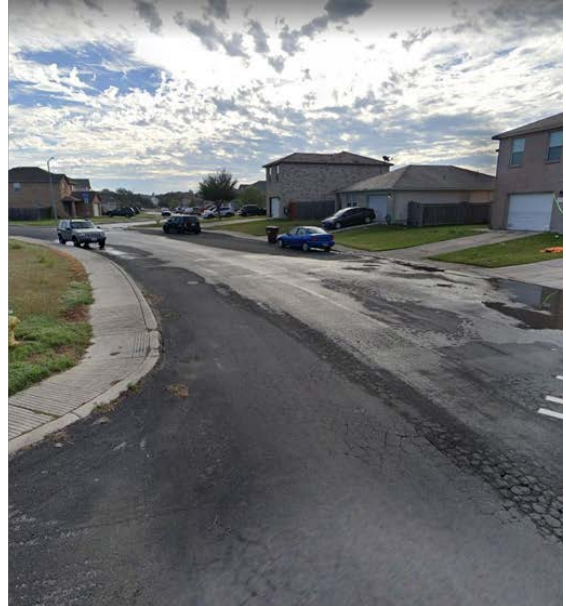


1.3.4 Ventura Heights Subdivision – Precinct 4

Limits: Heights Valley, Meadow Ash, Maple Meadow, Hikers Hollow, Steep Valley, Valley Pass, & Ventura Way

Construction Cost Estimate: \$2 Million

Scope: Reconstruct residential street in the Ventura Heights Subdivision to include curb, five-foot sidewalks, necessary drainage, ADA compliant ramps and driveway approaches.



1.3.5 Sierra Sunset – Precinct 4

Limits: Foster Road to end

Construction Cost Estimate: \$7 Million

Scope: Reconstruct the existing roadway including three twelve-foot travel lanes, six-foot shoulders, curb and full width sidewalks for improved connectivity and safety.



Real estate acquisition is not anticipated for the listed projects. Civil engineering, environmental, public outreach, and survey services will be required. Design consultant will also conduct any necessary SUE and geotechnical services as well as other necessary general engineering services. Supplemental information relative to this project (if any) may be located on the County's Website at <https://www.bexar.org/1380/Public-Works-Department>.

1.4 SERVICES REQUIRED: The services required of the selected firm 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 the project listed above.
- 1.4.2** Provide the environmental services required to assess and obtain all necessary permits for the project.
- 1.4.3** Coordination with the public, homeowner's associations, and other area stakeholders to solicit input and develop a consensus for the project.
- 1.4.4** Provision of all horizontal and vertical survey, necessary SUE survey, preliminary, intermediate, and final design plans and specifications to include streets, drainage, bridges, utility locations, environmental clearance, right of way survey, and provide coordination with utilities and other regulatory entities to secure approval of designs.
- 1.4.5** Preparation of bid package, bid tabulation, periodic observation of construction, evaluation of laboratory reports, review of shop drawings, field alteration requests, contractor estimates for payment, recapitulation of over/under runs, and preparation of as-built drawings.

2 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

- 2.1 SOQ PROJECT FOCUS:** Consultant qualifications will be based upon information provided in adherence to the requirements of Section 3 – INFORMATION REQUIRED FROM SERVICE PROVIDER and scored on the criteria provided in Section 4 – SELECTION CRITERIA. **For the purpose of this RFQ, the proposing firm shall tailor Section 3.4 – PROJECT APPROACH/WORK PLAN to reflect the firm’s approach to performing the specific services required for Sierra Sunset – Foster Road to end. Consultant selections for the five (5) individual capital improvement projects will be based solely on this criterion.**
- 2.2 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.***
- 2.3 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 3.7 Certification, will be included in the fifteen (15) page limit. Resumes will be limited to one (1) page and included in the appendix.
- 2.4 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.
- 2.5 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.
- 2.6 INCURRING COSTS:** The County is not liable for any cost incurred by the service provider prior to issuance of a contract.
- 2.7 INQUIRIES:** Questions regarding this RFQ must be submitted in writing to the issuing office or department. Any inquiries relating to this RFQ must be submitted in writing and received no later than **4:00 p.m. on Wednesday, October 13, 2021**. 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 <https://www.bexar.org/1380/Public-Works-Department> no later than **5:00 p.m. on Friday, October 15, 2021**.

Any necessary request for clarification, delineation, or explanation of a company's

SOQ will be made in writing by the Director of Public Works/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.

2.8 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 <https://www.bexar.org/1380/Public-Works-Department>.

2.9 RESPONSE DATE: To be considered, SOQs must arrive at the issuing office or department no later than **4:00 p.m. on Friday, October 29, 2021**. Service providers mailing SOQs should allow normal mail delivery time to ensure timely receipt of their SOQ.

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

2.10.1 An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;

2.10.2 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 project;

2.10.3 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.

2.11 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.

2.12 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.

2.13 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.

2.14 PRIME CONSULTANT 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., CFM
Engineering Services Manager
Bexar County Public Works Department
1948 Probandt Street
San Antonio, TX 78214

Statement of Qualifications for:

**PROFESSIONAL ENGINEERING SERVICES FOR:
FY 2021-22 COUNTYWIDE CAPITAL IMPROVEMENT PROJECTS**

(Date of submittal)

3.2 LETTER OF TRANSMITTAL: The transmittal letter must include:

- 3.2.1** Brief statement of understanding of the work to be performed and a positive commitment to perform the work in an expedited fashion.
- 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 the project. Resumes must state where each individual is officed (city and state) from. State what task these individuals were assigned and responsible for on each project represented in the resumes. Resumes will be limited to one (1) page each and included in the appendix.
- 3.3.3** A list of relevant projects completed within the last eight (8) years or under design by the firm of similar scope to the proposed project with approximate construction costs and dates completed. State if the firm was either a prime or a sub-consultant. State what task(s) the firm was assigned and responsible for on each project. Provide client reference with name, address and phone number.

3.3.4 A list of references complete with names, addresses, and phone numbers. This information should be provided for the project manager, the prime consultant and all sub-consultants.

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

Since April 2001, Commissioners Court has established a Small, Minority and Women Owned Business Enterprise (SMWBE) Program with participation targets of 20% for Minority, and/or Woman-owned Business Enterprises (MWBE) and/or a minimum of 30% for Small Business Enterprises (SBE). Procurement and contracting dollars spent with a MWBE that also is a SBE will be counted in both categories.

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>Sub-Consultant #1</i>												
<i>Sub-Consultant #2</i>												
<i>Sub-Consultant #3</i>												
<i>Sub-Consultant #4</i>												
<i>Sub-Consultant #5</i>												

3.3.6 A statement of the extent to which the individual or organization has a place of business within Bexar County and the percentage work expected to occur at this place of business for this project. If the majority of work for this project will be performed at an office located outside of Bexar County, please provide the location of the office.

3.4 PROJECT APPROACH/WORK PLAN: Identify and outline what the firm proposes 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 a schedule of work to be performed with appropriate milestones. Present a discussion of the Service Provider's understanding of the necessary services through construction 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. Provide a thorough understanding of the development of a project of this nature, as well as possible design alternatives and potential cost savings specific to this project. Flood and congestion mitigation is critical, so time is of the essence in the development of this 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 proposes to manage the project. Provide general information on the organization and management processes of the firms 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? 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

Date

Seal:

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 understanding, 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 issues and challenges, 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 relevant design experience and training to perform the work.
- 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 (15%)** - 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 (40%)** - The extent to which the firm has developed a work plan 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 permitting Owner choices taking into consideration first cost, long-term cost and maintenance factors.
- 4.6 Previous Performance (5%)** - Previous performance with Bexar County and other governmental or institutional clients.
- 4.7 Management Plan (5%)** - An organizational structure and management plan for the project that will be highly responsive to the needs and interests of the County.