

**REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING SERVICES FOR  
GRIMES COUNTY, TEXAS  
OFF-SYSTEM ROADWAY IMPROVEMENT PROJECTS**

Grimes County is seeking to enter into a professional service contract with a registered engineering firm for the Off-System Roadway Improvement Projects awarded to Grimes County from the Texas Department of Transportation (TxDOT).

PROJECT LOCATIONS

Roadway improvements are proposed at the following locations in Grimes County, Texas:

- CSJ No. 0917-17-057 – County Road 172 from the current terminus of County Road 172 to FM 244
- CSJ No. 0917-17-059 – County Road 302 from FM 1774 to FM 362
- CSJ No. 0917-17-060 – County Road 419 from FM 379 to County Road 452
- CSJ No. 0917-17-061 – County Road 215 from FM 1774 to 0.8 Miles Northeast

SCOPE OF WORK

Project location maps and budgets are included in Exhibit A. The engineering contract will encompass all project related engineering services, including but not limited to the following:

- Surveying for design and construction;
- Environmental services;
- Preliminary and final design plans and specifications;
- Construction management (assistance with bidding, preparing contract documents, construction inspection and testing) and
- Other special engineering services as needed.

STATEMENT OF QUALIFICATIONS

Grimes County is seeking to contract with a competent engineering firm, registered to practice in the State of Texas that has experience in the following areas:

- Locally funded public works projects;
- Federally funded construction projects;
- Public transportation-related projects and
- Projects located in this general region of the state.

PROPOSED COST OF SERVICES

Compensation for services will be in a lump sum contract for all services contracted in accordance with accepted practice and applicable program guidelines. Should your firm be selected, the fee will be negotiated with the County. The amount of compensation will be per applicable TxDOT guidelines. Grimes County will not use competitive bidding procedures as criteria for entering into such a contract, as this would violate the Texas Government Code, Chapter 2254, as amended.

EVALUATION CRITERIA

The firm who is deemed the most qualified shall be recommended to be awarded the contract. This is subject to the firm meeting the reasonable, responsive and responsible tests, according to federal procurement procedures. The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	20
Capacity to Perform	<u>20</u>
Total	100

1. Experience of Proposing Firm (60 points): The type of experience desired: public construction management, past experience with locally funded public works construction projects, state and/or federally funded local works construction projects, and public transportation projects. The submitting firm must supply a list of three (3) individual clients for which similar work was accomplished to serve as reference regarding the success and capabilities of the firm's past services.
2. Work Performance (20 points): Performance to serve as reference regarding the success and capabilities of the firm's/person's past services will be assessed. Performance may include completing project activities on schedule, completing work within budget, and quality of work similar to that proposed. Proposals should reflect the prospective firm's understanding of the problems involved and the approach for implementation of the TxDOT program. The selected firm will be required to show proof of professional liability insurance coverage.
3. Capacity to Perform (20 points): Capacity will be evaluated in the terms of number and type of staff to be assigned tasks, staff experience, and staff time availability. The prospective firm must provide a proposed timeline for submission to TxDOT of plans at 20%, 60%, and 100% completion, anticipated bidding schedule, and duration of construction. The prospective firm shall supply a list of staff personnel, including subcontractors, to be utilized in carrying out the contract and a resume on each individual expected to be assigned to the project. A Professional Engineer is required to participate as a lead manager on the project.

Five (5) copies of the document should be supplied to the County.

AWARD

The County reserves the right to negotiate with any and all engineering services firms that submit qualifications, per the Texas Professional Services Procurement Act, as amended and the Office of Management and Budget Circular No. A-102. Responding engineering services firms will be notified if an oral presentation is necessary.

The engagement process is summarized as follows:

Requests for Qualifications (RFQs) will be published as legal notices two (2) times in the local paper (the Navasota Examiner) and sent to selected Disadvantaged Business Enterprises (DBEs) Listed on the Texas Unified Certification Program DBE Information Directory.

1. The County will open and review submissions.
2. The Review Committee will score/rank qualifications according to the qualifications rating sheet criteria and prepare a recommendation to the Commissioners Court. Proposals and ranking will be submitted and recommended to the Commissioners Court for consideration at the next regularly scheduled Commissioners Court meeting after the scoring meeting.
3. At the next regularly scheduled Commissioners Court meeting, the Commissioners will advise the Road and Bridge Administrator to begin negotiations with the highest scoring firm and will authorize the County Judge to execute an agreement following successful negotiation. Proposing firms will not be required to attend the Commissioners Court meeting.
4. Following successful negotiations, the County Judge and engineer will execute an agreement

If the negotiations with the highest scoring firm are not successful, the Road and Bridge Administrator will conclude negotiations with that firm and contact the next highest scoring firm and begin negotiations with that firm.

Grimes County will ensure that a qualified consultant is obtained through an equitable selection process and the prescribed work is properly accomplished in a timely manner at a reasonable cost.

Grimes County is an Affirmative Action/Equal Opportunity Employer and reserves the right to reject any and all proposals, extend the RFQ deadline, and/or to waive formalities in our selection.

#### DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL

This is a federally funded contract without an assigned DBE goal; the contract will include a race-neutral DBE (no assigned DBE goal) provision to provide for the reporting of DBE utilization, if used, to satisfy TxDOT DBE utilization reporting requirements. Remember, the DBE goal can be achieved using the prime provider, the subproviders or both.

#### SUBMISSION

Responses must be submitted to Scott McKinney, Road and Bridge Administrator, Grimes County, 1010 Highway 90 South, P.O. Box 593, Anderson, Texas 77830 and received no later than 4:00 p.m., Thursday, August 19, 2010. A total of five (5) copies of the Statement of Qualifications package must be submitted to Grimes County for review.

#### WITHDRAWAL OR DECLINE SUBMISSION

After careful consideration has been given to this request, should your firm find it necessary to decline submission, it is requested that such a denial be forwarded to the aforementioned address.

#### CONTACT FOR INFORMATION

Direct requests for additional information relating to this Request for Qualifications to Scott McKinney, Road and Bridge Administrator, Grimes County, 1010 Highway 90 South, P.O. Box 593, Anderson, Texas 77830, 936-873-4436, Fax: 936-873-9909.