

GILLESPIE COUNTY

REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING SERVICES -PFIESTER ROAD
BRIDGE RECONSTRUCTION

ALL QUALIFICATIONS PACKAGES MUST BE DELIVERED TO THE
OFFICE OF:

Larry Crump, Gillespie County Auditor
101 W. Main Street, Room 203
Fredericksburg, TX 78624-3700

Request for Qualifications: Engineering Services - Pfiester Rd. Bridge Reconstruction

Purpose

Gillespie County is seeking qualifications submittals from qualified vendors for Engineering Services related to reconstruction of the Pfiester Road Bridge. Photographs of the bridge are attached to this RFQ.

The requested services will consist of detailed road and bridge design generally consisting of overall plan preparation, surveying, hydraulic evaluations, floodplain modeling/permitting and FEMA LOMR process, reports preparation, right-of-way plans, utility right-of-way coordination, and specification preparation. The requested services will also include a structure selection report, geotechnical report, drainage report, and environmental services.

Gillespie County will use this information to select 3 of the most qualified consulting firms. Further details pertaining to the Project will be provided to the shortlisted consultants via a request for proposals (RFP). Any questions pertaining to this RFQ should be directed to Commissioner Dennis Neffendorf by emailing dneffendorf@gillespiecounty.org or calling 830-307-3443.

The selected consultant will perform engineering functions for which they must demonstrate qualifications. Work is to be conducted in close coordination with Gillespie County and will include but not be limited to:

- Design and engineering duties to produce Plans, Specifications and Estimate (PS&E) that can be used to advertise for the construction required to the bridge
- Funding for the bridge replacement may include TxDOT funding; therefore, the TxDOT design, review, approval and construction administration process will be followed. (kickoff/50%/90% review)
- Reports to Gillespie County on engineering design progress and conducting other requirement meetings.
- Engineering design for replacement of road and bridge facilities design in accordance with Gillespie County and TxDOT Standards
- Construction Bid Documents for advertisement that meet the Gillespie County and TxDOT Standards

To qualify for the selection, the submitting firm must have a professional engineer, registered in Texas, who can sign and seal work to be performed on the contract. To be considered for evaluation, firms should submit a specific statement of qualifications (SOQ) for the project. The submittal shall include a transmittal letter. Following the transmittal letter shall be a one page letter from each sub-consulting firm proposed in the submittal indicating that firm's desire to be included and indicating a general statement of the scope of services that the sub-consultant will perform if the submitting firm is selected.

The qualifications shall include:

- Specific technical capabilities of the firm(s) for the projects(s); including capability to perform hydrologic and hydraulic channel and storm water drainage analysis, including both:
 - Structural
 - Roadway
- Specific technical capabilities of the firm(s) for the project(s); include capability to design in accordance TxDOT criteria and Gillespie County criteria;
- Prior demonstrated experience in accomplishing similar projects;
- Demonstrated timeliness on similar projects and projected time to complete;
- Demonstrated ability to find cost saving/cost effective solutions;
- Specific qualifications of employees intended to be assigned on the project(s);
- Identification and qualifications of sub-consultants intended to be used on the project(s).

Gillespie County will review the submittals and recommend the most highly qualified submitting firms for selection. The RFQ's will be evaluated using a point system (100) on the following categories. The firms with the highest total score will be recommended for contract negotiations for each project. The following items are requested to be placed in order to allow easier review:

Prequalification

Statement of the financial stability of the firm

Firm - Responsiveness to the Request for Qualifications (40 points)

1. Background of the firms (15)
2. References (5)
3. Availability to this project for Gillespie County and timeliness of study completion (10)
4. Clarity and brevity of the response and requested information included and thoroughness of response to the requirements (10)

Hydraulic analyses and preparation of plans, specifications, and estimates (PS&E) relating to bridge construction in accordance with TxDOT requirements. (60 points)

5. Qualifications of key personnel (10) (resumes can be placed within an appendix)
6. Verifiable relevant experience within the last 5 years (20)
7. Understanding of the project (10)
8. Proposed Quality Control/Quality Assurance Program (5)
9. Creativity and thoroughness of proposed approach and/or methodology to providing services (15)

Disclosure (0 points, but firm may be rejected if not included)

1. List potential conflicts of interest (0)
2. Must include statement of conflict of interest (0).

QUALIFICATIONS FORMAT AND CONTENT:

- A. Consultants are urged to submit concise qualifications, appropriate to the scale of the project and only include items that are relevant to this specific project. Qualifications packages are limited to 7 pages total. Please index and number all pages. A responsive qualifications package must address all of the following points:
1. Letter of Interest – Provide a letter of interest and statement of commitment from the Firm’s principal.
 2. Firm Description
 - a. Contact Information
 - b. Name of firm
 - c. Complete address
 - d. Contact person and Title
 - e. Telephone number
 - f. Fax number
 - g. Website
 - h. Corporate structure and office location that will oversee this project.
 3. Brief History of the firm.
 - a. Provide a brief description of the firm including years in business, total number of employees, type of projects highlighting any specialization, number and location of offices, type of organization with names of owners/partners/principals and any other general information.
 - b. Is your firm currently for sale or involved in any transaction to expand or to become acquired by another business entity? If so, explain the impact on the firm and this project both in organizational and directional terms.
 4. Financial and insurance information:
 - a. Provide a statement of the financial stability of the firm.
 - b. Provide bank reference(s).
 - c. Is your firm currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify dates, details, circumstances and prospects for resolution.
 - d. Provide the following information related to your General Liability Insurance and your Professional Liability Insurance:
 - i. Name of Carrier
 - ii. Contact information
 - iii. Coverage limits
 - iv. Deductible
 5. Experience and Services
 - a. Describe the firm's history providing hydraulic analysis services and any other related services.
 - b. Provide 2-3 examples of similar projects. For each of these projects:
 - i. Provide brief description of project, including construction cost.

- ii. Provide an owner, architect and builder reference familiar with the firm's performance on the project and their contact information.
 - iii. List the services provided for each project.
6. Project Team - Designate the specific individuals to fill key roles on the project and include their resumes.

SELECTION PROCESS:

All qualifications will be evaluated based on project experience, client, engineer references, the firms' qualifications and qualification of the individuals proposed as well as the financial condition of the firm.

ADDENDA:

Any addendum to this Request for Proposals will be posted on the County's website, www.gillespiecounty.org. It is the responsibility of each responding firm to check the website for any addenda.

SCHEDULE OF EVENTS

The following is a schedule of events which the project is expected to follow. These dates may change slightly.

- Wednesday, June 10, 2020 Issue RFQ, posted on County website
- **Friday, June 26, 2020, 10 a.m.** Responses received by County
- Monday, July 13, 2020 Commissioners Court approval of the top three engineering firms

Qualifications Submittal and Selection:

1. All qualification packages, consisting of three (3) copies, 1 original and one pdf copy on disk, sealed in a single package and marked "Qualifications Enclosed" must be received not later than **10:00 am on June 26, 2020. Late qualifications will not be considered.**
2. Costs of preparation of qualifications will be borne by the submitting firm.
3. Selection of qualified firm will be in accordance with Texas Government Code section 2254.004, procedure for awarding professional contracts.
4. This request does not constitute an offer of employment or to contract for services.
5. The County reserves the option to reject any or all request for proposals, wholly or in part, received by reason of this request.
6. The County reserves the option to retain all proposals, whether selected or rejected.
7. Selection will be made on the basis of the qualifications as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.

Sealed Statements of Qualifications (SOQ) addressed to Larry Crump, Gillespie County Auditor, will be received on **June 26, 2020** at the Gillespie County offices located at 101 W. Main Street, Room 203, Fredericksburg, TX. SOQ's must be in Gillespie County's possession on or before the aforementioned date and time (no late submissions will be accepted).

Engineering Services - Pfiester Rd. Bridge Reconstruction

The intent of soliciting this Request for Qualifications (RFQ) from qualified engineering firms with experience in roadway, structural and hydraulic design and preparation of plans, specifications, and estimates (PS&E) relating to bridge construction in accordance with TxDOT requirements.

SOQ's received past the aforementioned deadline will not be considered. The County will evaluate SOQ's and make a selection based on the firm's technical ability, experience, and ability to perform the work. The County will not provide compensation or defray any costs incurred by any firm related to the response to this request. The County reserves the right to negotiate with any and all persons or firms. The County also reserves the right to reject any or all SOQ's, or to accept any deemed most advantageous, or to waive any irregularities or informalities in the SOQ's received, and to revise the process schedule as circumstances arise.

The complete Request for Qualifications can be downloaded from the County's website at www.gillespiecounty.org. It is the downloader's responsibility to check the website for addendums and additional information.

Submittals must be clearly marked: **Engineering Services -Pfiester Rd. Bridge Reconstruction**

Submitted to: Larry Crump, Gillespie County Auditor
101 W. Main St., Room 203
Fredericksburg, TX 78624