



Request for Qualifications (RFQ)

RFQ # 2020-008

"Civil Engineering Services for Tex Mex Parking Lot Project"

Due: March 25, 2020 at 10 am or before

Notice is hereby given that Webb County is seeking Requests for Qualifications to solicit for civil engineering services for assistance with the conceptual design and layout of the current Tex-Mex Property parking lot project located at the intersection of Convent Ave. and Washington St. Laredo, TX 78040. Current parking lot design includes a total of ninety-two (92) parking spaces which consist of eighty-seven (87) parking spaces, four (4) handicap spaces and one (1) compact/motorcycle space. Existing design calls for an access control entrance on the Northwest corner of property and the exit is located on the Northeastern corner of property (See Exhibit for existing layout of parking lot).

The accompanying RFQ with its terms, conditions, attachments and all other forms in this RFQ package are due by or **before 10 am (Central Time) on March 25, 2020. *RFQ received after the due date and time will not be accepted.*** All RFQ meeting the required deadline will be read publicly at the following location in accordance with Webb County Purchasing Policies and Procedures:

Webb County Purchasing Department
1110 Washington Street, Suite 101
Laredo, Texas 78040

RFQ solicitation can be viewed at the following online address. Interested firms may submit their proposals by registering on Webb County's eBid site and uploading their file to our Response Attachments tab. Should anyone need assistance please contact Mr. Juan Guerrero, Contract Administrator at (956) 523-4125.

<https://webbcountyebid.ionwave.net/Login.aspx>



Webb County reserves the right to reject any and all RFQ proposals, to waive informalities in the RFQ process, or to terminate the RFQ process at any time, if deemed in the best interest for Webb County.

THIS FORM MUST BE INCLUDED WITH RFQ PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFQ PACKAGE AND SIGN BELOW TO CONFIRM SUBMITTAL OF EACH REQUIRED ITEM.

**RFQ # 2020-008
“Civil Engineering Services for Tex Mex Parking Lot Project”**

Proposer Information

A minimum of five (5) references with whom the firm has performed substantially similar services described in this document.

Conflict of Interest form (Form CIQ)

Certification regarding Debarment (Form H2048)

Certification regarding Federal lobbying (Form 2049)

Code of Ethics Affidavit

Proof of No Delinquent Tax Owed to Webb County

Signature of person authorized to sign RFQ

Date

Table of Contents

1. Scope of Services.....	pg. 4
2. Proposal Preparation Cost	pg. 4
3. Term of Agreement	pg. 4
4. Qualification Requirements.....	pg. 4
5. Disqualifications	pg. 4
6. Conflict of Interest Statement.	pg. 4-5
7. Texas Ethics Commission Requirement Statement.	pg. 5
8. Code of Ethics Policy	pg. 5
9. General Conditions	pg. 5
10. RFQ Evaluation.	pg. 6
11. Selection Team.	pg. 6
12. RFQ Schedule.	pg. 6
13. Special Accommodations.	pg. 7
14. Proposer's Information.....	pg. 8

1. Scope of Services

Notice is hereby given that Webb County is seeking Requests for Qualifications to solicit for civil engineering services for assistance with the conceptual design and layout of the current Tex-Mex Property parking lot project located at the intersection of Convent Ave. and Washington St. Laredo, TX 78040. Current parking lot design includes a total of ninety-two (92) parking spaces which consist of eighty-seven (87) parking spaces, four (4) handicap spaces and one (1) compact/motorcycle space. Existing design calls for an access control entrance on the Northwest corner of property and the exit is located on the Northeastern corner of property (See Exhibit for existing layout of parking lot).

2. Proposal Preparation Cost

The County will not reimburse any proposer for any costs involved in the preparation and submission of proposals, amendments or other relevant documents associated with the RFQ.

3. Term of Agreement

To be Determined after selection and award of the most qualified firm.

4. Qualification Requirements

Respondents to this RFQ are required to demonstrate the following capabilities:

- A. Firm must demonstrate experience providing requested services for similar projects of scope and scale by providing three (3) recent examples of projects completed on budget and on time.
- B. Methodology that firm will use to conduct work outlined in the RFQ and evidence of ability to perform the work described herein.
- C. Firm must demonstrate its proposed team of qualified, experienced staff member(s) that will be directly involved with this project. Resumes of each team member(s) should be included with RFQ package.

5. Disqualification

Reasons for disqualification include, but are not limited to:

- Failure to provide any information requested in this document.
- No pricing is permitted for this RFQ. Any pricing provided will cause disqualification of RFQ submittal.

6. Conflict of Interest

The contract or contracts in this solicitation are subject to Texas Govt. Code Sec. 2261.252(b), which prohibits the Webb County from entering into contracts with certain private vendors in which certain Webb County officers and employees have a financial interest. Each respondent shall include in its proposal a statement that it is not prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt. Code Sec. 2261.252(b).

Webb County requires that its consultants and sub consultants be able to work solely in Webb County's interest, without conflicting financial or personal incentives. Webb County reserves the right to disqualify any prime provider or sub providers, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the prime provider's or sub providers' duty to act solely in the interest of Webb County.

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee.

The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving Webb County, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a sub provider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

7. Texas Ethics Commission Requirement Notification

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

A signed and notarized Form 1295 shall be tendered to Webb County by providers selected to receive a contract prior to contract execution. Webb County will not evaluate the information provided, or respond to any questions on how to interpret the Texas Ethics Commission's rules.

For additional information, please reference the Texas Ethics Commission webpage at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

8. Webb County Purchasing Code of Ethics Policy

The County of Webb will ensure that it will promote and enforce proper ethical conduct by all Vendors, Procurement Officials, Elected Officials and County employees directly or indirectly involved in the procurement process. All vendors wishing to participate in any solicitation must sign and notarize the affidavit form included as part of this solicitation package and upload with your electronic submission. Failure to submit form will disqualify your bid or proposal package from being considered. [The Ethics Policy](#) can be viewed at the Webb County Purchasing Agents website for vendors to read prior to signing and submitting the affidavit form.

9. General Conditions

Interested Firms shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the firm's responsibility to obtain any additional information it deems necessary to submit in its RFQ proposal, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

Questions regarding this Request for Qualifications are to be submitted to in writing through eBid by utilizing the "Questions Tab" in the Bid Event before the due date and time **(See section 12)**.

Each question, along with the County's response will be provided in writing thru eBid to all prospective firms. Any verbal communication regarding this request for qualifications will be considered non-binding on either party.

10. RFQ Evaluation

This RFQ will be evaluated base on the following criteria. No pricing/cost factors are permitted in this RFQ submittal until after an award by Commissioners Court to the highest qualified proposer.

▪ Firms Overall Experience	45 points
▪ Team Qualifications (Assigned personnel only)	35 points
▪ List previous projects completed in the past 3 years (similar in scope)	15 points
▪ 5- References (former Clients where similar work has been completed)	<u>5 points</u>
Total points	100

During the RFQ process, firms may be required to attend interviews, give presentations as requested to the evaluation committee. The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by committee:

- Review all RFQs received for compliance with RFQ terms and conditions.
- Prepare a comparative summary of Qualifications.
- Prepare a preliminary ranking of RFQs using a quantitative method based on the criteria presented in the RFQ document and other criteria as directed by committee.
- Conduct reference checks.
- Request clarification from firms.
- Attend and participate in interviews with firms who submitted RFQ packages by deadline.
- Prepare a final ranking of RFQs proposals.

11. Evaluation Team

The following Webb County employees are involved in the selection process for this procurement:

- Mr. Jose L. Neira, Road & Bridge Director
- Mr. Luis Perez Garcia, County Engineer
- Mr. Leroy Medford, Executive Administrator to Commissioners Court

Note: Do not contact these individuals about this active solicitation. Since the procurement process has started, these Webb County employees will not respond to questions about this procurement, all inquiries must comply with Section 8 (General Conditions).

12. RFQ SCHEDULE

Activity	Time	Date	Responsible Party
Public Notice/Newspaper	N/A	Mar 11 th , Mar 18 th	Webb Co. Purchasing Dept.
RFQ on eBid Website	N/A	Mar 9 th - Until awarded	Webb Co. Purchasing Dept.
Questions Due to County	N/A	N/A	Proposer/Contractor
Posting of Answers	N/A	N/A	Webb Co. Purchasing Dept.
Sealed Qualifications Due	10 am	Mar 25 th	Proposer/Contractor
Evaluation of Qualifications	TBD	Mar 25 th – 27 th	Webb Co. Evaluation Team
Award of Contract	TBD	TBD	Governing Body
Finalization of Contract Doc	TBD	TBD	Webb County/Contractor
Commencement of Service	TBD	TBD	Webb County/Contractor

***Footnote:** County reserves the right to adjust time and dates on above projected schedule if it is in the best interest for Webb County.*

13. Special Accommodations

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Mr. Juan Guerrero, Purchasing Contract Administrator at (956) 523-4125 or email at

juguerrero@webbcountytexas.gov



Proposer Information

Name of Company: _____

Address: _____

City and State _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign:

Signature

Print Name

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)

Note:

All submissions relative to these RFQ shall become the property of Webb County and are nonreturnable.