

**EXHIBIT A**

**REQUIREMENTS**

**HIDALGO COUNTY  
REQUEST FOR QUALIFICATIONS**

**ENGINEERING SERVICES**

The County of Hidalgo is seeking to enter into an engineering services contract(s) with a state-registered (Texas) engineering firm. The Term Of Negotiated Contract will be for a period of One (1) Year, or upon completion of project(s) unless project specific for more than one (1) year. The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of **“ENGINEERING SERVICES-HIDALGO COUNTY-REQUEST FOR QUALIFICATIONS”** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, \_\_\_\_\_**. **ANY RFQ RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFQ Number:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
100 E. Cano, 4th Floor  
Edinburg, Texas 78539

**The Submittal Envelope Must Show The RFQ Number, Name And Acceptance Date.**

The following outlines the Request For Qualifications:

**SECTION I -GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 E. Cano, 4<sup>th</sup> Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, \_\_\_\_\_ at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, \_\_\_\_\_. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**PROPOSER’S AFFIDAVIT:** Respondents to this RFQ must submit a signed Proposer’s Affidavit (attached herein in Exhibit “D”) certifying that the submission is (1) not the result of Collusion as described in the Proposer’s Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer’s Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer’s Affidavit.

**NON-DISCRIMINATION:** Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**PROCESSING TIME FOR PAYMENT:** Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

**ELECTRONIC TRANSMISSION OF BIDS:** Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

**SUBMITTER DEFAULT:** Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:** It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**RFQ DELIVERY:** Hidalgo County requires submitters, when hand delivering statements of qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope.

**SIGNING OF QUALIFICATIONS:** In order to be considered, all submittals **must** be signed. Please sign the original in **blue** ink.

**WAIVING OF INFORMALITIES:** Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**SUBCONTRACTING:** The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

## **SECTION II -RFQ REQUIREMENTS**

**REQUEST FOR QUALIFICATIONS:** The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original and seven (7) copies** of the RFQ shall be submitted to the address on the cover letter.

**CONTENTS:** The required contents for the RFQ are presented below in the order they should be

incorporated into the submitted document.

**UNDERSTANDING OF THE PROJECT:** This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

**FIRM QUALIFICATIONS:** The County of Hidalgo is seeking to contract with a competent engineering firm(s), registered and licensed to practice in the State of Texas, that has had experience in, but not limited to, the following areas:

- C Roadway, Bridge and General Design and Construction
- C Federal, State and County-funded construction projects
- C Solid Waste related projects
- C Geotechnical Engineering Projects
- C Mechanical Engineering Projects

Additionally, this section should include a description of the firm's project personnel and their most recent (and varied) projects. For each project, a client contact name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

What does your firm specialize in? \_\_\_\_\_

Minimum experience: Years? \_\_\_\_\_ Projects? \_\_\_\_\_

**PERSONNEL AND STAFFING:** The firm should provide an organizational chart and list the engineering projects it specializes in, as well as the different types of projects it has experience in. Include a summary paragraph of the types of project work each proposed staff member has performed. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

**REQUIRED CERTIFICATIONS AND SUBMITTAL:** This section will contain any licenses, certifications and assurance as required by the FEDERAL HIGHWAY ADMINISTRATION, the STATE OF TEXAS, HIDALGO COUNTY, LOCAL MUNICIPALITIES, etc. The engineering firm(s) should include copies of their Professional Liability Insurance.

**SCOPE OF SERVICES:** The engineering services contract will encompass all project-related engineering services to the County of Hidalgo including, but not limited to, the following:

- A.
  - C Route and Design Studies
  - C Social, Economic, Environmental Studies and Public Involvement
  - C Right of Way Maps and Data
  - C Utility Adjustments
  - C Surveying
  - C Pre-Design
  
- B.
  - C Roadway Design
  - C Drainage Design
  - C Solid Waste
  - C Signing, Markings and Signalization
  - C Traffic Control Plans
  - C Bridge Design
  - C Plans and Specifications
  - C Bid Preparation
  
- C.
  - C Building Design
  - C Plans, Drawings and Specifications
  - C Bid Package Preparation
  
- D.
  - C Construction Contract Management
  - C Conduct Construction Materials Engineering and Testing Services
  - C Design for New Construction
  - C Design for Alterations/Renovations
  - C Needs Assessment
  - C ADA Compliance
  - C Code Analysis
  - C Cost Estimating
  
- E.
  - C Soil/Rock and Foundation Studies
  - C Excavations and Trenches
  - C Dams and Cut or Filled Slopes
  - C Pavements
  - C Water and Waste Retention/Disposal
  - C Specialized Testing and Instrumentation

**Other Engineering Services include:** Project Development Management, Facility Analysis & Master Planning, Site Planning & Analysis, Roof Design, Parking Design, Security Design, Energy Conservation, Ventilation Design, Acoustical Design, Asbestos Abatement Monitoring, etc..

**Additionally, this section should include, but not restricted to the following information:**

- A. Firm name, address, phone number and person(s) to contact regarding the Statement of Qualifications.
- B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities. This should also include the following information:
  - 1. Copy of current license certification with state seal
  - 2. History of engineering certification from the State of Texas.
  - 3. List of projects related to the subject areas within the past year.
- C. List of in-State references including the name, address and phone number of the person most closely associated with the firm's prior project performance.
- D. Ability to commence services immediately after successfully negotiating a contract for services.
- E. Familiarity with the geographical area.
- F. Statement regarding an Affirmative Action Program.

**PROPOSERS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL:** The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected, submitter is to provide a fee proposal for the scope of work to follow.

**NUMBER OF COPIES TO BE SUBMITTED:** Hidalgo County requires **one (1) original submittal and seven (7) copies.**

### **SECTION III -SELECTION AND SCHEDULES**

**SELECTION PROCEDURES:** The RFQ shall be submitted according to the schedule below. The respondent should be able to submit a Cost Proposal on short notice at a later time.

**PROPOSAL RANKING:** Departmental Committees will evaluate and rank the written RFQs on a per project basis. After the RFQs have been ranked, the respective department will make a recommendation to the Hidalgo County Commissioners' Court.

**NEGOTIATION PROCESS:** If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The County of Hidalgo reserves the right to reject any and all RFQs.

**RFQ SUBMITTED TO:** An original and seven (7) copies of RFQs should be submitted to:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department

Administration Building  
100 E. Cano, 4<sup>th</sup> Floor  
Edinburg, Texas 78539

RFQs must be submitted by **no later than 9:30 a.m. on Wednesday, \_\_\_\_\_**.

All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

**EVALUATION:** The evaluation system consists of a 100-point system. The firms will be ranked after evaluation. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation will be based on the criteria outlined in Exhibit B.