

EXHIBIT "A"

REQUIREMENTS

HIDALGO COUNTY
REQUEST FOR QUALIFICATIONS and PROPOSALS

Hidalgo County and All Funding Sources-
"Construction Materials Testing"

RFQ No.:2006-363-11-08-ROL

Hidalgo County is inviting statements of qualifications from qualified Independent Testing Laboratories to provide for Construction Materials Testing for Hidalgo County. **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 County of Hidalgo is seeking to enter into a requirements contract(s) with a state registered (Texas) laboratory. The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provision of **HIDALGO COUNTY AND ALL FUNDING SOURCES-“CONSTRUCTION MATERIALS TESTING”** as specified herein. Statements of qualifications will be accepted until **9:30 A.M., WEDNESDAY, NOVEMBER 11, 2006.** **ANY RFQ RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver RFQ&P No. 06-363-11-08-ROL Submittal to:

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

The Submittal Envelope Must Show the RFQ Number, Name and Acceptance Date.

The following outlines the Request for Qualification:

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 East Cano, 4th Floor, Edinburg, Texas 78539. **ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN, Wednesday, October 25, 2006,** at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, **October 28, 2006.** **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

PROPOSER'S AFFIDAVIT: Respondents to this RFQ&P must submit a signed Proposer's Affidavit (attached herein in Exhibit E) certifying that the submission is **(1)** not the result of Collusion and 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 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&P) 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.

PROPOSAL DELIVERY: Hidalgo County requires submitters, when hand delivering 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 technician 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&P REQUIREMENTS & PROPOSALS

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

Contents: The required contents for the RFQ&P are presented below in the order they should be incorporated into the submitted document.

Project Understanding and Approach: 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 independent material testing laboratory, registered and licensed to practice in the State of Texas, that has had experience in, but not limited to, the following areas:

Roadway Material Production and Construction Inspection Testing
Inspection of Hot Mix and Concrete Plants
Drilling and Logging of Soil Borings
Acquisition and Testing of Samples of Existing Soils for the Planning, Design and Construction of Transporting Facilities
Roadway Construction Project located in Hidalgo County
TxDOT Certification

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. **A list of ongoing projects similar in scope under TxDOT procurement basis shall be included in an appendix.** For each project, a client contract 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 five (5) pages.

Personnel and Staffing: The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. **Indicate the number of engineers on staff.** Include a summary of the Project Manager's similar laboratory services and the similar material testing experience of the key personnel responsible for

the work categories identified in the Scope of Services. There is a one (1) page limitation for each biographic summary provided.

Required Certifications and Submittal: This section will contain any licenses and certifications as required by HIDALGO COUNTY, the STATE OF TEXAS, TxDOT, etc. The independent Testing Laboratories should add copies of their Professional Liability Insurance.

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

Hidalgo County is inviting qualifications from qualified Independent Testing Laboratories to provide construction materials testing services for the "Projects". **Name additional testing services that are sublet to other consulting firms.**

Minimum Qualifications for Independent Testing Laboratories include, but may not be limited to the following:

- Ability to perform Geotechnical Testing/ Investigation/ Drilling
- Ability to perform Environmental Services
- Ability to perform Soil Density Testing
- Ability to perform Surveying and Sampling Soils
- Ability to perform Materials Testing (Asphaltic and Concrete)
- Ability to perform Material Testing and Laboratory Analysis
- Ability to perform Hot Mix Plant Inspections and Testing
- Ability to perform Transportation Foundation Studies
- Ability to perform Building Foundation Studies
- Ability to perform Professional Liability Insurance for \$1 Million Dollars without limiting liability to Professional Fees
- k) **Average response time from your office to the job site**

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, proposer is to provide a fee proposal for the following scope of work.

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&P shall be submitted according to the schedule below.

Proposal Ranking: An Evaluation Committee will evaluate and rank the written RFQ & P's. After the RFQ & P's have been ranked, the Committee will make a recommendation to the Hidalgo County Commissioners' Court.

Negotiated Process: If negotiations prove unsuccessful with the number one ranked firm, the next highest ranked firm will be contacted. The County of Hidalgo reserves the right to reject any and all RFQ & P's.

Any contract awarded to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

PROPOSAL SUBMITTED TO: One (1) original and Seven (7) copies of RFQ & P's should be submitted to:

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

RFQ & P's must be submitted by **no later than 9:30a.m. on Wednesday, November 8, 2006.** 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 & P's submittal evaluation will be based on the criteria outlined in Exhibit B.

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EXHIBIT "B"

SELECTION CRITERIA

**HIDALGO COUNTY
REQUEST FOR QUALIFICATIONS and PROPOSALS**

**Hidalgo County and All Funding Source-
"Construction Materials Testing"**

RFQ No.: 2006-363-11-08-ROL

EVALUATION CRITERIA

RFQ & P EVALUATION CRITERIA

The submitter's RFQ & P will be evaluated based on the criteria presented below. These criteria will be scored on the scaled shown on the enclosed RFQ & P Evaluation Form.

1. Staffing of Project Team (25)

The firm should provide information on their proposed professional team members, e.e. applicable certifications/ registrations and other pertinent information that demonstrates their qualification to perform the contract. The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request for Qualifications and Proposal (RFQ & P). Similar experience gained through other clients should be sustained by reference. **Indicate the number of engineers on your staff. A list of ongoing project similar in scope under TxDOT procurement basis shall be included in an appendix.**

2. Experience of Project Team/ Ability to Commit Resources (25)

The provider shall designate experienced independent testing laboratory staff to completely and efficiently perform the work. The designated individuals (Project Manager and Key Personnel) may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership, reporting responsibilities and address how sub providers, if any, will fit into the management structure. Resumes of the key technical staff members, limited to two (2) pages per person must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also, in this selection, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

3. Methodology (25)

The RFQ & P should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

4. Understanding of Project/Similar Projects (25)

The proposal shall include the following:

Demonstrate and understanding of the scope of services
address appropriate Federal/State/Local regulations and policies
Identify information to be gathered or obtained

The firm should provide as much background as to it's experience in providing similar services to City, County, State (TxDOT) or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

RFQ & P EVALUATION FORM

<u>Selection Criteria</u>	*RIF Range	*RIF Max	<u>Score</u>
1. Staffing of Project Team	20-25	(25)	
2. Experience of Project Team Ability to Commit Resources	20-25	(25)	
3. Methodology	20-25	(25)	
4. Understanding of Project/ Similar Projects	20-25	(25)	
	Total <u>100%</u>	Total Score	

Provider: _____

Evaluator: _____ Date: _____

- The Relative Importance Factor (RIF) is the relative importance (or weight) of each criterion as it relates to the particular project, and must be within the specified acceptable range. The RIF is expressed as a percentage of the total importance of the project, and always totals 100%.