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HIDALGO COUNTY, TEXAS

REQUEST FOR QUALIFICATIONS (RFQ)
FOR PROFESSIONAL SERVICES
FOR THE HIDALGO COUNTY COMMUTER RAIL STUDY

Purpose

Hidalgo County is seeking Statements of Qualifications (SOQs) from qualified firms interested in providing professional engineering and planning services for the Hidalgo County Commuter Rail Study. This project will be funded through a grant under the American Recovery and Reinvestment Act (ARRA). Any contract awarded as a result of this solicitation is contingent upon release of funds from the Department of Energy (DOE) Energy Efficiency and Conservation Grant program.

Scope of Services

As part of its efforts to improve mobility, improve air quality, and reduce transportation-related energy consumption and greenhouse gas (GHG) emissions, Hidalgo County proposes to conduct a feasibility study for the development of a new passenger rail system connecting employment centers and major destinations throughout the County. The study will include identification of traffic patterns and possible locations for stations and park-and-ride facilities, evaluation of transit-oriented development opportunities, evaluation of operational characteristics of the system and potential vehicle technologies, development of gross estimates of project costs, and identification of project benefits. As part of this study, Hidalgo County seeks to further define the purpose and benefit of the project, identify potential partnership opportunities, and identify funding sources for project implementation.

Submission Requirements

Responses to this RFQ shall be received by <Insert Date>. Responses received after this date and time shall be deemed non-responsive and will

3 weeks

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not be accepted. Interested firms shall submit one (1) original and five (5) copies of the Statement of Qualifications (SOQs) for the type of work outlined in this RFQ. SOQs shall be limited to 15 pages single sided 8 ½" x 11" pages with a minimum font size of 12. No elaborate or special presentation brochures or marketing materials are expected.

Responses shall be delivered in a sealed box or envelope and clearly marked as follows:

Statement of Qualifications
Professional Services for the Hidalgo County Commuter Rail Study

Responses shall be delivered by U.S. Postal Service, Overnight/express mail, or hand delivery to the following Address:

Hidalgo County
Attention: <Insert Name>
<Insert Address>

Inquiries

All inquiries shall be submitted to <Insert Name> by email to <insert email address> or by facsimile <insert fax number>. Upon issuance of this RFQ, other employees or representatives of Hidalgo County shall not be contacted to discuss the contents of this RFQ. Failure to observe this restriction may result in disqualification of any subsequent SOQ.

Evaluation Criteria

Respondents must meet the following minimum qualifications:

- Demonstrated and recent experience in providing commuter rail planning, design, and environmental services
- Demonstrated experience working with the Federal Transit Administration (FTA)
- Demonstrated experience providing sustainability consulting services, energy conservation and reduction strategies, and/or greenhouse gas emissions reduction strategies for transportation agencies

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- Demonstrated experience and success in community advocacy and public outreach

SOQs will be evaluated based on the following criteria:

- Firm's experience providing similar services during the past five (5) years (40%)
- Experience and qualifications of the proposed key personnel (40%)
- Experience with and demonstrated knowledge of Department of Energy ARRA program requirements (10%)
- Quality management and quality control plan (10%)

Content

SOQs should be organized and contain the minimum content as described herein.

Section 1 - Company Narrative

Provide a narrative describing the firm's background and relevant experience and credentials. Include a summary of the firm's key advantages and benefits to the Hidalgo County Rail District for this project.

Section 2 - Staffing

Provide an organizational chart and staffing profiles for proposed key personnel that will be assigned to this project. Identify proposed sub-contractors and their role on the project team.

Section 3 - Project Experience

Provide detailed project descriptions of at least (5) projects performed during the past five (5) years that demonstrate the firm's ability to perform the services included in this RFQ.

Section 4 - Quality Management Plan

Provide a brief description of your firm's proposed quality management plan for this project, highlighting how your plan addresses budget, schedule, and quality management and control.

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General Requirements

1. Hidalgo County reserves the right to alter, amend, or modify any provision of this RFQ, or to withdraw this RFQ at any time prior to Contract award.
2. Hidalgo County reserves the right to waive minor informalities and irregularities in any SOQ received.
3. Hidalgo County reserves the right to reject any or all SOQs received.
4. Dates and times included in this RFQ are subject to change.
5. Hidalgo County reserves the right to select the highest ranking firm or to conduct interviews with shortlisted firms.
6. This contract is contingent upon release of funds from the Department of Energy (DOE) Energy Efficiency and Conservation Grant funding.

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