

Diana Martinez  
Mayor

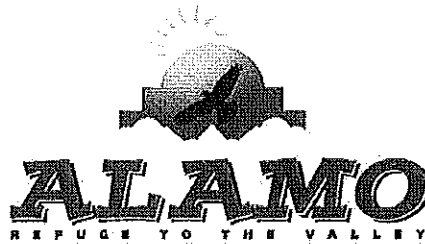
Eleazar Escobedo  
Mayor Pro-Tem

Pilar Garza  
Commissioner

Trino Medina  
Commissioner

Robert De La Garza  
Commissioner

Luciano Ozuna, Jr.  
City Manager



August 20, 2013

Diana R. Serna, Executive Director  
Hidalgo County Urban County Program  
Attn: Ester Gonzalez-Garcia  
3304 W. Alberta Rd.  
Edinburg, Tx 78539

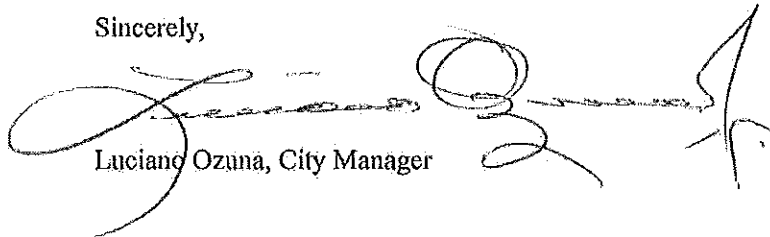
RE: Texas Department of Agriculture (TDA)  
Colonia Economically Distressed Areas Program (CEDAP) Contract No. 713005

Dear Ms. Serna:

Please accept this letter as the City of Alamo's formal request to submit an agenda item for the presentation of the scoring grid for the purpose of ranking professional service firms by Hidalgo County Commissioner's Court regarding the TDA - CEDAP Contract No. 713005 for first-time Rehabilitation: Single-Unit Sewer Services.

Should you have any questions or need additional information, please contact at (956)787-0006.x123.

Sincerely,



Luciano Ozuna, City Manager

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : ""Quintanilla Headley & Associates\***  
**Record Status: Active**

**No Search Results**

Texas Department of Agriculture (TDA)  
 2013 Colonia Economically Distressed Areas Program (CEDAP)  
 Colonias within City of Alamo ETJ  
 Engineering Services  
 TDA Contract No. 713005  
 Grading-Ranking Grid

Criteria	Quintanilla, Headley & Associates			R. Gutierrez Engineering			R.E. Garcia & Associates		
	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3
Professional Qualifications of Project Team	20	20	20	20	20	20	20	15	20
Experience of Project Team	25	25	22	25	22	23	25	25	12
Experience/Availability of Project Manager	20	20	17	20	20	16	20	20	12
Understanding of Project	25	24	25	24	25	25	24	23	25
Familiarity w/ Applicable Rules & Regulations	10	10	10	9	10	10	9	10	10
<b>TOTALS</b>	<b>100</b>	<b>99</b>	<b>94</b>	<b>98</b>	<b>97</b>	<b>94</b>	<b>98</b>	<b>93</b>	<b>79</b>
<b>AVERAGES</b>	<b><math>293 \div 3 = 97.67</math></b>			<b><math>289 \div 3 = 96.34</math></b>			<b><math>270 \div 3 = 90</math></b>		
<b>RANKING</b>									

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

---

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

**1. PROFFESIONAL QUALIFICATIONS OF PROJECT TEAM (20)**

The firms should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members responsible/assigned to assist County projects shall be identified in the organizational chart. Team members shall have experience in performing various types of contract for counties, cities, irrigation districts, or other clients as stated in the Request for Qualifications (RFQ). A list of, and scope of, the various projects, for comparative purposes, shall be included in an appendix.

**2. EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES (25)**

In addition to the Project Manager and the Professional Team Member(s), the provider shall designate experienced engineering staff to completely and efficiently perform the work, either through their own personnel, sub-providers or commitment to hire additional staff. 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. Résumés 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.

**3. METHODOLOGY (20)**

The RFQ 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 an understanding of the scope of services
- \* address appropriate Federal/State/Local regulations and policies
- \* identify information to be gathered or obtained

**Responsiveness to RFQ:**

- \* Response is Clear;
- \* Response is Well Organized;
- \* Easy to Evaluate;
- \* Appropriate to this RFQ

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

**5. FAMILIARITY WITH APPLICABLE RULES AND REGULATIONS (10)**

The RFQ should indicate through past experience of the proposed Team that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

Selection Criteria	Points	Score
<b>1. Professional Qualifications of Project Team (20 pts maximum)</b>		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points:		<b>TOTAL 20</b>
<b>2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)</b>		
➤ Designate engineering staff members in an appendix form	5	5
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	10
Comments/Rationale For Points:		<b>TOTAL 25</b>
<b>3. Methodology/Experience/Availability of Project Manager (20 pts maximum)</b>		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	5
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	10
Comments/Rationale For Points:		<b>TOTAL 20</b>
<b>4. Understanding of Project/Similar Projects (25 pts maximum)</b>		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	4
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	5
➤ Reference information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points:		<b>TOTAL 24</b>
<b>5. Familiarity with Applicable Rules and Regulations (10 pts maximum)</b>		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	4
Comments/Rationale For Points:		<b>TOTAL 9</b>
<b>Total Score</b>		<b>98</b>

Firm/Participant's Name: RE Garcia Associates  
 Evaluator: Jaime S. Sandaval Department: CPD  
 Project Name: CEDAP - City of Alamo Colonia Proj. Date: 8-15-13

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

Selection Criteria	Points	Score
<b>1. Professional Qualifications of Project Team (20 pts maximum)</b>		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points:		TOTAL <b>20</b>
<b>2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)</b>		
➤ Designate engineering staff members in an appendix form	5	5
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	10
Comments/Rationale For Points:		TOTAL <b>35</b>
<b>3. Methodology/Experience/Availability of Project Manager (20 pts maximum)</b>		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	5
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	10
Comments/Rationale For Points:		TOTAL <b>20</b>
<b>4. Understanding of Project/Similar Projects (25 pts maximum)</b>		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	4
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	5
➤ Reference Information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points:		TOTAL <b>24</b>
<b>5. Familiarity with Applicable Rules and Regulations (10 pts maximum)</b>		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	4
Comments/Rationale For Points:		TOTAL <b>9</b>
<b>Total Score</b>		<b>98</b>

Firm/Participant's Name: R Gutierrez Engineering Corp.  
 Evaluator: Jaime S. Sandoval Department: CPD  
 Project Name: CEDAP - City of Alamo Colonia Proj. Date: 8-15-13

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

Selection Criteria	Points	Score
<b>1. Professional Qualifications of Project Team (20 pts maximum)</b>		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points:		<b>TOTAL 20</b>
<b>2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)</b>		
➤ Designate engineering staff members in an appendix form	5	5
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	10
Comments/Rationale For Points:		<b>TOTAL 25</b>
<b>3. Methodology/Experience/Availability of Project Manager (20 pts maximum)</b>		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	5
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	10
Comments/Rationale For Points:		<b>TOTAL 20</b>
<b>4. Understanding of Project/Similar Projects (25 pts maximum)</b>		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	5
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	5
➤ Reference Information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points:		<b>TOTAL 25</b>
<b>5. Familiarity with Applicable Rules and Regulations (10 pts maximum)</b>		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	5
Comments/Rationale For Points:		<b>TOTAL 10</b>
<b>Total Score</b>		<b>100</b>

Firm/Participant's Name: Quintanilla, Bradley & Associates, Inc.  
 Evaluator: Jaime S. Sandoval Department: CPD  
 Project Name: CEDAP - City of Alamo Colonia Proj. Date: 8-15-13

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

*UCP-Copy*

<u>Selection Criteria</u>	<u>Points</u>	<u>Score</u>
<b>1. Professional Qualifications of Project Team</b> (20 pts maximum)		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points: <i>Meets all criteria</i>		<b>TOTAL 20</b>
<b>2. Experience of Project Team/Ability to Commit Resources</b> (25 pts maximum)		
➤ Designate engineering staff members in an appendix form	5	5
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	10
Comments/Rationale For Points: <i>Meets all criteria</i>		<b>TOTAL 25</b>
<b>3. Methodology/Experience/Availability of Project Manager</b> (20 pts maximum)		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	5
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	10
Comments/Rationale For Points: <i>Meets all criteria</i>		<b>TOTAL 20</b>
<b>4. Understanding of Project/Similar Projects</b> (25 pts maximum)		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	5
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	4
➤ Reference Information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points: <i>Meets most criteria, but needs to improve organization of information</i>		<b>TOTAL 24</b>
<b>5. Familiarity with Applicable Rules and Regulations</b> (10 pts maximum)		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	5
Comments/Rationale For Points: <i>Meets all criteria</i>		<b>TOTAL 10</b>
<b>Total Score</b>		<b>99</b>

Firm/Participant's Name: Quintavilla, Herdley & Ass. Inc.  
 Evaluator: ANTONIO BARRIO Department: UCP  
 Project Name: CEBAP City of Alamo Project Date: 8/19/2013

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

Selection Criteria	Points	Score
<b>1. Professional Qualifications of Project Team (20 pts maximum)</b>		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	0
Comments/Rationale For Points: <i>Did not include a chart</i>		TOTAL 15
<b>2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)</b>		
➤ Designate engineering staff members in an appendix form	5	5
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	10
Comments/Rationale For Points: <i>Meets all criteria</i>		TOTAL 25
<b>3. Methodology/Experience/Availability of Project Manager (20 pts maximum)</b>		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	5
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	10
Comments/Rationale For Points: <i>Meets all criteria</i>		TOTAL 20
<b>4. Understanding of Project/Similar Projects (25 pts maximum)</b>		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	5
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	3
➤ Reference Information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points: <i>Needs to improve the RFP responsiveness, not well organized or easy to evaluate</i>		TOTAL 23
<b>5. Familiarity with Applicable Rules and Regulations (10 pts maximum)</b>		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	5
Comments/Rationale For Points: <i>Meets all criteria</i>		TOTAL 10
<b>Total Score</b>		<b>93</b>

Firm/Participant's Name: R.E. Garcia & Ass.

Evaluator: ANTONIO BUCCO Department: UCP

Project Name: CEDAP City of Alamo Project Date: 8/19/2013

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

Selection Criteria	Points	Score
<b>1. Professional Qualifications of Project Team</b> (20 pts maximum)		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points: <i>Meets all criteria</i>		TOTAL 20
<b>2. Experience of Project Team/Ability to Commit Resources</b> (25 pts maximum)		
➤ Designate engineering staff members in an appendix form	5	5
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	7
Comments/Rationale For Points: <i>Meets MOST criteria, but needs to improve the ability to complete and perform their work efficiently.</i>		TOTAL 22
<b>3. Methodology/Experience/Availability of Project Manager</b> (20 pts maximum)		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	5
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	10
Comments/Rationale For Points: <i>Meets all criteria</i>		TOTAL 20
<b>4. Understanding of Project/Similar Projects</b> (25 pts maximum)		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	5
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	5
➤ Reference Information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points: <i>Meets all criteria</i>		TOTAL 25
<b>5. Familiarity with Applicable Rules and Regulations</b> (10 pts maximum)		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	5
Comments/Rationale For Points: <i>Meets all criteria</i>		TOTAL 10
<b>Total Score</b>		<b>97</b>

Firm/Participant's Name: R. Gutierrez Engineering Corp.  
 Evaluator: ANTONIO BARCO Department: WCP  
 Project Name: CEDAP City of Alamo Project Date: 8/19/2013

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

Selection Criteria	Points	Score
<b>1. Professional Qualifications of Project Team (20 pts maximum)</b>		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points: Meets Criteria, information of team provided		<b>TOTAL 20</b>
<b>2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)</b>		
➤ Designate engineering staff members in an appendix form	5	3
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	10
Comments/Rationale For Points: No appendix included; meets criteria with composition & reporting responsibilities		<b>TOTAL 23</b>
<b>3. Methodology/Experience/Availability of Project Manager (20 pts maximum)</b>		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	3
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	8
Comments/Rationale For Points: appendix not included		<b>TOTAL 16</b>
<b>4. Understanding of Project/Similar Projects (25 pts maximum)</b>		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	5
➤ RFC responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFC.	5	5
➤ Reference Information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points: Meets Criteria		<b>TOTAL 25</b>
<b>5. Familiarity with Applicable Rules and Regulations (10 pts maximum)</b>		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	5
Comments/Rationale For Points: Meets Criteria		<b>TOTAL 10</b>
<b>Total Score</b>		<b>94</b>

Firm/Participant's Name: R. Gutierrez Engineering

Evaluator: *Raul Gutierrez* Department: Purchasing Dept

Project Name: CEDAP City of Alamo Colonia Project Date: 08-14-13

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

<u>Selection Criteria</u>	<u>Points</u>	<u>Score</u>
<b>1. Professional Qualifications of Project Team (20 pts maximum)</b>		
➤ Registered and Licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points: <b>Meets Criteria</b>		<b>TOTAL 20</b>
<b>2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)</b>		
➤ Designate engineering staff members in an appendix form	5	2
➤ Identifying the project composition, project leadership, reporting responsibilities	10	10
➤ Experience of engineering staff to completely and efficiently perform the work.	10	10
Comments/Rationale For Points: <b>Firm meets Criteria; No appendix form included as required</b>		<b>TOTAL 22</b>
<b>3. Methodology/Experience/Availability of Project Manager (20 pts maximum)</b>		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	2
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	10
Comments/Rationale For Points: <b>Firm meets Criteria and has performed various projects with Hidalgo County, no appendix included as required in SOQ</b>		<b>TOTAL 17</b>
<b>4. Understanding of Project/Similar Projects (25 pts maximum)</b>		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	5
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	5
➤ Reference information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points: <b>Response with this firm has always been prompt &amp; quick</b>		<b>TOTAL 25</b>
<b>5. Familiarity with Applicable Rules and Regulations (10 pts maximum)</b>		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	5
Comments/Rationale For Points: <b>Firm is familiar with Rules &amp; Regulations meets criteria</b>		<b>TOTAL 10</b>
<b>Total Score</b>		<b>94</b>

Firm/Participant's Name: Quintanilla, Headley & Associates

Evaluator: *Diana Guzman* Department: Purchasing Dept

Project Name: CEDAP City of Alamo Colonia Project Date: 08-14-13

**EVALUATION CRITERIA  
PROFESSIONAL ENGINEERING SERVICES POOL  
RFQ No. 2013-002-12-05-YZV**

Selection Criteria	Points	Score
<b>1. Professional Qualifications of Project Team (20 pts maximum)</b>		
➤ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	10
➤ Provides information on proposed professional Team qualifications to perform various types of contracts	5	5
➤ Team members identified in the organizational chart.	5	5
Comments/Rationale For Points: <b>Meets Criteria</b>		<b>TOTAL 20</b>
<b>2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)</b>		
➤ Designate engineering staff members in an appendix form	5	2
➤ Identifying the project composition, project leadership, reporting responsibilities	10	5
➤ Experience of engineering staff to completely and efficiently perform the work.	10	5
Comments/Rationale For Points: <b>No appendix form included as required; not clear with project composition and reporting responsibilities for proposed project</b>		<b>TOTAL 12</b>
<b>3. Methodology/Experience/Availability of Project Manager (20 pts maximum)</b>		
➤ Firm's approach to the methodology and management to the scope of services for the project(s).	5	5
➤ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	2
➤ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	5
Comments/Rationale For Points: <b>Firm meets Criteria and has performed various projects with Hidalgo County, no appendix included as required in SOQ</b>		<b>TOTAL 12</b>
<b>4. Understanding of Project/Similar Projects (25 pts maximum)</b>		
➤ Demonstrate and understanding of the scope of services	5	5
➤ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	5
➤ Identify information to be gathered or obtained/proposed approach to complete the scope	5	5
➤ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	5
➤ Reference information including contact persons and telephone numbers.	5	5
Comments/Rationale For Points: <b>Meets Criteria</b>		<b>TOTAL 25</b>
<b>5. Familiarity with Applicable Rules and Regulations (10 pts maximum)</b>		
➤ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	5
➤ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	5
Comments/Rationale For Points: <b>Firm is familiar with Rules &amp; Regulations meets criteria</b>		<b>TOTAL 10</b>
<b>Total Score</b>		<b>77 79</b>

Firm/Participant's Name: R.E. GARCIA & ASSOCIATES

Evaluator: *Rene Garcia* Department: Purchasing Dept

Project Name: CEDAP City of Alamo Colonia Project Date: 08-14-13

# Agenda Request Compliance Checklist

Submitted By: Ester Gonzalez

<input checked="" type="checkbox"/>	Selection of Engineer, Architects, and Material Testing Firms
<input checked="" type="checkbox"/>	Agenda Sheet (signed by Deputy Director & Finance Division) <i>el</i>
<input checked="" type="checkbox"/>	Precinct/City letter requesting agenda item with recommendation <i>el</i>
<input checked="" type="checkbox"/>	Rating sheets by three rating agents <i>el</i>
<input checked="" type="checkbox"/>	Ranking grids 1) with rating agent's name 1) without rating agent's name <i>elb</i>

<input type="checkbox"/>	Approval of Contract for Professional Services Engineer, Architects, and Material Testing Firms
<input type="checkbox"/>	Agenda Sheet (signed by Deputy Director & Finance Division)
<input type="checkbox"/>	Precinct/City letter requesting agenda item with recommendation
<input type="checkbox"/>	Best and Final Offer
<input type="checkbox"/>	Copy of Contract
<input type="checkbox"/>	Exhibit A – Scope of Service and Hourly Breakdown
<input type="checkbox"/>	Certificate of Insurance

<input type="checkbox"/>	Approval of Construction Contract
<input type="checkbox"/>	Agenda Sheet (signed by Deputy Director & Finance Division)
<input type="checkbox"/>	Precinct/City letter requesting agenda item with recommendation
<input type="checkbox"/>	Engineer/Architect recommendation letter
<input type="checkbox"/>	Bid Tabulation Sheet
<input type="checkbox"/>	Copy of Construction Contract
<input type="checkbox"/>	Certificate of Insurance