

**HIDALGO COUNTY
PROCEDURES FOR SELECTING AND CONTRACTING WITH PROFESSIONAL SERVICE
PROVIDERS FOR FEDERAL ROAD PROJECTS**

Hidalgo County has used 23 CFR 172 (Code of Federal Regulations) in the preparation of these procurement procedures for professional services.

Hidalgo County will place a notice seeking Statements of Qualifications from professional engineering firms in one newspaper for a minimum of two weeks before receiving Statements of Qualifications and on the County's website to allow a fair opportunity for in-state and out-of-state consultants to submit on the project. The notice period will be a minimum of 21 days. The Notice will include:

- County Website with location of the source where RFQ packet may be obtained
- RFQ number
- Type of contract
- General description of the project and work to be done
- Proposed contract duration
- Due date for providers to send proposals
- Name, address, phone and fax numbers, and email address of the contact person

The Request for Qualifications provides respondents with the information necessary to prepare and submit Statements of Qualifications for consideration by the County, which will contain:

- The details concerning the information in the notice
- A detailed scope of work - the scope of work will be clear, accurate and include a detailed description of the technical requirements for services to be rendered as well as items to be provided by the County
- The proposed basis of payment
- Insurance requirements
- DBE goal/Federal Requirements
- Any special contract requirements, including required forms
- Evaluation factors, including:
 - Similar work experience
 - Knowledge and skill to perform the proposed work
 - Current workload
 - Past performance
 - DBE Certified
- Staffing capabilities - including project manager and the proposed team, including all subprovider's key personnel and their qualifications
- Evidence of compliance with the assigned DBE goal through the prime provider or subprovider's identified on the team, or a written commitment to make a good faith effort to meet the assigned goal
- Name and contact information for references

- Other pertinent information addressed in the notice

The scoring committee will be comprised of 3 members nominated and approved by Commissioners' Court. They will review and score the proposals based on the established evaluation factors as stated in the request for qualifications and scoring system. The provider will not be awarded a contract based on competitive bids.

The proposals will be ranked based on the scoring system provided in the Request for Qualifications. The ranking criteria at a minimum should be based on:

- Project understanding and approach
- The project manager's and the teams' qualification and experience
- Ability to meet the project schedule
- DBE Certification

The scoring committee will conduct interviews with the top three scoring respondents. The final ranking of the scoring committee will be presented to the Commissioners' Court to award the contract based on the completion of a pre-negotiation and the negotiation of a contract with the highest qualified firm. TxDOT will review the contract and approve the fees for the contract before negotiations are finalized with the highest ranked firm.

After selection, the contract will be negotiated for a fair and reasonable price. The professional fees will not be higher than the recommended practices and fees published by the applicable professional associations. If a negotiated contract cannot be reached, the County may end negotiations and proceed to the second highest ranked engineering firm. If negotiations are unsuccessful with the second highest ranked engineering firm, the County will continue down the list until a contract is successfully negotiated.

Once the contract is negotiated, a contract will be prepared by the County. The County will submit the contract to TxDOT for approval prior to execution. The contract must include:

- The clearly stated time during which the service will be performed
- A detailed scope of work
- The planning and engineering costs to be paid (including basis of payment)
- Breakdown of the specific types of labor required, work hours and the cost of specific items.
- DBE participation goal
- A termination provision
- Consultant's performance standards
- Any state and federal required provisions
- Any amendments, copies of invoices and payments and insurance certificates
- Complete copy of the project Advanced Funding Agreement (AFA) between the County of Hidalgo and the Texas Department of Transportation (TxDOT).

The TxDOT District Office will review the contract for form and content and verify that the scope is consistent with that submitted with the approved submission and the costs proposed are fair and reasonable.

