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## PROCUREMENT OVERVIEW

**THE RESPONDENT IS RESPONSIBLE FOR READING AND UNDERSTANDING ALL DOCUMENTS, FORMS, SPECIFICATIONS, AND INSTRUCTIONS WITHIN THIS ENTIRE DOCUMENT. Follow all instructions; you are responsible for obtaining any information needed in order to respond to this RFQ. Further, the Respondent is responsible for providing any and all relevant information necessary to establish qualifications of the Firm. Failure to do so will be at the Respondent's risk, and may result in rejection of the qualification as non-conforming.**

General Requirements apply to all advertised solicitations; however, these may be superseded, whole or in part, by OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your proposal package is complete.

### **INTRODUCTION**

Hidalgo County (hereinafter referred to as "COUNTY") will be accepting Statement of Qualifications ("SOQ") from qualified firms to provide professional services in reference to "Traffic Engineering Study, Plan, and Project Management". Sealed qualifications will be received for "Hidalgo County (including all funding sources, programs, and entities) "Traffic Engineering Study, Plan and Project Management", in accordance with the requirements attached hereto as Appendix "A". The qualifications should address all requirements. Respondent may suggest substitutions of features which they feel would be in the best interest of COUNTY; however, a strong rationale must be presented for any deviation from the requirements. COUNTY reserves the right to reject the deviation and its effect on the overall qualification.

Hidalgo County is requiring all submitted qualifications are to remain firm for a minimum of ninety (90) days after the RFQ/P opening.

### **GENERAL REQUIREMENTS**

**One (1) original, and one (1) USBs in original PDF format.** Further instructions listed below under **VENDOR INSTRUCTIONS**. For convenience, the Offeror may utilize the Shipping Label provided in **Appendix "N"**.

### **SUBMISSION DEADLINE AND BID OPENING**

All submissions must be received on or before Wednesday, November 17, 2021 at 3:00pm. **Any submission received after this deadline will not be accepted and will be returned to sender.**

### **BID OPENING STREAMING**

Due to the ongoing pandemic, and in order to abide with social distancing protocols and/or any applicable order(s), the Hidalgo County Purchasing Department is limiting the number of participants allowed in our office during bid openings to authorized personnel only; however, this is a public bid opening and it can be accessed via a live stream or by calling in the day of the event.

#### **Live stream:**

<https://hidalgocounty.zoom.us/j/86543871112?pwd=UmlGREFPWXNpNlVFRS9pWjFlcUQwUT09>

**Meeting ID:** 865 4387 1112

**Passcode:** 413036

**Dial by your location:** +1 346 248 7799 US (Houston)

**To find your local number:** <https://hidalgocounty.zoom.us/u/kcEzSIJvRl>

Join by SIP: [86543871112@zoomcrc.com](mailto:86543871112@zoomcrc.com)

**HAND DELIVERED BIDS**

Hidalgo County requires submitters, when hand delivering bids, to make sure that it is stamped with date and time by the Hidalgo County Purchasing staff.

**ELECTRONIC TRANSMISSION OF SUBMISSION**

Hidalgo County Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**DELIVER TO:**

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Director  
ATTN: Hector A. Garcia  
Hidalgo County Purchasing Department  
Administration Building  
2812 S. Business Hwy 281  
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Director  
ATTN: Hector A. Garcia  
Hidalgo County Purchasing Department  
Administration Building  
2802 S. Business Hwy. 281  
Edinburg, Texas 78539

**SIGNING OF SUBMISSION**

In order to be considered, all submittals **must** be signed by an authorized representative of the firm. **Please sign the original in [blue](#) ink and ensure the USB is clearly labeled.**

**QUESTIONS AND ANSWERS**

Questions must be submitted via email to [hector.garcia1@co.hidalgo.tx.us](mailto:hector.garcia1@co.hidalgo.tx.us) by **Monday, November 08, 2021 at 5:00 P.M.** Responses to submitted questions will be emailed to all participants who obtained their procurement packet directly from Hidalgo County Purchasing Department by **Wednesday, November 10, 2021.** Telephone inquiries will not be accepted.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS**

It is the responsibility of the submitter to review the procurement packet and to notify the Hidalgo County Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition, or clarification on any requirements that are ambiguous. Any such protest or question regarding the requirements or bidders procedures must be received in writing via email by the deadline stated for Questions and Answers.

**COST OF SUBMISSION**

Hidalgo County will not be liable for any costs incurred by the vendor in preparing a response to this procurement packet. Each Offeror acknowledges it is submitting a response at their own risk and expense. Further, no reimbursement for such charges or expenses shall be passed onto Hidalgo County. Hidalgo County makes no guarantee that any products or services will be purchased as a result of this solicitation, and reserves the right to reject any and all submissions received. All responses and accompanying documentation will become the property of Hidalgo County. All responses are open to negotiation.

**WAIVING OF INFORMALITIES**

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**NOTICE OF COMMUNICATION**

*All communications by a vendor to the county, its officials, and department heads regarding this procurement shall be done through the Hidalgo County Purchasing Department.* No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that this procurement packet is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into “Private Communication” means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or negotiation with a vendor which has been specifically authorized by the governing body.

### **VENDOR INSTRUCTIONS**

Responses to this procurement packet shall be formatted and organized in the following order for consistency and easy screening:

- All submissions must be typed, single spaced, and printed single-sided on 8 ½” by 11” paper.
- One (1) original, **clearly marked “ORIGINAL”** and one (1) USB in PDF format. Original document must be submitted in a three-ring, loose-leaf binder with a Cover Page containing the information listed in the Submission Outline/Checklist, under Submission Cover Page. One (1) USB containing the complete response in PDF, Word, and/or Excel format must be provided and placed in the ORIGINAL response. The PDF document must also be signed. A self-adhesive packet may be used to secure the USB. The USB must also be properly labeled.
- The complete response must be sealed in an appropriately sized envelope or box for delivery to the Hidalgo County Purchasing Department, per instructions in the Procurement Packet Submission paragraph of the Legal Notice section contained within this procurement packet.
- All documents must be labeled with the vendor’s name and the RFQ/P number. Any response received by the Hidalgo County Purchasing Department that is not identified on the outside with the RFQ/P number will be at risk for rejection.
- Each section of the vendor’s response should start on a new page. A tabbed divider page marked with the section number should be used to separate each section.
- Prepare a Table of Contents for the response being submitted and place it after the Submission Cover Sheet and before Section I. The Table of Contents must list Sections I-VII and the contents of each section as listed in **Appendix “A”**.
- The binder must be in the order listed in the Submission Outline/Checklist below.

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## SUBMISSION OUTLINE/CHECKLIST

To assist in ensuring all submissions received are complete, it is recommended for the Offeror to use this Submission Outline as a Checklist prior to submitting a response. All Responses must be submitted in the following order with the guidelines provided in Vendor Instructions within this section of this solicitation:

\_\_\_\_\_ **Submission Cover Sheet** - Must include the following:

- Company Name, Company Address, Company Phone Number
- Project Name: Hidalgo County Traffic Engineering Study, Plan and Project Management
- Procurement Number: RFQ/P No. 2021-0833-11-17-HAG
- Opening Date: Wednesday, November 17, 2021
- Opening Time: 3:00pm

\_\_\_\_\_ **Table of Contents**

\_\_\_\_\_ **Section I: Required Documents (signed and filled) and Executive Summary**

- **Executive Summary** - The summary should include:
  - Company name and address; name, title, email, telephone and fax number of person(s) to be contacted for clarifications or additional information regarding proposal;
  - Name, title, email, telephone and fax number of person(s) authorized to contractually obligate vendor's company with proposal and any future negotiations; and
  - Understanding of the Project
- **Legal Notice Acknowledgement**
- **Appendix "B" – Areas of Specialization**
- **Appendix "C" – Insurance Requirements**
  - Proof of Insurance
  - Insurance Requirement Acknowledgement
  - Project Requirements Acknowledgement
- **Appendix "D" – Conflict of Interest Questionnaire**
  - CIQ Form – Copy of County Clerk File with fee receipt (when applicable)
  - Form 1295
- **Appendix "E" – Vendor Forms**
  - Vendor Application
  - HUB Declaration
  - W-9
- **Appendix "F" – Certification Regarding Debarment**
  - Signed Certification
  - SAM.gov Registration Acknowledgement
- **Appendix "H" – Contracts Under Federal Award 2 – CFR 200**
  - Byrd Anti-Lobbying Contract Clause
  - 2 CFR 200 Certification
- **Appendix "J" – Respondent's Affidavit**
- **Addenda (when applicable; see Addenda under Legal Notice)**

\_\_\_\_\_ **Section II: Vendor Information**

\_\_\_\_\_ **Section III: Vendor Experience and Qualifications**

\_\_\_\_\_ **Section IV: Scope of Services and Narrative of Proposed Services**

\_\_\_\_\_ **Section V: Legal Documents**

\_\_\_\_\_ **Section VI: Miscellaneous**