
REQUIREMENTS/SPECIFICATIONS

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 may result in disqualification of the submitted response.

Section I: UNDERSTANDING OF THE PROJECT (limited to 3 pages)

This section should demonstrate the respondent's understanding of the project needs, the work required, and any identify and local issues or concerns to demonstrate the firm's familiarity with the geographical area of County of Hidalgo.

Section II: VENDOR INFORMATION

- a. **Vendor History** - This section should include Vendor's history, the firm's background and identify the principal officers. It should include an organization chart, and a description of project team organization and names of team members. Additionally, it should state the firm's commitment and ability to commence services immediately after successfully negotiating a contract for services, and a statement regarding their Affirmative Action Program.
- b. **Personnel and Staffing** - This section should identify all members on the organizational chart, 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. A biographic summary provided with history of engineering licensure from the Texas Board of Professional Engineers and Land Surveyors for each proposed staff member (limited to one (1) page per team member), or any other licenses and certifications required by the State of Texas, and a one (1) page of a general list of projects with brief project summaries that respective proposed staff member was a part within the last 12 consecutive months, and identify their role in each project.

This section should also outline the firm's contingency plan for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

- c. **Proof of Licenses and Certifications** - This section will contain copies of any and all current state certifications and licenses with applicable seals, and any other applicable licenses and certifications as required by the State of Texas.

Section III: VENDOR EXPERIENCE AND QUALIFICATIONS (limited to 10 pages)

- a. **Competency** - This section should demonstrate firm's competency and experience in, but not limited to the following areas: Roadway, Bridge and General Design and Construction, Federal, State, and County-funded construction projects, Solid Waste related projects, and Mechanical Engineering projects located within Hidalgo County, or in this general region of the state.
- b. **Experience and Recent Projects** - This section should include a description of the firm's most recent and varied projects (other local government projects preferred), and identify the personnel that were key in each project. Identify key challenges, and the firm's solution to overcome such challenges. For each project, a client contact name and phone number should be included for reference purposes. A list of ongoing projects similar in scope under TxDOT procurement basis shall be included.
- c. **References** - This section should list four (4) references, other than past or present employees of Hidalgo County, who can verify your performance as a Vendor within the past 24 months.

Performance includes, but not limited to, sales and/or services, delivery, invoicing, and other items as may be required for Hidalgo County to determine Respondent's ability to provide the intended goods and/or service of this procurement packet. Hidalgo County prefers references to be from Government customers. The name, address and phone number of the person(s) listed should be the one most closely associated with your company's performance on that specific project. References must be able to verify the quality of service Respondent's company provide and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your response. **One of the four references listed should be of a project that was canceled with a description of why the project was canceled.** Failure to supply the required references may deem your response as non-responsive and will not be considered for award.

Respondent's involvement with reference checks is not permitted. Only Hidalgo County Purchasing Department or authorized designees will conduct reference checks. Any deviation to this may result in rejection of your response. You may use your own format, or use the Reference Form included as **Appendix "M"**.

Section IV: SCOPE OF SERVICES

- a. **List of Services** - The engineering services contract will encompass all project-related engineering services to the County of Hidalgo including, but not limited to, the following:
- Acoustical Design
 - ADA Compliance
 - Asbestos Abatement Monitoring
 - Bridge Design
 - Building Design
 - Code Analysis
 - Construction Contract Management
 - Cost Estimating
 - Dams and Cut or Filled Slopes
 - Design for Alterations/Renovations
 - Design for New Construction
 - Drainage Design
 - Energy Conservation
 - Excavations and Trenches
 - Facility Analysis and Master Planning
 - Needs Assessment
 - Parking Design
 - Pavements
 - Plans and Specifications
 - Plans, Drawings, and Specifications
 - Pre-Design
 - Project Development Management
 - Right of Way Maps and Data
 - Roadway Design
 - Roof Design
 - Route and Design Studies
 - Security Design
 - Signing, Markings, and Signalization
 - Site Planning and Analysis
 - Social, Economic, Environmental Studies and Public Involvement
 - Soil/Rock and Foundation Studies
 - Solid Waste
 - Surveying
 - Traffic Control Plans
 - Utility Adjustments
 - Ventilation Design
 - Water and Waste Retention/Disposal
- b. **Narrative** - This section should include firm's philosophy, approach(s) and preferred methods for meeting requirements, deliverables, and the aforementioned services listed in the Scope of Services. Provide the greatest amount of meaning detail possible to describe the proposed products and/or services. Indicate if your firm can meet the specifications, or if the specifications can be met only

under certain conditions or circumstances. If your firm is not able to meet the specification, briefly explain why, noting any concerns or issues Hidalgo County should be aware. Provide a timeline indicating deliverables, vendor responsibilities and resources needed from Hidalgo County. Merely reiterating the specifications are strongly discouraged, as they do not provide insight into the firm's ability to meet the specifications.

Section V: LEGAL DOCUMENTS

If applicable, the Firm is to include any standard agreement(s) and/or contracts associated with their response.

Section VI: MISCELLANEOUS

State exemptions to any of the requirements in this procurement packet, if any. Any additional information the firm deems appropriate to the response may be included in this section.

Section VII: PRICING INFORMATION

PARTICIPATING FIRMS 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, the proposer is to provide a fee proposal based on the scope of work.

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