

3.0 GENERAL INFORMATION:

- 3.1 **PURPOSE:** Collin County (COUNTY) is soliciting information from qualified engineering firms for engineering services to assist the COUNTY with ~~development of the Outer Loop in Collin County~~ general civil engineering consulting services for the repair, maintenance, rehabilitation of drainage structures maintained by Collin County.
- 3.2 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is awarded. The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of Statement of Qualifications (SOQ) information.
- 3.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner's Standard Engineer Agreement. (See Attachment A)
- 3.4 **INSURANCE:** The COUNTY shall require insurance per Exhibit "E" of the Engineering Services Agreement to be provided upon award of a contract.
- 3.5 **EVALUATION OF QUALIFICATIONS:** The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation.
- 3.6 **OWNER'S RESERVATION OF RIGHTS:** The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, waive any formalities or minor technical inconsistencies, or reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 3.7 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 3.8 **NO REIMBURSEMENT FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent. The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law.

4.0 SCOPE OF SERVICES

The purpose of this RFQ is to provide Collin County with information necessary to determine the qualifications of firms interested in providing general civil engineering consulting services for the repair, maintenance, rehabilitation of drainage structures maintained by Collin County.

Engineer(s) shall be a registered professional engineer in the State of Texas. Services to include, but is not limited to, general civil engineering services for the rehabilitation of drainage structures to include bridges, box culverts, associated rip-rap, guardrail, approaches, etc. Services may include civil design, land surveying, plan preparation, plan review, and project cost estimates development and/or review.

Service shall not include new structures. A separate RFQ document will be released for all new structures as they become available.

5.0 STATEMENT OF QUALIFICATIONS

The qualifications submittal shall be divided into tabbed, marked sections, further explained in 7.0, and shall include but not limited to information for each of the following:

RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

- 5.1 Provide a statement of interest for the project including a narrative describing the Prime Firm's and sub-consultant unique qualifications as they pertain to this particular project.
- 5.2 Provide a statement on the availability and commitment of the Prime Firm and consultant's assigned principal(s) and professionals to undertake the assigned project in accordance with the project planning schedule.
- 5.3 Provide a brief history of the Prime Firm and consultant(s) proposed for the assigned project including when the firms were established, type of ownership and office locations. If more than one office is listed indicate the office of each firm that will manage that firm's part of the project and only list offices that may assist with this project; no more than five (comments may be made that indicates the total number of the firm's offices). If the firm has changed name or ownership within the last three (3) years indicate the former name.
- 5.4 Provide an Organization Chart for the team proposed for the project if necessary to illustrate how the project will be managed (this may not be necessary for smaller projects).
- 5.5 Provide resumes of key personnel (project manager, designer, other technical professionals, etc.) from the Prime Firm and sub-consultants who will be assigned to this Project. Resumes limited to one (1) page per person. If these personnel are not available at the time of execution of the contract, resumes of substitutes must be submitted for evaluation. COUNTY reserves the right to rescind the selection decision and negotiate with the next firm.

PRIME FIRM'S ABILITY TO PROVIDE SERVICES

- 5.6 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 5.7 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.
- 5.8 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 5.9 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee or elected official? If so, please explain.

- 5.10 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional engineering services.

RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- 5.11 List three (3) to five (5) projects for which you have provided services that are most related to the project(s) described in this RFQ (5 is not better than 3; emphasis should be on applicability to this project). List the projects in order of priority, with the most relevant project listed first. For all sub-consultants named in the response indicate which of the listed projects they also worked on. Projects listed must be only projects performed by individuals who are currently available to perform work in this proposed contract. It is acceptable to list a project performed by a listed professional when that person worked for another firm IF that person had a key role. This must be clearly stated. Provide the following information for each project listed:
- 5.11.1 Project name, location, contract delivery method, and description
 - 5.11.2 Color images (photographic or machine reproductions)
 - 5.11.3 Final project size in linear feet.
 - 5.11.4 Type of construction (new, renovation, or expansion)
 - 5.11.5 Actual start and finish dates for design
 - 5.11.6 Actual Notice to Proceed and Substantial Completion dates for construction
 - 5.11.7 Description of professional services Prime Firm provided for the project
 - 5.11.8 Roles performed by professionals listed in this RFQ.
 - 5.11.9 Firm's References (for each project listed above, identify the following):
 - 5.11.9.1 The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
 - 5.11.9.2 Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number
 - 5.11.9.3 Length of business relationship with the Owner.
- 5.12 Identify completed projects, of any type, up to a maximum of three (3) for which the Prime Firm received an award for design excellence from a recognized organization and provide a short descriptive narrative for each.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ process.

RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 5.123 Describe the Prime Firm's design philosophy, design methodology, and its process for integrating institutional standards and accepted best practices into design.
- 5.134 Describe the Prime Firm's quality control and quality assurance program for design, explaining the method used to maintain quality control during the development of Preliminary Design Documents and Construction Documents, both for the Prime Firm and the Consultants. Describe how the Prime Firm and/or the Consultants accomplish quality assurance during the Construction phase of a project. Provide specific examples

- of how these techniques or procedures were used for any combination of three (3) projects listed in response to 5.11.
- 5.145 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to 5.11, provide examples of how these techniques were used and what degree of accuracy was achieved.
- 5.156 Describe the way in which your firm develops and maintains work schedules to conform to the Owner's project schedule. For any combination of three (3) projects listed in response to Criteria 5.11, provide examples of how these techniques were used.
- 5.167 Describe the project team's approach to assuring timely completion of this project including the types of records, reports, monitoring systems, and information management systems that your firm used in the management of the projects listed above. Describe how you used these systems for any combination of three (3) projects listed in response to 5.11. Include methods used for schedule recovery if it was necessary.
- 5.178 Describe how you plan to ensure continuity of project objectives starting with design solution, moving through construction documents, and finishing with a constructed project that meets the Owner's requirements.
- 5.19 Describe how you track Owner input and review comments on your design document submittals to confirm that they have been addressed. Provide examples of reports/logs used for tracking response to and closure on Owner comments.

**RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS
ON PAST PROJECTS**

- 5.20 Describe your understanding of the administrative challenges and opportunities associated with providing Design and Construction Administration services for the assigned road or bridge project and your strategy for resolving these issues.
- 5.21 What do you perceive are the critical issues for this project?
- 5.22 Understanding schedule limitations provide an analysis of the Owner's project planning schedule and describe how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the Owner's decision making.
- 5.23 For any three (3) of the projects listed in response to 5.11, describe any conflicts with the Owner, Consultants, Contractor, or subcontractors, and describe the methods your firm used to resolve those conflicts.

6.0 RANKING CRITERIA

The evaluation of professional qualifications of the Proposers will be based on the following criteria:

DESCRIPTION	POINTS
Statement Of Qualifications and Ability to Undertake The Project – Proposed Personnel	20
Prime Firm’s Ability To Provide Services	10
Respondent’s Performance On Past Representative Projects	45
Respondent’s Knowledge Of Best Practices	10
Respondent’s Ability To Identify And Resolve Problems On Past Projects	10
Respondent’s Proposal Format	5
TOTAL	100

7.0 FORMAT FOR STATEMENT OF QUALIFICATIONS
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GENERAL INSTRUCTIONS

- 7.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 7.2 Qualifications shall be a MAXIMUM of twenty-five (25) PRINTED PAGES. The cover, table of contents, divider sheets, COUNTY RFQ document and signature page do not count as printed pages.
- 7.3 The COUNTY prefers that you submit your qualification statement by uploading it to Collin County eBid or by providing it on a flash drive or CD-ROM.
- 7.4 If you elect to submit manually, Qualifications shall be printed on letter-size (8-1/2" x 11") paper and GBC or spiral bound (No 3-ring binders).
- 7.5 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection.
- 7.6 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 7.7 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 7.8 Qualifications shall consist of answers to questions identified in Section 5 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 7.9 Separate and identify each criteria response to Section 5 of this RFQ by use of a divider sheet with an integral tab for ready reference or by the use bookmarks in an Adobe Acrobat PDF document.
- 7.10 Failure to comply with all requirements contained in this Statement of Qualifications may result in the rejection of the Qualifications.
- 7.11 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 5 of this RFQ will be used by the Owner for evaluation.

TABLE OF CONTENTS:

- 7.12 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.

PAGINATION:

- 7.13 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.)

8.0 SIGNATURE

This Statement of Qualification must be signed, and included as part of the respondent's Statement of Qualifications. Failure to sign may result in rejection of the Statement of Qualifications. Signing a false statement may void the submitted qualifications or any agreements or other contractual arrangements, which may result from the submission of respondent's qualifications. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

8.1 REPRESENTATIONS

By signing below, Respondent represents and warrants that:

- 8.1.1 the Qualifications and all statements and information prepared and submitted in response to this RFQ are current, complete, true and correct;
- 8.1.2 it is not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor or service to a public servant in connection with the submitted Qualifications or any subsequent proposal. Failure to sign below, or signing a false statement, may void the Response or any resulting contracts at the Owner's option, and the Respondent may be removed from all future proposal lists of the COUNTY;
- 8.1.3 the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;
- 8.1.4 no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of Collin County, Texas
- 8.1.5 no compensation has been received for participation in the preparation of this RFQ (ref. Section 2155.004 Texas Government Code);
- 8.1.6 Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
- 8.1.7 to the best of its knowledge, no member of the or other Collin County Elected official has a financial interest, directly or indirectly, in the Project; and
- 8.1.8 each individual or business entity proposed by Respondent as a member of its team that will engage in the practice of engineering will be selected based on demonstrated competence and qualifications only.

CHECKLIST

- 8.2 REQUESTED DOCUMENTATION INCLUDED?
- 8.3 ORIGINAL AND FOUR (4) COPIES INCLUDED IF SUBMITTING MANUALLY?
- 8.4 ALL QUESTIONS ADDRESSED IN REQUIRED FORMAT?
- 8.5 BID DOCUMENT FROM COLLIN COUNTY eBID IF SUBMITTING MANUALLY?
- 8.6 COMPLETED SIGNATURE?

TYPE OR PRINT:

FIRM NAME

AUTHORIZED REPRESENTATIVE & TITLE

STREET ADDRESS and/or P.O. BOX NO.

PHONE:() _____
A/C PHONE NUMBER

CITY/STATE/ZIP CODE

FAX: () _____
A/C FAX NUMBER

FIRM'S TAX IDENTIFICATION NUMBER

E-MAIL ADDRESS

_____ SIGNATURE	/ _____ DATE
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