



Request for Qualification Statements

For

Professional Engineer Services

RFQ# 2016-617

Gregg County, Texas

DUE DATE: Monday, July 25, 2016, 2:00pm

*Gregg County Purchasing Office
101 East Methvin Street, Suite 205
Longview, Texas 75601*

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GREGG COUNTY, TEXAS
REQUEST FOR STATEMENT OF QUALIFICATIONS

In accordance with the Laws of the State of the Texas, Gregg County is seeking to enter into various contract(s) with a qualified, state-registered engineer for professional consulting services.

SEALED QUALIFICATION STATEMENTS must be addressed to the Purchasing Agent for Gregg County, Texas and must be received in the Purchasing Department at, 101 East Methvin, Suite 205, Longview, Texas 75601 not later than 2:00 p.m. Monday, July 25, 2016 for the following:

Professional Engineer Services
RFQ # 2016-617

Solicitation documents are now posted on Gregg County Website www.co.gregg.tx.us on the Purchasing Department webpage. Only paper responses are allowed for this RFQ; facsimiles will not be accepted. Paper documents may be obtained from the office of the Purchasing Agent at 101 East Methvin, Suite 205, and Longview, Texas 75601.

All documents relating to this Request for Qualification including but not limited to, the bid document, questions and their responses, addenda and special notices will be posted under on Gregg County Purchasing Department website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Bid due date.

INSTRUCTIONS

- ❖ ***Submission of Qualification Statements: Two (2) complete sets*** of original statement documents with original signatures and one flash drive (jump, thumb) with a copy of statement shall be sealed and **marked** RFQ# 2016-617 Professional Engineering Services and mailed/hand delivered to the address below by the closing date specified. ***A facsimile transmission is not an acceptable response to this RFQ Process.***

Gregg County Purchasing
Kelli Davis, CPPB, Purchasing Agent
101 East Methvin, St. 205
Longview, Texas 75601

- ❖ Questions concerning this Qualification Statement process shall be directed to Gregg County Purchasing Director by email to purchasing@co.gregg.tx.us; Kelli Davis. Failure to comply with this guideline could result in disqualification.
- ❖ **All statement returns must be sealed** when returned to Gregg County.
- ❖ STATEMENTS WILL BE received and publicly acknowledged at Gregg County Purchasing Department located at the address listed above on Monday, July 25, 2016 at 2:00PM. Vendors, their representatives and interested persons may be present; only the names of the statement returns will be read aloud – all statement information will remain confidential until a contract is awarded; if any.
- ❖ It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their answers, addenda and special notices. Failure to provide original signatures on these forms could render statement non-responsive.
- ❖ **Any statements received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder.** If statements are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the statement to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Introduction

Gregg County is seeking to establish contractual relationships with engineering firm(s) for the purpose of assisting the County with all aspects of planning, design, and potential construction administration of future capital and non-capital improvement projects *on an as needed basis*. The selected firm(s) will be retained to provide the services necessary to implement the improvement projects once funded.

The County may select one or more firms for work under this Request for Qualifications (RFQ) process dependent upon areas of engineering expertise. If determined to be in the best interest of the County, the County may award work to firms for undefined projects, that were not awarded a contract under this RFQ. Award of a contract or subsequent assignment as part of the awarded contract, will not disqualify a firm from responding to any future project for which a project-specific RFQ may be issued.

Standard Terms & Conditions

In accordance with the provisions of Texas Local Government Code, Chapter 271, Sub Chapter H, and Texas Government Code 2254, Gregg County is requesting qualifications to contract with a qualified individual or teams of professionals with considerable experience in the delivery of professional engineering services on an as needed basis. The responses shall be submitted to Gregg County in a sealed submission, in accordance with Texas Local Government Code 271.0245.

- Gregg County will utilize the requested professional services on an “as needed” basis, to assist County Staff with the development of capital and non-capital improvement projects.
- **CONTRACT TERM:** It is the intention of Gregg County, to award contract(s) for Professional Engineer Services, for the term approved by the governing body. The RFQ initial contract period is for one year. At the expiration of the initial contract period, this contract may be renewed **annually** by written agreement between both parties for up to Four (4) one-year options.
- Gregg County reserves the right to not accept late statements. Each firm is responsible for insuring that responses to this RFQ have been delivered by the date, time and to the location as specified in this Request for Qualifications. The receipt of the qualifications submitted will be acknowledged as received only, and does not constitute any acceptance by Gregg County as an offer. Documentation will become a part of the Commissioners Court minutes only after selection is made, if any.
- Only the Commissioners Court of Gregg County, Texas acting as a body may enter into any type of agreement or contract on behalf of Gregg County. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of Gregg County, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County’s attorney prior to signature by the authorized County official.
- Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with Gregg County shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all citizens of Gregg County.
- Gregg County reserves the right to request clarification of information submitted and to request additional information of one or more Respondents. Gregg County reserves the

right to reject any or all proposals/statements and to award contracts to primary, secondary or multiple vendors bases on area of expertise as deemed in the best interest of Gregg County.

- Costs of preparation of a response to this request are solely those of the Respondent. Gregg County assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Gregg County assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
- All documents submitted as part of the vendor's offering will be deemed confidential during the evaluation process.
- Gregg County reserves the right to accept or reject any or all bids, with or without cause, to waive technicalities, or to accept the bid which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 10 business days after approval of the selection by Gregg County Commissioners Court.
- Respondent understands and agrees that in returning a response to this statement/bid that it is neither an "offer" nor an "acceptance" until such time a formal contract is authorized/awarded by Gregg County Commissioners Court; if any.
- Conflict of Interest: No public official shall have interest in this contract except in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171. State Law (CHAPTER 176 of the Local Government Code) requires the filing of a CONFLICT OF INTEREST QUESTIONNAIRE by certain individuals and businesses.
- **Insurance Requirements** – Gregg County, Texas requires the following insurance coverages for contractors doing business with Gregg County, unless otherwise specified in the request for proposal or contract.
 - Worker's Compensation insurance with \$500,000.00 Employer Liability limits under Coverage B (no deductible)
 - General Liability insurance with limits of \$1,000,000.00 per occurrence/aggregate, including products and completed operations coverage
 - Auto liability limits of \$1,000,000.00
 - County named as "*additional insured*" not "*additional named insured*"
 - Deductible shall be \$5,000.00 or less on each of the above listed coverages
 - Worker's Compensation

Respondent shall provide a certificate of insurance evidencing their general liability, automobile and worker's compensation insurance coverage's and amounts. Alternatively, the respondent may provide a statement indicating that the firm has in effect or can obtain

the insurance coverage required by the County. If the proposer is unable to provide this coverage, the proposer must describe the insurance coverage that can be provided, and explain why the County's preferred coverage cannot be provided. Under such circumstances, proposer shall propose alternative terms and conditions in lieu of the terms and conditions the County has identified in the attached Exhibit. The selected consultants shall provide satisfactory proof of insurance for all coverage. Moreover, on all insurance the selected consultant shall name the County, its officials, employees, and agents, as additional insured's (except workers' compensation, professional liability and professional errors and omissions policies). Affirmatively state that proposer can comply with these two requirements or explain why such an affirmation cannot be provided.

- Contractor must provide a certificate of insurance conforming to the above listed requirements or a statement from his insurance carrier certifying that required coverages shall be obtained by awarded vendor within ten (10) days of formal award of a contract. In cases where a certification letter from an insurance carrier is attached to the bid in lieu of an insurance certificate, any formal award of a contract shall be contingent upon required coverages being put into force **prior** to any performance of any duties outlined in the contract.
- Prior to entering into a contract that is voted on by the Gregg County Commissioners Court, Bidders must submit a "Certificate of Interested Parties" Form, in accordance with Texas Government Code Section 2252.908, as amended. Within 30 days of receipt of the form, the County must submit a copy to the Texas Ethics Commission.
- Criminal background checks will be performed on any contractors, and contractor's employees that will require them to enter/work in any sensitive security areas at any of Gregg County's Facilities. These include, but are not limited to, Gregg County Airport, Gregg County Courthouse, Gregg County Sheriff's Department and/or Gregg County Jails.
 - ✓ The successful bidders shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Gregg County property.
 - ✓ Vendor personnel who perform work on Gregg County property must submit to and pass a Sheriff's Department Criminal Background Check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
 - ✓ Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
 - ✓ Award of a contract could be affected by your firms' refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check. The Criminal Background Check applies to the individual and not the company.

Scope of Services

Purpose

Gregg County is seeking expressions of interest and statements of qualifications from Professional Engineering Firms or individuals to provide services, as requested by the County on an as needed basis, including but not limited to studies, professional engineering, and inspection, for the following types or similar types of capital improvement projects authorized by the County. The County reserves the exclusive right to decide which projects will be undertaken.

Scope of Services

The selected firm(s) or individuals will assist the County in developing statements, descriptive narratives, conceptual site plans and floor plans, as needed, to document the renovations, additions and/or new facilities identified as capital improvement projects. The selected firms shall also be required to develop preliminary design and construction schedules, as well as preliminary project budgets for the scopes of work included in the various capital improvement projects. If the County retains the services of a Project Manager or Construction Manager, the selected firm shall be expected to work closely with the County's Project or Construction Manager.

Summary of Requirements

The County views its relationship with consultants as a partnership where they assist the County as needed in planning, design, and construction of public improvements. The consultants will provide technical expertise, services, and resources as needed. Consulting engineers will be expected to participate with the County to resolve construction issues, including construction claims, as needed. Engineering Firms or individuals may not have specialized experience in all of the following areas – please submit specialized engineering services of your firm. **Firms and individuals are not expected to be specialized in all of the following engineer areas to respond to this request.**

Mechanical

- Heating, Ventilation and Air Conditioning (HVAC) repairs, upgrades and new installations
- Cooling tower replacements, boiler replacements, chiller replacements, air handler replacements, roof top unit replacements
- Building heat and cooling load analysis
- Installation of direct digital controls
- Air balance and air quality analysis

Electrical

- Electrical system (supply and service) renovation, upgrade and new installations
- Lighting repairs, upgrades and new installations
- Backup power generators

Plumbing

- Plumbing repairs, upgrades, hookups, tie ins and new installations, including irrigation system upgrades, sewer line installations and upgrades, backflow preventers and necessary certifications and roof drains.

Elevators

- Elevator system analysis for cab replacement, digital controls, hoist motor design and replacement

Structural and Waterproofing

- Structural and building foundation work including but not limited to slabs, steps, sidewalks, drives, parking lots
- Parking garage and parking lot repairs and replacements and new construction
- Structural analysis of building frames for floor loadings, building movements, dead and live loads
- Waterproofing of deck surfaces, roof tops and the building exterior
- Expansion joint controls and analysis
- Water intrusion investigation and analysis

Building Envelopes

- Masonry repairs and new installations
- Provide building envelope analysis for weather tightness (deck coatings, sealants, waterproofing, weather stripping, door and window gaskets and glazing)

Building Renovations and New Construction

- Design renovations, additions and possible new building construction. Prepare detailed construction plan(s) and specification(s) for submission to Gregg County's Procurement Staff, and for subsequent construction purposes.
- Procurement Phase: Provide technical support during the RFP/IFB procurement process including preparation of all addenda as necessary, answering potential questions, and participation in the construction pre-submittal meeting as well as providing technical assistance as necessary for evaluation purposes.
- Interior and exterior renovation projects
- Facility, infrastructure and project design.
- Development of as-built plans, feasibility and comparative cost reviews.

Site Analysis

- Site preparation and excavation
- Feasibility studies
- Provide property, geotech and topography surveys
- Coordinate utility relocation(s) for various providers as needed. Design any relocation of any affected County water and sewer utilities as well as any other utilities that are present.
- Provide as built surveys

- Provide impact studies (impervious cover, ingress, egress, traffic and compliance with local requirements as required by project approvals)
- Environmental Planning

Fire Safety Systems

- Fire alarm and fire sprinkler system repairs, upgrades and new installations
- Fire suppression system repairs, upgrades and new installations
- Ability and experience to design and draft system in compliance with all fire codes

Roofs

- Roof Assessment Reports
- New installations of Roof Systems
- New installations of metal roofs
- Roof repairs

Accessibility (ADA/TAS)

- Design and certify building project plans for compliance with Texas Accessibility Standards (TAS) and Texas Department of Licensing and Regulation (TDLR). Submit plans as required.
- Inspect and certify built projects for compliance with TAS
- Conduct surveys of existing building for TAS compliance
- Prepare TAS compliance programs for bringing existing buildings into compliance with TAS
- Ensure compliance with all applicable Federal, State, City and County codes on projects

School Crossing Zone Laws and Regulations

- Design and certify building project plans for compliance with Texas Laws and Standards.
- Inspect and certify School Crossing Zone projects for compliance.
- Ensure compliance with all applicable Federal, State, City and County codes on project.

- Attend regular, special and emergency meetings at Gregg County, when required or requested.
- Attend all other meetings and bid related conferences that Gregg County deems necessary, and as required.
- Prepare and/or review and evaluate reports, permits, applications, correspondence and bid documents as requested by Gregg County, or any regulatory agency, as required.
- Review of all correspondence referred by Gregg County, and prepare correspondence on behalf of Gregg County, as required.

- Interact with applicable County personnel, Contractors, other consultants and governmental agencies, as required.
- Project Management, Construction Management and Inspections services as requested by the County.

Statement Submission Requirements/Evaluation Criteria

Qualified professional firms or individuals interested in responding to this RFQ should include the following information along with your qualification statement. All information should be current within the past twenty four (24) months.

The submission must be in the following format, which complies with Texas Government Code 2254. The solicitation responses shall be sent to the County in a separate, sealed submission. Gregg County shall open all technical proposals and evaluate each respondent in accordance to the below criteria:

Item 1: Qualifications and Availability (20 pts):

- a. Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Contact Persons
 - Date of firm formation
 - Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals and their areas of expertise, reporting responsibilities and how the firm will interface with Gregg County's project managers.

Item 2: Proposed Staff (20 pts):

- a. Organizational chart for personnel including licensure information.
- b. Names and roles of key personnel and their office locations.
- c. Include resumes for all key personnel and indicate experience on working with county's.
- d. Provide staffing size by areas of expertise.
- e. Provide current workload of prime firm.

Item 3: Experience (50 pts):

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Provide verifiable examples of at least three (3) projects completed in the last five (5) years by the prime firm and sub-consultants, including:
 - Project name and location
 - Services provided
 - Date of completion or project status
 - Final construction costs
 - Client name and contact person
 - History of accomplishing services within established budget, include planned vs. actual. Detail cost savings or cost increases.

Item 4: RFQ form requirements (10 points):

- Proof of Insurance - Please see Gregg County's required insurance coverage is described on page 8 and page 9 of this document.
- Financials - Include information on the firm/individual financial stability.
- Required Forms – sign and completed forms

Required Forms

CERTIFICATION OF ELIGIBILITY

By submitting a bid or statement in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is ***not*** on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the debarred/suspended list between the time of bid/statement submission and time of award, the bidder/proposer will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Signature: _____ **Date:** _____

Printed Name: _____

STATEMENT SIGNATURE FORM

The undersigned agrees this bid becomes the property of Gregg County after the official opening.

The undersigned affirms he/she has familiarized himself with the local conditions under which the work is to be performed; satisfied himself/herself of the conditions of services, delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned affirms that they are duly authorized to execute a binding contract, that this statement has not been prepared in collusion with any other Bidder, nor any employee of Gregg County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Gregg County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

Disadvantaged Business Enterprise Goal

Vendor understands the Disadvantaged Business Enterprise Goal and that Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The DBE Goal for professional services for this project is 5%.

The undersigned affirms that they have read and do understand the bid packet, scope of work and any attachments. ***Failure to sign and return this form could result in the rejection of the entire bid.***

Signature _____ **X**

Company Name		
Address		
County/State/Zip Code		
Phone:	Office:	Fax:
	Cell:	Email:
Print Name		
Job Title		

To: Vendors of Gregg County, Texas
From: Kelli L. Davis, CPPB, Purchasing Agent
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Attached, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through bid return, fax, or email. Please see contact information below.

Gregg County Clerk
Gregg County Courthouse
101 East Methvin, St. 200
Longview, Texas 75601
Ph: 903-236-8430

Gregg County Purchasing Department
Email: purchasing@co.gregg.tx.us
Ph: 903-237-2684
Fx: 903-237-2682

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.



Gregg County Purchasing Department
Kelli L. Davis, CPPB Purchasing Agent
101 E. Methvin St., Suite 205, Longview, Texas 75601
Phone (903) 237-2684 Fax (903) 237-2682 purchasing@co.gregg.tx.us

June 22, 2016

To: Fran Summers <fsummers@news-journal.com>
Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFQ# 2016-617 Professional Engineering Services for Gregg County, Texas

Please run the following ad on Thursday June 30, 2016 and Tuesday July 05, 2016 in the Longview-News Journal.

PUBLIC NOTICE

Sealed qualification statements will be received by the Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on or before Monday, July 25, 2016 by 2:00 pm for RFQ No.2016-617 Professional Engineering Services. Bid packets will be available on 06/30/16 by visiting our website at www.co.gregg.tx.us on the Purchasing Department web page, or request by e-mail at purchasing@co.gregg.tx.us or by calling (903) 237-2684. Payment will be made after items have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum discounts. Gregg County reserves the right to accept or reject in whole or in part any bids received and to waive any irregularities or formalities in the best interest of Gregg County.