



REQUEST FOR QUALIFICATIONS

The enclosed REQUEST FOR QUALIFICATIONS (RFQ) and accompanying documents are for your convenience in submitting an offer for the enclosed reference services for:

RFQ#2023-16

MASTER SERVICE AGREEMENT FOR PROFESSIONAL ENGINEER SERVICES AT THE EAST TEXAS REGIONAL AIRPORT

GREGG COUNTY, TEXAS

CLOSING DAY AND TIME: Sealed response will be received no later than:

2:00 P.M. CST Tuesday, August 15, 2023

MARK ENVELOPE:

RFQ# 2023-16 Professional Engineering Services

RETURN RESPONSE TO:

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

QUESTIONS: regarding this solicitation should be directed to Kelli Davis at (903) 237-2686 kelli.davis@co.gregg.tx.us on or before time and date. Information in response to any inquiry may be published as an addendum. Addendums can be found on the Gregg County website www.co.gregg.tx.us on the Purchasing Department page.

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**GREGG COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS
NOTICE OF INTENT**

Issue Date: July 28, 2023 8:30am CST

Title: RFQ# 2023-14 Professional Engineer Services for East Texas Regional Airport

Issuing and Using Agency: Gregg County
Attn: Purchasing Agent
101 East Methvin, Suite 205
Longview, Texas 75601

Gregg County desires to engage the services of a Professional Engineer to provide services for the East Texas Regional Airport.

Solicitation documents are now posted on the Gregg County Website www.co.gregg.tx.us on the Purchasing Department webpage. Please click on the **Current Bids Tab** to download the RFQ document. Only paper responses are allowed for this RFQ; facsimiles will not be accepted. Paper documents may also be obtained from the office of the Purchasing Agent.

All documents relating to this Request for Qualifications including but not limited to, the RFQ document, questions and responses, addenda and special notices will be posted on the Gregg County Purchasing Department website under the **addendums tab** and available for download by bidders and other interested parties. **It is the Respondents' sole responsibility to review this site and retrieve all related documents prior to the RFO due date.**

STATEMENT SUBMISSION INSTRUCTIONS

Submission Requirements: Respondents shall send one (2) set of submittals sealed with original signatures and one (1) copy. Respondent shall also submit one flash drive (jump, thumb) with a copy of their submittal packet downloaded. All shall be sealed and marked RFQ# 2023-16 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 and will not be considered.

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

Sealed Submittal Required: All statements must be sealed when returned to Gregg County. All submittals must be received in the office of the County Purchasing Agent no later than 2:00P.M., August 15, 2023 (CST) (see purchasing office address on page 3)

Addenda – No oral representations as to the meaning of the RFQ will be made to any Respondent. Any explanation desired by a Respondent must be submitted in writing. (see questions deadline) Any changes, interpretations, or corrections to this document will be made by addenda. Addendums can be found on the Gregg County website at www.co.gregg.tx.us on the Purchasing Department Page under the tab labeled “Bids/Addendums”.

Public Bid Opening: RESPONSES WILL BE received and publicly acknowledged at the Gregg County Commissioners Courtroom at 101 East Methvin, 3rd Floor Courthouse, Longview, Texas 75601 at 2:00PM CST August 15, 2023. Respondents, their representatives and interested persons may be present; only the names of the vendors who submitted a response will be read aloud – all information will remain confidential until a contract is awarded; if any.

Late bids/submittals/proposals: Any responses received after the date and/or hour set for in this RFQ document will not be accepted. The late Respondent 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.

Mail & Delivery of bids/submittals/proposals: If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFQ to the Purchasing Department before the advertised due date and time. 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 RFQ opening, responses thus delayed will not be considered and will be disposed of as authorized.

Questions/Contact Info: Respondents are encouraged to review this entire Request for Qualification Document (RFQ). All questions regarding this RFQ must be in writing and sent by email to Purchasing Agent Kelli Davis at kelli.davis@co.gregg.tx.us or by fax to 903-237-2682. Contact with other personnel of the county other than the Purchasing Agent regarding the Request for Qualifications may be grounds for elimination from the selection process. **DEADLINE TO SUBMIT QUESTIONS IS: 5:00PM CST, August 08, 2023.**

TERMS & CONDITIONS

Contracting Authority:

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.

Request for information/clarifications:

Gregg County reserves the right to request clarification of information submitted to one, all or some respondents and to request additional information of one, all or some Respondents. Gregg County reserves the right to request best and Final Offers from Respondents.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. 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.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses:

Gregg County reserves the right to accept or reject any or all submittals, with or without cause, to waive technicalities, or to accept the statement of submission 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 15 business days after approval of the selection by the Gregg County Commissioners Court.

Ethics/Gratuities:

Gregg County may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by Gregg County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of Gregg County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled by Gregg County pursuant to this provision, Gregg County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

Compliance with RFQ terms:

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

Confidentiality:

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information MUST be placed in a separate envelope marked “CONFIDENTIAL INFORMATION” and EACH PAGE must be marked “CONFIDENTIAL INFORMATION”. Please be advised that Gregg County cannot and will not make any agreement to withhold information from the public that is contrary to the County’s responsibility under the Act.

Disadvantages Business Enterprise (DBE)

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.

Non-responsive / Submittal Rejections

Submissions may be deemed non-responsive, among other reasons, for any of the following reasons:

1. Submission Statements containing inconsistencies
2. Unbalanced value of terms
3. Respondents may be disqualified and not considered, among other reasons, for any of the following specific reasons:
 - Reason for believing collusion exists among the Respondents.
 - Reasonable grounds for believing that any Respondent is interested in more than one submission for the work contemplated.
 - The Respondent being interested in any litigation against the county.
 - The Respondent in arrears on any existing contract or having defaulted on a previous contract.
 - Lack of competency as revealed by a financial statement, experience.
 - Respondents shall not owe delinquent property tax in Gregg County.
 - Respondent past performance record with Gregg County.
 - Limited competition.

Non-exclusive

Gregg County reserves the right to award more than one non-exclusive contract to provide these services at the East Texas Regional Airport. Gregg County reserves the right to assign projects to contracted Engineers as deemed in the best interest of the County.

CRIMINAL BACKGROUND CHECKS

Criminal background checks will be performed on any Awarded Respondents, and 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 and Gregg County Juvenile.

The following will apply to awarded vendor personnel.

- The successful respondent 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.

PROPOSED SCHEDULE

This is just a proposed schedule, Gregg County reserves the right to change or extend the dates listed below at any time.

RFQ issue date	July 28, 2023 8:30am CST
Deadline to submit questions	August 08, 2023 by 5:00pm CST
RFQ submittal deadline	August 15, 2023 by 2:00pm CST
Committee evaluations	August 16-21, 2023
*Interviews (if requested)	TBD
Committee Recommend to CC	August 28, 2023
Anticipated Start Date	Immediately upon award

***Gregg County reserves the right to request further information and interviews from just one, two, some, or all Respondents.**

SCOPE OF WORK

Gregg County, Texas through the East Texas Regional Airport (hereinafter referred to as “the Airport”), will accept sealed qualification statements from Certified Engineers (hereinafter referred to as “Engineer”) to provide Professional Engineering Services as required by the Airport in accordance with the United States Department of Transportation Federal Aviation Administration Advisory Circular 150/5100-14E. The East Texas Regional Airport is conducting a competitive selection process to obtain these services.

Gregg County is seeking a contract with a qualified, State Registered Engineer(s) for Professional Engineer Services for federally funded Airport Improvement Program Projects. The contract term will begin August 28, 2023.

The Engineer contract(s) will encompass all project related Engineering Services to the County and will include but is not limited to the following:

- ✓ Runway reconstruction/rehabilitation/overlay
- ✓ Taxiway construction/rehabilitation
- ✓ Apron expansion/construction
- ✓ Access Road construction
- ✓ Utility extensions
- ✓ Preliminary and final design plans and specifications
- ✓ Preparation of bid package
- ✓ Other special services
- ✓ Any other projects in accordance with the airport’s master plan

Engineer firm or individual shall be registered to practice in the State of Texas with experience in the following areas:

- ✓ Experience with Federal Aviation Administration (FAA) assisted and federally funded construction projects
- ✓ Familiarity with projects located in the geographic area of the State of Texas
- ✓ Available to commence services immediately upon contract award.

Critical success of programs will be the selected certified Engineer’s ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, design teams, contractors, and the public which will encourage an open exchange of information and ideas throughout the contract.

Awarded Engineer(s) must have the capability in meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (See 49CFR§ 26.53)

Awarded Engineers must have the capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features. Order 5100.38, Chapter 10, AC 150/5300-15, *Use of Value Engineering for Engineering and design of Airport Grant Projects*, and AC 150/5370-10, *Standards for Specifying Construction of Airports*, contain additional guidance of VE studies.

STATEMENT SUBMISSION REQUIREMENTS

Submittal Format:

All submittals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the submittal format must address all the required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

Section	Topic
1	Cover Letter & Firm Profile
2	Project Team/Experience/References
3	References
4	RFQ Forms and Compliance

Submittal Components:

1. Firm Profile/Cover Letter: Provide a one or two page cover letter.

The Cover Letter should include the following

- The name, title, phone number, fax number, email address, and street address of the person in the firm's organization who will respond to questions about the submittal.

Provide the following information about your firm:

- Number of years in business
- Information on pending or past litigation the firm has been involved in
- Number of employees
- The location of the offices that would provide the services
- A brief statement of the firms' background, demonstrating longevity and financial stability.
- Submit a recent Financial Statement of your Firm
- Highlights of the firm's qualifications and capability to provide Engineering Services on time and under budget.
- Types of services and products offered

2. Project Team/Related Experience: Start the section by introducing the designated project leader for each key person that will provide services to Gregg County. Include experience, education and professional license information for each person. Include at least three (3) projects the firms has worked on and a brief description that demonstrates capabilities and experience in working with Texas government entities, mores specifically demonstrate the teams experience with FAA projects and guidelines. Gregg County is looking for qualified firms that have prior and recent experience in working with Airports. Also please provide any specific current or past experience with similar projects located within and for Gregg

County.

3. **References:** Include a minimum of three references for your firm. Include the contact information for each and a brief statement of the project your firm completed.
4. **RFQ Forms and compliance:** Submit all required Forms including licensing information and all Forms located in the Forms Section of this RFQ packet

EVALUATION CRITERIA AND PROCESS

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some or all of the top ranked firms. The evaluation committee will determine the most highly qualified firm based on the information submitted and will present a negotiated agreement to commissioner's court for approval. The evaluation committee will determine the most highly qualified firm based on the information. If a contract cannot be negotiated with the highest ranked firm then the County will formally end negotiations and will notify the second ranked firm for negotiation, and so on. Gregg County reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the County.

Presentations

During the evaluation process the county may at its discretion, request firms to make oral presentations. All costs incurred for the presentations will be the sole responsibility of the respondent. After any such presentation, submittals may be evaluated again. Gregg County reserves the right at its sole discretion to determine if presentations are in the best interest of the county and is under no obligation to request presentations from all Respondents.

Request for Information

The County also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions as deemed in the best interest of the County. After any retrieval of information or clarifications presentations submittals may be evaluated again. Gregg County reserves the right at its sole discretion to request information, clarifications, presentations and or interviews from respondents. Gregg County and is under no obligation and reserves the right to request information/clarifications/presentations and interview from one, some or all Respondents.

Gregg County reserves the right at its sole discretion to determine the process for this statement of submission evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. Gregg County reserves the right without prejudice to reject any or all submittals to this RFQ.

EVALUATION CRITERIA

<u>Firm Profile/Cover Letter:</u>	30 points
<u>Project Team/Related Experience</u>	35 points
<u>References</u>	15 points
<u>RFQ instructions compliance</u>	20 points

Required Forms

COMPLIANCE WITH FEDERAL AND STATE LAWS

Certification of Eligibility

By submitting a RFP in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Verification No Boycott Israel

As required by Chapter 2270, Government Code, the selected firm must verify that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Foreign Terrorist Organizations

Pursuant to Chapter 2252, Texas Government Code, the selected Firm must represent and certify that, at the time of execution of an Agreement neither the Firm, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Disclosure of Interested Parties

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Gregg County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature: _____ **Date:** _____

Printed Name: _____

RFQ SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Statement of Submission becomes the property of Gregg County after the official opening.

The undersigned Respondents the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent, that if this Statement of Submission is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Scope of Work. The period for acceptance of this Statement of Submission will be (90) calendar days.

The undersigned Respondents that they are duly authorized to execute a contract with Gregg County and that this Statement of Submission has not been prepared in collusion with any other Respondent, nor any employee of Gregg County, and that the contents of this Statement of Submission have not been communicated to any other Respondent or to any employee of Gregg County prior to the official opening of this Proposal.

Respondent hereby assigns to Gregg County 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.

The undersigned Respondents that they have read and do understand the scope of work and any attachments contained in this solicitation. ***Failure to sign and return this form could result in the rejection of the entire submission.***

Signature: _____ **Date:** _____

LEGAL NAME AND ADDRESS OF RESPONDENT:

Name _____ Title _____

Tel. No. _____ Email: _____

Address: _____

COMPANY IS:

Business included in a Corporate Income Tax Return? YES NO

Corporation organized & existing under the laws of the State of _____

Partnership consisting of _____

Individual trading as _____ Principal

offices are in the city of _____

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

Vendor;

Below, 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 RFP 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, CPP, Purchasing Agent
101 E. Methvin St., Suite 205, Longview, Texas 75601
Phone (903) 237-2684 Fax (903) 237-2682 purchasing@co.gregg.tx.us

July 27, 2023

To: Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFQ# 2023-16 Master Service Agreement for Professional Engineer Services at the East Texas Regional Airport.

Please run the following ad on Friday July 28, 2023 and Friday August 04, 2023 in the Longview-News Journal.

PUBLIC NOTICE

Sealed Qualification Statements will be received by the County Purchasing Agent Kelli Davis at the Gregg County Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on or before 2:00pm, August 15, 2023 for RFQ No. 2023-16 Master Service Agreement for Professional Engineering Services at the East Texas Regional Airport. Late submissions will not be accepted. RFQ packet will be available on July 28, 2023 by visiting 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 or services 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 bid received and to waive any irregularities or formalities in the best interest of Gregg County.