

NOTICE OF REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

Matagorda County Navigation District No. One (MCND#1) is seeking submittals of qualifications from professional engineering/architectural firms to recommend actions including mitigation, prepare application exhibits, develop plans, specifications and cost estimates, coordinate construction, grant administration and perform other related services for projects that may participate in FEMA's Public Assistance program. Firms must be registered to practice in Texas.

The RFQ Number for this contract is FPA2017. Also, a new House Bill (Certificate of Interested Parties Texas Ethics Commission – HB 1295) requires each vendor to complete and file HB 1295 form online/electronically with the Texas Ethics Commission website. Once completed online, the Form 1295 must be printed and signed by an authorized agent of the business entity. The completed Form 1295 with the certificate of filing must be filed with MCND#1 before purchases can be made from any vendor or work orders or contracts can be awarded to any vendor.

Interested firms must submit two (2) paper copies and one (1) PDF copy of qualifications with "MCND#1 FPA2017" clearly marked on the front cover. Responses should be addressed to MCND#1, Attn: Port Director, P. O. Box 551, Palacios, TX 77465 or hand-delivered to same at 1602 Main St., Palacios, TX 77465 prior to 1:00 p.m. Wednesday, March 27, 2019. Additional information regarding this RFQ including specific requirements and evaluation criteria is available at the Port Administration Building, 1602 Main St., Palacios, or by emailing a request to info@portofpalacios.com or calling (361) 972-5556 during regular business hours. MCND#1 reserves the right to negotiate with any or all firms submitting qualifications.

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

THIS RFQ IS NOT A BID. There will be no formal bid opening. It is the intent of the RFQ to determine the most qualified and cost competitive firm or individual through which MCND#1 could contract these services.

See attached RFQ details:

**Request for Qualifications (RFQ) for Engineering Services
Hurricane Harvey Recovery Restoration Development
Closing Date and Time:
Wednesday, March 27, 2019 at 1:00 p.m. Central Standard Time**

General Scope of Work

MCND#1 seeks the services of qualified engineering/architectural consultants or multi-disciplinary teams for the development of Construction Plans, Specifications, Cost Estimates, Mitigation Actions, Grant Administration and Construction Management for projects that may be funded through the Federal Emergency Management Agency (FEMA)'s Public Assistance program. This work will include the assessment and development of plans and specifications for MCND#1 facilities and infrastructure around the harbor including, but not limited to: harbor infrastructure(s), roads, drainage ditches, piers, shoreline, erosion restoration, erosion prevention, breakwaters, docks, wharves, and other infrastructure as identified.

MCND#1 may use this RFQ to enter into one or more contracts, each comprising one or more partial scopes of work, projects or stages of work. No work may commence and no cost may be incurred on any scope of work, project or work stage without prior written authorization to proceed by MCND#1. Project development will also include all permitting, coordination outside agencies, and any other items necessary to successfully develop the project.

Technical Expertise

Interested firms or teams shall have extensive knowledge and expertise in the technical areas of marine/port infrastructure design and construction, structural engineering, environmental regulations, coordination with state and federal resource agencies, contract management, grant administration and construction phase services.

Selection Process

This RFQ provides information necessary to prepare and submit a Statement of Qualifications (SOQ) for consideration and ranking by MCND#1 using the point system described below. The MCND#1 Port Director will evaluate the SOQ using the 100-point system described in the next section. The Port Director will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the various services requested. The MCND#1 Board of Commissioners will meet Thursday March 28, 2019 at 1:00 p.m. during the regularly scheduled Board Meeting to select the firms from those RFQ's received by the deadline and ranked. Upon selection, the highest ranked firms will be asked to submit a fee proposal to begin contract negotiations for fair and reasonable prices.

By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Requirements and Evaluation section which follows.

Statement of Qualifications Requirements and Evaluation Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below:

Item 1: General Qualifications and Availability 15 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 to undertake the project, reporting responsibilities and how the firm will interface with the MCND#1 Port Director and staff. Biweekly project meetings will be required unless more frequent meetings are necessary.

c. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.

Item 2: Proposed Staff 25 pts

a. Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.

b. Names and roles of key personnel proposed to work on this project and their office locations.

c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.

d. Provide staffing size by areas of expertise.

e. Provide current workload of prime firm.

f. Provide staff availability to perform services.

g. Provide the Project Managers experience with similar size/type projects. Project manager shall demonstrate knowledge of similar Disaster Recovery Projects.

h. Provide the sub-consultants experience with similar size/type projects.

Item 3: Project Experience 40 pts

a. Provide an overview and brief history of the firm and sub-consultants.

b. Provide verifiable examples of at least five (5) similar 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 meeting project schedules
- History of accomplishing services within established budget, include planned vs. actual

- Detail cost savings or cost increases.

Item 4: Project Approach 20 pts

- a. Explain how the team will assess and design the project(s). Are there multiple or alternate design options, etc.?
- b. Provide an example of a typical project schedule.

Responsiveness to Request for Qualifications:

SOQs 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 quality, completeness, clarity of content, responsiveness to the requirements, and understanding of MCND#1's needs. Two hard copies (limit 10 pages not including resumes) and one digital PDF of the SOQ are required. Proposals must be signed by a person having authority to bind the firm in a contract.

Proposals must indicate "MCND#1 FPA2017" on the coversheet.

Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms

The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for subcontracted work when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. The respondent shall, if subcontracts are to be let, take the affirmative steps listed in paragraphs (1) through (5) of this section.

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements (See attached certification regarding lobbying.)

Prior to entering into an agreement, respondent shall file the required certification stating, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Conflict of Interest Questionnaire

Form CIQ. Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response.

Debarment and Suspension

Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that your company as well as the company's principal is not listed (is not debarred) through the System for Award Management (www.SAM.gov). Enclose a print out of the search results that includes the record date.

A contract resulting from this procurement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the respondent is required to verify that none of the respondent, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The respondent must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by the County. If it is later determined that the respondent did not comply with 2 C.F.R. pt. 180, subpart C and 2

C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of Texas or the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Form 1295

Also, a new House Bill (Certificate of Interested Parties Texas Ethics Commission – HB 1295) requires each vendor to complete and file HB 1295 form online/electronically with the Texas Ethics Commission website. Once completed online, the Form 1295 must be printed and signed by an authorized agent of the business entity. The completed Form 1295 with the certificate of filing must be filed with MCND#1 before purchases can be made from any vendor or work orders or contracts can be awarded to any vendor.

Required Contract Provisions

Where applicable, the provisions found at 2 C.F.R. 200 Appendix II will be included in all contracts executed as a result of this RFQ.

Due Date and Contact

Statement of Qualifications Due: **Wednesday, March 27, 2019 at 1 p.m. Central Standard Time.**

**FEDEX, UPS, Hand Delivered or etc. Deliver to
Matagorda County Navigation District #1
1602 Main Street
Palacios, Texas 77465**

**US Postal System
Matagorda County Navigation District #1
P.O. Box 551
Palacios, Texas 77465**

Any technical questions about this RFQ may be directed to the MCND#1 Port Director at the (361) 972-5556.

PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND/OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

MCND#1 will not provide compensation or defray any costs incurred by any firm related to the response to this request. MCND#1 reserves the right to negotiate with any and all persons or firms. MCND#1 also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and

qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.

DETAILED SCOPE OF SERVICES REQUESTED

Providers will help the locality fulfill State and Federal statutory responsibilities related to disaster recovery for presidentially declared disasters in Texas. Providers will assist the locality in the completion of qualified projects. Engineering contracts and services must be in compliance with federal regulations at 2 CFR 200. Providers will be bound to specific terms and conditions found in the general terms and conditions of their contracts.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents will be required to show the ability to provide all the Engineering services described below. Respondent shall then provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable. The term “subrecipient” used below refers to the non-federal entity that is soliciting qualifications. The term “respondent” refers to the firm submitting qualifications.

General Requirements

- (a) Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) and regarding project design services.
- (b) Provide monthly project status updates.
- (c) Funding release will be based on deliverables identified in the contract.

Initial Engineering and Design Support

Respondents will be required to show the ability to provide all the Engineering services described below:

- (a) Assist with the development of grant applications, as necessary.
- (b) Perform assessments upon the locality’s request of hurricane-related damage and where appropriate, failures to function related to key infrastructure and facilities.
- (c) Organize, manage and administer FEMA’s reimbursement process under the PA program to include:
 - i. Identification of eligible work (PA Categories C-G)
 - ii. Prioritization of recovery workload

- iii. Loss measurement and categorization, insurance evaluation, documentation adjusting and settlement
 - iv. Project Worksheet (PW) generation and review
 - v. PW interim and final inspections
- (d) Provide preliminary estimates of the scope and costs to repair, rehabilitate or restore infrastructure and facilities to pre-disaster condition, considering appropriate codes and design standards including hazard-resistant provisions and American Disabilities Act, Section 106 historic preservation, hazard mitigation eligible activities, pre-existing conditions, site conditions, access, tie-ins to existing infrastructure, alternate functions, possible capacity upgrades (“capped projects” under PA), repair versus replacement costs, and other relevant factors.
- (e) Assist in the assessment of potential Hazard Mitigation measures at damaged facilities including completion of Benefit Cost Analysis where required.
- (f) Provide all project information necessary to ensure timely execution of the environmental and historic preservation reviews.
- (g) Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Utility relocation designs
 - viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ix. Required permits
 - x. Quantities
 - xi. Estimate of construction costs to within +/- 25%
 - xii. Schedules for design, permitting, acquisition and construction
- (h) Design surveying, topographic and utility mapping.
- (i) Perform subsurface explorations for project sites, as necessary.

- (j) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- (k) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- (l) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- (m) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- (n) Prepare plans and profiles, including vertical design information for the selected alternative.
- (o) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- (p) Support subrecipient with acquisition or property/servitudes/right-of-way documentation as required by the locality to facilitate the project, preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
- (q) Provide project schedules from cradle to grave in a format approved by the subrecipient based on state or federal guidance.

Engineering and Final Design Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to final design support:

- (a) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones.
Examples include, but are not limited to:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications

- vii. Utility relocation designs
 - viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ix. Required permits
 - x. Quantities
 - xi. Estimate of construction costs to within +/- 20%
 - xii. Schedules for design, permitting, acquisition and construction
- (b) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
 - (c) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
 - (d) Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
 - (e) Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

Bid and Award Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to bid and award support.

- (a) Submit appropriate items and support subrecipient in the development of complete bid package.
- (b) Prepare and assist subrecipient in the advertisements for bid solicitation.
- (c) Support development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
- (d) Attend and support subrecipient at pre-bid conference and bid opening.
- (e) Support subrecipient with ongoing communication during bid process.

- (f) Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
- (g) Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
- (h) Support subrecipient in the conducting of a preconstruction conference.

Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

- (a) Ensure delivery of subrecipient project in accordance with contract.
- (b) Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
- (c) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
- (d) Provide periodic and final inspections and tests reports, as required for the project.
- (e) Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the locality.
- (f) Review Construction Change Orders and provide recommendation to subrecipient as to appropriate action.
- (g) Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
- (h) Obtain independent cost estimates for validation purposes, as required.
- (i) Review and respond to requests for information/clarification.
- (j) Support subrecipient with issue identification and claims resolutions.
- (k) Enter all requisite information into systems of record in accordance with established policies and procedures.

- (l) Develop a final “as built” report of quantities, drawings, and specifications.
- (m) Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
- (n) Deliver “as-built” drawings to the subrecipient within 30 days of project completion.
- (o) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
- (p) Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
- (q) Provide necessary certifications to regulatory agencies of project completion and compliance (ex. TCEQ).
- (r) Submit all final invoices within 60 days after contract or work order expiration.

Specialized Services

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to specialized services.

- (a) Provide Geotechnical Investigations as may be required for a project.
- (b) Provide Detailed Surveying as may be required for a project.
- (c) Provide Site Specific Testing as may be required for a project.
- (d) Provide Archeological Studies as may be required for a project.
- (e) Provide Planning Studies as may be required for a project.
- (f) Provide Feasibility Studies as may be required for a project.
- (g) Provide Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
- (h) Provide Phase I and Phase II environmental site assessments as Requested.