

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ABOVE AND UNDERWATER INSPECTION TO SUPPORT A CONDITIONS ASSESSMENT OF THE EXISTING  
WATERFRONT STRUCTURES IN ACCORDANCE WITH THE ASCE UNDERWATER INVESTIGATIONS STANDARD PRACTICE  
MANUAL (2001) AND ASCE WATERFRONT FACILITIES INSPECTION AND ASSESSMENT (2015). THE MATAGORDA  
COUNTY NAVIGATION DISTRICT #1, PORT OF PALACIOS (RFQDOCKS2022)**

On or before 3:00 p.m., Central Daylight Time, December 13, 2021 Matagorda County Navigation District #1 Port of Palacios, Texas, (Port) will receive Statements of Qualifications (Statements) from any and all firms interested in performing above and underwater inspection to support a conditions assessment of the existing waterfront structures in accordance with the ASCE Underwater Investigations Standard Practice Manual (2001) and ASCE MOP 130 Waterfront Facilities Inspection and Assessment (2015). All inspections and surveys will be presented in a Findings Report.

A selection is anticipated to be made on December 15, 2021, at 1 p.m. during the Regular Monthly Board Meeting of the Board of Commissioners and the firm would be utilized immediately thereafter. The Statements must be received in the Port's office at the address below prior to the deadline. All Statements received by the deadline will be opened at that time by the Port' Director or his designee and the names of the submitting parties, but not the contents of the Statements, will be made public at that time. Statements received after the deadline will not be accepted. All Statements received will become part of the public records of the Port and will not be returned.

Interested parties should submit an original and four copies of their Statements by carrier or hand delivery to:

Victor Martinez, Port Director  
Matagorda County Navigation District #1  
1602 Main Street  
Palacios, TX 77465  
ATTN: RFQDOCKS2022

By mail,

Victor Martinez, Port Director  
Matagorda County Navigation District #1  
P.O. Box 551  
Palacios, TX 77465  
ATTN: RFQDOCKS2022

Further information on this RFQ may be obtained by contacting:

Matagorda County Navigation District #1 at (361) 972-5556

Further information on the Port may be obtained by visiting the District's website: [www.portofpalacios.com](http://www.portofpalacios.com)

**PLEASE NOTE:**

The selection of the firm to provide the described scope of services will be based on the consideration of qualifications and related factors contained in this RFQ.

**GENERAL SCOPE OF SERVICES**

The Port is a political subdivision of the State of Texas created by the Texas Constitution and now governed by Texas Water Code.

A map of current land and facilities is attached and posted to the Ports website: [www.portofpalacios.com](http://www.portofpalacios.com).

## **SCOPE OF PROFESSIONAL SERVICES**

- Inspection will encompass all structural elements from the mud line up including deck slabs, beams, piles, and fenders.
- Underwater inspections of areas of concern.
- The sites to be investigated include all docks in wharves located in Turning Basins 1, 2, 3, and 4. See map for more information.
- The investigation shall be based on ASCE published documents cited above and industry standard practices.

## **PROJECT DELIVERABLES**

Inspection report for each site with each report containing the following:

- Facility description
- General condition assessment
- Discussion of the inspection findings
- Signed and sealed survey with plan view and cross sections showing design template versus actual.
- Priority ranking and repair grouping, when possible, to generate a project.
- Details age, life, recommended maintenance, repair, and replacement schedule. Including estimated costs.
- Electronic submission of report and CAD files is acceptable.

## **REPORTS**

- Inspection report(s) shall include drawings, detailed sketches, and any imagery performed. Reports must be typed, or computer-generated in a neat and orderly manner. Specific project(s) investigation and/or survey reports shall be professionally put together with documentations, logs, drawings, detailed sketches, photos, and videos if appropriate. The Firm shall submit electronic copies of all report(s) in Adobe Acrobat color PDF format and adequate hard copies.

## **INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS**

The Statement of Qualifications must clearly address each of the following criteria in the order listed.

1. Name of the firm, owner, address, email, and telephone number.
2. Similar, recent experience of assigned team members, years of experience, professional certifications of key team members. Similar experience in similar projects using ASCE standards. Indicate if any sub-consulting will be required and list the potential consultants. Demonstrate work history with sub-consultants.

### **a. Personnel Requirements:**

#### **Inspection and Condition Assessment Project Manager**

- Registered Professional Engineer licensed in the State of Texas.
- Specialized in civil, structural engineering, or ocean engineering.
- A minimum of 10 years of experience in the inspection, design and/or construction of civil structures, including maritime or waterfront assets.

#### **Inspection Team Leader**

- Registered Professional Engineer.
- A minimum of 5 years of experience in inspection of civil structures, including maritime or waterfront assets.
- Trained commercial diver
- Team leader must actively participate in the underwater inspection by personally conducting a minimum of 25% of the underwater diving inspection

#### **Inspection Team Member\***

- Graduate of a four-year engineering curriculum in civil or structural engineering and certified as an engineer-in-training (EIT)  
or
- Technicians who have relevant certifications for bridge or related inspections by the National Society of Professional Engineers' (NSPE) program for National Institute for Certification in Engineering Technologies (NICET) or Federal Highway Administration-approved comprehensive inspection training courses.

\*Team Members include any personnel conducting or reporting (taking notes, etc.) on inspection.

3. Additional submission requirements:

**a. THE RFQ MUST INCLUDE THE FOLLOWING CERTIFICATE:**

*"I certify that the above information is correct and complete to the best of my knowledge. I also certify that to the best of my knowledge or belief, no commissioner or employee of Matagorda County Navigation District #1, Port of Palacios is financially interested, directly or indirectly, in my firm or in the purchase of services as described in this RFQ."*

Date:

Name of Lead Consultant:

Title:

**b.** A copy of Consultant's current **certificate of insurance** for professional liability.

**c. A statement of conflicts** (if any) the proposing entity or key employees may have regarding these services.

The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

**d. Conflicts 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 must be submitted with the response.

**e. Certificate of Interested Parties (Form 1295)** Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Port will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission.

**QUALIFICATION EVALUATION**

Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

Number	Criteria	Weight
1.	DEMONSTRATED ABILITY AND EXPERTISE Similar, recent experience of assigned team members, years of experience, professional certifications of key team members. Similar experience in similar projects using ASCE standards. Indicate if any sub-consulting will be required and list the potential consultants. Demonstrate work history with sub-consultants.	50%
2.	SOQ RESPONSE Understanding of the work, presentation, and completeness of SOQ.	50%

- Careful attention should be paid to addressing these evaluation criteria in the SOQ.
- If requested by the Port, firm shall furnish additional evidence to satisfy the Port that firm has the necessary ability, experience, and resources to perform the work.
- Incomplete SOQs will not be accepted.

**Upon evaluation, the most qualified respondent will be selected. This respondent will then be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.**

**By submitting its Statement of Qualifications in response to this Request for Qualifications, respondent accepts the evaluation process set forth above.**

**The Port reserves the right to establish further criteria for evaluation of qualifications, to require additional submissions, to waive any informalities in submissions, to reject any or all submissions and to negotiate with successful parties.**

**The Port reserves the right to contact any other references at any time during the RFQ process. The Port makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever.**

**Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. – Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:**

- 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.

# Respondent Evaluation Rating Sheet

Name of Respondent \_\_\_\_\_

Name of Program RFQDOCKS2022

Date of Rating \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

**Demonstrated Ability & Experience** -- Rate the respondent for experience in the following areas:

Comments

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Similar, recent experience of assigned team members, years of experience, professional certifications of key team members. Similar experience in similar projects using ASCE standards. Indicate if any sub-consulting will be required and list the potential consultants. Demonstrate work history with sub-consultants.	50	_____
<b>Subtotal, Experience</b>	<b>50</b>	=====

**SOQ Response**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Understanding of the work, presentation, and completeness of SOQ.	50	_____
<b>Subtotal, Response</b>	<b>50</b>	=====

**NOTE:** Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**TOTAL SCORE**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	50	_____
<input type="checkbox"/> Response	50	_____
<b>Total Score</b>	<b>100</b>	=====