



JEFFERSON COUNTY PURCHASING DIVISION

Deborah L. Clark, County Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

Request for Qualifications

February 1, 2010

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 10-008/KJS, Drainage Improvements to the South Central Gardens Area of Jefferson County. Jefferson County is requesting statements of qualifications from qualified firms.

All interested individuals and firms shall obtain a "Request for Qualifications" packet from the Jefferson County Purchasing web site at www.co.jefferson.tx.us.

All responses shall be submitted with an original and three (3) hard copies, to the Jefferson County Purchasing Agent, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701, no later than 11:00 a.m., February 26, 2010. Responses will be publicly opened and the names of responding firms will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below.

All responses shall be submitted to the Jefferson County Purchasing Agent in a sealed envelope marked:

Request NAME:	Drainage Improvements to the South Central Gardens Area of Jefferson County
Request NO:	RFQ 10-008/KJS
DUE DATE/TIME:	11:00 AM, February 26, 2010
MAIL OR DELIVER TO:	Jefferson County Purchasing Department 1149 Pearl Street, 1st Floor Beaumont, Texas 77701

Any questions relating to these requirements should be directed to Karen J. Smith, MBA Assistant Purchasing Agent, at 409-835-8593.

Your consideration of this RFQ is appreciated.

Sincerely,

Deborah L. Clark
County Purchasing Agent

Publish: Beaumont Enterprise – February 3rd and 10th 2010
Port Arthur News – February 3rd and 10th 2010

RFQ 10-008/KJS

DRAINAGE IMPROVEMENTS TO THE SOUTH CENTRAL GARDENS AREA OF JEFFERSON COUNTY

PURPOSE

Jefferson County is requesting statements of qualifications from all interested engineering firms for design, plans, specifications, bidding documents and construction advisory assistance for drainage improvements to reduce flooding in the South Central Gardens area by reducing flow westward into the Highland Ditch and redirecting flow eastward to the increased capacity facility by Drainage District No. 7 along State Highway 347.

PROJECT

The South Central Gardens Area of Jefferson County. The general area is bounded by Washington Ave. on the north, Spurlock Rd. on the east, Central Blvd. on the south, and Houston Ave. on the west. The Project will include but not limited to, redirection of roadside ditches, relocation of existing culverts, additional culverts, increased capacity for outfall channels crossing State Highway 347 and other facilities as required to provide drainage relief for the South Central Gardens Area eastward toward State Highway 347.

PROCEDURE

Firms are encouraged to submit statements of qualifications and experience. For this project, the County Engineer will appoint a selection committee, which will evaluate responses and select, in order of preference, a short list of at least three firms. Responses will be ranked on the basis of demonstrated experience, competence, and qualifications. Fees, price, work hours, or any other cost information will not be considered in the development of the short list.

Jefferson County will then enter into negotiations with the highest qualified firm. The negotiations will first establish the scope, terms and conditions, and time limits for the proposed contract. Once agreement is reached between Jefferson County and the selected firm, the County will request a fee proposal from the firm. If agreement is reached, the County will retain the firm and enter into a written contract with it. If an agreement cannot be negotiated with the selected firm, the County will then enter into negotiations with the next most qualified firm. This procedure will continue until agreement is reached and a contract is produced. If the County cannot negotiate an agreement, the procedure will be terminated.

SELECTION COMMITTEE

The County Engineer will appoint a chairperson and no less than two (2) other members for the committee. Typically, the committee will consist of at least one professional in the task required, a person knowledgeable about procurement practices, and a representative of the department executing the project. However, this structure is not binding. Other members may be appointed

as necessary and appropriate, but the total number on the selection committee shall not exceed seven (7). Committee appointments shall be in writing and shall briefly describe the scope of the project and, if necessary, the primary disciplines required to accomplish the project, in order to assist the committee in developing a list of firms that might best accomplish the work required.

RATING CRITERIA

The committee selected for this project will select a firm for the work required. Firms will be evaluated using the following criteria:

Ability to meet goals and objectives for the project	40 points
Performance/References	20 points
Experience on similar projects	30 points
Staff qualifications	10 points

SUBMISSION REQUIREMENTS

One original and one (1) hard copy, of the qualifications statements shall be mailed or delivered to:

Jefferson County Engineer
1149 Pearl Street 5th Floor
Beaumont, Texas 77701

All submissions must be received by 11:00 AM, Friday, February 26, 2010.

Late submissions will not be accepted.

Please direct questions to Jose A. Pastrana, P.E., County Engineer at (409) 835-8584 or email jpastrana@co.jefferson.tx.us.

VENDOR REFERENCES

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

SIGNATURE PAGE

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions? **Yes p** **No p**

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

Firm (Entity Name)

Signature

Street & Mailing Address

Print Name

City, State & Zip

Date Signed

Telephone Number

Fax Number

E-mail Address