



JEFFERSON COUNTY PURCHASING DEPARTMENT

Deborah L. Clark, Purchasing Agent

1001 Pearl Street, 3rd Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

February 23, 2015

**Request for Statements of Qualification (RFQ 15-003/JW)
Professional Engineering Design Services for Jefferson County**

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 15-003/JW, Professional Engineering Design Services for Jefferson County. Jefferson County is requesting statements of qualifications from qualified firms.

All interested individuals and firms should obtain a "Request for Qualifications" packet from the Jefferson County Purchasing website at: www.co.jefferson.tx.us/Purchasing/main.htm

All responses shall be submitted with an original and three (3) hard copies, to the Jefferson County Purchasing Department, 1001 Pearl Street, 3rd Floor, Beaumont, Texas 77701, no later than 11:00 am CST, March 24, 2015. Jefferson County does not accept responses submitted electronically. 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. Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquires shall be directed in writing to: Deborah L. Clark, Purchasing Agent via fax 409-835-8456 or e-mail at: syphrett@co.jefferson.tx.us.

REQUEST NAME: Professional Engineering Design Services for Jefferson County

REQUEST NO. : RFQ 15-003/JW

DUE DATE/TIME: 11:00 am CST, Tuesday, March 24, 2015

MAIL OR DELIVER TO: Jefferson County Purchasing Department

1001 Pearl Street (3rd Floor)

Beaumont, TX 77701

Jefferson County encourages Disadvantaged Business Enterprises to participate in the bidding process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

We look forward to your active participation in this solicitation.

Sincerely,

Deborah L. Clark
Purchasing Agent
Jefferson County, Texas

Request for Statements of Qualification (RFQ 15-003/JW)

Professional Engineering Design Services for Jefferson County

Purpose

Jefferson County is requesting statements of qualifications and experience from all interested architects, engineers, consultants, and laboratories desiring to provide consultant services to the County as jobs arise. The services may include any of the following for projects being developed by the County:

- Master Planning
- Scope Development
- Architectural and Engineering design
- Testing of Materials
- Surveying
- Landscape Architecture
- Site Inspection
- Construction Management

Procedure

Firms are encouraged to submit statements of qualifications and experience to be kept on file in the Jefferson County Purchasing Department. For a given project, the responsible Jefferson County department head 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

Because of the diversity of the departments and activities of the County, the responsible department head will appoint the selection committee for a given project. The department head 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 either a representative of the department requesting the project, or the department executing the project. However, this structure is not binding. Other members may be appointed as necessary and appropriate, but the total number of persons on the selection committee shall not exceed four (4) persons. 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. Committee membership and project requirements will vary from project to project; therefore, a firm rated number one for one project could very well not even be rated for another.

Qualifications Statement Requirements

Firms desiring to be considered for professional design services to Jefferson County are required to submit a Statement of Qualifications and Experience in order to be considered for contracts under this procedure. Only firms with statements on file with the County will be evaluated. The statement should contain, as a minimum, the following:

1. Name of the firm wishing to contract with the County.
2. Name(s) of firm(s) wishing to partner with other firms, or to use design firms as subcontractors.
3. In reference to Items 1 & 2 (above), include a complete breakout list of the number of personnel available by discipline, skill, or knowledge area to work on County projects, with a total of all firms shown.

Example of Breakout List Format Below:

Discipline	Your Firm Name Here	Additional Firm Name Here	Additional Firm Name Here	Total
Architect	2 <i>(personnel available)</i>	1 <i>(personnel available)</i>	5 <i>(personnel available)</i>	8 <i>(personnel available)</i>

Disciplines to be included in the breakout list (in the format above) are as follows:

- Aerial Specialist
- Architect
- CADD Operator
- Chemical Engineer
- Civil Engineer
- Clerical Admin
- Coastal Engineer
- Coastal Geomorphologist
- Construction Admin
- Construction Engineer
- Construction Inspector
- Design Technician
- Draftsperson
- EIT
- Electrical Engineer
- Electrical Tech
- Environmental Engineer
- Engineering Tech
- Estimator
- Hydrologist
- Interior Designer
- Intern
- Landscape Architect
- Mechanical Engineer
- Planner-Urban/Region
- Project Manager
- Registered Planner
- Resident Engineer
- Sanitary Engineer
- Soils Engineer
- Structural Engineer
- Surveyor
- Draftsperson
- Spec Writer
- Clerk/Typist
- Transportation Engineer

4. An indication of the type(s) of contracts the firm would be interested in being considered for. Qualifications and experience shall be submitted for each expertise. Examples would include, but not be limited to:

- Architect and Engineer Services
- Civil Design/ Civil Engineering
- Coastal Project Analysis
- Comprehensive Facility Evaluation
- Construction Administration/ Construction Management/ Materials Testing
- Design- Building

- Engineering Design Services
- Environmental Permitting
- Erosion Response
- Facility Planning/ Design
- Failure Investigation
- Foundation Design
- Geotechnical Engineering
- Hydraulics /Hydrology
- Interior Design
- Master Planning
- Non-Destructive Testing
- Pavement Consulting/Design
- Retrofit and New Roofing
- Scope Development
- Site Layout and Preparation
- Site Inspection
- Site Selection Consulting
- Structural Analysis and Design
- Surveying
- Testing
- Transportation Engineering
- Utility Design
- Wastewater Management
- Water Supply/ Waste Water Engineering

5. Biographies or resumes, including home office location and other relevant information, for each key staff member likely to be assigned to a project and for any sub-consultants proposed to be used on projects.
6. Names, titles, address, and telephone numbers of persons who are authorized to negotiate for and contractually bind the firm. One of these persons should sign the response. A contact must be named for addressing questions generated during the evaluation process.
7. A description of representative work accomplished for all jobs within the past three (3) years.
8. A list of all projects accomplished for Jefferson County, including the name of the County's representative for each project. This list shall be used as one of the sources for references.
9. A list of references, other than Jefferson County, who have contracted the types of work the firm, is offering to perform. Include name of owner, contact person, and telephone number for jobs listed in (6) above. A reference form is included in this package.
10. Location of primary business office location and location that will serve Jefferson County (if different than primary location).

U.S. Government Forms 254 and 255, used for selection of Architects and Engineers, may be used as part of submissions. All requirements stated above must be presented in the order given in order to be eligible for maximum points.

Rating Criteria

The committee selected for a specific project will select a firm or firms 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	30 points
Experience on similar projects	20 points
Staff qualifications	10 points

Submission Requirements

One original and three (3) hard copies, of the qualifications statements shall be mailed or delivered to:

Jefferson County Purchasing Department
1001 Pearl Street, 3rd Floor
Beaumont, TX 77701
Attn: Deborah L. Clark, Jefferson County Purchasing Agent

**All submissions must be received by 11:00 am CST, Tuesday, March 24, 2015.
Late submissions will not be accepted.**

Please direct questions to Jamey West, Contract Specialist at (409) 835-8593, or e-mail at: jwest@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** **No**

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	