

**REQUEST FOR QUALIFICATIONS**  
**to provide**  
**ENVIRONMENTAL ASSESSMENT SERVICES**

**RFQ Issue Date: June 20, 2011**

**Response Due: 4:00 P.M., C.S.T., July 18, 2011**  
Pete Sepulveda, Jr., CCRMA Coordinator  
Cameron County Regional Mobility Authority  
1100 E. Monroe Street – Suite 256  
Brownsville, Texas 78520

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR THE FM 803 PROJECT  
ENVIRONMENTAL ASSESSMENT SERVICES**

**I. INTRODUCTION**

The Cameron County Regional Mobility Authority (the “CCRMA”), a political subdivision of the State of Texas governed by the provisions of the Texas Transportation Code, Chap. 370 (the “RMA Act”), is requesting qualifications from Firms interested in representing the CCRMA. The Scope of Work shall include the development of an Environmental Assessment for the FM 803 Project.

The CCRMA may apply for and receive federal financial assistance for this Project in addition to other financing sources. Responders should be familiar with the provisions of state and federal guidelines in preparing the Environmental Assessment.

Responders should demonstrate a history of providing Environmental Assessment Services for governmental agencies with particular emphasis on experience with Texas Department of Transportation (TxDOT) related projects.

**II. SCOPE OF SERVICES – Project Overview**

TxDOT has initiated an Environmental Study for the proposed relocation of a portion of FM 803 in Cameron County. Work accomplished to date includes two public meetings; identification of alternatives; and preparation of a preliminary draft of a categorical exclusion. Due to funding constraints, TxDOT has requested assistance from the Cameron County Regional Mobility Authority to complete the necessary Environmental Studies.

The Services required consists of preparation of an Environmental Assessment (EA) - building upon the preliminary draft categorical exclusion (prepared by others). Because federal financial assistance is anticipated, the EA will require review/processing by the Federal Highway Administration (FHWA). The needed Services also includes the preparation of a Programmatic Categorical Exclusion (PCE) for the drainage improvements planned along the existing FM 803.

The needed Services will include Project Administration and Coordination, Conceptual Design Review/Evaluation, preparation of an EA, preparation of a PCE, an open house for the EA, and activities required to afford an opportunity for a Public Hearing on the EA.

The proposed FM 803 Project would consist of relocating a portion of existing FM 803. The proposed facility would consist of a 150-foot wide ROW including four lanes; two 12-foot wide lanes in each direction, a continuous 14-foot wide center left turn lane, 8-foot wide shoulders, and open parallel ditches on both sides. Because the project would be on new location, evaluation of preliminary location alternatives would be required. The preliminary alternatives to be evaluated in the EA include the No-Build Alternative and the three (3) location alternatives identified in the preliminary draft of the CE (prepared by others). For the purposes of this scope, it is assumed that the No-Build and one Build Alternative will be subject to detailed analysis in the EA. Additional alternatives will not be developed/evaluated.

### **III. RESPONSE FORMAT AND REQUIREMENTS**

This RFQ broadly outlines the information that responders must submit to enable the CCRMA to evaluate the experience and capabilities of the responding firms. Please provide a response to every question and information request posed in Section IV of this RFQ or indicate why no response is provided. Identify the question being answered in the introduction of the response to each question.

Responses must be limited to twenty (20) pages in length exclusive of professional resumes, cover sheets, flyleaves, tables of content, dividers, requested appendices, etc. Submittals of qualifications greater than the specified twenty (20) page limit will not be reviewed. All submitted material must be printed on one side only except for preprinted marketing brochures. The minimum type size font allowed is 12 point.

**RESPONSES TO THIS RFQ MUST BE DELIVERED TO THE OFFICE OF THE CCRMA NO LATER THAN 4:00 P.M., C.S.T., JULY 18, 2011. SIX (6) HARD COPIES SHALL BE SUBMITTED TO:**

Pete Sepulveda, Jr., CCRMA Coordinator  
Cameron County Regional Mobility Authority  
1100 E. Monroe Street – Suite 256  
Brownsville, Texas 78521  
Phone: (956) 982-5414 Fax: (956) 983-5099

### **IV. CONTENT OF RESPONSE**

Responses to this RFQ shall include the following information:

**A. Overview of the Firm:** Provide a brief history and general description of the responding firm, including information relative to the capabilities and resources of its principal Texas office and its regional Texas offices.

**B. Firm Organization, Staffing & Procedures:** Provide the following information:

1. The name, title, and contact information of the individual submitting the response and to whom questions or requests for additional information should be directed.
2. The Principal Office and Parties to be directly responsible for potential CCRMA projects. Identify other Staff expected to have significant involvement and describe their experience with previous developments of Environmental Assessments.
3. An outline of procedures and process that would be used by Consultant to perform the Environmental Assessment.
4. At least three (3) references that the CCRMA may contact. Please provide name, title, affiliation, address, and telephone number. The CCRMA reserves the right to independently contact other references.

**C. Experience of the Firm:** Provide a synopsis of the firm's experience in providing Environmental Assessment Services to governmental entities.

**D. Historically Underutilized Business ("HUB") and Disadvantage Business Enterprise ("DBE") Participation:**

1. Indicate whether the responding firm is a certified HUB or DBE and if so provide supporting documentation, including evidence of certification through the State of Texas or a Texas regional certification agency.
2. Describe efforts made or that will be made for HUB and/or DBE participation if the firm is selected to assist the CCRMA.

**E. Conflicts of Interest:**

1. Disclose all contractual or informal business arrangements/agreements, including fee arrangements and consulting agreements, between the responding firm and the CCRMA and/or the Board, or any entity that provides services to the CCRMA.
2. Describe any known relationships which could create a conflict of interest or the appearance of a conflict of interest if selected, and any prior or existing relationship with TxDOT, Cameron County, or any governmental entity operating within Cameron County.

In addition to the above, responders must familiarize themselves with and comply with the CCRMA's Conflict of Interest Policy for Financial Team Members (available on the CCRMA's web site at <http://www.cameroncountyrma.org>).

**V. QUESTIONS CONCERNING THE RFQ**

All questions concerning this RFQ shall be submitted to the CCRMA in writing, via U.S. mail or e-mail. Questions should be submitted to:

Pete Sepulveda, Jr., CCRMA Coordinator  
Cameron County Regional Mobility Authority  
1100 E. Monroe – Suite 256  
Brownsville, Texas 78520  
Phone: (956) 983-5414  
[psepulveda@cameroncountyrma.org](mailto:psepulveda@cameroncountyrma.org)

Responses to questions posed may be posted on the CCRMA website. Interested parties are responsible for monitoring the CCRMA website for information, updates, or announcements regarding this RFQ.

**VI. ANTI-LOBBYING PROHIBITION**

Except for questions concerning this RFQ which may be submitted in writing pursuant to Section V above, responders shall NOT contact, either directly or indirectly, members of the CCRMA’s Board of Directors concerning the subject matter of this RFQ from the date of issuance until the day after selection of the Firm by the Board. Any responder judged to be in violation of this anti-lobbying prohibition may be disqualified from being considered in this procurement.

**VII. SELECTION OF CONSULTANT**

The CCRMA will make its selection of a Firm based on demonstrated competence, experience, knowledge, and qualifications as reflected in the criteria set forth below. At the time a firm is selected, the CCRMA anticipates negotiating the services to be provided and the fees and expenses related thereto. The CCRMA may decline to engage a firm if such negotiations are not successful.

The responders shall be evaluated according to the following:

Experience and demonstrated competence in developing Environmental Assessments	40%
Qualifications of key personnel	40%
Firm resources and Texas presence	10%
HUB/DBE commitment	10%

**VIII. COST OF RESPONSES**

All costs directly or indirectly related to preparation of a response to this RFQ, any later oral presentations required to supplement and/or clarify the RFQ response, or presentation of a price proposal which may be requested by the CCRMA shall be the sole responsibility of and shall be borne by responders.

**IX. RELEASE OF INFORMATION AND PUBLIC INFORMATION ACT COMPLIANCE**

All responses to this RFQ shall be deemed, once submitted, to be the property of the CCRMA. Responses may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material believed by the responder to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the CCRMA receives a request for public disclosure of all or any portion of a response, the CCRMA will use reasonable efforts to notify the responder of the request and give the responder an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the Act or other applicable law within the time period allowed under the Act.

**X. RESPONDER’S ACKNOWLEDGEMENT**

By submitting a response to this RFQ, each responder unequivocally acknowledges that the responder has read and fully understands this RFQ, and that the responder has asked questions and received satisfactory answers from the CCRMA regarding any provision of this RFQ with regard to which the responder desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFQ process are, upon their receipt by the CCRMA, the property of the CCRMA and may not be returned.