

REQUEST FOR QUALIFICATIONS

to provide

ENGINEERING 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 PORT ISABEL PORT ACCESS ROAD PROJECT
ENGINEERING 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 Design and Development of the Port Isabel Port Access Road Project.

Responders should be familiar with the provisions of state and federal guidelines in preparing the Design Services.

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

II. SCOPE OF SERVICES – Project Overview

The Services to be performed by the Consultant shall consist of providing Engineering Services for the Design and Development of a schematic layout, right of way (ROW) and survey, plans, specifications, construction estimates (PS&E) for the proposed extension of the Port Isabel Port Access Road, and Programmatic Categorical Exclusion (PCE) to obtain environmental clearance for the intersection of the Port Isabel Port Access Road and SH 48 in Port Isabel, Cameron County, Texas. Discussions with the Texas Department of Transportation (TxDOT) have determined that the Project will be classified as a PCE. The Project is approximately 1.0 miles +/- miles in length beginning at SH 48 and ending at Port Isabel-San Benito Navigation District Entrance.

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 in providing Engineering and Design Services, particularly for road projects.
3. An outline of procedures and process that would be used by Consultant to perform the Design and Engineering Services.
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 Design and Engineering 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
pspulveda@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 Providing Design and Engineering Services	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.