

**NOTICE OF INTENT TO CONTRACT
FOR SPECIFIC DELIVERABLE CONTRACTS
WITH FEDERAL FUNDING**

The County of Webb intends to enter into a specific deliverable contract with a prime provider pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.43, to provide the following services:

Contract Number: CSJ: 0922-33-123, CSJ: 0922-33-124, & CSJ: 0922-33-126

Project Description and Work to be Performed:

American Recovery and Reinvestment Act Webb County Roadway Improvement Projects: The project work includes pavement resurfacing, pavement repairs and widening; striping, signing, traffic signals, and roadside flashing beacons; and various associated roadway safety work including guardrail for the three (3) project numbers listed above. Roads are approximately ½ mile, 1 mile and 4 ½ miles in length each. The work to be contracted under this contract includes project inspection, construction management, and materials testing.

Project bid packages and plans are available for each project at a cost of non-refundable fee of \$100.00 at the office of the Webb County Purchasing Agent, 1110 Washington, Suite 101, Laredo Texas 78040.

Selection Requirements:

The proposed team must demonstrate that a professional engineer licensed in Texas will sign and/or seal the work to be performed on the contract.

For purposes of executing an engineering contract and doing work with Webb County, the prime provider (firm) must be registered with the Texas Board of Professional Engineers

If a joint venture is being considered, see the "Joint Venture Certification Requirements" section of this notice for additional requirements.

The proposed **project manager** must be registered in the State of Texas.

The selected prime provider must perform a minimum of 30% of the actual contract work.

Certification Requirements:

The prime provider employees and subprovider employees proposed as task leaders must be precertified by the deadline date for receiving the Letter of Interest (LOI) for each of the advertised work categories listed in which those employees are intended to perform work unless the work category is a non-listed work type included in the "Work Categories and the % of Work Per Category" section below. This attachment is in addition to the maximum pages allowed for the LOI.

If the work in any individual work category is less than 5.0% of the contract, precertification is not required. A prime provider employee or subprovider employee that is not precertified must demonstrate in an attachment to the LOI how it meets the minimum requirements for the specified work category, as identified on the TxDOT website, or how it possesses the knowledge and skill to perform the work in the category. This attachment is in addition to the maximum pages allowed for the LOI.

If the work category is a non-listed, work type precertification is not required. A prime provider or subprovider intending to perform the work must demonstrate in an attachment to the LOI how it meets the minimum requirements as specified in the "Work Categories and % of Work Per Category" section of this Notice. This attachment is in addition to the maximum pages allowed for the LOI.

Joint Venture Certification Requirements:

Webb County allows joint ventures. Submittal of a joint venture proposal is at the discretion of the provider. A joint venture is considered the prime. In order for a joint venture to be precertified, each firm included in the joint venture must be precertified. All joint venture parties must be clearly identified.

For purposes of executing an engineering contract and doing work with Webb County, each firm included in the joint venture must be registered with the Texas Board of Professional Engineers. All joint venture parties will be required to sign the contract and take equal 100 % responsibility for the contract.

Disadvantaged Business Enterprise (DBE) Goal:

This is a federally funded contract. The assigned DBE goal for participation in the work to be performed under this contract is 20% of the contract amount.

The provider shall furnish evidence of compliance with the assigned DBE goal or evidence of a good faith effort acceptable to Webb County to meet the assigned goal on the CCO-6 form. Failure to do so shall be reason to consider the provider nonresponsive, and Webb County will select the next highest scored provider meeting these requirements. Remember, the DBE goal can be achieved using the prime provider, the subproviders, or both.

Work Categories and the % of Work Per Category:

Webb County has adopted TxDOT's pre-certification requirements by category and current listing of pre-certified providers and sub-providers that that agency has pre-certified pursuant to Texas Government Code. Firms interested to become pre-certified for this NOI are directed to do so with Webb County by the closing date of the Notice of Intent.

Work Categories and the percentage of work anticipated per category for these contracts are described in TxDOT's Precertification Process - Attachment "B" - Precertification Requirements by Category and are as follows:

Group 11. Construction Management (55%)

11.1.1 Roadway Construction Management and Inspection (55%)

Group 12. Materials Inspection and Testing (40%)

12.1 Material Testing (5%)

12.1.1 Asphaltic Concrete (30%)

12.1.2 Portland Cement Concrete (5%)

Group 14. Geotechnical Services (5%)

14.2.1 Geotechnical Testing (5%)

Major Work Categories:

In addition to the precertification requirements for the work categories listed above, the LOI must address the team's capabilities and experience in the following major work categories:

Group 11. Construction Management

Group 12. Materials Inspection and Testing

Selection Criteria:

Webb County will evaluate Letters of Interest using the following criteria:

- Project understanding and approach (30%)
- The project manager's experience with similar projects (30%)
- Similar project-related experience of the task leaders responsible for the major work categories identified in this notice (20%)
- Prime provider's Quality Assurance/Quality Control program (15%)
- Knowledge of geographical location (5%)

Selection Procedure:

A Short List meeting with providers advancing to the short list will not be held.

Providers advancing to the short list will participate in an interview and submit a written proposal. These providers will be sent a Request for Proposal and Interview and Contract Guide (RFP/ICG) containing instructions for preparing a written proposal and for participating in the interview. The prime provider's project manager must be present for and participate in the interview or the provider will be dropped from further consideration. Interviews and proposals will be evaluated, with the proposal evaluation counting 30% and the interview counting 70% of the final score, which is the basis for contract award. **Interviews will be scheduled the week of March 29, 2010.**

The Consultant Selection Team has determined a range of acceptable scores to be not less than 0 out of the total available points of 1000. If more prime providers fall within the specified range of acceptable scores than the anticipated number of contracts, prime providers will be selected in order of ranking in the evaluation process.

Letter of Interest Requirements:

The Letter of Interest (LOI) is limited to three 8½ x 11 inch pages, single sided, using 12 pitch font size.

The LOI must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.

The LOI must include the following:

- **Contract Number:** CSJ: 0922-33-123, CSJ:0922-33-124, & CSJ:0922-33-126
- The name of the prime provider's project manager (who may be replaced during the selection and before contract execution only by another person proposed in the LOI for the prime provider's team, as approved by Webb County Engineer and the names of the prime provider's and any subproviders' task leaders (who may be replaced during the selection and before contract execution only by another person proposed in the LOI for the prime provider's or subprovider's team, as approved by the CST) who will work on the contract. Under a joint venture agreement, one project manager must be identified to represent the joint venture as the prime.
- Information showing the team's project understanding and approach; the project manager's experience with similar projects; similar project-related experience of the task leaders responsible for the major work categories; and other pertinent information addressed in this notice. For each similar project referenced, identify either the project manager's or the task leader's specific role(s) and work contributed.
- Evidence of compliance with the assigned DBE goal can be achieved using the prime provider, the subproviders, or both as shown on the TxDOT CCO-6 Project Team Composition form; or if the goal is not met, a written commitment to make a good faith effort to maximize DBE utilization during the contract with an explanation of the good faith efforts to obtain DBE participation.

- Verification in the form of a statement that the proposed team individuals are currently employed by either the prime provider or a subprovider.
- Verification in the form of a statement that the prime provider (firm or the joint venture members) is registered with the Texas Board of Professional Engineers. If not applicable to your firm, please provide an explanation.
- Name and contact information (mailing address, e-mail address, telephone number) for at least three client references for the prime providers' project manager for similar related projects. Whether Webb County or non-Webb County, the client references should be employees, such as the contract manager or work authorization manager, who are most familiar with the proposed project manager's work. They should be individuals who are, or were, actively involved in the management of an existing or previous contract that the proposed prime provider's project manager was: responsible for previously; responsible for currently; or directly involved in, but not as the responsible project manager, such as a task leader. The project manager may use client references for experience obtained under a previous employer. Also, it is understood that first-time project managers may not have three references for previous project management experience. Members of the Consultant Selection Team consisting of : Fitzgerald G. Sanchez, P.E., Leroy Medford, Eloy Ramirez, Jr., Anna Laura Cavazos Ramirez, and Leo Flores, may not be used as references.

For client references, have the proposed project manager's client-reference complete and submit a Past Performance Evaluation. Insert your firm and the proposed project manager's name in the appropriate space. You are responsible for providing the evaluation and cover letter to the client- reference identified in your LOI. The client-reference must e-mail or mail the completed Past Performance Evaluation directly to the Webb County contact shown in the cover letter, not your firm. Instructions to the client-reference are with the evaluation form. The evaluation must be completed and signed by the individual identified as the reference in your LOI. **The client reference evaluations are due March 29, 2010, which is 10 days after the LOI due date.**

Reference information will be evaluated only if the firm is short-listed.

- **Submit 6 original Letter(s) of Interest (LOI) with attachments. Each LOI must contain a complete set of attachments**
- **Required Letter of Interest Attachments:**
- An organization chart limited to one (1) 8 ½ x 11 page containing the names of the prime provider and any subproviders' task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, e-mail, telephone and fax numbers of the prime provider and all subproviders proposed for the

team. The organization chart can be prepared with a font size of less than 12 pitch. The organization chart is not included in the three page Letter of Interest, it is considered an Attachment.

Firm and staff sequence numbers are not required on the organization chart. The CCO-20 form is used to verify precertification rather than the organization chart.

- CCO-6 Form, Project Team Composition
(<http://www.txdot.gov/business/projects/attachments.htm>)
- CCO-20 Form, Project Team Precertification
(<http://www.txdot.gov/business/projects/attachments.htm>)
- CCO-21 Form, Firm Percentage by Work Category or CCO-21.1 Form, Firm Percentage by Work Category Extended
(<http://www.txdot.gov/business/projects/attachments.htm>)
- If applicable, information showing how a provider or subprovider, who is not precertified, meets the minimum experience requirements to perform the work when precertification is waived. This detailed experience is limited to two pages for each work category shown. (See the "Certification Requirements" section above).
- If applicable, information showing how a provider or subprovider, who is not precertified, meets the minimum experience requirements to perform the work when a work category is less than 5% of the contract. This detailed experience is limited to two pages for each work category that is less than 5% shown. (See the "Certification Requirements" section above).
- If applicable, information showing how a provider or subprovider meets the minimum requirements of any non-listed work categories included in the "Work Categories and the % of Work Per Category" section above. This detailed experience is limited to two pages for each non-listed work category shown. (See the "Certification Requirements" section above).

Deadline:

A Letter of Interest notifying TxDOT of the provider's interest in the contract(s) will be accepted by fax at (956) 523-5035; by hand delivery to Webb County Clerk's Office, 1110 Victoria, Suite 201, Laredo Texas, 78040, Attention: H. Margie Ibarra Ramirez, Webb County Clerk.

If faxing a Letter of Interest, it must include all attachments. The required number of original Letters of Interest must be delivered to the contact listed within one (1) business day of the deadline.

The provider is responsible for verifying that the TxDOT contact person has received the LOI.

Letters of Interest will be received until 2:00 p.m. CST, on Monday March 19, 2010.

Contract execution expected by April 26, 2010. This date is estimated according to the current contracting time frames.

Agency Contact:

Questions regarding this notice of intent may be submitted in writing (via email) to Fitzgerald G. Sanchez, P.E. at fgsanchez@webbcountytx.gov.

The deadline for submitting questions regarding this notice of intent is 5:00 p.m. CST, on Monday March 8, 2010

Significant and relevant questions and the official responses will be posted on Webb County's website at <http://webbcountytx.gov> on Thursday March 11, 2010.