



REQUEST FOR PROPOSAL/INTERVIEW GUIDE

CONTRACT NUMBER – CSJ 0086-14-058

SL20 EAST OF INTERNATIONAL BLVD.

TO THE US 59/SL 20 INTERCHANGE PROJECT

Information for

Contract Number – CSJ 0086-14-058

SL20 East of International Blvd.

To the US 59/SL 20 Interchange Project

DATE: November 20, 2012

Webb County

Request for Proposal and Interview Guide

This Request for Proposal and Interview & contract Guide (RFP/IG) is your notice that Webb County has selected your firm to participate in the proposal and interview process. This selection was based on the evaluation score of the providers' Letters of Interest.

Your participation in this process is not assurance that you will be awarded a contract. Interviews and proposals will be evaluated, with the proposal evaluation counting eighty percent (80%) and the interview counting twenty percent (20%) of the final score, which is the basis for contract award. Contracts will be awarded contingent on the availability of funds and on the basis of evaluation scores assigned by the evaluation committee.

Webb County will not reimburse the providers for any cost incurred in preparing this proposal or for participating in the interview. If you are awarded a contract pursuant to this process, you will not be reimbursed for any cost you may incur prior to execution of the contract.

Webb County will announce the award of the contract although notice to proceed "NTP" will be contingent on funding being identified.

RFP INFORMATION

The Webb County intends to enter into one (1) specific deliverable contract with prime provider(s) pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 TAC §§9.30-9.43, and is issuing a Request for Proposal (RFP) and performing an interview to assist with the award of the contract.

This RFP is for Specific Deliverable: PS&E for loop 20 from East of International Boulevard to the US 59/SL 20 Interchange Project. Engineering plans shall be developed in accordance with the TxDOT Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges, 2004. The design, at a minimum, shall conform to applicable State manuals, including but not limited to, the Roadway Design Manual, Bridge Design Manual, Hydraulic Design Manual, and Texas MUTCD. Engineering design of Loop 20 to the US 59/SL 20 Interchange Project to include:

Work Categories and the % of Work Per Category (CAT):

GROUP 2: ENVIRONMENTAL STUDIES

Environmental Studies and Analysis:

Category: Traffic Noise Analysis (0.5%)

Description: This category includes the performance of a traffic noise analysis for a roadway project.

Minimum Requirements: The firm must employ the one person with: a Bachelor's degree or equivalent experience in environmental studies, urban planning, civil or environmental engineering, or a related field; and demonstrated experience in the use and application of the Traffic Noise Guidelines, traffic noise modeling software, and appropriate sound measuring equipment through the accurate completion of a traffic noise analysis for a minimum of two highway projects at the Categorical Exclusion level of document or above.

Category: Air Quality Analysis (0.5%)

Description: This Category includes the performance of an air quality analysis for roadway project.

Minimum Requirements: The firm must employ one person with: a bachelor's degree or equivalent experience in environmental studies, urban planning, civil or environmental engineering, or a related field; and demonstrated experience in the use and application of air quality guidelines and air noise analysis for a minimum of two highway projects at the Categorical Exclusion level of document or above.

Category: Surveys, Research and Documentation of Historic Buildings, Structures and Object (0.5%)

Description: This category includes surveys, research and documentation efforts carried out in accordance with the secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (Volume 48 of the Federal Register, §44716) to comply with 106 (Title 16, United States Code §470f) of the National Historic Preservation Act of 1966, as amended, and other state and federal historic preservation related laws and regulations. Associated activities include: delineation of the area of potential effects for projects with the potential to affect historic properties; field surveys and photographic and written documentation of historic properties located within a project's area of potential effects; development of historic context that provided an organizational and thematic format for evaluating historic properties; determination of National Register eligibility for identified historic properties; preparation is historic documentation on affected properties in accordance with the Historic American Engineering Record; evaluation of the effect of projects on significant properties; and the development of management and preservation plans for historic properties.

Minimum Requirements: The Firm must employ one person with experience working with Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation (Volume 48 of the Federal Register, 44716), 36 DFR Part 800, and documentation requirements of the Historic American Buildings Survey and Historic American Engineering Record and: a master’s degree in architectural history, historic preservation or a closely related field with course work in American architectural history and a minimum of one year of direct experience performing surveys, research or documentation of historic buildings, structures and objects; and a bachelor’s degree in architectural history, historic preservation or a closely related field with course work in American architectural history and a minimum of two years of direct experience performing surveys, research or documentation of historic buildings, structures and objects; or a minimum of ten years of direct experience performing surveys, research or documentation of historic buildings, structures and objects including scholarly publication and presentation at professional meetings.

Category: Archeological Surveys, Documentation, Excavations, Testing Reports and Data Recovery Plans (0.5%)

Description: This category includes: Reconnaissance or intensive archeological surveys performed in accordance with the criteria listed in the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation (1982), Reports Relating to Archeological Permits in the Rules of Practice and Procedure for the Antiquities Code of Texas and performance standards as outlined in the Council of Texas Archaeologist (CTA) Guidelines; Documentation of operations that use archeological techniques to obtain and record evidence of human activity or behavior important in history or prehistory; Testing and preparation of testing reports to describe the results of work following the investigation and evaluation of archeological sites and/or other historic properties; and Methodologies for excavation and data recovery.

Minimum Requirements: The firm must employ one principle investigator: with a master’s degree in archeology, anthropology, or closely related field, who has a minimum of one year of full –time professional experience or equivalent specialized training in anthropology research or administration; who has a minimum of one year of supervised field and analytic experience in archeology; who is a professional archeologist who meets the standards of a principal or co-principal investigators, as defined by state standards with a minimum of one year of full-time professional experience at a supervisory level in archeological resources; who has served a principal or co- principal investigators on a minimum of five archeological projects, or equivalent scope that were successfully completed under the jurisdiction of the National Historical Preservation Act, the Antiquities Code of Texas, or an equivalent law in another state, and who has the equipment and personnel necessary to perform the work.

Category: Historical and Archival Research (0.5%)

Description: This Category includes historical and archival research on historic properties or historic archeological sites; the development of research designs to guide historical research efforts; and the development of historic contexts to provide an organizational and thematic format for further research and evaluation of historic properties and historic archeological sites.

Minimum Requirements: The firm must employ one person with: a master's degree in history or a closely related field with a minimum of one year of full-time experience in historical research, writing, teaching or other demonstrated professional historical activity and archival research, and documentation; or a bachelor's degree in history or a closely related field with a minimum of two years of full-time experience in research, writing, teaching, interpretation, or other demonstrated professional activity with an academic institution, historical organization of agency, museum, or other professional institution, and a minimum of one year of experience managing historical and archival research.

Category: Socio-Economic and Environmental Justice Analysis (0.5%)

Description: This category includes: analyzing U.S. Census data for the affected area; identifying changes in land use, land values, and the local tax base; identifying impacts to the business environment including relocations, construction period impacts, accessibility issues, and effects to employees and customers; estimating the number and type of residential relocation; identifying the availability of comparable replacement housing in accordance with the Uniform Relocation Assistance and Real Property Acquisitions policies Act of 1970; identifying impacts to community cohesion and the effects to public facilities and services; and identifying and addressing disproportionately high and adverse health and environmental impacts to minority population and low-income populations in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Population and Low-Income Populations (February 11, 1994).

Minimum Requirements: The firm must employ one person with: a bachelor's degree in sociology, economics, urban planning, engineering, or a related field described in this category; a minimum of one year of full-time experience performing socio-economic analysis for environmental documents; and knowledge of applicable federal, state, and local regulations.

Category: Hazardous Materials Initial Site Assessment (0.5%)

Description: This Category includes the performance of an initial site assessment to identify known or possible hazardous materials and determine the potential for encountering them during project development. The assessment shall be in general accordance with the American Society for Testing and Materials Environmental Site Assessment standard practices, ASTM 1528 and 1527, or satisfy due diligence and appropriate inquiry requirement under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). The appropriate level of inquiry for assessing existing and previous land use, regulatory databases (list search) and files, site visit and/or field surveys, and interviews shall be made with consideration of project design and right-of-way requirements. This category also includes the determination of whether additional research or investigation is necessary during subsequent stages of project development.

Minimum Requirements: The firm must employ one person with; a minimum of one year experience performing Phase I environmental site assessments/hazardous material assessments; and working knowledge of pertinent federal, state, and local environmental laws and regulations, ASTM assessments/investigations.

Protected Species Coordination and Biological Issues:

Category: Protected Species Determination (Habitat) (0.5%)

Description: This category involves the determination of the potential presence or absence of a protected species or important habitat.

Minimum Requirements: The firm must employ one person: a bachelor's degree in a biology-related field; and the knowledge of currently protected species and/or habitats, and a demonstrated ability to perform basic inventory work sufficient to comply with FHWA National Environmental Protection Act (NEPA) requirements.

Category: Impact Evaluation Assessments (0.5%)

Description: This category requires demonstrated ability to use habitat and species determination and biological surveys data to analyze impacts to biological resources.

Minimum Requirements: The firm must employ one person: a bachelor's degree in a biology-related field; and with a demonstrated ability to prepare a biological impact analysis for NEPA documentation or to support the Federal Endangered Species Act (ESA) Section 7 consultation, including the preparation of a biological assessment, or ESA Section 10.a permit applications.

Category: Biological Surveys (0.5%)

Description: This category requires the demonstration of the ability to conduct biological resource field studies.

Minimum Requirements: The firm must employ one person: a bachelor's degree in a biology-related field; and with a demonstrated ability to survey the project site and classify the vegetation community, list animal species associated with that vegetation community and identify special habitat features within the project vicinity; who has the required state and federal permits; and with the experience in appropriate survey protocols for specific protected species.

Category: §4(f) (Title 23, United States Code of Federal Regulations §771.135) and/or §6(f) (Title 49 United States Code §303) Evaluations (0.5%)

Description: This category includes §4(f) evaluations, identified in the Department of Transportation Act of 1966, which are conducted when right-of-way is acquired from publicly owned parks, recreation areas wildlife or waterfowl refuges, or historic sites and §6(f) evaluation which apply (applies) when federal land and water conservation funds are used for improvements to the site.

Minimum Requirements: The firm must employ one person: with a minimum of one year of experience in applying §4(f) and/or §6(f) requirements; who has completed a minimum of one successful evaluation; and who has received FHWA or other federal agency approval.

United States Army Corps of Engineers (USACE) Permits:

Category: Nationwide Permits (0.5%)

Minimum Requirements: The firm must employ one person with working knowledge of the nationwide permit process, including the Pre-Construction Notification process, and a minimum of one year of experience in nationwide permit determinations.

Category: §404 (Title 33, United States Code §1344) Individual Permits (including mitigation and monitoring) (0.5%)

Minimum Requirements: The firm must employ one person with working knowledge of the individual §404 Permit process, with one year of experience and who has applied for and received one individual permit.

Category: Environmental Document Preparation (2.5%)

Description: This category includes the preparation of environmental documents for transportation projects.

Minimum Requirements: The firm must employ one person with a bachelor's degree or equivalent experience in environmental studies, urban planning, civil or environmental engineering, or a related field, and with knowledge of pertinent federal, state, and local environmental regulations; in responsible charge of the review preparation of, and/or participation in any management that developed five or more moderate to large projects which were approved as environmental assessment-FONSI; or in responsible charge of the review and preparation of, and/or participation in any management that developed 10 or more small to moderate projects which were approved as environmental assessment-FONSI; or in responsible charge of the review and preparation of, and/or participation in any management that developed one project which was approved as an environmental impact statement.

GROUP 3: SCHEMATIC DEVELOPMENT

Category: Route and Schematic Development (5%)

Description: This category includes the preliminary alignment of roadways, complex highways and multi-level interchanges.

Minimum Requirements: The firm must employ one professional engineer with a minimum of: 3 years experience in preliminary alignment of roadways, 5 years of experience in preliminary alignment of complex highways, and multi-level interchanges, and 1 year experience in capacity and level of service analysis.

GROUP 4: ROADWAY DESIGN

Category: Roadway Design (30%)

Description: This category includes the design of urban and rural roadways that involve roadway restorations, resurfacing, rehabilitation, and reconstruction that involve capacity improvements. Associated activities include utility relocation plans, storm water permits, maintenance of traffic plans, and traffic engineering applications.

Minimum Requirements: The firm must employ one professional engineer with a minimum of three years of roadway design experience on two separate projects.

GROUP 5: BRIDGE DESIGN

Category: Bridge Design (24%)

Description: This category includes the preliminary alignment and layout of bridges, design of bridges (conventional, complex, and multi-level), bridge replacements, railroad overpasses, pedestrian bridges, and non-standard retaining walls.

Minimum Requirements: The firm must employ one professional engineer with a minimum of 2 years of structural bridge design experience after licensure as a professional engineer.

GROUP 7: TRAFFIC ENGINEERING AND OPERATIONS STUDIES

Category: Traffic Engineering Studies (2%)

Description: This Category includes preparation of or performance of traffic counts, signal warrants, collision diagrams, travel time and delay, capacity and level of service analysis, intersection analysis, and pavement marking.

Minimum Requirements: The Firm must employ one professional engineer with demonstrated experience performing traffic engineering studies.

Category: Traffic Signal Timing (1%)

Description: This Category includes analysis, development, and implementation of timing for traffic signals. Associated activities include data collection, intersection analysis, computerized timing programs (development of phase intervals and sequence), and timing implementation.

Minimum Requirements: A firm must employ one professional engineer with demonstrated experience in traffic signal timing and the application and interpretation of traffic flow and signal timing models; and sufficient personnel with experience using traffic engineering software applications, loading timing into field equipment, and loading databases into central computers for retiming.

GROUP 8: TRAFFIC OPERATIONS DESIGN

Category: Signing, Pavement Marking and Channelization (1%)

Description: This Category includes the design and preparation of plans for signing, pavement markings, and channelization.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in this category.

Category: Illumination (1%)

Description: This Category includes the design and preparation of plans for continuous roadway lighting safety lighting, underpass lighting, tunnel lighting, and high mast lighting.

Minimum Requirements: The firm must employ one professional engineer: a minimum of two years experience in design and production of illumination plans meeting IESNA and AASHTO guidelines; and demonstrated experience in electrical engineering and the National Electric Code.

Category: Signalization (1%)

Description: This category includes the design and preparation of plans for traffic signalization.

Minimum Requirement: The firm must employ one professional engineer with a minimum of two years experience in the design and production of traffic signalization.

GROUP 10: HYDRAULIC DESIGN AND ANALYSIS

Category: Hydrologic Studies (3%)

Description: This Category includes rainfall, runoff determination, reservoir routing, and channel routing.

Minimum Requirement: The firm must employ one professional engineer with a minimum of two years experience in analysis of complex watersheds.

Category: Basic Hydraulic Design (4%)

Description: This category includes storm drain systems culverts, sedimentation filtration systems, and detention/retention ponds.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in hydrologic analysis, hydraulic design, and storm water quality evaluation.

Category: Complex Hydraulic Design (3%)

Description: This Category includes hydraulic design of bridges over waterways, flood plain analysis, and channel modifications.

Minimum Requirements: The firm must employ one professional engineer with a minimum of two years experience in river geomorphology, sediment transport and scour analysis, flood plain analysis, river training techniques, and federal and state regulations and permit compliance.

GROUP 14: GEOTECHNICAL SERVICES

Category: Soil exploration (1%)

Description: This Category includes acquisition and reporting of subsurface material to be used for the planning, design, construction, and performance of transportation facilities. The field classification of materials and acquisition of soil and rock samples is also included.

Minimum Requirements: The firm must: employ one professional engineer with a minimum of one year demonstrated experience in the activities normally associated with the category under consideration; and have available the equipment necessary to perform the work.

Category: Geotechnical Testing

Description: This Category includes sampling and conducting tests on soil and rock according to the department's approved procedures for the purpose of classifying materials and/or identifying their physical properties.

Category: Transportation Foundation Studies (1%)

Description: This category includes producing reports which contain selection of the type and depth of foundation for bridges, retaining walls, sign and other types of transportation of foundations. Working with bearing capacity, predicted settlement, stabilization, and construction on soft ground will be required.

Minimum Requirements: The firm must employ one professional engineer with a minimum of three years demonstrated experience in the activities normally associated with this category.

GROUP 15: SURVEYS AND MAPPING

Category: Right of Way Survey (2%)

Description: This category includes the performance of on the ground surveys and preparation of parcel maps, legal descriptions, and right of way maps.

Minimum Requirements: The firm must employ one registered professional land surveyor and two technical personal, all with demonstrated experience in Parcel Plants: Legal descriptions and Right of Way Maps.

Category: Design and Construction Survey (2%)

Description: This category includes the performance of surveys associated with the gathering of survey data for topography, cross- sections, and other related work in order to design a project, or during layout and stacking of projects for constructions.

Minimum Requirements: The firm must employ one registered professional land surveyor with the minimum of one year experience in roadway construction stacking; employ sufficient staff to undertake the requirements normally associated with this type of work. Must have available the proper equipments to perform the work.

Category: Aerial Mapping (2%)

Description: This category involves the collection and reduction of aerial survey data, and preparation of site maps and topographic maps. Associated activities include “Horizontal and Vertical Control for Aerial Mapping” included under Design and Construction Survey.

Minimum Requirements: The firm must: employ sufficient lead technical personnel with a minimum requirement of five years experience each in aerial mapping; have available the proper equipment meeting national mapping standards and other equipment required to perform the work; and employ significant technical production staff to perform this type of work.

Category: Horizontal and Vertical Control for Aerial Mapping

Description: This category involves the establishment of the horizontal and vertical control for aerial mapping.

Minimum Requirements: The firm must: employ one registered professional land surveyor; have available the proper equipment to perform the work; and employ sufficient staff to undertake the requirements normally associated with this type of work.

GROUP 18: MISCELLANEOUS

Category: Subsurface Utility Engineering (1%)

Description: This category involves the determination of vertical and horizontal locations of subsurface utilities by non-destructive methods.

Minimum Requirements: The firm must: employ one professional engineer with at least two years experience in subsurface utility engineering; have available the proper equipment to accomplish non-destructive investigation methods to obtain horizontal and vertical location of subsurface utilities and related subsurface utility engineering tasks.

Category: Utility Adjustment Coordination (1%)

Description: This category involves holding utility coordination, meetings with individual utility companies, coordination and communication with utilities and utility agreement preparation.

Minimum Requirements: The firm must: employ one (1) individual with two (2) years demonstrated experience in utility coordination and agreement preparation as a Lead Worker.

Category: Utility Engineering (2%)

Description: This category involves utility conflict identification as determined from utility engineering investigations; roadways design plans, and coordination with the Local Government engineers and utility companies. Also includes the evaluation of alternatives, in addition to review of utility plans for compatibility with utility adjustment/installations with the highway design features, compliance with utility accommodation rules, and reasonableness of cost and may include public meetings for involvement of utility companies in the cooperative process and conflict resolution.

Minimum Requirements: The firm must: employ one (1) professional engineer with at least two (2) years experience in utility engineering.

Category: Utility Construction Management and Verification (1%)

Description: This category involves utility adjustment monitoring including utility installation verification, records management and status reporting.

Minimum Requirements: The firm must: employ one (1) professional engineer with at least two (2) years experience in utility construction management and verification.

Description: This category includes the preparation of environmental documents for transportation projects.

Minimum Requirements: The firm must employ one person with a bachelor's degree or equivalent experience in environmental studies, urban planning, civil or environmental engineering, or a related field, and with knowledge of pertinent federal, state, and local environmental regulations; in responsible charge of the review and preparation of, and/or participation in any management that developed five or more moderate to large projects which were approved as environmental assessment-FONSI; or in responsible charge of the review and preparation of, and/or participation in any management that developed 10 or more small to moderate projects which were approved as environmental assessment-FONSI; or in responsible charge of the review and preparation of, and/or participation in any management that developed one project which was approved as an environmental impact statement.

Proposed Contract Period:

The proposed contract period will be approximately two (2) years starting at Notice to Proceed. Contract period to be negotiated.

Proposed Payment Type:

The proposed contract payment type is lump sum with monthly payments based on agreed schedule of values.

Administrative Qualification Requirements:

Under the administrative qualification process described in Section 9.42 of Title 43, in the Texas Administrative Code, both the prime providers and sub providers are required to submit to Webb County an indirect cost rate audit. In order to fulfill this requirement the audit submitted cannot be for a fiscal year which ended more than 18 months prior to selection as a provider. Prospective providers may submit the audit after selection and before contract negotiation. An audit is not required for contracts less than \$250,000. However, the provider must adequately support all proposed costs. Non-engineering firms and rate based contracts are exempt from this administrative qualification process. Rate based contracts include Bridge Inspection (Group 6), Materials Inspection and Testing (Group 12), Geotechnical Services (Group 14), Surveying and Mapping (Group 15), and Architecture (Group 16).

Administrative qualification information is for Webb County use only. This information will only be released with the approval of the provider or as required by state or federal statute.

Insurance Requirements:

The successful bidder(s) shall furnish the County with original copies of valid insurance policies herein required upon execution of the contract and shall maintain said policies in full force and effect at all times.

- (a) Commercial General Liability insurance at minimum combined single limits of \$1,000,000_per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, Coverage must be amended to provide for an each-project aggregate
- (b) Limit of insurance. An alternative would be to have separate limits for all lines of General Liability coverage for each project.
- (c) Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease aggregate.
- (d) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000_per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
- (e) Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure

- compliance with this provision. The County of Webb accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.
- (f) A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement.
- (g) With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
1. The County of Webb shall be named as an additional insured with respect to General Liability and Automobile Liability.
 2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
 3. A waiver of subrogation in favor of the County of Webb shall be contained in the Workers compensation, and all liability policies.
 4. All insurance policies shall be endorsed to require the insurer to immediately notify the County of Webb of any material change in the insurance coverage.
 5. All insurance policies shall be endorsed to the effect that the County of Webb will receive at least sixty- (60) days' notice prior to cancellation or non-renewal of the insurance.
 6. All insurance policies, which name The County of Webb as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
 7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
 8. Contractor may maintain reasonable and customary deductibles, subject to approval by the County of Webb.
 9. Insurance must be purchased from insurers that are financially acceptable to the County of Webb. Insurer must be rated A- or greater by AM Best Rating with an admitted carrier licensed by the Texas Department of Insurance.
- (h) All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
1. Sets forth all endorsements and insurance coverage's according to requirements and instructions contained herein.
 2. Shall specifically set forth the notice-of-cancellation or termination provisions to The County of Webb.
- (i) Upon request, Contractor shall furnish The County of Webb with certified copies of all insurance policies.

Forms that must be submitted with the proposal:

The following list of forms must be completed and be submitted with your proposal.
Hard copies of these forms are included at the end of this INTERVIEW AND CONTRACT GUIDE.

Attached are the forms, Child Support forms, and Lobbying Certificate.

- Debarment Certification;
- Lower Tier Participant Debarment Certification;
- Audit Contract List for Project Team;
- Key Staff Availability and Commitment Summary;
- Child Support Statement;
- Lobbying Certification

Failure to present the completed forms with your proposal will result in the provider being considered non-responsive as dropped from further consideration.

Proposal Submittal information:

Any proposal submitted will become the property of Webb County and may be used by Webb County for any purpose. Except as provided by law, Webb County will not release proposals to the public.

All proposals submitted will be accepted at:

Webb County Clerk's Office,
1110 Victoria, Suite 201, Laredo, Texas,
Attention: J. Margie Ibarra Ramirez, Webb County Clerk or by mail addressed to: Webb
County Clerk's Office 1110 Victoria, Suite 201, Laredo, Texas 78040.

1 original and (10) original copies of the proposal must be received by 10:00 a.m. (CST) on December 7, 2012 to be considered. Faxed proposals will not be accepted. Any proposal that is not in the required format will not be evaluated.

Evaluation Team:

- Hon. Rosaura "Wawi" Tijerina, Webb County Commissioner, Pct. 2
- Hon. Jerry Garza, Webb County Commissioner, Pct 3
- Hon. Esteban Rangel, City of Laredo Councilman, Dist. 2
- Hon. Alex Perez, City of Laredo Councilman, Dist. 3
- Arturo R. Barrera, Jr. P.E., PMP, County Engineer
- Mike Cabello, Assistant County Engineer
- Claudia Gonzalez Liendo, P.E., TXDOT Transportation Engineer
- Rogelio Garcia, P.E., TXDOT Transportation Engineer

Evaluation Criteria:

Responsive proposals will be evaluated on the following criteria:

- Contractors need to understand the scope of work (20%);
- Project's manager's and the team's experience related to this RFP must identify the individual's specific role and work contribution for each project referenced (35%);
- Ability to meet the project schedule (10%);
- Design Innovation (15%) [include and phrase as appropriate]; and
- Quality control approach measures (10%)
- Special Considerations Related to Board Issues/Traffic Development (10%)

Proposal Format:

The proposal cannot be longer than fifteen (15) pages, excluding the cover page and any specified attachments.

The proposal must be submitted on 8 ½ "by 11" paper, single sided reproduction with a single staple in the upper left-hand corner. The font size must be Arial 12 pt.

The cover page should include the required information only. No additional information, text, photos, borders or background art, or submittal statements shall be included. The cover page must be submitted on 8 ½" by 11" paper, using Arial 12 pt. font, and single sided reproduction. The cover page must contain the following information:

- Contract Number;
- Prime Firm's Name;
- Sub provider firm's Names;
- Project Manager's signature

The following forms must be completed and returned with the provider's proposal.

- Debarment Certification;
- Lower Tier Participant Debarment Certification;
- Audit Contact List for Project Team
- Key Staff Availability and Commitment Summary;
- Child Support Statement (Complete only if you do not currently have an accurate form on file with the Webb County);
- Lobbying Certification

This additional information may be submitted on 11" by 17" paper but must be folded to 8 ½" by 11 size.

Failure to present the completed forms with your proposal will result in the provider being considered non-responsive and dropped from further consideration.

INTERVIEW AND CONTRACT GUIDE INFORMATION

Date and Time:

Webb County will schedule interviews as needed with “short-listed” teams the week of December 17, 2012 beginning at 9:00 a.m., CST. The day and time of interviews will be determined by Evaluation Committee and you will be advised via email and by phone to schedule the interview.

All providers who are short-listed will also ^{be required} be required to attend an interview in addition to submitting proposals.

Location:

Your interview will be conducted at 1000 Houston Street 3rd Floor Webb County Court House.

Attendance:

The proposed project manager and key staff must attend and conduct the interview. Sub providers may be present to assist.

Special Accommodations:

You must contract Dr. Cecilia May Moreno (956) 523-4125 no later than December 14, 2012 if you will need special accommodations pursuant to the Americans with Disabilities Act (ADA).

Visual Aids:

You may use power point, and overhead projector, and other visual aids during your presentation.

You may also use other media in you presentation, including charts, graphs, brochures, and other materials.

You must bring your own equipment and supplies to accommodate the use of visual aids.

Cellular Phones and pagers must be turned off during the interview.

Interview Format:

The interview will last approximately 40 minutes and will follow this agenda:

- Introductions – 5 minutes
- Questions/Provider Answers – 10 minutes
- Provider and Sub Provider Presentation – 20 minutes
- Concluding Remarks – 5 minutes

Please arrive approximately 30 minutes prior to your scheduled interview time to allow for presentation setup.

Evaluation Committee Questions:

The Evaluation Committee will ask questions to allow you to:

- Demonstrate your understanding of the project;
- Demonstrate your knowledge of applicable rules, regulations, codes and other special information;
- Document the project manager's and the team members' previous experience with this type of work;
- Demonstrate your ability to complete the work within the anticipated contract period.

Your Presentation:

After the presentation (approximately 20 minutes), the project manager will be questioned.

Evaluation Criteria:

Interviews will be evaluated on the following criteria:

- Understanding the scope of services (10%);
- Project manager's and the team's experience; must identify the individual's specific role and work contribution for each project referenced (20%);
- Ability to meet the project schedule (10%);
- Past performance scores included in the *Past Performance Evaluation* request. (10%);
- Responses to interview questions (30%);
- Design Innovation (10%) and
- Quality Control Project Management (10%)

The Webb County CONTACT INFORMATION:

Please contact Dr. Cecilia May Moreno (956) 523-4125 if you have questions about the proposal or the interview.

RFP/INTERVIEW AND CONTRACT GUIDE Attachments:

1. Debarment Certification
2. Lower Tier Participation Debarment Certification
3. Audit Contact List for Project Team
4. Key Staff Availability and Commitment Summary
5. Child Support Statement (Complete only if you do not currently have an accurate form on file with the Webb County)
6. Lobbying Certification

**DEBARMENT CERTIFICATION
ARCHITECTURAL, ENGINEERING AND SURVEYING
("PROVIDER") CONTRACTS**

- (1) The **PROVIDER** certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions* terminated for cause or default; and
 - (e) Have not been disciplined or issued a formal reprimand by any State agency for professional accreditation within the past three years.

Name of Provider

Signature of Certifying Official

Title of Certifying Official

Date

- (2) Where the **PROVIDER** is unable to certify to any of the statements in this certification, such **PROVIDER** shall attach an explanation to this certification.

Exceptions will not necessarily result in denial of award. Providing false information may result in criminal prosecution or administrative sanctions.

* federal, state or local

Key Staff Availability and Commitment Summary

Contract Number: _____

Name of Project Manager: _____

NOTE: The signature line is located on the last page of this form. Include projects in addition to work commitments with other entities.

Current Assignments

Project No. 1

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 2

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 3

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 4

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 5

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Key Staff Availability and Commitment Summary

Contract Number: _____

Name of Major Work Category Task Leader: _____

NOTE: The signature line is located on the last page of this form. Include projects in addition to work commitments with other entities.

Current Assignments

Project No. 1

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 2

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 3

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 4

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 5

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Key Staff Availability and Commitment Summary

Contract Number: _____

Name of Major Work Category Task Leader: _____

NOTE: The signature line is located on the last page of this form. Include projects in addition to work commitments with other entities.

Current Assignments

Project No. 1

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

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Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 3

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 4

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 5

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Key Staff Availability and Commitment Summary

Contract Number: _____

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Percent Complete	Anticipated Completion Date	% Time Commitment

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Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 4

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 5

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Key Staff Availability and Commitment Summary

Contract Number: _____

Name of Major Work Category Task Leader: _____

NOTE: The signature line is located on the last page of this form. Include projects in addition to work commitments with other entities.

Current Assignments

Project No. 1

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

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Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 3

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 4

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Project No. 5

Project Name	Responsibility	Comments, if needed
Percent Complete	Anticipated Completion Date	% Time Commitment

Signature of Project Manager

Date

LOBBYING CERTIFICATION
For
Grants, Contracts, Loans, and Interagency Cooperation Contracts

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Agency

Date