

Chambers County Request for Qualifications

Engineering Services

**On-Demand Contract
Professional Services
Construction Materials Testing**

RFQ SUBMITTAL DEADLINE

May 26, 2022 - 2:00 PM Local Time



Chambers County

Chambers County



REQUEST FOR QUALIFICATIONS

The County of Chambers is soliciting: PROFESSIONAL SERVICES-CONSTRUCTION MATERIALS TESTING

Chambers County is seeking Geotechnical Services and Geotechnical Services and Construction Material Testing firms available to our county. Successful Service Providers may be contacted to provide qualified personnel to perform construction materials testing according to TxDOT, ASTM, and ACI Test methods, and available on a regular basis. Chambers County will make selections based on qualifications, capabilities, experience, and availability.

Qualification responses will be accepted from individuals and firms with the necessary expertise and experience. All correspondence and communications regarding this procurement should be submitted by email to: George Barrera, Chambers County Purchasing Agent, at gbarrera@chamberstx.gov.

The individual above may be contacted for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval from Chambers County. All questions regarding this RFQ must be submitted **by email** before 2:00 pm May 19, 2022.

RFQ Responses must be submitted and received by **2:00 P.M. on May 26, 2022.**

All RFQ's must be marked on the outside of the envelope "Construction Materials Testing" along with bidders name and return address. RFQ responses received after the deadline will NOT be accepted, and must have a notarized non-collusion affidavit or will not be accepted.

Sealed responses are to be submitted in person or delivered via USPS, UPS, or FedEx to Attn: George Barrera, Purchasing Agent, 2122 SH 61 (FOC Bldg.)/ P.O. Box 1380, Anahuac TX 77514. **NO EMAILED RFQ's will be accepted.**

A detailed "Request for Qualifications" may be obtained from the Chambers County Purchasing Office via email at: gbarrera@chamberstx.gov or by calling 409-267-2448.

Chambers County



TABLE OF CONTENTS

This Table of Contents is intended as an aid to Providers and not as a comprehensive listing of the Submittal package. Providers are responsible for reading the entire Submittal package and complying with all specifications.

Section	PAGE
1. GENERAL	4
TYPE OF PROFESSIONAL SERVICES REQUIRED	4
ESTIMATED QUANTITY OF SERVICES	5
INTERPRETATIONS	5
Disqualification	5
Digital Format.....	6
Confidentiality	6
Selection	6
PROPOSED TERMS OF THE AGREEMENT	6
ACCEPTANCE OF SUBMITTAL CONTENT	6
EQUAL EMPLOYMENT OPPORTUNITY	7
2. DEADLINE AND DELIVERY LOCATION	7
Deadline.....	7
Submittal Copies.....	7
Sealed Envelope Addressing.....	7
Delivery Instructions.....	8
3. SCOPE OF SERVICES	8
4. REQUEST FOR QUALIFICATIONS FORMAT	9
5. SELECTION PROCESS	10
Selection Committee Members	10
The County's process is as follows:	11

Chambers County



1. GENERAL

In order to provide timely and cost-effective construction materials testing services, Chambers County Engineering Department is seeking responses to this Request for Qualifications (RFQ) from Geotechnical Services and Construction Materials Testing Firms to engage as Professional Service Providers (PSP's) through awarding On-Demand structured contracts to provide Geotechnical Services, Construction Materials Testing and other related services to ensure quality control for Chambers County Roadway Construction Projects and Subdivisions. This RFQ is generally intended for small projects being considered for immediate evaluation in a time sensitive manner but may include larger projects as well. The County also reserves the right to issue individual RFQ's for specific projects.

An On-Demand contract will serve as a master agreement with no monetary value. Because of the on-demand nature of the need for services there is no guarantee of project assignment to the firms selected. Contracted firms may be awarded one or more assignments as projects become available. Award of an On-Demand contract, or subsequent assignment under an On-Demand contract, will not disqualify a firm from responding to any future RFQ.

On-Demand contracts will be awarded to a pool of 3-5 PSP's for a period of two years, with the option to renew for two additional one-year terms, subject to agreement by both parties. Project-specific assignments will be made within the time frames during which the On-Demand agreement is valid. To remain valid, qualifications must be updated by the PSP to reflect any significant changes in the PSP's ownership, structure or method of operation, or when requested by the County. Duration of the agreement for each assignment will be negotiated and documented in the PSP contract for each project-specific assignment.

It is the intention of the County to go forward with this solicitation and selection process to retain the services of the best qualified professionals for the size and scope of the projects contemplated.

TYPE OF PROFESSIONAL SERVICES REQUIRED

The following professionals should apply for consideration:

- Geotechnical Services and Geotechnical Services and Construction Materials Testing Firms;
- Individuals who:
 - Perform construction materials testing according to TxDOT, ASTM, and ACI test methods;
 - Will be available to come to the County on a regular basis;



- Have formed a strong, responsible team to provide the professional services requested.

All qualified firms or persons shall have current licenses and/or certifications to perform construction materials testing, as required by TxDOT, ASTM, and ACI.

ESTIMATED QUANTITY OF SERVICES

The size and quantity of a project assigned to the successful PSP will vary depending on project need, schedule, PSP's and work load. It is anticipated that multiple PSPs will be contracted to provide professional services; however, there is no guarantee of the award of any assignments. Project-specific assignments will be made as the need arises based on the PSP's respective area of experience and their ability to support the project with proper staffing within the time frame and in the geographical area of the project. Initiation of projects is based on need. Project size and quantity have not been defined. When there is more than one project of similar size, complexity, and general location (unless there is an advantage to the County) an effort will be made to avoid use of the same PSP for subsequent projects when other appropriately qualified PSPs are available. Each PSP with an On-Demand agreement may have a different volume or number of project-specific assignments, if any, since need and available may vary.

INTERPRETATIONS

All questions about the meaning or intent of this RFQ shall be submitted to the Purchasing Department in writing at least five (5) days prior to the deadline. All contact should be made by email to gbarrera@chamberstx.gov for all questions and concerns. Any change, revisions or clarifications will be issued by Addenda.

Questions received less than five (5) days prior to the date for opening will not be answered. Only questions answered by formal written Addenda will be binding.

Disqualification

The Providers may be disqualified for any of the following reasons:

- The Provider is involved in any litigation against the County;
- The Provider is in arrears on any existing contract or has defaulted on a previous contract with the County;
- The Provider is debarred, suspended, or otherwise excluded from or ineligible for participation in State or Federal assistance programs.

Chambers County



Digital Format

If Provider obtained the Submittal specifications in digital format in order to prepare a Submittal, the Submittal must be submitted in hard copy according to the instructions contained in this Submittal package. If, in its response, a Provider makes any changes whatsoever to the published Submittal specifications, the Submittal specification as published shall control. Furthermore, if an alteration of any kind to the Submittal specification is discovered after the contract is executed and is or is not being performed; the contract is subject to cancellation without recourse.

Confidentiality

All responses submitted shall remain confidential. After selection of a firm, Submittals will be made available for public inspection. The County shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the Submittal unless clearly identified as such.

Selection

The County will select the most highly qualified Provider(s) of the requested services based on demonstrated competence, relevant experience and professional qualifications, and then attempt to negotiate On-Demand professional services contract(s) at a fair and reasonable price. The County reserves the right to accept or reject any or all Submittals. The County is an equal opportunity employer.

PROPOSED TERMS OF THE AGREEMENT

The term of the On-Demand Agreements shall be for the period of two (2) years, with the Option to Extend for two (2) additional one (1) year terms, subject to execution of Option to Extend by both parties. The Option to Extend term letter will be provided by the County prior to the renewal date. Draft of that Option letter is attached.

ACCEPTANCE OF SUBMITTAL CONTENT

Before submitting a Submittal, each Provider shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the performance of the contract and to verify any representations made by the County upon which the Submittal will rely. If the Provider receives an offer because of its Submittal, failure to have made such investigation and examinations will in no way relieve the Provider from its obligation to comply in every detail with all provisions and requirements.



EQUAL EMPLOYMENT OPPORTUNITY

Attention of Providers to the requirement for ensuring that employees and Providers for employment are not discriminated against because of their race, color religion, sex, national origin, age, or disability. The County is an equal opportunity employer.

72 West College Avenue, San Angelo, Texas 76903 Tel:
(325) 657-4219 or 657-4220

2. DEADLINE AND DELIVERY LOCATION

Deadline

Sealed RFQ submittals must be received and time **stamped by May 26, 2022, 2:00 PM Local Time**. The clock located in Purchasing will be the official time.

Responses received later than the specified and date will not be considered.

It is the sole responsibility of the firm to ensure that the sealed RFQ submittal arrives at the above location by specified deadline regardless of method chosen by the firm.

Faxed or electronically transmitted RFQ submittals will not be accepted

Submittal Copies

Submit one (1) unbound, two (2) complete bound copies, and one (1) copy in PDF format on USB flash drive in a sealed envelope. If requested, the proposer shall submit additional copies within five (5) business days. The costs incurred in preparing the RFQ or incurred in any other manner by the Provider in responding to this RFQ may not be charged to the County organization.

Sealed Envelope Addressing

- **Top Left Hand Corner:** Business Name and Address
- **Lower Left Hand Corner:** "RFQ/Professional Services – Construction Materials Testing"

Chambers County



Delivery Instructions

Place sealed envelope in a delivery container addressed to:

- **USPS Delivery:**
Chambers County
Purchasing Department
P.O. Box 1380
Anahuac, Texas 77514-1380
- **Delivery Service (FedEx, UPS, etc.):**
Chambers County
Purchasing Department
2122 SH 61 / FOC Bldg.
Anahuac, Texas 77514

Points of Contact

George Barrera, Purchasing Agent Purchasing Department gbarrera@chamberstx.gov 409-267-2448	Bobby Hall, P.E. Engineer Department rlhall@chamberstx.gov 409-267-2708
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3. SCOPE OF SERVICES

It is the intent of this RFQ process to identify and engage qualified consulting firms to assist the County by providing construction materials testing services. The following is a detailed description explaining each expectation of this RFQ.

The scope of Construction Materials Testing Services work includes, but is not limited to the following in connection with various County projects:

- Conduct on-site construction materials sampling and testing;
- Conduct lab construction materials testing;
- Have the qualifications to perform construction materials testing in conformance with TxDOT, ASTM, and ACI test methods;
- Provide detailed reports of testing results;
- Provide review of concrete and hot mix designs to assure compliance with project specifications;
- Coordinate work with the County representative or designee and keep Project Manager informed of current activities;



- Provider may be required to review and provide response/recommendations about construction materials testing reports, documentation and work outputs that are originated by other construction materials testing consultants, contractors or regulatory agencies.

Each project will be assigned to a PSP which will provide the required professional disciplines within its own forces or qualified professionals subcontracted to the PSP. Each PSP will be required to minimize disturbance to others on the construction site and perform work in a safe manner and in accordance with OSHA regulations. PSP representatives shall follow construction site safety guidelines and wear appropriate personal protective equipment (PPE) when on an active construction site.

Some Providers may qualify to perform all services and tasks within the scope of this RFQ, using their own staff; others may conduct portions of work in-house and other portions via sub-contracts. Other Providers may partner with similar or complimentary firms to cover the full range of services requested. Providers should only respond to this RFQ for the services for which they are qualified to provide or supervise and manage through subcontracts.

4. REQUEST FOR QUALIFICATIONS FORMAT

Each Response shall be submitted as outlined in this section. Respondents shall include an outside cover and/or first page containing the following information:

RFQ for Chambers County Professional Services – Construction Materials Testing
Respondent Firm or Individual Name Submittal Date

A table of contents shall follow next, followed by tabbed dividers separating each of the sections:

- A. Cover Letter (10 Points)
 1. The first page following the divider shall be a one-page executive summary on PSP's letterhead transmitting all required RFQ information.
- B. Qualifications (30 Points)
 1. Briefly introduce your firm, providing a summary of the administration, structure, organization years in business and staffing of your firm
 2. Identify the Project Manager designated by the firm to provide the services, and each individual who will work as part of this engagement. Include resumes for each person to be assigned.
 3. Include any professional designations and affiliations, certifications and licenses, etc. This includes identifying any proposed subcontractors.

Chambers County



4. Insurance Coverage: Provide information on the types and amounts of insurance carried by your firm, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage.
- c. Experience (40 Points)
 1. List comparable projects whether ongoing or completed, including references. Please include, at a minimum, details for each project listed.
 - a. Project name and location
 - b. Scheduled Completion date
 - c. Date completed
 - d. Short description and project
 - e. Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
 - f. Names, addresses, and telephone numbers of clients.
 - g. Experience with similar project management

d. References (20 points)

Include name, phone number, email address and physical address from present and former clients whom the County can contact for references regarding the firm's past performance.

All material and models submitted in response to this RFQ becomes the property of the County. Blanket substitution of the proposer's standard contract terms or conditions for the County's proposed Professional Services Contract terms and conditions will not be permitted.

5. SELECTION PROCESS

All applications will be screened by a selection committee and those Providers selected for a short list may be invited to attend an interview, at the Providers own expense. The County shall not incur any costs for Submittal preparation and/or submittal of RFQ.

Selection Committee Members

- Robert L. Hall, Engineer,
- Natalie Lopez, E.I.T
- Zachary Vogler, E.I.T.
- George Barrera, Purchasing Agent
- Tommy Hammond, Commissioners

Chambers County



The County will evaluate all Submittals based on the qualifications, background, training, experience, and staff qualifications. The County reserves the right to negotiate the final fee schedule, prior to recommending any Provider for a contract.

The County's process is as follows:

I. The selection committee shall screen and rate all of the approved RFQ's that are submitted. Selection ratings will be based on 100-point scale. Ratings shall be based on the following criteria:

A. Cover Letter.....	10
B. Qualifications.....	30
C. Experience.....	40
D. References.....	20
	Total 100

The selection committee will select the most qualified firm(s) and may invite them for an interview with members of the selection committee.

Should an interview be requested, Providers should be prepared for 15 minutes of presentation and 15 minutes of questions and answers.

County staff shall recommend a preliminary list of the most qualified firms to the Commissioners Court and request authority to enter into contract negotiations.

When services and fees are agreed upon, the selected firm(s) will be offered an On-Demand contract and Commissioners Court approval will be sought to approve the project.

The County shall enter into negotiations based on ranking qualifications beginning with the highest ranked Provider. The process shall continue until an agreement is reached by successful negotiation with the desired number of qualified Providers.

This RFQ does not commit the County to pay for any direct and/or indirect costs incurred in the preparation and presentation of a Submittal response. All finalists shall pay their own costs incurred in preparing for, traveling to and attending the interviews.

NOTE: BIDS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED.

NON-COLLUSION
AFFIDAVIT

STATE OF TEXAS }

COUNTY }

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the following, who, upon oath, says:

I am the Manager, Secretary or other agent of officer or the principal of the Bidder in the matter of the bids to which this affidavit is attached, and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool or combination to control the price of supplies bid on, or to influence any person to bid or not to bid thereon.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.

Affiant

SWORN TO AND SUBSCRIBED BEFOR ME by the above Affiant, who, on oath states that the facts contained in the above are true and correct, this _____ day of _____, 20____.

Notary Public in and for

_____ County, Texas

Name of Bidder _____

Signed by _____
(Sign Name in Writing) (Title)

Address: _____
(Zip Code)

Telephone Number: _____ Date: _____