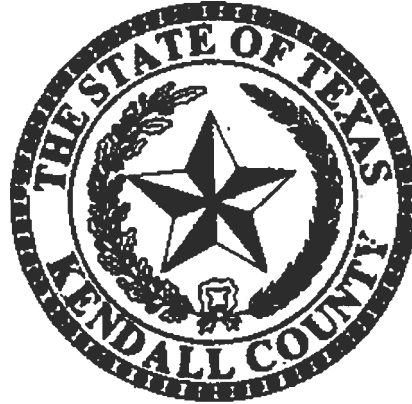


COUNTY OF KENDALL



Request for Qualifications:

**ARCHITECTURAL/ENGINEERING SERVICES FOR PROFESSIONAL
CONTRACT ADMINISTRATION FOR THE REHABILITATION OF UPPER
CIBOLO CREEK FLOOD CONTROL STRUCTURE NO.4**

RFQ NO. 2021-05

Kendall County Auditor
201 East San Antonio Avenue, Suite 113
Boerne, Texas 78006
(830) 249-9343

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING SERVICES FOR PROFESSIONAL CONTRACT
ADMINISTRATION FOR THE REHABILITATION OF UPPER CIBOLO CREEK
FLOOD CONTROL STRUCTURE NO. 4
KENDALL COUNTY, TEXAS**

General

Kendall County (County) has entered into a Cooperative Agreement with the Texas State Soil and Water Conservation Board for flood control structural activities (rehabilitation) of Upper Cibolo Creek No.4 (Upper Cibolo Creek Watershed FCS No. 4). The National Inventory of Dams Identification Number is TX04903. FCS No. 4 is shown on the "Ranger Creek" United States Geologic Survey (USGS) quadrangle map at coordinates Latitude 29.7605° and Longitude -98.7880°.

Kendall County seeks the services of a qualified architectural/engineering firm to assist the County in professional contract administration for the rehabilitation of Upper Cibolo Creek Flood Control Structure No. 4.

Responses to this Request for Qualifications (RFQ) will be reviewed by County personnel who will recommend the ranking of the responding firms to the Commissioners Court (Court). The Court will consider and take action concerning the ranking of responding firms. Selection of a firm will be in accordance with the Professional Services Procurement Act.

Point of Contact

Any questions, clarifications or requests for general information should be directed to:

Corinna Speer, County Auditor
Telephone: (830) 331-8214
E-mail: corinna.speer@co.kendall.tx.us

Scope of Services Requested

The following is the minimum scope of services to be provided by the architectural/engineering firm selected for the project. It is intended that the scope cover the entire project from development of front end documents to project closeout. Any omissions in scope should be noted to the County.

The firm selected will provide professional contract administration consisting of the development of front end contract documents, management and administration of construction contract.

Front end contract documents includes but is not limited to:

- 1) instructions for bidders,
- 2) bid forms,
- 3) contract agreements,
- 4) general conditions,
- 5) supplemental conditions,
- 6) project specifications (provided by design engineer),
- 7) drawings (provided by design engineer),
- 8) development of prevailing wage rates.

Management and administration of the contract includes but is not limited to:

- 1) preparation of bid,
- 2) invitation to bid,
- 3) notice to bidders,
- 4) qualification of low bidder,
- 5) award/execution of construction contract and related documents,
- 6) permitting coordination,
- 7) conduct site visits and pre-construction conference followed by regular site visits and construction conferences during the construction phase,
- 8) processing of submittals, shop drawings, and change orders, during construction
- 9) assisting in the resolution of issues that may arise during construction,
- 10) monthly review of progress and processing of payment applications,
- 11) assist in scheduling,
- 12) prepare final punch list and certificate of substantial completion and ensure completion of construction in accordance with approved plans, drawings and specifications,
- 13) advise County concerning amount and timing of final payment for construction services,
- 14) review as-built drawings, certificates, relevant technical data and guarantees, warranties and related documents upon completion of construction and deliver to County.

Qualifications

Responses will be ranked according to the following information:

1. Certified Statement

Provide a certified statement that the firm is registered in the State of Texas and licensed to perform architectural/engineering services in the State of Texas and a certified statement that the architects/engineers are not disbarred, suspended or otherwise prohibited from professional practice by any federal, state, or local agency.

2. Basic Qualifications and Capabilities (15 points)

Provide a description of the firm's resources and ability to deliver services required for the project. Provide resumes of key personnel to be used, including project experience, specific areas of expertise, relevant educational backgrounds and certifications. Identify project manager (primary contact), team members and tasks associated with each team member along with an organizational chart identifying all team members. Provide information concerning organizations and personnel to be associated with the firm in order to perform required services.

3. Ability to Perform (40 points)

Provide information concerning the firm's specific experience on design, construction, inspection, and construction contract administration on similar flood control structural repair projects. The proposed project is tentatively scheduled for letting in the third or fourth quarter of calendar year 2021. The ability of a firm to provide the necessary resources to meet this deadline will be given considerable weight in the selection process.

4. Performance History/References (30 points)

List a minimum of three (3) clients with similar flood control structural repair projects. The list should include:

- Name of agency/client, contact person, phone number and email address
- Year the service was provided
- Type of project and scope of services provided

5. Proposed Project Approach & Scope of Services to be Provided (15 Points)

- Provide narrative that conveys an understanding of the project goals and objectives.
- Demonstrate the firm's capabilities, approaches and/or methodologies to accomplish the project.
- Describe and provide a systematic and methodical description of the scope of work and how it will be accomplished.
- Identify key personnel to be used and their areas of responsibility. (Personnel identified in the proposal must be the same personnel that will work on the project. Any personnel changes after contract execution must be approved by Kendall County).

Contract Negotiation

After the responding firms are ranked, the County, upon approval by the Commissioners Court, will enter into negotiations with the top firm selected. If negotiations for an acceptable contract with the top ranked firm are not successful, the second ranked firm will be contacted and negotiations will be initiated with the second firm. If negotiations are successful, a contract award will be made by the Commissioners Court.

Proposal Format and Due Date

Please follow the format outlined in the Qualifications Section. Responses to the request for Qualifications shall be limited to five (5) pages excluding resumes.

Responses are due no later than 2:00 o'clock P. M. on Friday May 28, 2021 at the County Auditor's office, Kendall County Courthouse, 201 East San Antonio Avenue, Suite 113, Boerne and will be opened at that time. All late responses will be returned unopened. Five (5) copies of the Response to the RFQ should be provided. It is anticipated that the Commissioners Court will rank the responding firms at the meeting of the Court on June 14, 2021.

Responder's Certification:

By submitting a response to this RFQ, the responding firm certifies that it has read and understands the request for qualifications and has knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein.

Responder's Acknowledgement:

By submitting a response to this RFQ, the responding firm understands and agrees that this RFQ is issued based on anticipated professional services required by Kendall County and that the County has not made, and does not make, any representation, written or oral, that any such professional services will be authorized by the Commissioners Court. Responding firms acknowledge and understand that any cost incurred in replying to this RFQ shall be at the sole risk and is the sole responsibility of such responding firm.