

**REQUEST FOR QUALIFICATIONS  
(RFQ) FOR  
RFQ #2017-01  
GEOTECHNICAL ENGINEERING SERVICES**

**PROCUREMENT INFORMATION ..... 2**

**GENERAL ..... 9**

**SCOPE OF SERVICES ..... 9**

**CONTRACT ..... 9**

**PAYMENT ..... 10**

**SUBMITTAL REQUIREMENTS ..... 10**

**SELECTION PROCESS ..... 11**

**ATTACHMENT – SAMPLE PROFESSIONAL SERVICES AGREEMENT**

## REQUEST FOR QUALIFICATIONS

The Town of Rancho Viejo is soliciting sealed Request for Qualifications; hereinafter referred to as RFQ, to be received by the Town of Rancho Viejo's Municipal Office located at 3301 Carmen Ave., Rancho Viejo, Texas 78575. The Town of Rancho Viejo's normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFQ'S will be received until **10:00 a.m. Central Time**, on **Thursday, June 29, 2017**, shortly thereafter all submitted RFQ'S will be gathered and taken to the Town of Rancho Viejo Small Conference Room, to be publicly opened and read aloud. Any RFQ received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFQ submitted shall have sufficient time to be received by the Town of Rancho Viejo Municipal Office prior to the RFQ opening date and time. The receiving time in the Town of Rancho Viejo Municipal Office will be the governing time for acceptability of the RFQ's. RFQ's will not be accepted by telephone or facsimile machine. All RFQ'S must bear original signatures and figures. The RFQ shall be for:

### **RFQ # 2017-01 GEOTECHNICAL ENGINEERING SERVICES AND MATERIAL TESTING**

Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR QUALIFICATIONS" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the Town of Rancho Viejo's web page address: [www.ranchoviejotexas.com](http://www.ranchoviejotexas.com) or may obtain copies of same by contacting the office of: **FRED BLANCO, TOWN ADMINISTRATOR, LOCATED AT 3301 Carmen Ave., Rancho Viejo, TX 78575** or by calling (956) 350-4093 or by e-mailing your request to the following e-mail address: [fblanco@ranchoviejotexas.com](mailto:fblanco@ranchoviejotexas.com)

If you have any questions or require additional information regarding this RFQ, please contact **Fred Blanco, Town of Rancho Viejo Administrator** at (956) 350-4093.

Hand Delivered RFQ'S:

3301 Carmen Ave., Rancho Viejo TX  
C/o Town Administrator

If using Land Courier (i.e. FedEx, UPS):

Town of Rancho Viejo  
C/o Fred Blanco, Town Administrator  
3301 Carmen Ave.  
Rancho Viejo, Texas 78575

If Mailing Proposals:

Town of Rancho Viejo  
C/o Fred Blanco, Town Administrator  
3301 Carmen Ave.  
Rancho Viejo, Texas 78575

The Town of Rancho Viejo reserves the right to refuse and reject any or all RFQ's and to waive any or all formalities or technicalities and to accept the RFQ deemed most advantageous to the Town of Rancho Viejo, and hold the RFQ's for a period of 60 days without taking action.

RFQ's must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFQ number and title.

Please read your requirements thoroughly and be sure that the RFQ offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFQ. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

#### **PURPOSE**

(1) The purpose of these solicitation documents is to execute a Professional Services Contract for:

### **RFQ # 2017-01 GEO-TECHNICAL ENGINEERING SERVICES AND MATERIAL TESTING**

#### **INTENT**

(2) The services to be provided under this RFQ shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFQ. There is no intention to disqualify any respondent who can meet the requirements.

#### **SUBMITTAL OF RFQ**

(3) RFQs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Four (4) complete sets of the response One (1) original marked "**ORIGINAL,**" and three (3) copies marked. RFQs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFQ in response to this solicitation constitutes an offer by the respondent. Once submitted, RFQ's become the property of the Town of Rancho Viejo and as such the Town of Rancho Viejo reserves the right to use any ideas contained in any RFQ regardless of whether that respondent/firm is selected. Submission of a RFQ in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFQ, unless clearly and specifically noted in the RFQ submitted and confirmed in the contract between the Town of Rancho Viejo and the successful respondent otherwise. RFQs which do not comply with these requirements may be rejected at the option of the Town of Rancho Viejo. RFQs must be filed with the Town of Rancho Viejo before the deadline day and hour. No late RFQs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFQ requirements may be grounds for disqualification.

#### **TIME ALLOWED FOR ACTION TAKEN**

(4) The Town of Rancho Viejo may hold RFQ/s 60 days after deadline without taking action. Respondents are required to hold their RFQ/s firm for same period of time.

#### **RIGHT TO REJECT/AWARD**

(5) The Town of Rancho Viejo reserves the right to reject any or all RFQs, to waive any or all

formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the Town of Rancho Viejo. No contact between vendor and elected officials from first date of Publication Notice will be allowed. Any contacts will be grounds for proposal being rejected.

#### **ASSIGNMENT**

(6) Respondents are advised that the Town of Rancho Viejo shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFQ in whole or in part, to a third party without the written approval of the Town of Rancho Viejo.

#### **AWARD**

(7) Respondents are advised that the Town of Rancho Viejo is soliciting RFQs and award shall be made to the respondents that in the opinion of the Town of Rancho Viejo are the best qualified.

#### **NUMBER OF CONTRACTS**

(8) THE Town of Rancho Viejo reserves the right to award one, more than one, or no contract(s) in response to this RFQ.

#### **STATUTORY REQUIREMENTS**

(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

#### **ALTERATIONS/AMENDMENTS TO RFQ**

(10) RFQs **CANNOT** be altered or amended after opening time. Alterations made before opening time must be signed and dated by the respondent and/or its agent. No RFQ may be withdrawn after opening time without acceptable reason in writing and only after approval by the Town of Rancho Viejo.

#### **NO RESPONSE TO RFQ**

(11) If unable to submit a RFQ, respondent should return inquiry giving reasons.

#### **LIST OF EXCEPTIONS**

NONE

(12) The respondent shall attach to his/her RFQ a list of any exceptions to the specifications/requirements.

#### **PAYMENT**

(13) The Town of Rancho Viejo will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the Town, and found to meet Town of Rancho Viejo specifications/requirements. No other method of payment will be considered.

## **SYNONYM**

(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for Qualifications **GEO-TECHNICAL ENGINEERING SERVICES AND MATERIAL TESTING** as specified.

## **RESPONDENT'S EMPLOYEES**

(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the Town of Rancho Viejo. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The Town of Rancho Viejo shall have the right of inspection of said undertakings at any time.

## **INDEMNIFICATION CLAUSE**

(16) The Respondent agrees to indemnify and save harmless the Town of Rancho Viejo, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

## **INTERPRETATIONS**

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the RFQ. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the Town of Rancho Viejo in accordance with paragraph entitled "**Addenda and Modifications**".

## **VERBAL THREATS**

(18) Any threats made to any employee of the Town of Rancho Viejo, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the Town of Rancho Viejo will immediately sever the contract with the Respondent/Consultant on contract.

## **CONFIDENTIAL INFORMATION**

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the Town of Rancho Viejo cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

## **PAST PERFORMANCE**

(20) Respondent's past performance shall be taken into consideration in the evaluation of RFQ submittal.

## **JURISDICTION**

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and

payable in Cameron County, Texas.

#### **RIGHT TO AUDIT**

(22) The Town of Rancho Viejo reserves the right to audit the vendor's books and records relating to the performance of this contract. The Town of Rancho Viejo, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract.

If such audit shall disclose overpayment by Town of Rancho Viejo to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the Town of Rancho Viejo. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

#### **VENUE**

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Cameron County, Texas.

#### **CONFLICT OF INTEREST**

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the Town of Rancho Viejo not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

**IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.**

#### **CONFIDENTIALITY OF INFORMATION AND SECURITY**

(25) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the

successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the Town of Rancho Viejo, and any applicable federal laws and regulations relating to confidentiality.

**TERMINATION OF CONTRACT**

(26) The Town of Rancho Viejo reserves the right to terminate the contract if, in the opinion of the Town of Rancho Viejo, the successful vendor's performance is not acceptable, no funds are available, or if the Town of Rancho Viejo wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

**RESPONSE DEADLINE**

(27) Responses to the RFQ must be addressed to Fred Blanco, Town Administrator, Town of Rancho Viejo, 3301 Carmen Ave., Rancho Viejo, Texas by June 21, 2017 until 5:00 p.m. for consideration. An original and three (3) complete sets of the response must be submitted no later than this date and time in a **sealed envelope** indicating that its contents are in response to the RFQ for **"GEO-TECHNICAL ENGINEERING SERVICES AND MATERIAL TESTING"**. **Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.**

Hand Delivered RFQ's

3301 Carmen Ave.,  
C/o Town Administrator

If using Land Courier (i.e.FedEx, UPS):

Town of Rancho  
C/o Fred Blanco  
Town Administrator  
3301 Carmen Ave.  
Rancho Viejo, Texas 78575

If Mailing RFQs:

Town of Rancho  
C/o Fred Blanco Town Administrator  
3301 Carmen Ave.  
Rancho Viejo, Texas 78575

**ADDENDA AND MODIFICATIONS**

(28) Any changes, additions, or clarifications to the RFQ are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFQ or other documents may request an interpretation from the Town Administrator. At the request of the respondent, or in the event the Town Administrator deems the interpretation to be substantive, the interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this RFQ shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFQ Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the Town of Rancho Viejo and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such

respondent from its terms and requirements. Addendums will be available online at [www.ranchoviejotexas.com](http://www.ranchoviejotexas.com), if needed.

### **RFQ PREPARATION COSTS**

(29) The Town of Rancho Viejo shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFQ or for any work performed prior to execution of contract.

### **EQUAL EMPLOYMENT OPPORTUNITY**

(30) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

### **AUTHORIZATION TO BIND RESPONDENT TO RFQ**

(31) RFQs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFQ. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFQ. A corporation shall execute the RFQ by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the RFQ. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

**Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.**



## **GENERAL**

The Town of Rancho Viejo is currently seeking to retain a rotation list of qualified professional Geo-technical Engineering firms to provide Geo-technical Engineering/Material Testing. The term of the contract will be two (2) years with an option to renew for one more year. The services request is to provide the following services: Geotechnical Engineering, Construction Materials Testing Services of any and all Town of Rancho Viejo Roads Projects. It is anticipated that Geo- technical Engineering firms will lead full teams of engineers and or related consultants as needed for each project. This document outlines the requirements, selection process and documentation necessary to submit to this Request for Qualifications (RFQ).

## **SCOPE OF SERVICES**

The selected firm(s) will report to, and operate under, the direction of Town of Rancho Viejo's staff. Must have Texas Licensed Professionals with superior background, training, and qualifications meeting all requirements of this RFQ, Registered or licensed in the State of Texas. The scope of services required by this RFQ may include some or all of the following services:

### **1. Geotechnical:**

- A. Special Construction Details for Removal of Ground or Surface Water, Existence of Expansive Clay, Hydrostatic Pressure, etc.
- B. Site Work
- C. Field Exploration
- D. Laboratory Testing
- E. Analysis and Reports
- F. Other Geotechnical Evaluation

### **2. Construction Materials Testing:**

- A. Plans Review
- B. Earthwork Services
- C. Density Testing
- D. Post Construction Services
- E. Concrete Services
- F. Other Laboratory Construction Testing for Roads and Utilities Projects.

All qualified firms or persons shall have current licenses as required under the State of Texas for the provisions of services requested for the Town of Rancho Viejo.

## **CONTRACT**

A sample Professional Services Agreement is attached for review of all firms submitting an RFQ. Each firm must carefully review all sections and pay special attention to the indemnity and

insurance portions of the agreement. Insurance requirements are included in the Agreement and they must be satisfied prior to the execution of the Agreement. Note that the Town of Rancho Viejo does not ordinarily allow modifications to the standard agreement.

## **PAYMENT**

The method of payment to the selected firms shall be on a time-and-material basis. This amount shall include labor, overhead, profit and expenses including transportation, communications, and materials. Progress payments will be based on actual hours and contract hourly rates charged to a particular task on a monthly basis. Each invoice submitted to the Town of Rancho Viejo for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date and amount remaining. If selected, firm will provide base fees from company. An average of fees will be done if more than one firm is selected to maintain equal rates for different projects.

## **SUBMITTAL REQUIREMENTS**

Geo-Technical Engineering Services Request for Qualifications (RFQ) is requested to be submitted to the **Town of Rancho Viejo's Municipal Office at 3301 Carmen Ave., Rancho Viejo, Texas 78575, no later than 10:00 AM ON Thursday, June 29, 2017.**

The RFQ must be submitted according to the instructions outlined herein. Each response should include, at a minimum, the following items:

1. Transmittal letter – Indicate interest and commitment to perform services for the Town of Rancho Viejo, include contact information (physical address, telephone, fax, cell phone, and email address) for the primary person responsible for your RFQ who will be the point of contact for the Town of Rancho Viejo on all correspondence and communications pertaining to the RFQ. State whether any addendums to this RFQ have been received by your firm and whether consideration of their content has been included in your RFQ. The letter must be signed by an officer of the firm who is authorized to bind the firm to contract and shall contain a statement to this effect;
2. Firm Qualification and Experience – Discuss the firm's experience and history in performing Geo-Technical Engineering Services in a timely manner, particularly for other governmental agencies in the past five (5) years. Discuss the firm's uniqueness to best perform these services for the Town of Rancho Viejo. Identify the office location that will be providing the services and the approach to handling part-time staffing needs for smaller assignments.
3. Team Member Qualifications and Experience – Submit resumes summarizing qualifications and experience of project manager, key staff and any support staff likely to be assigned to the work.
4. References – Provide at least three references (names and current phone numbers) from recent work and list all past projects with the Town of Rancho Viejo for each proposed team member. Include a brief description of the projects associated with the reference, and the role of the individual.

5. Fee Schedule – Provide a list of hourly billing rates for each proposed team member. Hourly billing rates shall include all direct and indirect labor expenses, transportation, cell phone, computer, sub-consultant fee mark-ups, and etc... (This will be submitted if selected only for an average of fees between selected firm(s))
6. Insurance - Provide information on the types and amounts of insurance carried by the Professional Service Provider, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage. A list of any insurance claims against the firm within the past 5 years.
7. Professional Services Agreement – Provide a statement that the Professional Services Agreement has been read, that the firm will meet the prerequisite insurance requirements, and the firm, if selected, agrees to enter in to such agreement.
8. Presentation – Each firm must submit seven (7) bound copies of the RFQ.

## **SELECTION PROCESS**

Evaluation will include confirmation by Town of Rancho Viejo Staff that respondents have the required registration, license, insurance or expertise to render requested services. The evaluation process is not intended to select one best qualified provider but rather shall include several similarly qualified providers that will be placed on a pre-qualified list.

The selection Committee shall screen and rate all of the respondents that are submitted. Selection ratings will be based on 100-point scale rating and shall be based on the following criteria.

- |    |   |           |
|----|---|-----------|
| a. | Overall Qualification of Team                 | 40 points |
| b. | Previous Experience with Town of Rancho Viejo | 10 points |
| c. | Ability to meet Schedules and Deadlines       | 30 points |
| d. | Stability and References                      | 10 points |
| e. | Presentation                                  | 10 points |

The Town of Rancho Viejo may select one (1) or more firms to provide services based on this evaluation or it may choose to follow up with an interview, if necessary. This process will result in the selection of a firm or firms to provide services. The Town of Rancho Viejo reserves the right to reject any and all RFQ's for any reason whatsoever. The Town of Rancho Viejo may waive informalities or irregularities in the RFQ's received where such is merely a matter of form and not substance, and the correction or waiver thereof is deemed by the Town of Rancho Viejo not prejudicial to other RFQ's.

After the selection of the most qualified firm(s), scope of services and billing rates will be negotiated and used as attachments to the Town of Rancho Viejo's Professional Services Agreement. This Agreement will then be submitted to the Town of Rancho Viejo Board of Aldermen for approval. If the Town of Rancho Viejo and the selected firm cannot successfully negotiate an agreement, then the Town of Rancho Viejo will enter into negotiations with the next best qualified firm on the evaluation rating list. This procedure may be repeated until one (1) or more firms has been selected and approved by the Town of Rancho Viejo Board of Aldermen.

The Town of Rancho Viejo currently will conduct the selection process. The Town of Rancho Viejo will notify the firms selected to be interviewed.

**Town of Rancho Viejo Contact information:**

If you should have any questions regarding the preparation of the RFQ contact Fred Blanco, Town Administrator, Town of Rancho Viejo 956-350-4093 or email questions to [fblanco@ranchoviejotexas.com](mailto:fblanco@ranchoviejotexas.com)

Responses to the RFQ must be addressed to Town of Rancho Viejo's Town Administrator's Office, Town of Rancho Viejo, and received at Town of Rancho Viejo Hall, at 3301 Carmen Ave., Rancho Viejo, Texas 78575 by June 21, 2016 and no later than 5:00 pm. Four (4) complete sets of the response no larger than 30 bound pages must be submitted no later than this date and time. The RFQ is to be placed in a sealed envelope indicating that its contents are in response to the Request for Qualifications for the **GEO- TECHNICAL ENGINEERING SERVICES AND MATERIAL TESTING.**