



THE ECONOMIC DEVELOPMENT CORPORATION
OF WESLACO

**REQUEST FOR STATEMENT OF QUALIFICATION (RFQ)
FOR**

RFQ #2020-21-01

**FOR GEOTECHNICAL AND ENGINEERING DESIGN SERVICES FOR DEVELOPING A MASTER PLAN FOR THE
EXPANSION OF THE WESLACO EDC'S MID VALLEY INDUSTRIAL PARK**

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**275 S. Kansas, Suite #A • Weslaco, Texas • 78596
(956) 969-0838
www.weslacoedc.com**



THE ECONOMIC DEVELOPMENT CORPORATION
OF WESLACO

NOTICE OF INTENT TO SUBMIT QUALIFICATIONS

If you intend to submit qualifications for “**FOR GEOTECHNICAL AND ENGINEERING DESIGN SERVICES FOR DEVELOPING A MASTER PLAN FOR THE EXPANSION OF THE WESLACO EDC’S MID VALLEY INDUSTRIAL PARK/ RFQ #2020-21-01**” with the Weslaco Economic Development Corporation as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **February, 15, 2021** so that you may receive any addendums to the specifications should the need arise.

Veronica Montemayor
Finance
Weslaco Economic Development Corporation
275 S. Kansas Avenue Ste. A
Weslaco, Texas 78596
Phone: 956.969.0838
vmontemayor@weslacoedc.com

Name: _____ Signature: _____
(Print / contact person)

Title: _____ Company/Agency: _____

Mailing
Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Bid No.: 2020-21-01

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REQUEST FOR QUALIFICATIONS

The Weslaco Economic Development Corporation is soliciting sealed Statement of Qualifications; hereinafter referred to as RFQ to be received via DROPBOX in an effort to mitigate the spread of COVID19.

RFQ deadline is **3:00 p.m. Central Time**, on **Friday, February 19, 2021**, shortly thereafter all submitted RFQ'S submitted via DROPBOX will be opened and respondents will be read aloud through a ZOOM meeting. Any RFQ's 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 WEDC prior to the RFQ opening date and time. The receiving time at the WEDC 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:

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 Weslaco EDC web page address: www.weslacoedc.com

1. Due to Covid19 Pandemic and recommendations from Weslaco Emergency Operations Center – Safety Plan, The WEDC is requesting all vendors to submit responses via electronic submissions. Below is a **DROP BOX** link in which carriers can upload their responses. The WEDC prefers to receive uploaded documentation in PDF format and large files compressed into a (ZIP) zip file. Uploaded files must be named accordingly to the RFB number.

Here is the DROPBOX link to submit RFQ documents: <https://www.dropbox.com/request/oaGM5oHliCdU8nlfHOSm>

2. **Pre-Proposal/ Zoom Meeting**

Feb 12, 2021 10:00 AM Central Time (US and Canada)

Link below to join:

<https://us02web.zoom.us/j/83607001441?pwd=QjlYc1gxTTh0VmNEK2xFY3pxazN4dz09>

US: +13462487799

Webinar ID: 836 0700 1441

Passcode: 639850

3. **RFQ Opening / Submission Zoom Meeting:**

February 19, 2021 3:00 PM Central Time (US and Canada)

Link below to join:

<https://us02web.zoom.us/j/89177266477?pwd=S2xpeXo4VW41c1hWN2FSchN4TEVoZz09>

US: +13462487799

Webinar ID: 891 7726 6477

Passcode: 259288

The WEDC reserves the right to refuse and reject any or all RFQ's and to waive any or all informalities or technicalities and to accept the RFQ deemed most advantageous to the WEDC.

RFQ's must be submitted through DROPBOX

Please read the 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 #2020-21-01

FOR GEOTECHNICAL AND ENGINEERING DESIGN SERVICES FOR DEVELOPING A MASTER PLAN FOR THE EXPANSION OF THE WESLACO EDC'S MID VALLEY INDUSTRIAL PARK

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 thru Dropbox only. RFQ's which do not comply with these requirements may be rejected at the option of the WEDC. RFQ's must be filed with the WEDC before the deadline day and hour. No late RFQ will be accepted. Failure to meet RFQ requirements may be grounds for disqualification.

TIME ALLOWED FOR ACTION TAKEN

(4) The WEDC may hold RFQ's 90 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 WEDC reserves the right to reject any or all RFQ's, to waive any or all informalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to WEDC.

ASSIGNMENT

(6) Respondents are advised that the WEDC 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 WEDC.

AWARD

(7) Respondents are advised that the WEDC is soliciting RFQ's and award shall be made to the respondent that in the opinion of the WEDC are the best qualified.

NUMBER OF CONTRACTS

(8) THE WEDC reserves the right to award 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) RFQ **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFQ may be withdrawn after opening time without acceptable reason in writing

and only after approval by the WEDC.

SYNONYM

(11) Where in this solicitation package SERVICES is used, its meaning shall refer to the Request for Qualifications for **GEOTECHNICAL AND ENGINEERING DESIGN SERVICES FOR DEVELOPING A MASTER PLAN FOR THE EXPANSION OF THE WESLACO EDC'S MID VALLEY INDUSTRIAL PARK** as specified.

RESPONDENT'S EMPLOYEES

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

INDEMNIFICATION CLAUSE

(13) The Respondent agrees to indemnify and save harmless the WEDC, 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 Finance Manager, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

INTERPRETATIONS

(14) 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 WEDC in accordance with paragraph entitled "Addenda and Modifications".

VERBAL THREATS AND OFFICIAL CONTACT

(15) Any threats made to any employee of the WEDC, 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 WEDC will immediately sever the contract with the Respondent/Consultant on contract.

Respondents shall not offer gratuities, favors or any monetary value to any official or employee of the WEDC for purpose of influencing the selection. Any attempt by any Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds from exclusion from the selection process. Once the project is advertised, there shall be no contact with any WEDC employee unless using the formal process through the Finance Department. Failure to comply will result in the firm being disqualified from the process.

Questions and answers that change or substantially clarify the Request for Qualifications will be affirmed. Any inquiries to this RFQ must be submitted to Veronica Montemayor at vmontemayor@weslacoedc.com or 275 S. Kansas Avenue Ste. A, Weslaco, TX 78596 no later than February 15, 2021. Questions deadline 10:00 AM

CONFIDENTIAL INFORMATION

(16) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the WEDC 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

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

JURISDICTION

(18) 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 Hidalgo County, Texas.

RIGHT TO AUDIT

(19) The WEDC reserves the right to audit the vendor's books and records relating to the performance of this contract. The WEDC, 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 WEDC 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 WEDC. 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

(20) 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 Hidalgo County, Texas.

CONFLICT OF INTEREST

(21) 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 WEDC 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.

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

(22) 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 City, and any applicable federal laws and regulations relating to confidentiality.

RFQ PREPARATION COSTS

(23) The WEDC 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

(24) 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

(25) RFQ's MUST give full firm name and address of respondent and be manually signed. Failure to do so will disqualify your RFQ. Person signing the RFQ 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 Weslaco Economic Development Corporation is seeking to enter into a professional engineering services contract with a qualified professional engineering firm, registered in the State of Texas, to provide a variety of engineering services. The selected respondent must assign a project manager who is a registered professional engineer licensed to practice in the State of Texas.

SCOPE OF SERVICES

The selected firm will report to, and operate under, the direction of City of Weslaco's Engineering Department staff. The engineering contract will encompass numerous disciplines such as general civil engineering, planning, surveying, geotechnical services, construction management, environmental reviews, and floodplain management.

Phase I Study and Evaluation

- Study and analyze project site for environmental, floodplain management considerations
- Develop a Master Plan for expansion of Industrial Park Site
- Surveying services to complete all preliminary and final required plans and documents
- Geotechnical services to evaluate existing soils
- Develop a Site Plan with all recommended infrastructure improvements for site
- Prepare a Preliminary Subdivision Plat for Review

Phase II Preliminary Design

- Prepare Final Subdivision Plat for Recording
- Prepare preliminary Infrastructure Improvement Plans (Water, Sanitary Sewer, Drainage, and Paving) that satisfy City of Weslaco codes and regulations.
- Prepare preliminary cost estimates

Phase III Design

- Prepare Construction Documents including plans, specifications and estimate for all required improvements to the site.
- Submittals for Review and Final Approval

Phase IV Bidding

- Prepare Construction bid documents

- Pre-Bid Meeting
- Responses to Contractor Inquiries
- Review Contractor Bids
- Bid Acceptance Recommendation

Phase IV Construction Support Services

- Pre-Construction Meeting
- Construction Staking
- Construction Progress Reports
- Construction Materials Testing
- Payment Application Review and Approval
- Project Close-Out

Statements of Qualification Responses

Responses must adhere to the requirements outlined in this section. The statement of qualifications must be submitted electronically via Dropbox and appropriately labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. Provide an introduction of all proposed team members. An Executive Summary shall be provided with an overview of the statement of qualifications, its highlights, and the approach to engineering services.
2. **Project Approach:** a general description of the firm's approach to engineering services and a detailed task plan that addresses the scope of services.
3. **Innovative Techniques or Methodology:** A discussion of any innovative techniques or methodology that the firm will use that have a proven history of providing responsive and cost-effective results on similar projects.
4. **Scope of Work and Schedule:** Discuss each task outlined in the "Scope of Work" section above.
5. **Qualifications:** Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-consultants and their roles proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFQ.
6. **References:** Identify at least three (3) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City Engineering services may also be submitted for consideration.
7. **Additional Data:** This section will be limited to five (5) pages. Responses may include any other information the City deems essential to the evaluation of the statement of qualifications.

8. Summary of Insurance Coverage

9. Completed Conflict of Interest Questionnaire

Review and Selection Procedure

A review committee will evaluate each Statement of Qualifications. A recommendation will be provided to City Commission for final selection. The following evaluation criteria and their respective weights will be used in the selection:

Evaluation Criteria	Points
Firms experience in the delivery of successful engineering services to meet the defined scope of work	20
Qualifications of the Project Team	20
Project Approach and Methodology	30
Knowledge of local issues in the City of Weslaco and the surrounding area	10
References	10
Knowledge of applicable local, state, and federal regulations including but not limited to those regarding floodplain development, building codes, environmental quality, and drainage.	10

The City of Weslaco reserves the right to reject any and all responses received.

PAYMENT

The method of payment to the selected firm 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 WEDC 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.

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

The WEDC currently anticipates conducting the selection process proceeding in accordance with the following list of milestones. This schedule is subject to revision and the WEDC reserves the right to modify this schedule as necessary, in its sole discretion.

RFQ Issued	January 29, 2021
1 st Publication of RFQ in (The Monitor Newspaper)	February 3, 2021
RFQ posted on EDC website	February 3, 2021
2 nd Publication of RFQ in (The Monitor Newspaper)	February 10, 2021
Pre-Proposal Conference	February 12, 2021 (Zoom Meeting@10am)
RFQ Submission Deadline (DROPBOX)	February 19, 2021 (Zoom Meeting@3pm)
RFQ Review	February 22-26, 2021
WEDC Board Selects Firm(s)	March 17, 2021

Weslaco Economic Development Corporation Contact:

If you should have any questions regarding the RFQ contact Veronica Montemayor, Finance (956) 969-0838 vmontemayor@weslacoedc.com. No later than February 15, 2021. Questions deadline 10:00 AM

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