



Request for Qualifications

Request for Qualifications – Civil Engineering Services RFQ# 735-19-4316

May 23, 2019

General:

Midwestern State University solicits responses to the Request of Qualifications (RFQ) for firms interested in assisting with various civil engineering activities and projects. The work to be performed will include the development of plans, specifications and estimates and to provide professional expertise to the University on an as-needed basis. The maximum amount available for fees in any given fiscal year totals \$150,000.00. This is not a commitment or guarantee by the University of \$150,000.00 per fiscal year but an agreement that services may be requested up to the \$150,000.00 cap in any given fiscal year. The University anticipates contracting for services **September 1, 2019 through August 31, 2020** with two possible extensions of one-year terms.

Scope of Services:

Civil Engineering services:

1. Perform surveys on University properties and provide AutoCAD drawings of the results.
2. Develop design drawings, specifications, and any other construction documents for designated projects requiring civil engineering design.
3. Develop project estimates and budgets for civil engineering projects.
4. Assist the University in the evaluation of bid proposals from solicited contractors.
5. Assist in construction oversight and inspection of the civil engineering phase of projects.

Respondent Submission:

Midwestern State University will not be responsible for any expenses relating to response development, documentation, or interview/presentation that may result from this solicitation. Failure to provide the following information shall result in the disqualification of your response.

- The respondent shall submit one original response (marked “Original”) Via E-mail. Responses shall be on single-sided 8 ½” x 11” paper.
- Response information submitted shall correspond to the sections listed below and shall be in the following order:

1. Company name, address, phone number, legal status (corporation, partnership, etc.)
 2. Name, phone number and email address of person Midwestern State University should contact with any questions.
 3. Name and title of person submitting solicitation.
 4. The proposed firm must demonstrate that a **Professional Engineer** registered and licensed in Texas will sign and/or seal the work to be performed on the contract.
 5. Company licenses required by the Texas Board of Professional Engineers.
 6. Documentation of firm’s history, including capabilities in the area of services to be provided, size and scope of operation. This shall include experience as described in a scope of work that demonstrates an expertise in providing the civil engineering services, and number of years in business. Verifiable experience in working with higher education entities shall be included when applicable.
 7. Demonstrated record of accomplishment of meeting deadlines and working within budget on relevant projects.
 8. A suitably sized and experienced staff to meet the required demands of this agreement.
- Ensure the proposal is signed by the owner, principal partner, or chief executive officer.
 - Award of this agreement will be contingent on availability of Midwestern State University funds.

Selection Procedure:

Following receipt and evaluation of responses to the RFQ, a firm or firms will be selected for further consideration. Responses to the RFQ will be evaluated by an appointed committee based on technical qualifications and the firm’s ability to provide the services. Firms may be requested to make presentations if deemed necessary. Negotiations will begin with the firm determined to be most qualified.

Proposal Evaluation:

The following criteria will be used to evaluate all submissions:

No.	Criteria	Weight
1	Related project experience of the <u>specific</u> individuals who would be assigned to provide professional services to the University.	40%
2	Project experience of the firm with relevance to higher ed such as parking lots, road design, storm water containment, hardscape designs, etc.	25%
3	Past performance in terms of quality work and compliance with performance schedules.	10%
4	Prior favorable service to Midwestern State University or other institutions of higher education.	10%
5	Assigned personnel are stationed within close driving distance (<50 miles) of Wichita Falls.	10%
6	Completeness and general response to this Request for Qualifications.	5%
7	Demonstrated knowledge of local building codes.	Mandatory
8	Evidence that the firm is currently licensed/registered to provide services in the State of Texas.	Mandatory
9	Certified statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency.	Mandatory

It is understood that Midwestern State University reserves the right to accept or reject any or all responses to this RFQ as it shall deem to be in the best interest of the University. Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing bidders and kept secret during the negotiations/evaluation process.

However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by bidder. All confidential information should be clearly marked in red.

Submission Deadline:

The qualification information is to be submitted by 2:00 pm CT, **June 25, 2019**. The University may, at its sole discretion, request oral presentations by firms selected for final consideration.

Qualification Statements are to be mailed or hand delivered to:

Joseph J. Mrugalski Jr.
Assistant Director of Purchasing & Contract Management
Midwestern State University
3410 Taft Blvd, Daniel Building
Wichita Falls, Texas 76308-2099
Phone: (940) 397-4095
joe.mrugalski@msutexas.edu

Late statements and facsimiles will not be accepted. Each firm is responsible for insuring responses to the RFQ have been delivered by date, time and location specified.

Questions related to the scope of services, submittal of Qualification Statements, or the solicitation process shall be directed to:

Joseph J. Mrugalski Jr.
Assistant Director of Purchasing & Contract Management
Midwestern State University
3410 Taft Bldg, Daniel Building
Wichita Falls, TX 76308-2099
Phone: (940) 397-4095
joe.mrugalski@msutexas.edu

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The University prefers customers of similar size and scope of work to this proposal. ***THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.***

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

AFFIDAVIT

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final and if bid is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____,

on this day personally appeared _____

who, after having first been duly sworn, upon oath did depose and say;

That the foregoing proposal submitted by _____

hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

Telephone Number:

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____,
20 _____.

Notary Public in and for the State of _____.