

WEBB COUNTY-CITY OF LAREDO REGIONAL MOBILITY AUTHORITY

REQUEST FOR QUALIFICATIONS

FOR

ENGINEERING CONSULTANT SERVICES

RFQ Issue Date: May 18, 2023

Response Due: 12:00 p.m. (noon), CDT, June 8, 2023
Webb County-City of Laredo Regional Mobility Authority
c/o Juan Cruz & Associates, LLC
216 W. Village Blvd., Suite 202
Attn: Lisa Paul

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1.0 PURPOSE

The Webb County-City of Laredo Regional Mobility Authority ("the Authority"), a regional mobility authority and political subdivision of the State of Texas, requires the services of a qualified engineering firms to provide general consulting engineering services as a General Engineering Consultant (the "GEC"). Additional subconsultants providing support services as requested by the Authority may be added later as needed with the approval of the Authority. These services are currently provided by HNTB.

The selected firm will be precluded from participating in future projects of the Authority on the contractor's side while under contract with the Authority as the GEC. They will also be precluded from participating in procurements for traditional delivery projects, through future Requests for Qualifications. Subconsultants may or may not be precluded and will be handled on a case by case basis.

Certain information is necessary to evaluate each interested firm's ability to provide the desired services. As a result, the firm shall be requested to submit a response setting forth their qualifications for the anticipated work, and may, at the Authority's sole option, be asked to make an oral presentation. The anticipated work is described in Section 3.0 below as well as in Appendix A and shall generally be referred to as the "services" in the context of this Request for Qualifications (the "RFQ"). All firms providing a response to this RFQ are hereinafter collectively referred to as the "Proposers" or, individually, as a "Proposer."

2.0 DESCRIPTION OF THE AUTHORITY

The Authority is an independent governmental agency created by the Texas Transportation Commission pursuant to the joint request of Webb County and the City of Laredo. Its formation was approved in February 27, 2014. The Authority is governed by a nine member Board of Directors, with four members of the board being appointed by the Webb County Commissioners Court, four members of the board being appointed by the Laredo City Council, and the presiding officer being appointed by the Governor. The Authority's purpose is to provide the City of Laredo and Webb County with opportunities to accelerate needed transportation projects which will improve mobility, enhance safety, support economic development, and improve the quality of life for residents of the region, under the direction of a local board making local choices about local mobility priorities.

The Authority intends to select a GEC which will operate as an extension of, and in complete coordination with, the Authority's Board of Directors and outside consultants with respect to projects which now or in the future are studied, constructed or operated by the Authority. An overview of current and proposed Authority projects can be viewed in the *2022 WC-CL RMA Project Report* located at <https://webblaredorma.org/wp-content/uploads/2023/01/WCCL-RMA Annual Report 2022 FINAL.pdf>.

To that end, the GEC shall be expected to represent and advance the interests of the Authority throughout all aspects and phases of the Authority's activities and shall, when and as requested by the Authority, fully support the Authority in its dealings with other contractors and suppliers, engineers, other advisors and consultants, the Authority's legal and bond counsels and accountants, financial advisors, traffic and revenue advisors, rating agencies and underwriters, governmental entities, landowners, and the public, all in accordance with the highest professional standards. As more specifically described in this RFQ, the GEC shall be expected to commit the personnel and resources required to respond promptly and fully to the responsibilities and tasks assigned by the Authority throughout the term of the GEC's performance of the services.

3.0 SCOPE OF GEC SERVICES

The GEC shall be required to perform all of those duties typically imposed on an expert general engineering consulting firm including the numerous facets of feasibility evaluation, conceptual design, planning, financing, management, coordination, and liaison necessary to produce complete conceptual plans, typical specifications, and estimate documents required for transportation projects as defined in Chapter 370 of the Texas Transportation Code. The Authority also anticipates that the GEC may be asked to prepare detailed designs and construction plans as well as oversee other consultant firms' design activities. The GEC should also be prepared, either in-house or through a sub-provider, to manage and perform construction oversight, including inspection, testing, record keeping, and change orders, for work performed by construction contractors. Further, the GEC may be required to prepare project-wide typical standard designs, pavement designs, standard typical sections, and standard retaining wall design options as may be required on some or

all future transportation projects. The GEC will be expected to be able to provide resources to address the following list of services. A brief scope for each of these services as it relates to this RFQ can be found in Appendix A.

1. Program Management
2. Preparation or Management of Preliminary/Feasibility Project Documents
3. Preparation or Management of Environmental Documents
4. Preparation or Management of PS&E Documents
5. Procurement Services
6. Preparation of a GEC Report with supporting presentations for Rating Agencies and Investors as required for Revenue Bond Issues
7. Public Involvement Services
8. Scheduling Services
9. CE&I Services
10. Renewal/Replacement Maintenance Support Services
11. Maintenance Oversight Services
12. Utility Relocation Services
13. ROW Services
14. Programmatic Services
15. Administrative Support Services
16. Asset Management Services
17. Contract/LGPP support Services
18. Compliance with reporting requirements to TxDOT, the City, the County, and other governmental entities

4.0 LENGTH OF GEC SERVICES AND ASSIGNMENT OF WORK

The resulting agreement with a GEC (the “Agreement”) shall provide for a five (5) year term, subject to the Authority's periodic review, approval and satisfaction with the GEC's performance, and will be subject to termination by the Authority at any time upon a stipulated notice period, or extended upon agreement of both parties. The Authority anticipates that the Agreement will provide for two (2) optional (1) year extensions, subject to approval by the Authority’s Board of Directors.

During the contract term, the Authority may request services on an as-needed basis through the issuance of work authorizations.

5.0 CONTRACT PROVISIONS

The following information is furnished to the Proposers for consideration during the preparation of their response to this RFQ. In accordance with the requirements of the Professional Services Procurement Act (Section 2254.001, et seq., of the Texas Government Code), the Authority shall not consider cost information in selecting the most highly qualified providers of the requested services but will be selected on the basis of demonstrated competence and qualifications.

5.1 PROFESSIONAL LIABILITY:

The firm selected to perform the desired services must have professional liability insurance coverage of not less than \$5,000,000. If the present coverage is insufficient, the selected firm shall obtain additional coverage prior to the initiation of the work. The coverage must extend a minimum of three (3) years beyond the completion of the services.

5.2 SUBCONSULTANT SERVICES:

The selection and services assigned to subconsultants must be approved in advance by the Authority. The subconsultants must be qualified to perform all work assigned to them. Responsibility for sublet, assigned, or transferred work shall remain with the GEC. The GEC will be responsible for ensuring the subconsultant's compliance with the Authority Conflict of Interest Policy.

5.3 INSPECTION OF BOOKS AND RECORDS:

The Authority, or any duly authorized representative of the Authority, may at all reasonable times inspect and examine the books and records of the GEC for the purpose of (a) checking the salary costs and other expenses described and/or contemplated in the Agreement or (b) otherwise confirming the GEC's compliance with the terms of the Agreement. The GEC shall maintain said books and records and other evidence pertaining to costs, and shall make such materials available at its office, during the term of the Agreement and for a period of three (3) years after the date of final payment thereunder.

5.4 OWNERSHIP OF PLANS:

Notwithstanding any provision in the Agreement or in common law or statute to the contrary, all of the plans, tracings, computer records, discs, and tapes, proposals, sketches, diagrams, charts, calculations, correspondence, memoranda, logs, survey notes, test procedures, test data, recommendations, reports, and other data and materials, and any part thereof, compiled or to be compiled by or on behalf of the GEC, including all methods to generate any of the above, together with all materials and data furnished to it by the Authority, shall at all times be and remain the property of the Authority and shall not be subject to any restriction or limitation on their further use by or on behalf of the Authority.

6.0 THE RESPONSE

Each Proposer should submit a detailed response to this RFQ and the detailed response shall be referenced to the specific sections of this document. The response shall include sufficient information to enable the Authority to fully evaluate the capabilities of the Proposer and its approach to providing the specified services. Unnecessarily elaborate or voluminous responses are neither required nor wanted and any response exceeding the 30-page limit and other requirements exclusive of Appendices referenced herein may be disqualified from consideration. Discussion of the firm's past experience which is not germane to the specified services should not be included. The response should specifically address the issues raised, and provide the information requested, under Sections 6.1 through 6.4 below. The response should utilize and follow the order of the headings and subheadings employed under those sections.

6.1 EXPERIENCE OF FIRM:

6.1.1. *History and Description of Firm*

Each Proposer should provide a brief history and general description of its firm, including any specific history in the Webb County-City of Laredo region.

6.1.2. *Overall Programmatic Experience*

The Proposer shall provide a listing of relevant experience providing services identified in Appendix A (“Assignments”) which demonstrate the Proposer’s experience in providing similar GEC services, regardless of the type of Assignments to those being requested by the Authority, and should be active during the last five (5) years. The description of the Assignments should be in enough detail for reviewers to understand the scope, complexity and specifics of the work performed by the Proposer. Proposers must clearly identify how the Assignments are similar to those being requested by the Authority. Proposers should identify their proposed key staff, if any, that were involved in the Assignments, as well as their roles in each Assignment. This description shall specifically address the Proposer’s record in delivering completed projects on time and on budget. If Proposer is relying on staff experience while with another firm, that project and firm shall be clearly identified.

6.1.3. *Webb County-City of Laredo Experience*

The Proposer shall include information relative to the capabilities and resources of its Texas headquarters office, its office from which it proposes to perform the required services, its other Texas offices, and a listing of its Texas office resident personnel by discipline that would be assigned or available to be assigned to the Authority. The Proposer should summarize any relevant experience working with transportation agencies and other governmental bodies operating in Webb County or the City of Laredo and/or with which the Authority would regularly work or interact, including TxDOT, the Federal Highway Administration (“FHWA”), the Laredo &

Webb County Area Metropolitan Planning Organization, the Environmental Protection Agency, the United States Corps of Engineers, member counties of the Authority, and other RMAs or local toll project entities. All projects on which Proposer served as a GEC should be clearly indicated. This description shall specifically address the Proposer's record in delivering completed projects on time and on budget.

6.1.4 Experience Providing Trust Agreement Services

The Proposer shall summarize its experience providing certifications, issuing reports, providing evaluations and otherwise performing services similar to those required for "general consulting engineers" under trust agreements and revenue bond issues.

6.1.5 Disputes

The Proposer should provide the following:

1. A list and a brief description of all instances since January 1, 2018, involving projects in which the Proposer was (i) determined, pursuant to a final determination in a court of law, arbitration proceeding or other dispute resolution proceeding, to be liable for a material breach of contract or (ii) terminated for cause. For each instance, identify an owner's representative with a current phone and fax number.
2. A list and a brief description (including the resolution) of each arbitration, litigation, dispute review board and other dispute resolution proceeding occurring since January 1, 2018, involving the Proposer and involving an amount in excess of \$200,000 related to performance of work on or for transportation projects. This is not restricted to projects for which the Proposer served as a GEC, but instead includes all projects in which the Proposer was involved.
3. A description of any project involving the Proposer which resulted in assessment of liquidated damages or stipulated damages in excess of \$25,000 since January 1, 2018. Describe the causes of the delays and the amounts assessed. For each instance, identify an owner's representative with a current phone and fax number (and e-mail if available). The Authority requests that proposers report liquidated damages or stipulated damages assessments at any time during a project, not just final completion penalties. However, if such damages were assessed but not paid through settlement or negotiations with the project owner, they need not be included. Note that unresolved instances of assessed liquidated or stipulated damages (i.e., currently subject to negotiations or challenge, etc.) should be included.

6.2 APPROACH TO SERVICES

6.2.1. *Proposed Approach – Quality, Schedule and Budget*

The Proposer shall present its proposed approach for providing the desired services in accordance with the Authority's quality, schedule and budgeting requirements. The efficient use of manpower and materials shall be considered. The Proposer shall demonstrate the firm's Quality Control and Quality Assurance Programs, and the policies and procedures followed to assure a complete, accurate, and quality product. The GEC shall be expected to operate with minimum oversight and direction from the Authority. The Proposers shall describe its approach to provide each of the services listed in Section 3.0 including who will be providing the services. Resumes shall be included in the appendix for all individuals identified in the response to this section. Lengthy resumes that do not demonstrate required experience are not desired or welcomed.

6.2.2. *Coordination*

The Proposer shall discuss in detail the manner in which proper coordination and information exchange will be guaranteed among the Authority, other governmental bodies, other consultants and its project site offices.

6.3 STAFFING

The Authority does not anticipate having multiple projects under development at the same time during the term of the Agreement and there may be times when there are no projects being actively developed. Thus, there may be a significant variance in the staffing needs. The Authority believes the following staff positions will be needed at some time during the term of this contract to provide the services listed in Section 3.0 and described in Appendix A. Proposers should demonstrate their ability to provide the desired staff by identifying individuals that have the required skills and that could reasonably be expected to be available when needed. Proposers are cautioned not to include obviously over qualified staff or individuals that are unlikely to be assigned to this project given its size and location.

- Client Manager
- Program Manager
- Project Managers
- Preliminary/Feasibility Project Manager and support staff
- Environmental Document Manager and support staff
- PS&E Document Manager and support staff
- Procurement Services
- Public Involvement Services
- Scheduling Services

- CE&I Services
- Renewal/Replacement Support Services
- Maintenance Oversight Services
- Utility Relocation Services
- ROW Services
- Programmatic Services
- Asset Management Services
- Contract/LGPP Support Services

6.3.1. *Project Staffing Plan*

The Proposer shall provide a team which clearly illustrates the elements of the organizational structure proposed to accomplish the managerial, technical, and administrative services required. Other items to be included in the discussion of the project team are:

1. Staffing capabilities of the firm, including breakdown locally, regionally, and nationally.
2. Staffing availability for the services. Staff should be available on reasonable notice to provide support.
3. Identification of Key Personnel.
4. List individuals proposed by required service that may be used for each service.
5. Plan for staff transition.

Any positions that are filled through third-party contracts, or part-time employees shall be clearly indicated.

The Proposer shall provide a statement showing the availability of the Key Personnel on the project, including current assignment(s) location(s), current percent billable on the assignment(s), and any other expected obligations.

The Proposers should describe their methodology for assuring timely and effective communication with the Authority.

6.3.2. *Staffing Requirements*

The Proposer shall identify and provide detailed relevant information concerning the key personnel it initially intends to assign to the services for the Agreement. The Agreement shall restrict the ability of the GEC to substitute individuals for the program manager or other personnel without the Authority's express written approval. The Proposer should discuss what steps it intends to take in order to enhance continuity with its personnel.

6.3.3. *Key Personnel*

The Proposer should identify and provide relevant information concerning the remainder of the Proposer's intended project management and key technical personnel. See Appendix B for details of each Key Personnel position.

- Program Manager
- Design Lead
- Scheduler
- Environmental Lead
- Operations and Maintenance Lead

6.3.4. *Subconsultants*

The Proposer should address the Authority's desire and the necessity of using subconsultant services in meeting its obligations under the Agreement. Proposers are encouraged to identify subconsultants that the Proposer anticipates utilizing for the provision of services to the Authority. Identification of any subconsultants in a response to this RFQ does not preclude the use of additional subconsultants added later as needed, with the approval of the Authority.

6.3.5. *DBE Participation*

The Authority encourages the participation of Disadvantaged Business Enterprises ("DBEs") in all facets of the Authority's activities. Because of the wide variety of services to be provided by the GEC, the unpredictability of the timing of some of those services and the desire to have meaningful involvement by a number of DBEs, specific DBE firms are not required to be identified and included in the response. DBE firms may be added in the future, with the Authority approval, for new assignments as they develop. The Proposer should describe its general approach to outreach and encouraging involvement of DBE firms in its work.

6.3.6. *Conflicts of Interest*

1. Disclose any prior or existing relationships between the Proposer and the Authority, any member of the Authority Board of Directors, or any entity that provides services to the Authority. For a list of Authority Board members and individuals and entities providing services to the Authority, please refer to the Authority's Designation of Key Personnel at www.webbrma.com.

2. Disclose any prior or existing relationship with TxDOT, Webb County, the City of Laredo, or any other governmental entity operating within the Authority's jurisdiction.

6.3.7. *Other Appropriate Data*

Other data demonstrating the ability and experience of the Proposer in providing the specified services may be included in the Response. The Proposer is cautioned, however, to carefully consider the relevance of said additional data, particularly in light of the page limit described in Section 6.4.1, so as to not omit or unduly abbreviate information specifically requested under Sections 6.1 through 6.3.

6.4 SUBMITTAL

6.4.1. *Format*

- a) Each page of the response should be limited to single-sided, where the minimum type or font size for text shall be 12-point. The minimum for non-text portions, such as graphics and charts, shall be 10-point. All margins should be a minimum of 1”.
- b) The response shall be submitted in both bound volumes on standard 8½” x 11” paper and electronic copy or USB compatible flash based memory stick. Charts and exhibits may be on 11” x 17” paper, but must be folded to the standard 8½” x 11” size. Foldout pages count as two pages and the response shall be limited to two foldout pages.
- c) The response shall be limited to thirty (30) pages, single-sided and shall include typed text, graphics, charts and photographs (except when found on section dividers and not referenced in the text).
- d) All information must be assembled and indexed in the order indicated in Sections 6.1 through 6.3, together with Appendices referenced herein.

The page count shall not include:

- Cover Letter (one page).
- Front and back cover and section dividers (bindings and covers will be at the discretion of the Proposer).
- Resumes which shall be part of an appendix.
- Anything which is to be included in the appendix does not count towards the 30-page limit; this includes the conflict of interest disclosure form.

6.5 DUE DATE

6.5.1 Due Date

Eight (8) copies of the written response and one (1) USB memory stick containing the full proposal must be received by the Authority at the address below before 12:00 p.m. (noon), CDT, June 8, 2023. One copy of the response shall be marked original and bear all original signatures. The USB memory stick shall be clearly marked with the name of the RFQ, name of the responder and response date. The package will be stamped and recorded at our offices upon receipt. The response package shall be submitted to:

Webb County-City of Laredo Regional Mobility Authority
c/o Juan Cruz & Associates, LLC
216 W. Village Blvd., Suite 202
Attn: Lisa Paul

7.0 DEADLINE FOR QUESTIONS

All questions (including all technical, contract or administrative questions) regarding the services required or the procurement process should be submitted in writing or via email, and addressed to:

Webb County-City of Laredo Regional Mobility Authority
c/o Locke Lord LLP
300 Colorado Street, Suite 2100
Austin, Texas 78701
Attn: Brian O'Reilly
Email: boreilly@lockelord.com

The deadline for receipt of questions is 5:00 p.m. (CDT), on May 31, 2023. Questions (edited as deemed appropriate by Authority) and answers may be made available to all interested parties via website or written distribution. Proposers are responsible for monitoring the Authority website for periodic updates.

8.0 SCORING OF RESPONSES

The Authority will make its selection of its GEC based on demonstrated competence, experience, knowledge, and qualifications as reflected in the criteria set forth below. At the time a firm is selected to serve as GEC, the Authority anticipates negotiating the services to be provided and the fees and expenses related thereto. The Authority may decline to engage a firm if such negotiations are not successful.

The responses will be scored as follows:

<u>Responses</u>	<u>Maximum Score</u>
FIRM EXPERIENCE	25
APPROACH TO SERVICES	20
STAFFING	25
KEY PERSONNEL	30

The Authority has not committed itself to select a GEC, and neither the suggested services nor the terms of the Agreement should be construed to require that a GEC be engaged for any or all of the services described in this RFQ. The Authority may, but shall not be required to, solicit oral presentations from one or more of the responding firms in accordance with Article 9 below prior to selecting a GEC. A selection committee shall make a recommendation to the Board of Directors concerning the best-qualified Proposer to serve as the Authority's GEC. Final selection of the GEC, if any, shall be made by the Board of Directors

9.0 ORAL PRESENTATIONS

Some or all of the firms being considered for the services may, at the sole discretion of the Authority, be asked to appear for oral presentations. The oral presentations, if required, shall be conducted so as to elicit information to enable the Authority to evaluate the capability of the Proposers to provide the desired services. If the Authority notifies a Proposer that an oral presentation is required, the Authority will inform that Proposer of the schedule, order and procedure for the presentation, including its content, time limits, identity of the presenters, and use of handouts and visual aids. The Authority may tape record and/or videotape any presentations. The Board of Directors may consider the oral presentations, if any, when selecting the best-qualified firm to provide the GEC services. The oral presentations, if required, would likely be scheduled to occur between June 12-13, 2023.

Notwithstanding the foregoing, the Authority emphasizes that it may elect to forego oral presentations for all or some Proposers. Consequently, all responses should be comprehensive and clear on their face, and no Proposer should rely upon the opportunity to present additional or clarifying information at a later time.

10.0 NEGOTIATIONS

Upon conclusion of the selection process, the Authority shall attempt to negotiate the Agreement with the selected Proposer of the required services at a fair and reasonable price. If Key Personnel are no longer available after selection and during negotiations, the Authority may, if the Authority determines the substitute staff is not acceptable, at its sole discretion, formally end negotiations with that provider, and select the next most highly qualified provider to negotiate a contract. If a satisfactory contract cannot be negotiated with a selected Proposer of the required services, the Authority shall formally end negotiations with that Proposer, select the next best-qualified Proposer, and attempt to negotiate a contract with that Proposer at a fair and reasonable price. The Authority shall continue the foregoing process until the Agreement is executed, provided that nothing herein will preclude the Authority from terminating this procurement at any time.

11.0 MISCELLANEOUS

11.1 PUBLIC INFORMATION ACT

All responses to this RFQ shall be deemed to be the property of the Authority. Responses may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material believed by the Proposer to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the Authority receives a request for public disclosure of all or any portion of a response, the Authority will use reasonable efforts to notify the Proposer of the request and give the Proposer an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the PIA or other applicable law within the time period allowed under the PIA.

The requirements of Subchapter J, Chapter 552, Government Code, may apply to this procurement and the selected firm agrees that the contract can be terminated if the firm knowingly or intentionally fails to comply with a requirement of that subchapter.

11.2 COST OF RESPONSES

All costs directly or indirectly related to preparation of a response to this RFQ and in any oral presentation required to supplement and/or clarify the RFQ shall be the sole responsibility of, and shall be borne by, the Proposers.

11.3 PROPOSER'S ACKNOWLEDGEMENT

By submitting a response to this RFQ, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFQ, and that the Proposer has had the opportunity to ask questions and, if questions were asked, has received satisfactory answers from the Authority regarding any provision of this RFQ.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFQ process are, upon their receipt by the Authority the property of the Authority and may not be returned.

12.0 ANTI-LOBBYING PROHIBITION

During the pendency of this procurement, prospective respondents may not contact the Authority Board of Directors nor, except as provided herein, any Authority consultants, or evaluation committee members (as posted on the Authority's website) concerning this procurement. All contact with the Authority is to be through the Authority contact designated in Article 7 above. Any firm violating the anti-lobbying prohibition may be disqualified from consideration in this procurement.

APPENDIX A SCOPE OF CONSULTING SERVICES

The following describes the generic scope of consultant services that the GEC may be requested to provide. It is the intent of the Authority to enter into a Work Authorization type agreement where a specific scope and fee will be developed for each work authorization. There is no guarantee that the GEC(s) will be assigned a work authorization for each, or any, of the services listed.

1. Program Management

The GEC shall furnish a Program Manager and Project Managers to provide overall management of assigned projects through all stages of development beginning with the feasibility stage through construction of the project. The Program Manager will manage all activities assigned to the GEC and coordinate their activities with the Authority. The Program Manager will be responsible for ensuring the GEC services are provided on time, on schedule and meet quality standards. This Key Personnel Position must be able to convert technical information to understandable public messaging. The Program Manager must coordinate projects through all departments of the Authority, and ensure all aspects of project are properly documented and managed by their staff.

2. Preparation or Management of Preliminary/Feasibility Project Details

GEC Services shall be inclusive of all services required to identify potential routes to the extent necessary to estimate and evaluate the cost, environmental impacts and technical feasibility of alternate routes. The projects may consist of new location or expansion of existing facilities.

3. Preparation or Management of Environmental Documents

For all projects the GEC may produce the Environmental Documents necessary for environmental clearance based on NEPA requirements. For larger projects, the GEC in coordination with the Authority may procure, manage and monitor a third party consultant who will perform the services required to obtain environmental clearance for the project. The GEC will be expected to provide oversight services for all required disciplines. The GEC will be responsible for ensuring compliance with all applicable regulations, permitting requirements, and be capable of preparing risk assessments of various alternatives.

4. Preparation or Management of PS&E Documents

For smaller projects the GEC may prepare PS&E Documents necessary for the bidding and construction of projects ranging from roadway to small structures required for the Authority to perform its operations and maintenance activities. For larger projects, the

GEC in coordination with the Authority will normally procure, manage and monitor a third party who will be responsible for designing and bidding the project if it is to be delivered in a traditional design/bid/build method. The GEC will be expected to provide oversight services for all technical services required to design the complete project.

The projects may be delivered using the design/build or public/private/partnership method in which case the GEC will actively manage the procurement activities.

The GEC will need to ensure compliance with TxDOT's LGPP requirements, the Texas Administrative Code and other applicable State and Federal regulations.

5. Procurement Services

The GEC will assist the Authority in the procurement of a variety of contractors including Design/Build, 3P, Design, Environmental, Construction, CE&I, Geotechnical, Surveying, Maintenance and other professional services as required. All contracts will be procured in conformance with the Authority's Procurement Policy. The GEC will need to be able to provide a team that is capable of actively managing the entire procurement process, and ensure that the Authority is managing the risk register appropriately.

6. Public Involvement Services

During Environmental phase for a project, the GEC PI team will provide, if applicable, oversight and implementation of public involvement activities per NEPA requirements and the Authority's standards for an elevated and unique commitment to community outreach and informed consent building.

During the Construction phase of a project, the GEC PI team will provide oversight and implementation of construction communications as directed by the Authority.

During the duration of the term of the Agreement, the GEC PI team will coordinate and implement public outreach activities. Public outreach activities may include maintaining social media engagement, developing an active internet presence, and working with local community groups to address any questions or concerns related to projects or the Authority. The GEC PI team will be easily accessible through phone, email, or in-person to share information or answer questions. The GEC team will also provide a bilingual option for members of the community who speak either the English or Spanish language.

The GEC PI team will assist with marketing efforts within the community, organizing meetings for local stakeholders to discuss questions and concerns, engaging with the small business community, and developing a communications strategy to utilize when speaking with local and state media outlets.

7. Scheduling Services

The GEC will provide scheduling services for both specific projects as well as a

programmatic master schedule, consisting of multiple projects using all available scheduling resources ranging from spreadsheets to P6. The GEC should be able to utilize schedules in the actual management and oversight of projects. Oversight will include the independent verification of contractor schedule including development of early indicators of potential schedule slippage. Schedules will include all aspects of total project including T&R, ROW, utilities and finance.

8. CE&I Services

For smaller projects, the GEC may provide complete CE&I services. For larger projects, the GEC in coordination with the Authority may procure, manage and monitor a third party who will be responsible for some or all of the CE&I services. The GEC will be responsible for any coordination required between the CE&I Contractor and the Design Contractor. The GEC will be required to provide auditing capabilities to verify contractor compliance, as well as CE&I compliance with the applicable contractual requirements.

9. Renewal/Replacement Maintenance Support Services

The GEC shall assist in a systematic management process to plan and budget for known cyclic repair and replacement requirements that extend the life and retain usable condition of facilities and systems that are not normally contained in the annual operating budget.

The GEC shall be knowledgeable in regards to the design of plans, specifications, competitive bidding and the required oversight to accomplish major maintenance projects.

10. Maintenance Oversight Services

The GEC should be knowledgeable of maintenance operation support and oversight for all maintenance operations programs including but not limited to maintenance of roads, bridges and drainage systems, facility maintenance, vegetation management, emergency operations such as, snow and de-icing efforts.

The GEC shall be knowledgeable in regards to the design of plans, specifications, competitive bidding and the required oversight to accomplish routine maintenance.

11. Utility Relocation Services

The GEC will provide a Utility Relocation Manager who will assist the Authority in the relocation of utilities required by construction of its projects. Services may include identification of utilities to be relocated from existing records, procurement and oversight of a SUE Contractors, procurement and oversight of specialty utility design consultants and preparation and negotiation of Utility Agreements with affected utility owners.

12. ROW Services

The GEC will provide a ROW Manager who will assist the Authority in the procurement of ROW services by a third party Contractor and will assist the Authority in the management, coordination with other project team members and the oversight of the ROW Contractor. The GEC may provide Full ROW services. All ROW will be acquired and any relocations made according to TxDOT and FHWA standards.

13. Programmatic Services

The GEC may provide Programmatic Services which include coordination, monitoring and providing input to the MPO and TxDOT planning activities including the UTP, TIP and other long range planning including financial considerations and limitations.

14. Asset Management and Annual Inspection Services

The GEC may provide support services in regards to inspecting, inventorying and reporting on the condition and status of the Authority's assets as required by the Government Accounting Standards Board or the Authority's policy. The GEC will be integrally involved in the implementation, operation, and management of an Asset Management system, and provide recommendations and expertise to the Authority. The GEC will also perform an annual inspection with recommendations for FY maintenance budgets as required by bond covenants.

15. Contract/LGPP Support Services

The GEC may provide support services in regards to tracking and reporting the various requirements that the Authority is required to meet from agreements such as Bond Covenants, Loan Agreements and LGPP requirements. The GEC will provide services to ensure that reimbursement from other agencies is maintained at all times.

APPENDIX B KEY PERSONNEL REQUIREMENTS

The following describes the minimum requirements for the Key Personnel required to support the Authority in the execution of the scope of consultant services that the GEC may be requested to provide. The Program Manager must be authorized by the Proposer to provide the remaining Key Personnel and support staff as dictated by the needs of the Authority.

- Program Manager

The Program Manager will be the primary contact point. The following skills are minimums:

- Management, organizational, communication and coordination skills should be excellent
- Should be able to present technical material in an understandable way to both technical and lay audiences
- Management experience with previous GEC type programs
- Should be able to relate well with all levels of the Authority
- Should be capable of coordinating various efforts with the Authority, and assist with “big picture” initiatives, while maintaining direct oversight of assignments
- Should be capable of directing multiple staff across various projects while maintaining schedules, budgets, and objectives
- Should be capable of providing innovations to the Authority’s programs
- The Program Manager must be employed by the firm
- This position may also be providing a dual role in filling a different Key Personnel position
- LGPP certified a plus

- Design Manager

**Note different design managers can be combined to provide a total skill set outlined below*

- Strong design management experience with excellent technical skills
- Local, State and Federal project funding experience
- Excellent schematic development skills
- Excellent PS&E development skills across small to large design projects
- Excellent plan review skills (QA/QC)
- Experience with Design/Build project delivery
- Extensive experience with TxDOT plan development requirements, including LGPP requirements is required.
- Minimum of 15 years of experience
- Should be capable of handling the day-to-day decisions, and management of variety of project sizes and types

- Scheduler

- Should be a CPM scheduling expert in Primavera or similar software

- Should not only be able to produce detailed resource loaded schedules but also review and critique schedules prepared by others
- Should be able to provide initial review of the schedule but also monthly review of progress and payment
- Ability to provide programmatic schedule development
- Environmental
 - Experienced preparing all levels of environmental documents with particular knowledge of public involvement with sensitive environmental issues under TxDOT oversight
 - Extensive expertise in the NEPA process
 - Ability to prepare documents in house
 - Coordinate the preparation by a third party consultant
 - Familiarity with local issues is required
 - Ability to prepare for and present open houses, including all required setup and management of the tasks
- Operations and Maintenance Oversight
 - 10 years of Local and Regional maintenance experience
 - Familiarity with TxDOT maintenance practices
 - Knowledgeable of maintenance operation support and oversight for all maintenance operations programs including but not limited to maintenance of roads, bridges and drainage systems, facility maintenance, vegetation management, emergency operations such as, snow and de-icing efforts.
 - Ability to prepare plans, specifications for competitive bidding and the required oversight of a third party maintenance contractor
 - Ability to assess pavement issues and develop appropriate solutions