



**JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6**  
**Karen J. Stewart, MBA, CTP Business Manager: Purchasing Agent**

6550 Walden Road, Beaumont, Texas 77707 409-842-1818 Fax 409-842-2729

**Legal Notice**  
**Request for Qualifications**

March 10, 2015

Dear Firms:

You are invited to submit qualifications, from qualified firms, for (RFQ 15-005/KJS), Professional Engineering Services for Jefferson County Drainage District No. 6.

All interested individuals and firms should obtain a "Request for Qualifications" packet from Jefferson County Drainage District No. 6 offices located at 6550 Walden Rd., Beaumont, Texas or, for more information regarding bid documents you may call Karen J. Stewart, MBA, CTP at (409) 842 1818. Digital packets are available in digital format upon request to [kstewart@dd6.org](mailto:kstewart@dd6.org)

All responses shall be submitted with an original and one (1) hard copy, Jefferson County Drainage District No. 6 offices located at 6550 Walden Rd., Beaumont, Texas, no later than 2:00 PM, March 26, 2015. Responses will be opened at that time and the names of responding firms will be read aloud in the Jefferson County Drainage District No. 6 boardroom. Statements of Qualification's received after that time will be considered late and returned unopened

**REQUEST NAME:** Professional Engineering Services for Jefferson County  
Drainage District No 6  
**REQUEST NUMBER:** RFQ 15-005/KJS  
**DUE DATE/TIME:** Thursday, March 26, 2015 2:00 PM  
**MAIL OR DELIVER TO:** Jefferson County Drainage District No. 6  
6550 Walden Rd.  
Beaumont, Texas 77707

We look forward to your active participation in this solicitation.

Sincerely,

Karen J. Stewart, MBA, CTP  
Business Manager: Purchasing Agent  
Jefferson County Drainage District No. 6

Publish : Beaumont Enterprise Wednesday March 11, 2015 & Wednesday March 18, 2015

# **RFQ 15-005/KJS**

## **PROFESSIONAL ENGINEERING SERVICES**

### **FOR JEFFERSON COUNTY DRAINAGE DISTRICT No. 6**

#### **PURPOSE**

Jefferson County Drainage District No 6 (the District) is requesting statements of qualifications and experience from all interested engineers, consultants, and laboratories desiring to provide consultant services to the District as jobs arise. The services may include any of the following for projects being developed by the District:

- Master planning
- Scope development
- Engineering design
- Testing of materials
- Surveying
- Site inspection
- Construction management

#### **PROCEDURE**

Firms are encouraged to submit statements of qualifications and experience to be kept on file in the District Purchasing Department. For a given project, the General Manager for the District, will appoint a selection committee, which will evaluate responses and select, in order of preference, a short list of at least three firms. Responses will be ranked on the basis of demonstrated experience, competence, and qualifications. Fees, price, work hours, or any other cost information will not be considered in the development of the short list.

The District will then enter into negotiations with the highest qualified firm. The negotiations will first establish the scope, terms and conditions, and time limits for the proposed contract. Once agreement is reached between the District and the selected firm, the District will request a fee proposal from the firm. If agreement is reached, the District will retain the firm and enter into a written agreement. If an agreement cannot be negotiated with the selected firm, the District will then enter into negotiations with the next most qualified firm. This procedure will continue until agreement is reached and a contract is produced. If the District cannot negotiate an agreement, the procedure will be terminated.

#### **SELECTION COMMITTEE**

Because of the diversity of the activities of the District, the General Manager will appoint the selection committee for a given project. The General Manager of the District and no less than two (2) other members will make up the committee. Additional members may be appointed as necessary and appropriate, but the total number on the selection committee shall not exceed four (4). Committee membership and project requirements will vary from project to project; therefore, a firm rated number one for one project could very well not even be rated for another.

## QUALIFICATIONS STATEMENT REQUIREMENTS

Firms desiring to be considered for professional engineering services to the District are required to submit a Statement of Qualifications and Experience in order to be considered for contracts under this procedure. The statement should contain, as a minimum, the following:

1. Name of the firm wishing to contract with the District.
2. Name(s) of firm(s) wishing to partner with other firms, or to use Engineering firms as subcontractors.
3. In reference to Items 1 & 2 (above), include a complete breakout list of the number of personnel available by discipline, skill, or knowledge area to work on District projects, with a total of all firms shown.

### **Example of Breakout List Format Below:**

Discipline	Your Firm Name Here	Additional Firm Name Here	Additional Firm Name Here	Total
<b>Environmental Engineer</b>	<b>2</b>  (Personnel Available)	<b>1</b>  (Personnel Available)	<b>5</b>  (Personnel Available)	<b>8</b>  (Personnel Available)

### **Disciplines to be included in the breakout list (in the format above) are as follows:**

- |                               |                          |                           |
|-------------------------------|--------------------------|---------------------------|
| - Aerial Specialists          | - Draftsperson           | - Project Manager         |
| - Architect                   | - EIT                    | - Registered Planner      |
| - CADD Operator               | - Electrical Engineer    | - Resident Engineer       |
| - Chemical Engineer           | - Electrical Tech        | - Sanitary Engineer       |
| - Civil Engineer              | - Environmental Engineer | - Soils Engineer          |
| - Clerical Admin              | - Engineering Tech       | - Structural Engineer     |
| - Coastal Engineer            | - Estimator              | - Surveyor Engineer       |
| - Coastal Geomorphologist     | - Hydrologist            | - Spec Writer             |
| - Construction Administration | - Landscape              | - Transportation Engineer |
| - Construction Inspector      | - Mechanical Engineer    |                           |
| - Design Technician           | - Planner-Urban/Region   |                           |

4. An indication of the type(s) of contracts the firm would be interested in being considered for. Qualifications and experience shall be submitted for each expertise. Examples would include, but not be limited to:
  - Engineering Services
  - Civil Design/ Civil Engineering
  - Coastal Project Analysis

- Comprehensive Facility Evaluation
  - Construction Administration/ Construction Management/ Materials Testing
  - Engineering Design Services
  - Environmental Permitting
  - Erosion Response
  - Failure Investigation
  - Flood Water Engineering
  - Foundation Design
  - Geotechnical Engineering
  - Hydraulics/Hydrology
  - Master Planning
  - Non-Destructive Testing
  - Pavement Consulting/ Design
  - Scope Development
  - Site Layout and Preparation
  - Site Inspection
  - Site Selection Consulting
  - Structural Analysis and Design
  - Surveying
  - Testing
  - Transportation Engineering
  - Utility Design
  - Wastewater Management
  - Water Supply/ Waste Water Engineering
5. Biographies or resumes, including home office location and other relevant information, for each key staff member likely to be assigned to a project and for any sub-consultants proposed to be used on projects
  6. Names, titles, address, and telephone numbers of persons who are authorized to negotiate for and contractually bind the firm. One of these persons should sign the response. A contact must be named for addressing questions generated during future evaluation processes.
  7. A description of representative work accomplished for all jobs within the past three (3) years.
  8. A list of all projects accomplished in and around Jefferson County, including the name of the District's representative for each project. This list shall be used as one of the sources for references.

9. A list of references, other than the District, who have contracted the types of work the firm is offering to perform. Include name of owner, contact person, and telephone number for jobs listed in (6) above. A reference form is included in this package at page 4.
10. Location of primary business office location and location that will serve the District (if different than the primary location).

U.S. Government Forms 254 and 255, used for selection of Engineers, may be used as part of submissions. All requirements stated above must be presented in the order given in order to be eligible for maximum points.

### **RATING CRITERIA**

The committee selected for a specific project will select a firm or firms for the work required. Firms will be evaluated using the following criteria:

Ability to meet goals and objectives for the project	40 points
Performance/References	20 points
Experience on similar projects	30 points
Staff qualifications	10 points

### **SUBMISSION REQUIREMENTS**

One (1) original and one (1) hard copy, of qualifications statements shall be mailed or delivered to:

**Jefferson County Drainage District No. 6**  
**6550 Walden Rd., Beaumont, Texas 77707**  
**Attn: Karen J. Stewart, Business Manager: Purchasing Agent**

All submissions must be received by 2:00PM, Thursday March 26, 2015.

**Late submissions will not be accepted.**