

REQUEST FOR QUALIFICATIONS

BY THE

NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY

FOR

ENGINEERING AND ENVIRONMENTAL CONSULTING SERVICES

FOR



**TOLL 49
SEGMENT 6**

ISSUED JANUARY 24, 2017

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	PROJECT DESCRIPTION	2
3.	SCOPE OF CONSULTANT SERVICES.....	3
4.	RESPONSE REQUIREMENTS.....	4
4.1	Selection Requirements	4
4.2	Pre-certification Requirements.....	4
4.3	Major Work Categories.....	6
5.	CONTENT OF THE RESPONSE.....	6
5.1	Personnel Experience and Qualifications.....	7
5.2	Project Understanding and Approach	8
5.3	Historically Underutilized Business (HUB) and Disadvantaged Business Enterprise (DBE) Participation	8
5.4	Conflicts of Interest.....	8
6.	SUBMITTAL REQUIREMENTS	9
6.1	Format.....	9
6.2	Delivery and Deadline for Submission of Responses	10
7.	EVALUATION AND SELECTION	10
7.1	Oral Presentations	11
7.2	Negotiation	11
8.	MISCELLANEOUS PROVISIONS.....	11
8.1	Procurement and Project Schedule	11
8.2	Questions Concerning this RFQ	12
8.3	Clarifications and Addenda	12
8.4	Cost of Responses	12
8.5	Release of Information and Open Records.....	12
8.6	Proposer’s Acknowledgement.....	13
8.7	Anti-Lobbying Prohibition	13

FIGURES

FIGURE 1: TOLL 49 SEGMENT 6 PROJECT AREA MAP

FIGURE 2: TOLL 49 SEGMENT 6 CONCEPTUAL TYPICAL SECTION

1. INTRODUCTION

The North East Texas Regional Mobility Authority (NET RMA), a regional mobility authority and political subdivision of the State of Texas governed by the provisions of Texas Transportation Code, Chapter 370 (RMA Act), is issuing this Request for Qualifications (RFQ) to solicit responses (Responses) from professional services firms (Proposers) interested in providing the NET RMA with engineering and environmental services for Toll 49, Segment 6 (the Project).

The proposed services are anticipated to include a corridor feasibility study, schematic design, and the preparation of environmental documentation for the Project in compliance with the National Environmental Policy Act (NEPA) and consistent with applicable environmental laws, rules, and regulations governing the development of transportation projects including:

- 23 Code of Federal Regulations (CFR) 771
- Federal Highway Administration (FHWA) Technical Advisory 6640.8A
- Texas Department of Transportation (TxDOT) Environmental and Public Involvement rules
- TxDOT and/or FHWA guidance and toolkits in effect at the time of contract execution
- NET RMA Policies and Procedures

The successful Proposer will be required to coordinate performance of the services with NET RMA staff and consultants and will report directly to the NET RMA's General Engineering Consultant (GEC) assigned to the Project, RS&H. The services will include coordination with the NET RMA's traffic consultant in order to obtain the most current traffic data and operational analysis for the project.

To be successful, Proposers must demonstrate in their Response to this RFQ that they have: a favorable reputation for skill and expertise in transportation design and NEPA compliance; competence and qualifications to perform all necessary services, including (mandatory) precertification by TxDOT as described in [Section 4.2](#); experience in providing TxDOT/FHWA NEPA documentation and public involvement for toll road projects and/or similar roadway projects; and the capacity to perform the services within the required timeframe. Public involvement activities will consist of NEPA-related public involvement, support of NET RMA-led additional outreach activities, and coordination with the NET RMA to maintain consistency with overall project messaging.

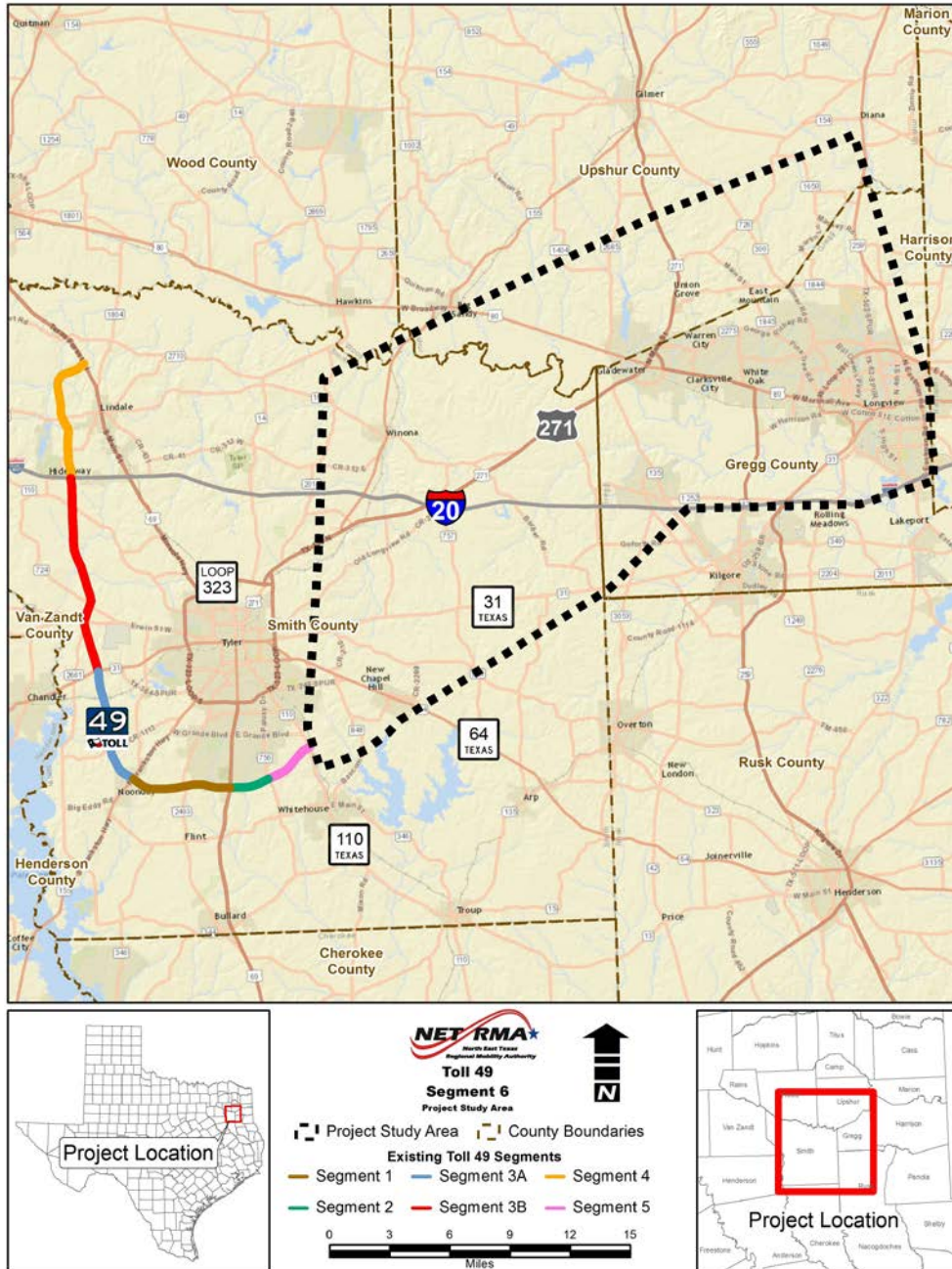
Preclusion of Work: The NET RMA's current GECs (RS&H and Atkins) are precluded from submitting responses to this RFQ. Subconsultants to the GECs may submit responses but will be subject to the NET RMA's conflict of interest policies per [Section 5.4](#).

In addition, the contract with the winning Proposer will specify that the Proposer will not be eligible to bid on or work on additional work on the Project if it is further developed, including without limitation, design work, procurement support, or construction.

2. PROJECT DESCRIPTION

The Project will comprise a portion of the Toll 49 Corridor, also known as the East Texas Hourglass (ETHG), which is intended to improve mobility and connectivity, relieve congestion, and increase safety in the communities of Tyler, Longview, and Marshall. The existing Toll 49 segments and the Project study area for Toll 49 Segments 6 and 7 are shown below in [Figure 1](#).

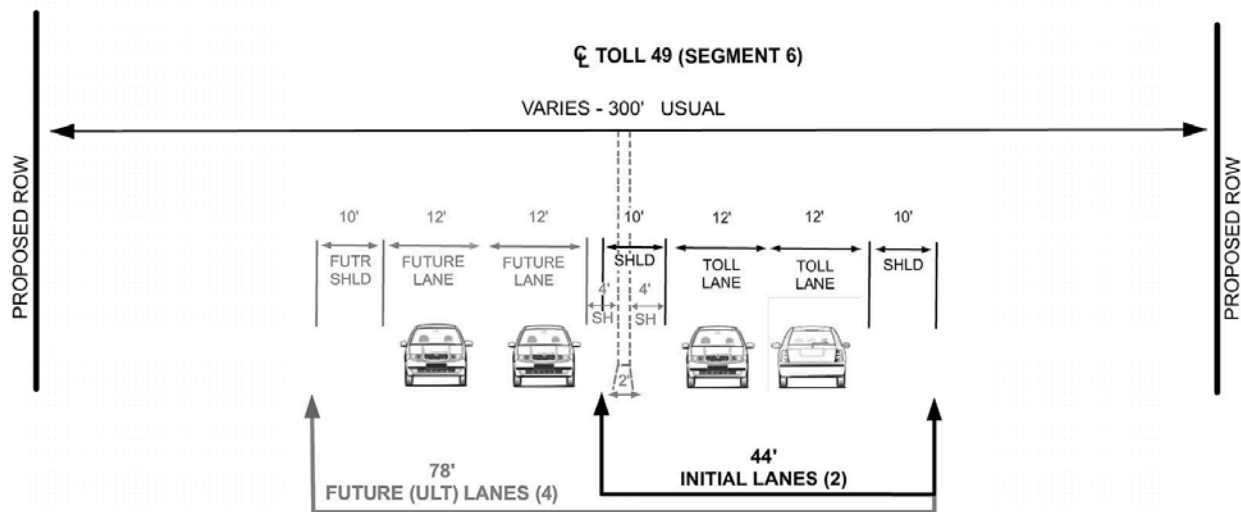
Figure 1: Toll 49 Segment 6 Project Area Map



The scope of services for the Project will include a corridor feasibility study for Toll 49 Segments 6 and 7 and a NEPA study for Segment 6 to determine the final Segment 6 alignment. A preliminary feasibility study was prepared for the NET RMA that considered the feasibility of alternative routes and alignments for Toll 49 Segments 6 and 7, potentially located in Smith, Gregg, and Upshur Counties. Segment 6 would connect the existing eastern terminus of Segment 5 at State Highway (SH) 110 and extend the Toll 49 facility north and east to Interstate Highway (IH) 20 and/or U.S. Highway (US) 271 northeast of Tyler and west of Longview. The feasibility study and additional project background information may be found on the CivCast website (www.civcastusa.com).

The proposed Segment 6 is a controlled access two-lane two-way facility, with capability to expand to a future four-lane divided facility if warranted. The facility will be grade separated at all roadway and rail crossings, with access provided via entry and exit ramps at locations where the facility crosses identified major arterials. Continuous frontage roads will not be provided. The design criteria matches previously constructed segments of the Toll 49 system, and conforms to TxDOT 4R (new construction or added-capacity reconstruction) criteria. The proposed roadway design speed is 70 miles-per-hour (mph), and proposed right-of-way (ROW) width will vary from approximately 200 feet to 400 feet with a usual width of 300 feet. A preliminary conceptual typical roadway section is illustrated in Figure 2.

Figure 2: Segment 6 Conceptual Typical Section



3. SCOPE OF CONSULTANT SERVICES

The scope of the engineering and environmental consulting services for the Project to be provided by the selected Proposer may include, but not be limited to, the following:

- A. Preliminary engineering;
- B. Design field survey;
- C. Hydrologic and hydraulic studies;
- D. Environmental studies and documentation necessary for completion of the NEPA process;
- E. Agency and third party coordination, to be coordinated through the GEC;
- F. Public involvement;
- G. Compilation and Maintenance of the Administrative record;
- H. Present reports and findings to NET RMA staff, as required;
- I. Work at the direction and supervision of the NET RMA or its designated representative;
- J. Work cooperatively and collaboratively with the other consulting firms serving the NET RMA on the Project, including but not limited to the NET RMA's GEC and traffic consultants;
- K. Work cooperatively and collaboratively with other governmental agencies and design consultant firms who are responsible for adjacent projects.

4. RESPONSE REQUIREMENTS

4.1 Selection Requirements

The Proposer must demonstrate that a professional engineer registered or licensed in Texas will sign and/or seal the work to be performed in the contract. It is not required that the project manager be a professional engineer. The selected consultant must perform a minimum of 30% of the actual contract work.

4.2 Pre-certification Requirements

Per the *Policies and Procedures Governing Procurements of Goods and Services by the NET RMA*, both the entities and the individuals which provide professional services to the NET RMA must be pre-certified by TxDOT. In that regard, the Proposer team must be pre-certified by the Response deadline date for each of the following TxDOT work categories:

1.4.1 Land Planning/Engineering

1.5.1 Feasibility Studies

2.1.1 Traffic Noise Analysis

2.2.1 Air Quality Analysis

2.3.1 Wetland Delineation

2.4.1 US Army Corp of Engineers Permits - Nationwide Permit

- 2.4.2 US Army Corp of Engineers Permits - § 404 Individual Permit
- 2.4.3 US Coast Guard & US Army Corp of Engineers § 10 Permits
- 2.6.1 Protected Species Determination (Habitat)
- 2.6.2 Impact Evaluation Assessments
- 2.6.3 Biological Surveys
- 2.7.1 Sec. 4(F)/6(F) Evaluations
- 2.8.1 Surveys, Res. & Doc. of Historic Build, Structures. & Objects
- 2.9.1 Historical Architecture
- 2.10.1 Archaeological Surveys
- 2.11.1 Historical & Archival Research
- 2.12.1 Socio-Economic & Environmental Justice Analysis
- 2.13.1 Hazardous Materials Initial Site Assessment
- 2.14.1 Environmental Document Preparation
- 3.2.1 Route Studies & Schematic Design-Major Roadways
- 3.3.1 Route Studies & Schematic Design - Complex Highways
- 3.4.1 Minor Bridge Layouts
- 3.5.1 Major Bridge Layouts
- 4.2.1 Major Roadway Design
- 4.3.1 Complex Highway Design
- 5.1.1 Minor Bridge Design
- 5.2.1 Major Bridge Design
- 7.1.1 Traffic Engineering Studies
- 7.2.1 Highway Rail Grade Crossing Studies
- 7.4.1 Traffic Control Systems Analysis, Design & Implementation
- 8.1.1 Signing, Pavement Marking & Channelization
- 9.1.1 Bicycle & Pedestrian Facility Development
- 10.1.1 Hydrologic Studies
- 10.2.1 Basic Hydraulic Design
- 10.3.1 Complex Hydraulic Design
- 10.5.1 Bridge Scour Evaluations and Analysis

- 15.1.1 Survey
- 15.2.1 Design & Construction Survey
- 15.3.1 Aerial Mapping
- 15.4.1 Horizontal & Vertical Control for Aerial Mapping
- 18.2.1 Subsurface Utility Engineering

Non-listed Category (NLC)-1 Public Involvement - This category includes comprehensive services in planning, scheduling, coordinating, conducting and documenting public involvement activities. These public involvement activities include but are not limited to stakeholder meetings, media briefings, public meetings, workshops and public hearings. This could also include preparation of various materials such as newsletters, invitations, legal notices prepared in consultation with the NET RMA legal counsel, advertisements, public service announcements, public-friendly maps, press releases, handouts, exhibits or other appropriate materials. The service provider must have bilingual capabilities. In addition, the NET RMA is specifically requesting for this procurement, in order to establish a consistent public outreach message for this and future projects, that the Proposer team include a teaming partner skilled in performing the services described above. The NET RMA encourages the Proposer to include a teaming partner to perform the majority of the services even if the Proposer has the required expertise to perform the services.

4.3 Major Work Categories

In addition to the precertification requirements for the work categories listed above, the Response must address the Proposer's capabilities and experience in the following major work categories:

- 2.14.1 Environmental Document Preparation
- 3.3.1 Route Studies and Schematic Design - Complex Highways
- 5.2.1 Major Bridge Design
- 10.1.1 Hydrologic Studies
- NLC-1 Public Involvement

5. CONTENT OF THE RESPONSE

Each Proposer should submit a detailed response to this RFQ, including sufficient information to enable the NET RMA to fully evaluate the capabilities of the Proposer and its approach to providing the specified services. Responses are subject to the page limit of twelve (12) pages as set forth in Section 6.1.

Responses should specifically address the issues raised, and provide the information requested, under Sections 5.1 through 5.4 below and should utilize and follow the order of the headings and

subheadings employed under those Sections. **Responses are not to include any pricing information.**

5.1 Personnel Experience and Qualifications

- A. Organizational Chart. Provide an organization chart limited to one (1) page (11-in x 17-in) containing the names of the Proposer and any subproviders' task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the Proposer's discretion. The organization chart should also include the name, address, e-mail, telephone and fax numbers of the Proposer and all subproviders proposed for the team. The organization chart can be prepared with a font size of less than 12 point, but no smaller than 8 point. **The organization chart is to be included in the Response as Appendix A.**
- B. Personnel Qualifications: The Proposer team members and personnel holding the Key Management Staff positions identified below cannot be changed without the written consent of the NET RMA.

Identify and **provide separate resumes for the following Key Management Staff in the Response as Appendix B**, and describe with specificity their recent experience (and the role performed) in transportation schematic/environmental NEPA projects of similar size and scope, including each Key Management Staff member's familiarity and experience with design standards and TxDOT/FHWA environmental regulations, practices and issues:

- i. Proposed Project Manager
- ii. Proposed Schematic Design Task Leader
- iii. Proposed Environmental Task Leader
- iv. Proposed Public Involvement Task Leader
- v. Proposed Quality Assurance/Quality Control (QA/QC) Task Leader
- vi. Proposed Hydrology & Hydraulics Task Leader
- vii. Proposed Archeologist Task Leader

Each personnel resume should include three (3) project client references (including project name, project dates, client Project Manager name, phone number, and email address for each reference).

By submitting a Response and the foregoing information, the Proposer unconditionally authorizes the NET RMA to contact and confer with the indicated client contact(s) and other current or past employees of that client. Input received from the Proposer's previous clients during these contacts and conferences will be considered as part of the scoring. A reasonable effort will be made to contact all references. The refusal of one or more references to be interviewed will be reflected negatively in the evaluation of the Project Manager and/or Key Staff Experience categories, as applicable, identified in Table 1.

In addition, other project commitments and percent utilization of the proposed Key Management Staff must be included in the Response.

5.2 Project Understanding and Approach

The Proposer will provide the following information to demonstrate the team's project understanding and approach:

1. The Project Manager's experience with projects of similar size and scope;
2. Similar project-related experience of the task leaders responsible for the major work categories; and
3. Other pertinent information addressed in this RFQ with respect to performing the corridor feasibility study, environmental services, and schematic design development, including: an understanding of the environmental process schedule for obtaining NEPA clearance; experience working on toll feasibility and toll schematic design projects; assessing corridor impacts including archeology and cultural resources; identifying and quantifying the Project's most critical constraints; engaging in public involvement activities; and coordinating with participating governmental entities, such as the United States Army Corps of Engineers (USACE).

For each similar project referenced, identify either the Project Manager's or the Task Leader's specific role(s) and work contributed.

The Proposer will also include a description of the team's approach to quality assurance/quality control (QA/QC).

5.3 Historically Underutilized Business (HUB) and Disadvantaged Business Enterprise (DBE) Participation

There will be a DBE participation goal of 6% for the Project. It is the intent of the NET RMA to encourage the participation of HUBs and DBEs in all facets of the NET RMA's activities. Responses should identify any innovative approaches or unique outreach used successfully by the Proposer or its team members to encourage DBE participation. The extent to which HUBs and DBEs participate in the proposed teaming arrangement of the Proposer, and the manner in which they will be utilized to achieve the DBE participation goal, will be considered with a pass/fail score by the NET RMA in the selection process.

5.4 Conflicts of Interest

The NET RMA has adopted conflict of interest policies applicable to consultants. Proposers must familiarize themselves with and comply with the NET RMA's *Conflict of Interest Policy for*

Consultants on the NET RMA's web site at <https://www.netrma.org/net-rma-policies/conflicts-disclosure-statements/>.

Copies of the policy and the disclosure form materials are also provided on the CivCast website (www.civcastusa.com). Proposers will provide a completed disclosure statement in Appendix C to the Response.

6. SUBMITTAL REQUIREMENTS

6.1 Format

1. Response will be limited to twelve (12) pages in length. Page count will not include front/back cover sheets, cover letter (limited to one [1] page), table of contents, dividers, and that information to be included in Appendices (see below).
2. Response will be submitted as a bound document and printed single-sided on standard 8½-in x 11-in paper.
3. All information must be assembled and indexed, together with Appendices (see below).
4. Text used will be a 12-point minimum type or font size and will be single-spaced. The minimum for non-text portions, such as graphics and charts, will be 10-point. Font size for the Organizational Chart can be as small as 8-point. All margins will be a minimum of 1 inch.
5. Page count will not include information contained in Appendices. These Appendices will be labeled and contain specific information, as follows:
 - Appendix A – Will contain the Organization Chart (not more than one [1] page [11-in x 17-in] in length) as described and required by this RFQ.
 - Appendix B – Will contain Key Management Staff resumes (not more than one [1] page [8½-in x 11-in] in length per person) as described and required by this RFQ.
 - Appendix C – Will contain completed *Disclosure Statement Forms* (a copy is provided on the CivCast website (www.civcastusa.com) for any conflicts or potential conflicts of interest as described and required by this RFQ).

Material submitted in excess of the specified twelve (12) pages or using incorrect font sizes may not be considered, which may render the submittal non-responsive (and disqualify the Proposer from the selection process).

6.2 Delivery and Deadline for Submission of Responses

Seven (7) copies of the written response and one (1) flashdrive containing the full response in MS Word, Excel, or PDF format must be received by the NET RMA before 3:00 p.m. C.S.T., March 3, 2017.

One copy of the response will be marked original and bear all original signatures. The other six (6) may be copies. The response package will be submitted to:

North East Texas Regional Mobility Authority
c/o Kate Wilder, RS&H
8140 North MoPac Expy, Building 2, Suite 100
Austin, TX 78759
Phone: 512-279-5434

7. EVALUATION AND SELECTION

Proposers will be evaluated by a selection committee designated by the NET RMA's Executive Director according to the criteria and weightings set forth below in Table 1. The selection committee may short list Proposers accordingly. The selection committee will evaluate Responses and make its recommendation to the NET RMA Board of Directors (Board) based on the demonstrated competence, experience, knowledge, and qualifications of the Proposers. Final selection of the best-qualified Proposer, if any, to perform the services described in this RFQ will be made by the Board, and the Board will not be bound by the recommendation of the selection committee.

Table 1: Selection Criteria

Response Element	Element Weighting
Project Understanding and Approach	35%
Project Manager Experience	15%
Key Management Staff Experience (not including Project Manager)	35%
Public Involvement	10%
QA/QC	5%
HUB and DBE Participation	Pass/Fail
Total	100%

The NET RMA has not committed itself to employ a preliminary engineering and environmental services team, and neither the suggested scope of services nor the terms of a contract should be construed to require that a firm will be employed for any or all of the services described in this

RFQ. The NET RMA reserves the right to make those decisions, and the NET RMA's decision on these matters is final.

7.1 Oral Presentations

Oral presentations may be conducted so as to solicit information to enable the NET RMA to evaluate the capability of the applicable Proposers to provide the desired services.

If held, the oral presentations will be conducted by the selection committee on March 22, 2017. The NET RMA will inform presenting Proposers of the schedule, order, and procedure for the presentation, including its content, time limits, required identity of the presenters, and use of handouts and visual aids. The NET RMA may tape record and/or videotape any presentations.

7.2 Negotiation

Upon conclusion of the selection process, the NET RMA will attempt to negotiate a contract with the selected Proposer of the required services at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the selected Proposer of the required services, the NET RMA will 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 NET RMA will continue the foregoing process until the contract is executed or the process is terminated.

8. MISCELLANEOUS PROVISIONS

8.1 Procurement and Project Schedule

The NET RMA anticipates carrying out the RFQ phase of the Project in accordance with the following schedule:

Activity	Anticipated Date
Issue Request for Qualifications	January 24, 2017
Deadline for questions regarding the RFQ	February 2, 2017 by 3:00 p.m.
Responses Due	March 3, 2017 by 3:00 p.m.
Short list Approval (if applicable)	March 17, 2017
Oral Presentations	March 22, 2017

Activity	Anticipated Date
NET RMA Board selection of best-qualified Proposer and authorization to negotiate Contract	April 11, 2017
Contract Execution	May 9, 2017

This schedule is subject to modification at the sole discretion of the NET RMA. Proposers are responsible for monitoring the NET RMA's website for addenda, revisions to, or other information related to this RFQ and the process designated herein.

8.2 Questions Concerning this RFQ

Any questions concerning this RFQ must be submitted via the CivCastusa.com website. Responses to questions will be posted to the CivCastusa.com for the benefit of all potential respondents. Questions must be received by 3:00 p.m. on February 2, 2017.

Questions relating to any addendum must be received three business days after the addendum is issued (but no later than the Response Due Date)

8.3 Clarifications and Addenda

Clarifications and addenda will be available on the CivCast website (www.civcastusa.com). Proposers are responsible for monitoring the CivCast website for information, updates, or announcements regarding this RFQ.

8.4 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 will be the sole responsibility of, and will be borne by, the Proposers.

8.5 Release of Information and Open Records

All responses to this RFQ will be deemed, once submitted, to be the property of the NET RMA. Responses may be subject to public disclosure under the Texas Public Information Act (PIA or Act). 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 NET RMA receives a request for public disclosure of all or any portion of a response, the NET RMA 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 Act or other applicable law within the time period allowed under the Act.

8.6 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 asked questions and received satisfactory answers from the NET RMA regarding any provisions of this RFQ with regard to which the Proposer desired clarification.

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 NET RMA, the property of the NET RMA and may not be returned.

8.7 Anti-Lobbying Prohibition

During the pendency of this procurement, prospective respondents may not contact the NET RMA Board of Directors nor, except as provided here in, any NET RMA staff or consultants concerning this procurement. All contact with the NET RMA is to be through the NET RMA contact designated in [Section 6.2](#) above. Any firm violating the anti-lobbying prohibition may be disqualified from consideration in this procurement.