

October 24, 2018

**RE: REQUEST FOR STATEMENT OF QUALIFICATIONS
ENGINEERING/ARCHITECTURE SERVICES
ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) PROJECT**

Attached is a copy of the County's Request for Statement of Qualification for Engineering/Architecture Services for an Economic Development Administration (EDA) Project. The submission requirements for this SOQ are also included on the attached format.

The deadline for submission of SOQ's is **November 15, 2018 at 2:00 p.m.** The County of San Jacinto reserves the right to negotiate with any and all persons or firms submitting a SOQ, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The County of San Jacinto is an Affirmative Action/Equal Opportunity Employer.

REQUEST FOR STATEMENT OF QUALIFICATION
ENGINEERING/ARCHITECTURE SERVICES
COUNTY OF SAN JACINTO- FY-2019 PROJECT

The County of San Jacinto is seeking to enter into a professional services contract with state-registered architect. The following outlines this request for SOQ's.

- I. Scope of Work - The engineering/architect contract will encompass all project-related engineering/architect services to the County, including but not limited to the following areas:
- Final Plans and Specifications
 - Submittal of required information to Regulatory State Agency (TCEQ, Texas Department of Transportation)
 - Coordinate bid opening with Grant Management Consultant
 - Bidding Process
 - Award Process
 - Preconstruction Conference
 - Interim and Final Inspections
 - Final Acceptance of project and Final Construction Completion Report
- II. Statement of Qualifications - The County is seeking to contract with a competent engineering/architect firm, registered to practice in the State of Texas that has had experience in the following areas:
- Building projects
 - Federally-funded construction projects
 - Projects located in this general region of the State

As such, please provide within your SOQ a list of past client local governments, as well as resumes of all engineers/architects who will or may be assigned to this project if you receive the engineering/architect services contract award.

- III. Evaluation Criteria - The SOQ received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	55
Work Performance	30
Capacity to Perform	15
Total	100

The Commissioner's Court, or appointed Committee, shall evaluate each SOQ received. If the County desires, the firms will be notified to make a presentation before the selection process is completed.

IV. Cost of Services

Do not include cost of services in the SOQ. If your firm is selected by the County a cost letter will be required in order to enter into a negotiated contract along with a cost breakdown using the attached form.

V. Deadline for Submission - The SOQ's received will be submitted no later than

November 15, 2018 at 2:00 p.m.

VI. Address Proposal To:

Dawn Wright
County Clerk
1 State Hwy 150, Rm 2
Coldspring, TX 77331

ATTENTION: Engineering/Architect Services - Request for SOQ
Economic Development Administration (EDA) Project

Please provide the County with one (1) original and 5 copies of your SOQ.