



Meeting Date: February 18, 2021

Submitted By: Bill Atkins
Title: Chief Financial Officer

Agenda Item: Consider and take action regarding approving the ranking of the engineering firms for civil engineering services for various pavement projects.

CONSENT ITEM

RECOMMENDATION:

It is recommended that the Board of Trustees approve the ranking of the engineering firms to provide civil engineering services for various pavement projects. It is further recommended that the Board of Trustees delegate the authority to the superintendent or her designee to execute contracts upon successful negotiations.

IMPACT/RATIONALE:

Allows the district to procure professional services in accordance with §2254.004 of the Texas Government Code and comply with Board Policy CV (LOCAL).

Expenditures will be paid from 2016 and 2017 Bond Funds.

The contracts will be for a specific projects and will expire upon their completion.

BOARD ACTION REQUESTED:

Approval/Disapproval



MEMORANDUM

February 10, 2021

To: Bill Atkins, Chief Financial Officer

From: JJ McQuade, C.P.M., Director of Purchasing

RE: RFQ 16-08 Engineering Services for Civil Engineering Services for Various Pavement Projects

A Request for Qualifications for engineering services was completed in 2016 in order to develop a pool of highly qualified providers that would be available as specific projects become necessary. A pool of 49 firms responded with statements of qualifications. For this project, five (5) firms have been identified as able to provide the services required by the District. A thorough review has been conducted and each firm has been ranked according to their qualifications. Approval of this ranking will allow the superintendent or her designee to attempt to negotiate a contract for a fair and reasonable price with the top-ranked provider. In the event that an agreement cannot be reached, all negotiations will cease with that vendor. At that point, an attempt will be made to negotiate with the next highest ranked vendor and so on until an agreement is reached.

Firms in order of ranking:

1. MTR Engineers
2. CDC Engineers
3. Pape Dawson Engineers
4. Civil Design Services
5. HVJ Associates

All board members, employees and agents involved in the planning, recommending, selecting or contracting of a vendor are reminded of the conflict of interest reporting requirements as mandated in Chapter 176 of the Local Government Code. A copy of Form CIS has been included as an additional attachment. In the event that a conflict exists, the form should be completed and submitted to the Purchasing Department not later than the 7th day after the conflict is identified.

Expenditures will be made from 2016 and 2017 bond funds.

Contracts will be for a specific projects and will expire upon completion.

It is recommended that the Board of Trustees approve the ranking as presented in the attachment.



MEMORANDUM

To: James McQuade, Director of Purchasing

Thru: Helen Keaton, Executive Director of Facilities Planning

H. Keaton

From: Ruben Moreno, Director of Facilities Planning

RM

Date: February 10, 2021

Re: RFQ 16-08 - Engineering Consultant Services for Civil Engineering for Various Pavement Projects

Below are the rankings for Civil Engineering firms for Various Pavement Project. Pavement work will be done at Franz ES., Judson MS., and Veterans Memorial HS. (six acres). The office of Facilities Planning found MTR Engineers to be the highest ranked firm. The cost to procure these services will be a percentage of the budget allocated or a stipulated sum.

Rankings are as follows:

1. MTR Engineers
2. CDC Engineers
3. Pape Dawson Engineers
4. Civil Design Services
5. HVJ Associates

CC: Dr. Milton (Rob) Fields, Deputy Superintendent of Administration and Operations

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or other business relationship with vendor named in item 3

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, with whom the officer has an employment or other business relationship as described by Section 176.003(a)(2)(A), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship with the vendor in item 3 as described by Section 176.003(a)(2)(A), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.

02-05-2021 JUDSON ISD RFQ EVALUATION FORM RFQ 16-08 ENGINEERING CONSULTANT SERVICES Professional Services for Civil Engineering For Various Campuses - Pavement Work		Bain Medina Bain	CEC/Don Durden dba Civil Engineering Consultant	Civil Design Services dba CDS Muery	Conveyance Civil Engineering	Cude Engineering	Garza EMC	HVJ Associates	Intelligent Engineering Services	Johnson & Pace Inc.	Jose I. Guerra, Inc.	KFW Engineers & Surveying	Moy Tarin Ramirez	Pape Dawson Engineers	Stantec Consulting Service
1) Letter of Interest/Statement of Qualifications															
Describe what makes your firm uniquely qualified to perform Design Services for a X Consultant. (3 Points Possible)		2	3	2	2	2	1	2	2	2	2	3	3	3	2
Subtotal		2	3	2	2	2	1	2	2	2	2	3	3	3	2
2) General Information															
Submitted Required Information (3 Points Possible)		2	3	3	3	2	2	2	3	3	3	3	3	3	3
Subtotal		2	3	3	3	2	2	2	3	3	3	3	3	3	3
3) Disclosure Forms															
Submitted Felony Disclosure Statement (No Point) Yes or No		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0	0
4) Firm Background and Staff															
Year present firm established: (5 Points Possible)		5	5	5	1	5	4	5	5	4	5	2	4	5	5
Number of employees in firm locally: (10 Points Possible)		10	10	10	2	10	8	10	10	0	2	10	10	10	10
Total of employees in firm all locations (1 Point Possible)		0	1	1	0	0	0	1	0	1	1	0	0	0	1
Number of persons with the firm:															
a. Number of Registered Professionals (11 Points Possible)		10	11	11	10	11	10	10	10	11	10	11	11	11	10
b. Number of Draftsmen (5 Points Possible)		2	3	5	2	3	1	1	4	1	1	5	3	4	3
c. Administrators (1 Point Possible)		1	1	1	1	1	1	1	1	0	0	1	1	1	1
d. Other (1 Point Possible)		0	0	0	1	0	0	0	1	0	0	1	1	0	0
Subtotal		28	31	33	17	19	24	28	31	17	19	30	30	31	30
5) Professional Liability Insurance															
Limits of Coverage: (2 Points Possible)		1	2	2	1	2	2	2	2	2	2	2	2	2	1
Subtotal		1	2	2	1	2	2	2	2	2	2	2	2	2	1
6) Insurance Claims															
Claims asserted against your within the past five years? (Y = Yes) (N = No)		N	N	N	N	Y	N	N	N	N	N	N	N	N	Y
7) Personnel Qualifications															
Project Manager (3 Points Possible)		3	3	2	3	3	2	3	3	2	2	3	3	2	3
Subtotal		3	3	2	3	3	2	3	3	2	2	3	3	2	3
8) Organizational Structure															
Organizational Chart: (2 Points Possible)		2	1	1	1	2	2	2	2	2	2	2	2	1	1
Subtotal		2	1	1	1	2	2	2	2	2	2	2	2	1	1
9) Current Clients/Projects (New Construction or Major Renovation)															
Projects Of Similar Scope, Complexity And/Or Dollar Value:(10 Points Possible)		8	10	9	2	8	8	8	2	7	7	2	10	10	2
Subtotal		8	10	9	2	8	8	8	2	7	7	2	10	10	2
10) Completed Projects (New Construction or Major Renovation)															
Projects Of Similar Scope, Complexity And/Or Dollar Value:(10 Points Possible)		8	10	7	2	8	8	8	4	7	9	0	10	8	2
Subtotal		8	10	7	2	8	8	8	4	7	9	0	10	8	2
11) Current Workload															
Current Workload Availability (10 Points Possible)		8	9	7	10	8	8	8	10	7	7	2	10	8	2
Subtotal		8	9	7	10	8	8	8	10	7	7	2	10	8	2
12) Basic Services Provided by Firm															
Summarized Services provided as part of Basic Services (2 Points Possible)		2	2	2	2	2	2	2	1	1	1	2	2	2	2
Subtotal		2	2	2	2	2	2	2	1	1	1	2	2	2	2
13) Technology/Electronic Expertise															
Ability to Meet Requirements (Y = Yes, N = No)		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TOTAL		64	74	68	43	56	59	65	60	50	54	49	75	70	48
RANK		6	2	4	14	9	8	5	7	11	10	12	1	3	13