



**MEMORANDUM**

July 31, 2019

To: Bill Atkins, Chief Financial Officer

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

RE: RFQ 16-08 Engineering Services for Material Testing Services for Park Village Elementary School

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, nine (9) 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 his 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. PSI
2. RKCI
3. Alpha Testing
4. Terracon
5. Fugro
6. Arias
7. Rock Engineering
8. HVJ
9. Drash

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 7<sup>th</sup> day after the conflict is identified.

Expenditures are estimated to be \$120,000 to \$150,000. Expenditures will be made from 2016 bond funds.

This contract will be for a specific project and will expire upon its completion.

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



## MEMORANDUM

Date: July 31, 2019

To: James McQuade  
Director of Purchasing

From: Ruben Moreno  
Director of Facilities Planning

Project: Park Village Elementary – Modernization and Improvements  
Materials Testing Services

Re: RFQ 16-08 B - Engineering Consultant Services

Below are the rankings for Material Testing Services based on the RFQ 16-08 (B). Also included are supporting documentation. The office of Facilities Planning found PSI to be the highest ranked firm. The cost to procure these services is approximately \$120,000.00 to \$150,000.00.

Rankings are as follows:

1. PSI
2. RKCI
3. Alpha Testing
4. Terracon
5. Fugro
6. Arias
7. Rock Engineering
8. HVJ
9. Drash

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

# 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.

07-31-19 JUDSON ISD RFQ EVALUATION FORM RFQ 16-08 B - ENGINEERING CONSULTANT SERVICES for Material Testing Services - Park Village Elementary		Alpha Testing	Arlas	Drash	Fugro	HVJ Associates	PSI	RKCI	Rock Engineering	Terracon
<b>1) Firm's Establishment</b>										
Number Of Years In Business (5 Points Possible)		5	5	2	5	5	5	5	5	5
Subtotal		5	5	2	5	5	5	5	5	5
<b>2) General Information</b>										
Submitted Requested Information (3 Points Possible)		3	3	3	3	3	3	3	3	3
Subtotal		3	3	3	3	3	3	3	3	3
<b>3) Disclosure Forms</b>										
Felony Disclosure Statement (1 Point)		1	1	1	1	1	1	1	1	1
Subtotal		1	1	1	1	1	1	1	1	1
<b>4) Firm Background and Staff (30 Points)</b>										
i	Number of employees in firm locally:	10	10	10	8	10	10	10	8	10
ii	Total of employees in firm all locations	1	0	0	1	1	1	1	1	1
a.	Number of Registered Engineers	10	10	10	10	10	11	11	10	10
b.	Number of Draftsmen/CAD/Designers/EITs/Interns/Inspectors	1	1	3	4	2	5	5	1	1
c.	Others certified or licensed professionals	0	0	1	0	5	1	1	1	1
d.	Administrators	1	1	1	1	1	1	1	1	1
Subtotal		23	22	25	24	29	29	29	22	24
<b>5) Building Information Modeling (BIM)</b>										
Only when applicable. (10 Points Possible)		NA	NA	NA	NA	NA	NA	NA	NA	NA
Subtotal		0	0	0	0	0	0	0	0	0
<b>6) Insurance Claims</b>										
Claims asserted against your within the past five years? (Y = Yes) (N = No)		N	Y	N	N	N	N	N	N	N
<b>7) Personnel Qualifications</b>										
Project Manager (3 Points Possible)		3	3	3	3	3	3	3	3	3
Subtotal		3	3	3	3	3	3	3	3	3
<b>8) Organizational Structure</b>										
Organizational Chart: (2 Points Possible)		2	2	2	2	2	1	2	2	2
Subtotal		2	2	2	2	2	1	2	2	2
<b>9) Completed Projects (see guideline for appropriate criteria)</b>										
Projects (10 Points Possible)		10	10	0	10	6	10	10	10	10
Subtotal		10	10	0	10	6	10	10	10	10
<b>10) Current Workload</b>										
Current Workload Availability (10 Points Possible)		10	4	6	10	0	8	8	4	10
Subtotal		10	4	6	10	0	8	8	4	10
<b>11) Technical Certification</b>										
Geologist, TxDOT 14.2.1, TxDOT 14.4.1 (3 points)		3	3	3	0	0	3	1	0	1
Subtotal		3	3	3	0	0	3	1	0	1
<b>12) Technology/Electronic Expertise</b>										
Ability to Meet Requirements (Y = Yes, N = No)		Y	Y	Y	Y	Y	Y	Y	Y	Y
<b>13) RFQ Submission</b>										
Organization of RFQ (3 Points)		2	2	2	2	2	2	2	2	2
Subtotal		2	2	2	2	2	2	2	2	2
<b>14) Interview (Optional)</b>										
Maximum (20 Points)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subtotal		0	0	0	0	0	0	0	0	0
<b>TOTAL</b>		<b>62</b>	<b>55</b>	<b>47</b>	<b>60</b>	<b>51</b>	<b>65</b>	<b>64</b>	<b>52</b>	<b>61</b>
<b>RANK</b>		<b>3</b>	<b>6</b>	<b>9</b>	<b>5</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>4</b>