

GALVESTON COUNTY CONSOLIDATED DRAINAGE  
DISTRICT



REQUEST FOR STATEMENT OF QUALIFICATIONS  
ON-CALL MAINTENANCE SERVICES  
FOR  
FY 2018-2019

RFQ # 18-01  
September 18, 2018

PREPARED BY:  
GALVESTON COUNTY CONSOLIDATED  
DRAINAGE DISTRICT  
AND  
LENTZ ENGINEERING, L.C.

## REQUEST FOR STATEMENT OF QUALIFICATIONS

The Galveston County Consolidated Drainage District is soliciting qualifications from general contractors to provide maintenance services for various channel projects within the District for FY 2018/2019. These services will be provided on an on-call basis.

The services will consist of bank repair, adjusting the bank slope, adjusting storm sewer outfalls and construction of detention facilities incorporating clearing, excavation, and slope paving and adjustment services and other incidental items.

Statement of Qualifications for these services will be accepted until 2:00 p.m. Central Standard Time on Friday, October 12, 2018 at the Galveston County Consolidated Drainage District office located at 1605 Whitaker Drive, Friendswood, Texas, 77546. The District reserves the right to reject any and all Statement of Qualifications, and to waive any informalities, and to negotiate with any and all firms submitting qualifications on an as needed basis. The RFQ is available on the District web site [www.gccdd.dst.tx.us](http://www.gccdd.dst.tx.us) or may be obtained at the District's office.

**1. Introduction**

The Galveston County Consolidated Drainage District is soliciting statements of qualifications from general contractors to provide maintenance services for various channel projects within the District for FY 2018-2019. These services will be provided on an “on-call” basis for a period up to four years, if annual contracts for those services have been renewed pursuant to contract terms and conditions. To qualify for selection, the submitting firm must have experience in the type of work described in this solicitation.

**2. Background and Objective**

The Galveston County Consolidated Drainage District is located in the northern part of Galveston County approximately 25 miles south of Houston, Texas. The District encompasses an area of more than 20 square miles. Its mission is to reduce flooding by improving drainage facilities while preserving the natural beauty of the creeks.

**3. Scope and Services**

At the discretion of the District, the successful firm will provide maintenance to the District on an “on-call” basis. Such services may include, but are not limited to:

1. Clearing and Grubbing
2. Bank repairs
3. Adjusting the bank slope
4. Removal of excess excavation
5. Construction of detention facilities incorporating clearing, excavation, and slope paving and adjustment services
6. Slope paving/ Stabilization
7. Adjusting storm sewer outfalls
8. Reseeding or sodding
9. Construction staking
10. Quantity Estimates

**4. Proposed Timeline**

1. Statement of Qualifications due to the District – October 12, 2018
2. Qualification Evaluation – October 15, 2018 to October 17, 2018
3. Notification of “Short List” Candidates – October 18, 2018
4. Conduct Interviews with “Short List” Candidates – October 19, 2018 to October 22, 2018
5. Present Recommendations of firm to Board of Directors – October 23,

2018

6. Negotiate first contract with selected firm – October 24, 2018 to October 30, 2018

7. Award of first contract – November 13, 2018

8. Commencement of projects on an approved basis – November 14, 2018

**5. Contents of Statements of Qualifications**

Submission of the Statement of Qualifications requires four (4) bound originals. Submission must contain the following:

(a) Introduction which shall include name of firm and contact information for the primary District contact with the firm

(b) The average number of employees of the firm presently and over the last two years

(c) An inventory of machinery and equipment the firm has which may be needed for the proposed work

(d) The present workload of the contractor and the availability of staff to provide the necessary service

(e) A resume and recent work experience for the superintendent that the contractor anticipates assigning to this project

(f) Experience of the firm in the type of services to be provided. Include five (5) specific recent projects and the client contact information

(g) A statement indicating the ability to perform turn-key projects with general instructions

(h) A description/ summary of the firm's quality control plan

(i) The name, organization and phone number of three municipal type clients who have worked with firm who may be contracted

(j) Hourly rates for equipment and personnel including dump trucks

(k) Proof of liability insurance and limits

(l) Potential conflict of interest statement

(m) Style and cause number of any current pending litigation and any litigation concluded within the past five (5) years

**6. Evaluation of Statement of Qualifications**

The purpose of the proposal is to demonstrate the consultant's qualifications, competence, and capability to meet the District's requirements. An evaluation team will review the proposals and rank each based on the evaluation criteria specified below. Discussions may be conducted individually with firms which submit responsive proposals and are determined to be qualified for award of the contact. The District reserves the rights to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, presentations, and any other items are the responsibility of the submitting firm.

Selection criteria will include, but not be limited to, the information contained in the Statement of Qualifications. Specific attention will be paid to the following items:

- (a) Qualifications and experience of the firm to perform the services required by the District.
- (b) Prior demonstrated experience in accomplishing similar projects.
- (c) The corporate philosophy and approach in problem solving.
- (d) Demonstrated timeliness on similar projects.
- (e) Demonstrated ability to find cost saving/ cost effective solutions.
- (f) Demonstrated ability to maintain staff continuity for the project.
- (g) Qualifications of superintendent.

**7. Offer**

Submission of the Statement of Qualifications constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Statement of Qualification, as stated in Section 4.

By submitting a proposal, the proponent certifies that it is not debarred or excluded from bidding by any Federal agency; has not been convicted within the prior three-year period or had a civil judgment against it for commission of fraud in obtaining or performing public contract, and has not within a three-year period been terminated on a public contract for cause or default.

By submitting a proposal, the proponent certifies that it is a duly qualified,

capable, and bondable business entity, that it is not in or contemplating bankruptcy or proceedings or receivership, and that is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

**8. Term of Contract**

The District will enter into a contract with the firm selected. The contract will have an initial term of one year. The contract may be extended, subject to written notice of agreement between the District and the successful firm, for annual terms up to and including a total period of four years.

**9. Restriction of Lobbying Activity**

Respondents are prohibited from directly or indirectly communicating with the members of the Board of Director or the District Engineer regarding the firm's qualification or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Respondents are prohibited from contacting District staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from the District's Operations Manager. Engaging in such prohibited conduct will result in immediate disqualification of the Respondent from the selection process.

Upon issuance of the Request for Qualifications, all communications and request for clarification or objection shall be directed in writing to the District's Operations Manager for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other District officers or employees regarding this Request for Qualification or the award of a contract are prohibited and will constitutes grounds for disqualifications of a proponent. A lobbyist or a proponent or any of their agents may not do any acts or refrain from any act for the express purpose and intent of placing any District official under personal obligation to the lobbyist or proponent.

**10. Questions**

Any questions related to this Statement of Qualification shall be directed in writing to Joseph Anderson, Operations Manager, **before 5PM on October 10, 2018**. by email to the following address: (janderson@gccdd.dst.tx.us)

**11. Procedure for submission**

Sealed qualification statements should be addressed to the Operations Manager, Galveston County Consolidated Drainage District, 1605 Whitaker Dr, Friendswood, Texas 77546 and will be received until **2:00p.m., Friday, October 12, 2018.** At **2:30 p.m.** the name of all firms submitting a qualification statement will be publicly available, but no contents of the statements will be disclosed. Qualification statements will be evaluated at a later date. Qualification statements must be properly signed with a manual signature of an authorized representative of the firm. Statements shall be submitted in a sealed envelope or package (8 ½ "x11" minimum), and shall be clearly marked as follows:

**REQUEST FOR QUALIFICATIONS  
MAINTENANCE SERVICES  
GALVESTON COUNTY CONSOLIDATED  
DRAINAGE DISTRICT  
RFQ PACKAGE NO. 2018-01  
TO BE OPENED AT 2:00 pm Friday, October 12, 2018**