

SCOTT MCLAUGHLIN
CHAIR

RALPH ADAME
VICE CHAIR

DAVID MARCUS
TREASURER



CAMINO REAL
REGIONAL MOBILITY
AUTHORITY

SUSAN A. MELENDEZ
SECRETARY

ROSARIO HOLGUIN
MEMBER

JAMES VOLK
MEMBER

**EXPEDITED SELECTION PROCESS FOR
PROFESSIONAL ENGINEERING SERVICES
(AUGUST, 2012)**

Policy Statement

The Camino Real Regional Mobility Authority (CRRMA) desires to identify the process by which the CRRMA may select professional engineering services in those instances that require an expedited selection process, while still operating within the limits of the Professional Services Procurement Act of Texas. In addition to the existing procurement processes established within CRRMA procurement policies, the CRRMA desires two, additional options for expedited procurements to: (i) supplement the general engineering consultant (GEC) team of the CRRMA; and (ii) select a firm or team of firms that will act independently of the GEC. Both alternatives shall utilize the same two-step selection procedures, which comply with the Professional Services Procurement Act and are outlined below.

Pre-Approval Process

1. The CRRMA shall publicize and solicit statements of qualifications (SOQs) for various disciplines commonly utilized in major transportation projects. SOQs shall be solicited via questionnaire, in substantially the same form as **EXHIBIT "A"**, which is attached hereto. Notice shall be distributed through CRRMA email lists and its website, local engineering groups and Chambers of Commerce.
2. The CRRMA, through its Executive Director with the assistance of the GEC, shall review received SOQs and develop a list of pre-approved firms, by discipline. Addition or deletion from the pre-approved lists can occur at the request of a firm at any time.

Expedited Selection Process

1. Upon the CRRMA's determination that a need for additional professional engineering services are necessary, a project-specific request for proposals (RFP) will be developed identifying the types of disciplines necessary for completion of the project. The RFP will be issued to the pre-approved firms, based on the disciplines required by the project. The Executive Director shall determine and the RFP shall state whether the selected firms shall supplement the GEC team or shall act independently of the GEC. The RFP shall also include the evaluation criteria that will be used for such evaluation, which will likely include but is not limited to, such areas as: Project Manager Experience, Key Staff Experience, Team Organization and Staffing, Knowledge of Local and Regional Setting, References and Past Performance and DBE/HUB/MBE or similar minority certification utilization.

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2. The Executive Director, with the assistance of the GEC, shall develop a project-specific matrix to be used for the evaluation of the RFP responses utilizing the evaluation criteria referenced above, in advance of the issuance of the RFP. An evaluation team will score the RFP responses based on the referenced matrix. The evaluation team shall include a minimum of three individuals, with no more than one evaluation team member serving from the GEC. Such scores shall be forwarded to the Executive Director for review.
 3. The scores, along with the matrix utilized, shall be presented to the CRRMA Board for selection of the additional professional engineering services, if any.
 4. In the event the CRRMA desires the additional engineering services to supplement the GEC team, the selected firm(s) shall negotiate and enter into an agreement with the GEC. In the event the CRRMA desires the additional engineering services to act independently of the GEC, the selected firm(s) shall negotiate and enter into an agreement with the CRRMA.

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CAMINO REAL
REGIONAL MOBILITY
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EXHIBIT "A"
FIRM QUESTIONNAIRE

**EXPEDITED SELECTION PROCESS FOR
PROFESSIONAL ENGINEERING SERVICES**

Instructions:

1. Provide one (1) hard copy and a CD with a PDF file of the application for pre-approval.
2. The application should be no more than 10 pages, single-sided.
3. The application must be signed by an authorized principal of the firm.
4. A firm is required to notify the CRRMA of a reduction in workforce of more than 20%.
5. A firm is required to notify the CRRMA of a change in identified key staff members.
6. The application should follow the format outlined on the following page.
7. A single application shall be submitted per firm, regardless of the number of discipline pre-approvals sought by a firm.
8. Updated applications shall be provided to the CRRMA by September 1 of each year, to remain pre-approved by discipline.

FIRM QUESTIONNAIRE

Business Name or Firm

Phone and Fax Number

Home Office/Business Address

Person to Contact (Cell Phone and Email Address)

City, State and Zip Code

State and Year Established

Type of Business Organization

- Individual/Sole Proprietorship
 Partnership
 Other (attach explanation)

- Corporation
 Joint Venture

Discipline for which prequalification is being requested

- Architectural
 Civil Engineering
 Construction Management
 Cost Estimating
 Electrical
 Environmental

- Geotechnical
 Landscape
 Mechanical
 Structural
 Survey
 Traffic

Section A – Key Staff Members

1. List the Principals of the firm and give a personal History Statement for each as follows:

Name	Years as Principal in another Firm
Years of Experience	Years as other than Principal
Years as Principal in this Firm	(Repeat for each Principal)
2. List the Project Managers (List experience and qualifications under Section D).

Name	Years as Project Manager in another Firm
Years of Experience	Years as other than Project Manager
Years as Project Manager in this Firm	(Repeat for each Project Manager)
3. Identify other key personnel of the firm, list names and indicate specialties as appropriate.
4. Attach an organization Chart.

Section B – List of all In-House Capabilities

List all in-house capabilities, i.e. survey, construction management, structural, etc.

Section C – Projects Demonstrating Expertise in Discipline

Project Title-Brief Project Description	Total Contract Value
Location/Client	Owner Representative
Project Manager and Design Project Engineer	(Person Familiar with Project)

Section D – Project Manager Competency and Qualifications

Expand on the experience/certifications/competencies of the Project Manager.