



**REQUEST FOR QUALIFICATIONS**

**FOR INDEFINITE DELIVERABLE CONTRACTS**

**JUNE 27, 2022**

**PROPOSED SCHEDULE**

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<b>RFQ Issue Date:</b>	<b>June 27, 2022</b>	
<b>Questions from Proposers Due:</b>	<b>July 5, 2022</b>	<b>3:00 p.m. (El Paso)</b>
<b>CRRMA Responses Provided:</b>	<b>July 8, 2022</b>	
<b>Submittals from Proposers Due:</b>	<b>July 18, 2022</b>	<b>3:00 p.m. (El Paso)</b>
<b>Selection Date:</b>	<b>August 10, 2022</b>	
<b>Notice to Proceed Date:</b>	<b>Late Summer 2022</b>	

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## **RFQ EXHIBITS**

**EXHIBIT A** – Potential TxDOT Precertification Requirements

**EXHIBIT B** – Sample Scope of Services

**EXHIBIT C** – Conflict of Interest Policy for Consultants Disclosure Statement

## **CAMINO REAL REGIONAL MOBILITY AUTHORITY**

### **REQUEST FOR QUALIFICATIONS (RFQ) FOR INDEFINITE DELIVERABLE CONTRACTS FEDERAL PROCESS WITH DBE GOAL**

#### **EL PASO, TEXAS**

#### **1.0 PURPOSE OF REQUEST**

The Camino Real Regional Mobility Authority (the “CRRMA”), with oversight from the Texas Department of Transportation (“TxDOT”), intends to enter into one or more indefinite deliverable contracts pursuant to Federal Procurement Requirements as outlined in 23 CFR 172 and Texas Government Code, Chapter 2254, Subchapter A.

Through this procurement process, the CRRMA is seeking to engage one or more firms to enter into one or more indefinite deliverable contracts, such that the CRRMA could use said firm(s) to develop any type of transportation project that may be pursued by a regional mobility authority in Texas. The CRRMA is permitted to utilize local, state, and federal funding sources. Accordingly, projects pursued by the CRRMA through this procurement could follow the federal/state project development process and require a DBE commitment.

Although the actual number of consultant teams selected under this procurement shall be determined solely at the discretion of the CRRMA Board of Directors, it is anticipated that more than one consultant team will be selected to enter into contract negotiations. Consultant Teams will be selected through a qualifications-based process and contracts will be negotiated with the highest ranked consultant teams. As funding becomes available for eligible projects, the work required will be assigned to selected consultant teams in order of rank on a rotational basis in the form of a work authorization.

The scope of services and a fair and reasonable price shall be negotiated with the consultant team at the time the project is assigned by the CRRMA. If a satisfactory work authorization cannot be negotiated, the CRRMA may attempt to negotiate a work authorization with the consultant team that is next in the rotation. Once a consultant team has been assigned a work authorization, that consultant team will be off rotation until all other consultant teams have been provided an opportunity to execute a work authorization. Exceptions may be made by the CRRMA on a case-by-case-basis as deemed necessary.

Nothing set forth in this RFQ obligates the CRRMA to enter into a contract for the requested services, and the CRRMA may terminate the procurement at any time.

As part of negotiations of scope and fee for potential work authorizations, the prime consultant will need to show adequate staff and resource availability to deliver the project within the established project schedule and associated milestones. Inability of the prime consultant to provide adequate availability, as determined by the CRRMA, would require revisions to the prime consultant’s team or may result in the CRRMA initiating negotiations with the next consultant team in the rotation.

It is anticipated that some of the work authorizations to be issued as part of this procurement will involve federal and/or state funding. With such projects, the project development will be overseen and closely coordinated with TxDOT. In addition, projects may also include oversight and coordination with representatives from El Paso County, City of El Paso, El Paso Water Utilities, and other regional entities. All applicable policies and procedures will need to be followed through all phases of the project.

## 2.0 SUBMITTAL REQUIREMENTS

### 2.1 SELECTION REQUIREMENTS

The Respondents to this RFQ must propose a consultant team that includes a professional engineer, land surveyor, and architect, each registered or licensed in Texas, that could sign and seal work as assigned. For purposes of executing a contract for services and doing work with the CRRMA, the prime consultant must perform a minimum of 30% of the actual contract work with its own work force. At the time of execution of any resulting work authorizations, the consultant team firms must be pre-certified with TxDOT and able to demonstrate such pre-certification for all applicable work categories. Failure of a firm to provide proof of such pre-certifications prior to execution of a work authorization may result in the CRRMA seeking the work from a different firm. Examples of the types of pre-certifications often used for the development of transportation projects for the CRRMA are included in **EXHIBIT A** to this RFQ.

The consultant team firms shall maintain required professional and business licenses throughout the duration of the work authorization, as appropriate.

The CRRMA's existing general engineering consultants (GECs), their primary partners and subconsultants are precluded from submitting on this RFQ.

### 2.2 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL

It is anticipated that for those projects using federal funds, the assigned DBE goal for participation in the work to be performed under this contract is 11.7% of the contract amount.

The CRRMA's DBE policy documents can be found on the Agency Policies page of the CRRMA website ([www.crrma.org](http://www.crrma.org)). During the work authorization negotiation process, the prime consultant shall furnish evidence of compliance with the assigned DBE goal or evidence of a good faith effort acceptable to CRRMA/TxDOT to meet the assigned goal. TxDOT maintains the Texas Unified Certification Program Disadvantaged Business Enterprise (TUCP DBE) Directory, which lists businesses alphabetically and by work category. A copy of the TUCP DBE may be obtained at <https://txdot.txdotcms.com/>.

The DBE goal can be achieved through a DBE prime provider or DBE subproviders.

Each subconsultant listed to meet the assigned DBE subcontracting goal must be DBE-certified in the Subsector 541 NAICS Code applicable to the type of service being offered by that subconsultant. A subconsultant not DBE-certified in the Subsector 541 NAICS Code applicable to the type of service being offered will not be counted toward the assigned DBE subcontracting goal. For example:

- A subconsultant offering engineering services must be DBE-certified in 541330 Engineering Services.
- A subconsultant offering surveying services must be DBE-certified in 541370 Surveying and Mapping (except Geophysical) Services.
- A subconsultant offering environmental services must be DBE-certified in either 541330 Engineering Services or 541620 Environmental Consulting Services.
- A subconsultant offering materials testing services must be DBE-certified in either 541330 Engineering Services or 541380 Testing Laboratories.

Additional guidance on the NAICS Codes can be found at the following link, under the heading for Sector 54 – Professional, Scientific and Technical Services: [http://www.sba.gov/sites/default/files/files/Size\\_Standards\\_Table.pdf](http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf)

### 3.0 CRRMA PROJECTS

The enabling legislation of regional mobility authorities allows the CRRMA to improve regional transportation systems through the study, evaluation, design, finance, acquisition, construction, maintenance, repair, and operation of Transportation Projects, as that term is defined in Chapter 370, Texas Transportation Code. Such projects could include, but are not limited to: highways, rail facilities, parking facilities, certain roadways, ferries and airports, pedestrian and bicycle paths, intermodal hubs, international crossings, mass transit systems, and aerial tramways. Although the jurisdiction of the CRRMA is the city limits of the City of El Paso, the CRRMA has and continues to pursue projects outside of the El Paso city limits, as permitted by applicable statutes.

The CRRMA has been involved in the development of more than \$1,000,000,000 of major transportation projects in the El Paso region since its inception, which includes such types of projects as major interchanges, toll and non-toll roadways, aesthetic improvements, El Paso Streetcar, SunCycle Bike Share, aviation projects, and design and installation of a toll collection system for an international bridge. Projects to date have included such financing approaches and sources as pass through tolls, vehicle registration fees, bond issuances (including a Build America Bond), State Infrastructure Bank loans using transportation reinvestment zone revenues, and toll equity loans from the State. Additional information on the CRRMA and its past projects may be found on the CRRMA website ([www.crrma.org](http://www.crrma.org)).

As the CRRMA is authorized to pursue such a large array of transportation project types, a firm selected from this RFQ process should be prepared to develop any type of project eligible under the Transportation Project definition referenced above.

### 4.0 TYPICAL SCOPE OF SERVICES FOR CRRMA PROJECTS

As noted, the CRRMA is able to develop any project included within the definition of a Transportation Project as referenced above. Accordingly, scopes of services for the various CRRMA projects can vary significantly. However, for purposes of providing a general understanding of a typical roadway scope of work that could be requested of a successful firm, please see **EXHIBIT B** to this RFQ.

Accordingly, the Scope of Services to be requested of a consultant team may include, but is not limited to the following key elements:

- Surveying
- Right-of-Way Mapping
- Coordination with local, state, and federal agencies
- Schematic Design
- Environmental Studies
- Geotechnical Studies
- Public Involvement Activities
- Plans, Specifications, and Estimates
- Bid Packages
- Construction Management
- Project Management and Administration

Because Federal and State funding could be used for any project undertaken by CRRMA, teams must be prepared to conform with the latest editions of the TxDOT Project Development Process Manual, the Roadway Design Manual, the PS&E Preparation Manual, TxDOT accepted environmental and right-of-way processes, and other applicable codes, ordinances, criteria, standards, regulations, policies, guidelines, practices, and procedures.

The consultant team may be required to manage scheduling of activities to conform with established CRRMA, TxDOT, and/or other municipal review and comment periods for each milestone of the project.

Throughout the course of any assigned project, the consultant team will work at the direction and supervision of the CRRMA and its consultants, providing reports and findings, as required. The consultant team will work cooperatively and collaboratively with other governmental agencies and design consultant firms who are responsible for any applicable adjacent projects.

## 5.0 RFQ PROCESS DETAILS

The procurement outlined herein is being pursued in accordance with the Federal Procurement Requirements as outlined in 23 CFR 172, the Professional Services Procurement Act of Texas, the CRRMA Policies and Procedures Governing the Procurement of Goods and Services, and all other applicable rules and laws.

All documents and information relevant to this procurement will be available on Procurements Page of the CRRMA's website ([www.crrma.org](http://www.crrma.org)).

All potential or actual Respondents are responsible for monitoring that website for all procurement materials and associated updates. Respondents are deemed to have notice of, and are required to comply with, any such material posted in accordance with this paragraph.

The CRRMA shall not be liable for any expenses incurred in the preparation of the Statement of Qualifications or any other activities associated with this RFQ process by interested consultants.

Respondents must comply with the Conflict of Interest Policy for Consultants adopted by the Board of Directors, available for review at the CRRMA website: <https://www.crrma.org/information/policies>.

All Respondents and team members are required to complete and submit with the Statement of Qualifications a Conflict of Interest Disclosure Statement, which is attached to this RFQ as **EXHIBIT C**. This submittal is required if the Respondent or a team member has a current or previous (defined as one terminating within 12 months prior to submission of the Statement of Qualifications) business relationship with any of the CRRMA's key personnel. The disclosure shall include information on the nature of the relationship, the current status, and the date of termination or expected termination, if known, of the relationship.

Except as authorized under this procurement with respect to questions and clarifications concerning this procurement, starting on the Issue Date noted above, and ending on the date the CRRMA has either executed a contract with the selected Respondent(s) or has terminated this procurement, a prospective or actual Respondent may not directly or indirectly contact: a member of the CRRMA's Board of Directors, its employees, consultants or contractors performing work for the CRRMA, or the Selection Committee members concerning the subject matter of this procurement. Violation of this restriction is grounds for disqualification from consideration. Any contact with the CRRMA procurement team is to be solely through **Raymond L. Telles, Executive Director of the CRRMA** and by way of the following protocol:

**All questions regarding the RFQ must be submitted in writing.** Informal verbal inquiries are not allowed. Written questions concerning this procurement must be submitted to **Raymond L. Telles** at [info@cerrma.org](mailto:info@cerrma.org) and must include the phrase “2022 IDC RFQ\_<Your Firm Name>” in the subject. The deadline for receipt of questions is noted on the cover page of this document. Absent any change to deadlines evidenced through a subsequently issued addendum, no questions will be accepted after this deadline.

It is anticipated that responses to questions received will be posted on the Procurements Page of the CRRMA website (<https://www.cerrma.org/procurements>) by the date and time first noted on the cover page of this document. The CRRMA reserves the right to contact the firm submitting a question to clarify the question received. The CRRMA further reserves the right to modify, summarize, or otherwise alter the content of questions so as to protect the identity of the requestor and to provide responses that the CRRMA deems, in its sole discretion, to best inform interested parties of potentially relevant information. The CRRMA further reserves the right to decline to answer questions.

Proposals must be delivered by the date and time first noted on the cover page of this document and as follows:

Number of hard copies	One (1) copy of the Statement of Qualifications and Appendix A bound together. This copy must be marked “original” and bear all of the original signatures.
Number of electronic copies	One (1) flash drive with PDF version of the Statement of Qualifications and each appendix as separate files.  Follow this guidance on file names: <ol style="list-style-type: none"> <li>1. The file of the Statement of Qualifications itself must be labelled <ol style="list-style-type: none"> <li>a. “2022IDC-SOQ_&lt;Firm Name&gt;.pdf”</li> <li>b. Example: “<b>2022IDC-SOQ_ZebraFirm.pdf</b>”</li> </ol> </li> <li>2. The file of each Appendix itself must be labelled <ol style="list-style-type: none"> <li>a. “2022IDC-App-#_&lt;Firm Name&gt;.pdf”</li> <li>b. Example: “<b>2022IDC-App-A_ZebraFirm.pdf</b>”</li> </ol> </li> </ol>
<b>Mailing Address</b>	Atkins Stanton Tower 100 N. Stanton Street, Suite 610 El Paso, TX 79901
<b>Attention</b>	Labelled, “Attention: Edgar Fino, IDC Procurement Manager”
<b>Package Label</b>	CRRMA Indefinite Deliverable Contracts Procurement <Firm Name> <Date>

Submittals may be hand delivered to the address noted above. If hand delivered, please sign in with security on the ground floor and they will admit you to the elevator.

Submittals will not be accepted by fax or electronic mail. Submittals will not be accepted at the CRRMA offices.

Submittals must be provided in a sealed envelope or package with the package label and the firm’s name and address clearly visible on the outside of the envelope or package. Submittals received after the deadline will not be considered.

The responsibility for submitting a Submittal on or before the stated time and date will be solely and strictly the responsibility of the Respondent. The CRRMA will in no way be responsible for delays caused by the United States mail delivery, common carrier, or caused by any other occurrence.

The CRRMA reserves the right to request additional information or clarifications from any respondents or to allow corrections of errors or omissions.

## **6.0 SUBMITTAL FORMAT**

All submittals must be responsive to the general format and guidelines outlined within this document. A responsive submittal is one that follows the guidelines of this document, includes all documentation requested, is submitted following the format outlined herein, displays sound justification for recommendations, is timely submitted, and has the appropriate signatures as may be required. Failure to comply may result in the submittal being deemed nonresponsive.

- a. Submittals must not exceed **ten (10) pages** (8.5 x 11 inches with 1-inch margins from all sides), type font size not less than 11 points, and printed on one side. Materials submitted as part of **APPENDIX A** requested below shall not count towards the ten (10) page limit. Excluding **APPENDIX A**, submittals of information in response to this RFQ greater than the specified ten (10) pages will only be reviewed and scored up to the first ten (10) pages.

The requested organizational chart may be on 11" x 17" paper, but must be folded to the standard size. Font sizes in graphics can be less than that in the body of the submittal, but should be reasonably legible.

The ten (10) page limit does not include the cover letter, organizational chart, resumes, covers, dividers, or table of contents.

- b. Follow the outline in Section 7.0 to organize your responses using section headings and clearly identify each request being addressed. Answer specifically and succinctly. Please provide a response to every question or request for information identified. If no response is given, clearly explain why.

## **7.0 SUBMITTAL CONTENT**

### **7.1 COVER LETTER**

Provide a cover letter (signed by an authorized representative, limited to 1 page) summarizing the key components of the responses to this RFQ. The cover letter will NOT be included in the ten (10)-page limit. In your cover letter, include your point of contact's name, phone number, and email address.

### **7.2 EXPERIENCE AND ABILITY OF FIRM/TEAM**

- a. The response should describe the consultant team's qualifications and experience in dealing with a wide range of projects such as those the CRRMA may implement. Demonstrate the range of experience and relevance of the consultant team's history of providing similar services.
  - The prime firm should list three (3) projects that it has been involved in that would be permitted under the term Transportation Project of Chapter 370, Texas Transportation Code.



- The prime firm should be the lead on the listed projects and include one project from each of the following total project budget ranges: up to \$5,000,000; up to \$15,000,000; and up to \$30,000,000.
  - Projects should have been completed no more than 5 years ago.
  - Include details on the project:
    - Project name
    - Begin and end dates
    - Client
    - Location
  - Identify the Project Manager and any Key Staff as relevant to this RFQ.
  - Include a substantive description of the project to include:
    - Major work activities undertaken by members of the consultant team.
    - Unique approaches implemented by the consultant team (include any schedule or financial savings realized as a result of the approach's implementation).
    - At least one example of a hardship encountered on the project and how it was overcome.
    - Was the project completed within budget and on schedule?
    - What was the prime firm and its subconsultant's percentage of the total project budget?
- b. The Response should describe the consultant team's organization, size, structure, and location of resources. An organization chart needs to be submitted, clearly identifying the Project Manager and Key Staff for the consultant team, including their relevant areas of project responsibility. The organization chart will NOT be included in the ten (10)-page limit.

For the purposes of this proposal, Key Staff are identified as the task leads for:

- Roadway Design
- Environmental Documentation
- Public Involvement
- Schematic Engineering
- Right of Way Agent
- Drainage / Hydraulics and Hydrology
- Utility Coordinator

### **7.3 APPROACH TO THE SERVICES**

In its submittal, the Respondent must:

- Demonstrate the consultant team's understanding of the Services that an agency like the CRRMA may request.
- Clearly define strategies and the consultant team's proven ability to provide such Services, through examples.
- Include innovative ideas and approaches that an agency like the CRRMA might consider in the implementation of such a wide range of projects and services.
- Demonstrate the consultant team's understanding of the local and regional setting and how that will assist in successful completion of projects being implemented by the CRRMA.

## **7.4 STAFFING**

In its submittal, the Respondent must:

- Clearly identify how the prime team member plans to achieve the DBE goal set forth under Section 2.0.
- Explain and provide examples of its outreach methods to include DBE firms in projects it pursues.
- Provide an **APPENDIX A**, which includes Project Manager and Key Staff resumes (maximum of two pages for the Project Manager and one page for all other Key Staff). Each resume should include the individual's qualifications, number of years and type of experience, current position in the firm, and include the potential responsiveness to provide Services to the CRRMA.
- Provide any Conflict of Interest Disclosure Statement(s) as applicable, within **APPENDIX A**.

## **8.0 SELECTION PROCESS**

### **8.1 SELECTION COMMITTEE**

A selection committee will be established by the CRRMA and will likely include a minimum of three individuals. The selection committee will be required to review the Statements of Qualifications and provide the CRRMA with a recommended ranking of teams to be considered.

In its sole discretion, the CRRMA Board of Directors will award the contract(s) to the Respondent(s) it determines is/are best qualified to provide services for the CRRMA.

### **8.2 REVIEW AND SCORING OF PROPOSALS**

The CRRMA will make its selection based on demonstrated competence, experience, knowledge, and qualifications as reflected in the criteria set forth in this RFQ. Submittals will first be reviewed to ensure that the responding consultant teams adhered to the instructions found within this RFQ in preparing and submitting its response, including but not limited to complete responses to items requested in Section 7.0 above. Statements of Qualifications meeting the mandatory requirements shall be evaluated and scored by the selection committee as follows:

Response Element	Maximum Score
A. Experience and Ability of Firm	40
B. Approach to the Services	30
C. Staffing	30
<b>TOTAL</b>	<b>100</b>

### **8.3 CRRMA RIGHTS TO REJECT OR MODIFY**

The CRRMA reserves the right to reject any or all submittals or parts of submittals, to negotiate modifications of submittals, and to accept all or part of a submittal, all in accordance with applicable statutes.

[END OF RFQ]

## **EXHIBIT A**

### **POTENTIAL TXDOT PRECERTIFICATION REQUIREMENTS**

Dependent upon the needs of the project(s) awarded, successful consultant teams may be required to show prequalification by both the consultant team firms and the consultant team individuals for any or all of the following work categories:

- 1.2.1 Systems Planning
- 1.3.1 Subarea/Corridor Planning
- 1.4.1 Land Planning/Engineering
- 1.8.1 Public Involvement
- 1.9.1 Geographic Information Systems and Data Analysis
- 2.1.1 Traffic Noise Analysis
- 2.2.1 Air Quality Analysis
- 2.3.1 Wetland Delineation
- 2.4.1 Nationwide Permit
- 2.4.2 Clean Water Act Sec. 404 Permits
- 2.4.3 U.S. Coast Guard & U.S. Army Corps of Engineers Permits
- 2.7.1 4(f)/6(f) Evaluations
- 2.7.2 Historic Sites Sec. 4(f) Evaluations
- 2.10.1 Archeological Surveys, Doc., Excavation, Testing Rpts
- 2.12.1 Socio-Economic and Environmental Justice Analysis
- 2.13.1 Hazardous Materials Initial Site Assessment
- 2.14.1 Environmental Document Preparation
- 2.15.1 Historical Research Of Extant Bldgs, Struct, Landsc., & Obj.
- 2.15.2 Historical Surveys & Doc. Of Bldgs, Struct, Landsc., & Obj.
- 3.2.1 Route Studies & Schematic Design
- 4.2.1 Roadway Design
- 4.6.1 3-D Design Visualization and Animation Services
- 5.2.1 Bridge Design
- 5.5.1 Bridge & Non-Bridge Class Culvert and Inlet Design
- 7.1.1 Traffic Engineering Studies
- 7.3.1 Traffic Signal Timing
- 7.4.1 Traffic Control Systems Analysis, Design and Implementation
- 8.1.1 Signing, Pavement Marking and Channelization
- 8.2.1 Illumination
- 8.3.1 Signalization
- 8.6.1 Rail-Highway Design
- 9.2.1 Active Transportation Planning
- 9.3.1 Pedestrian Facility Design
- 9.4.1 Bikeway Design
- 10.1.1 Hydrologic Studies
- 10.2.1 Basic Hydraulic Design
- 10.3.1 Bridge Hydraulic Design
- 11.1.1 Roadway Construction Management and Inspection
- 11.2.1 Bridge Construction Management and Inspection
- 14.3.1 Transportation Foundation Studies
- 15.1.1 Right of Way Surveys
- 15.2.1 Design Survey
- 15.2.2 Construction Survey

- 15.3.5 Horizontal and Vertical Control
- 16.1.1 Architecture
- 16.2.1 Building and Facilities Architecture
- 18.2.1 Subsurface Utility Engineering
- 18.3.1 Utility Adjustment Coordination
- 18.4.1 Utility Engineering

This list is not meant to be all-inclusive but a representation of the wide variety of project types that may be implemented pursuant to this procurement.

[END OF EXHIBIT]

## **EXHIBIT B**

### **SAMPLE SCOPE OF SERVICES**

#### **Scope of Services**

The following are potential services that may be required of the consultant team for any CRRMA project. This should not be considered an exhaustive list but is to give proposers an idea of the type and depth of services and deliverables that may be expected.

#### **A. Surveying**

All surveying shall comply with the Professional Land Surveying Practices Act, Article 5282c, Vernon's Texas Civil Statutes. All surveying shall comply with applicable rules promulgated by the Texas Board of Professional Land Surveying. The Manual of Practice published by the Society of Professional Surveyors shall be used as a guide in determining accuracy requirements and procedures to follow. The prime provider's field surveying efforts shall include the following:

- 1) Project Control
  - a) Establish primary and secondary control monuments. The horizontal and vertical datum for the existing control monuments will be as follows:
    - i) Horizontal – Texas State Plane Coordinate System of 1983(NAD-83 State Plane Coordinates)
    - ii) Vertical – NAVD 88, GEOID 2012A.
- 2) Aerial Mapping
  - a) LiDAR mapping will include all visible surface appurtenances included in the State's current Photogrammetric Mapping Legend symbology, and level structure shall be in compliance with the State's current Photogrammetric Mapping Legend for 1 inch = 50feet scale mapping.
  - b) DTM breakline and mass point data will be collected from the LiDAR data and will be suitable for producing 1-foot contours.
  - c) In areas where the ground is not visible due to tree canopy or dense vegetation ground cover, the area will be outlined and defined as obscured.
- 3) Ground Survey
  - a) Perform ground survey within obscured areas to collect the ground elevations and planimetric features to supplement the aerial mapping file.
  - b) Perform ditch/channel cross-sections at 25-foot intervals along and perpendicular to the creek centerline for a distance of 100 feet left and right of the existing right-of- way (ROW) to supplement the aerial mapping file.
  - c) Survey the horizontal location of visible aboveground utility appurtenances within the existing ROW to supplement the aerial mapping file.
  - d) Survey the horizontal and vertical location of the existing roadway for a distance of 200 feet each side of the project limits to supplement the aerial mapping file.
  - e) Survey to extend 50 feet beyond the ROW each side of the corridor. Survey beyond/outside the ROW will require permission from the impacted property Owner(s). Requests for access from private property Owner(s) and surveys in private property will be the responsibility of the Engineer.
  - f) Prepare metes and bounds descriptions of needed ROW parcels along the project. The survey shall include the preparation of the base map, boundary survey, survey plats, metes and bounds and monumentation.
  - g) Prepare the parcel plats, descriptions and boundary calculations.
  - h) Prepare the base map on the proposed alignment and existing information.
  - i) Provide a boundary, topographic improvements survey for offsite ponding areas. The survey shall include the preparation of the base map, boundary survey, survey plats, metes and bounds and monumentation.

- j) Provide a boundary, topographic improvements survey for drainage, construction or temporary easements. The survey shall include the preparation of the base map, boundary survey, survey plats, metes and bounds and monumentation.

#### Survey Deliverables

- Final planimetric and topographic base map showing all mapped planimetrics and supplemental field survey data described above.
- Final Triangulated Irregular Network (TIN) file
  - All electronic files shall be fully compatible with the State's MicroStation GeoPak system without further modification or conversion.
  - All MicroStation V8 2D and 3D files will be in U.S. survey feet.
- Parcel Plats
- Metes and Bounds

Files shall include, as applicable, all features listed on the State's current Photogrammetric Mapping Legend symbology, and level structure shall be in compliance with the State's current Photogrammetric Mapping.

### **B. Right-of-Way Mapping**

- 1) Perform preliminary right-of-way research to determine existing right-of-way limits, restrictions to State ownership and actual property owners.
- 2) As necessary, acquire permissions for right of entry or other written evidence of permission before entering private property.
- 3) Prepare right of way map and property description for each parcel of land to be acquired.

#### ROW Mapping Deliverables

- Complete right of way map and property descriptions for affected parcels throughout project corridor.
- Contact log and executed right of entry forms
- Complete right of way map and property descriptions for offsite ponding areas
- Monumentation throughout project corridor

### **C. Schematic Design**

The consultant team will develop the Design Schematic to include, but not be limited to, the following items:

- 1) Submit design criteria to be used for approval by CRRMA prior to beginning schematic design work.
- 2) Complete efforts required to develop roadway elements, including the preparation of roadway and bridge widening typical sections, horizontal geometric designs, and vertical geometric designs for all main lanes, frontage road lanes, ramps, cross roads (if any), and construction sequencing plan narrative and typical sections.
- 3) Roadway lighting locations. Prepare Illumination Warrant study.
- 4) Existing and Proposed Drainage Structures, offsite ponding areas
- 5) Preliminary traffic control and sequence of construction plan
- 6) The Design Schematic shall show, as a minimum:
  - a) Typical sections of improvement
  - b) Roadway plan and profile and super elevation
  - c) Lane lines and arrows indicating the number of lanes
  - d) ROW limits:

- i) Provide design cross-sections to verify ROW requirements
  - ii) Show existing and proposed ROW limits
  - iii) Show existing (if any) and proposed easements
  - iv) Show the proposed toe of slope
- 7) The geometrics, such as pavement cross slopes, lane/shoulder widths, slope rates (for fills and cuts) of the typical sections of proposed main lanes, frontage roads, ramps, and cross roads (if any), and proposed retaining walls shown in plan view and cross sections.
  - a) The current and projected traffic volumes as provided by TxDOT
  - b) The control of access lines
  - c) Identify utility conflicts/adjustments with sufficient plan and profile information
  - d) Show existing and proposed drainage and structures
- 8) Develop Engineer's cost estimate to include construction, ROW, utility relocations, and contingencies.
- 9) Prepare drainage analysis and maps of the existing and proposed drainage systems.
- 10) Develop initial aesthetic and landscaping enhancements.
- 11) Develop Preliminary Engineering Report
- 12) Traffic analysis and conceptual intersection type recommendations for signalized traffic intersections.
- 13) Review traffic for pedestrian improvements.
- 14) Perform a preliminary review for ADA compliance.
- 15) Work cooperatively and collaboratively with other governmental agencies and design consultant firms responsible for adjacent projects.

#### Schematic Design Deliverables

- Preliminary and Final (30, 60, 90, and 100 percent) Design Schematic
- Design Summary Report (DSR)
- Cost Estimate for all phased Design Schematic submittals
- Technical memorandum on traffic projections methodology, traffic analysis, illumination warrant analysis, drainage analysis, and aesthetics
- Stick diagrams on projected traffic volumes

#### **D. Environmental Studies**

The consultant team shall be responsible for providing multi-disciplinary environmental services to support the CRRMA's project development efforts. As a part of the environmental studies, the consultant shall conduct agency coordination to aid in the development of the environmental document. The consultant team shall be responsible for preparing the environmental document and all associated technical survey documents.. Activities may include, but are not necessarily limited to the following:

- 1) Data Collection
- 2) Develop Project Need and Purpose
- 3) Environmental review and analysis. Conduct environmental studies related to:
  - a) socioeconomic and environmental justice impacts
  - b) land use
  - c) biological resources
  - d) federally and state listed threatened and endangered species
  - e) archeological resources
  - f) historic resources
  - g) noise impacts
  - h) air quality impacts
  - i) Section 4(f) resources
  - j) hazardous materials

- k) indirect and cumulative impacts
- l) permit requirements
- m) need and purpose
- n) alternatives
- o) airways-highway clearance
- p) soils/prime farmland
- q) beneficial landscape practices
- r) vegetation
- s) wildlife
- t) wetlands and other waters of the US
- u) water quality
- v) floodplains
- w) visual and aesthetic qualities
- x) mitigation and commitments
- y) construction impacts
- 4) Conduct agency coordination (for inclusion in the environmental document)
- 5) Prepare environmental document per NEPA, FHWA and TxDOT requirements
- 6) Coordinate jurisdictional determination for waterways and complete necessary permits

#### Environmental Studies Deliverables

- Archeological Background Study Report and Survey Report
- Historic Resources Project Coordination Request Form
- Historic Resources Survey Report
- Section 4(f) Evaluation
- Environmental Assessment Outline
- Environmental Assessment
- Decision Document/FONSI
- Section 139(l) Statue of Limitations Notice

#### **E. Public Involvement Activities**

The consultant team will be responsible for implementing public involvement activities to support the environmental studies effort. Services will include raising public awareness of the project and coordination of Public Meetings and a Public Hearing to establish a proactive involvement process during project development and to facilitate the NEPA process. The public involvement activities sought under this scope of services, include, but are not limited to the following:

- 1) Develop public involvement plan and strategies to engage stakeholders.
- 2) Identify all stakeholders and develop mailing list database.
- 3) Develop innovative public involvement tools and techniques.
- 4) Prepare and distribute public involvement material.
- 5) Assist in conducting meetings with various agencies to discuss and review the schematic design.
- 6) Schedule, make all arrangements, facilitate, assist in conducting Meetings with Affected Property Owners (MAPOs), public meetings, and hearings, including: locating and reserving the site of the meetings, preparing and mailing meeting notifications, preparing and publishing display advertisements in the major local newspaper, preparing and printing exhibits (schematic exhibits, constraints maps, other necessary exhibits), arranging for transcription of proceedings (e.g. court reporter), arranging for law enforcement, and arranging for audio and visual rental equipment as appropriate to the specific public event and as directed.
- 7) Produce graphic materials to promote and educate the public about the project.



- 8) Provide translation services as required.
- 9) Develop website material (using text accessible formats as appropriate).
- 10) Monitor and review public comments received.
- 11) Prepare MAPO documentation.
- 12) Prepare Public Meeting Summary and Analysis Report, including a response to comments received.
- 13) Prepare Public Hearing Summary and Analysis Report, including a response to comments received.
- 14) Assist with responses to public inquiries.

#### Public Involvement Deliverables

- Public Involvement Plan
- Project Mailing List Database
- Newspaper advertisements and/or Legal Notices
- MAPO documentation
- Public Meeting Material
- Public Meeting Summary and Analysis Report
- Public Hearing Material
- Public Hearing Summary and Analysis Report

#### **F. Plans, Specifications and Estimates (PS&E)**

- 1) As necessary, update traffic data, right of way maps, and other information from previous projects and other activities.
- 2) Complete the Design Summary Report and hold a Design Conference. This will provide a solid foundation for the design team to commence detailed design work.
- 3) Initial design
  - a) develop traffic control plan/detour plans
  - b) obtain environmental permits
  - c) incorporate environmental commitments into design
  - d) coordinate approval of pavement design
  - e) prepare hydrologic/hydraulic reports as necessary
- 4) Utility Coordination
  - a) research and determination of the location of existing utilities
  - b) minimization of utility conflicts with the proposed design
  - c) coordination with utilities to develop relocation plans
  - d) pothole as necessary for potential utility conflicts
  - e) develop utility layout plan
  - f) prepare and issue minutes for each meeting
  - g) obtain utility clearance letters
- 5) Geotechnical investigations
  - a) Subsurface exploratory and testing
  - b) Provide information for the design of a cost-effective pavement structure
  - c) Provide boring logs (include designated ponding areas)
  - d) Develop engineering geotechnical design report
- 6) Roadway design
  - a) design final vertical and horizontal alignments
  - b) develop cross-section and earthwork volumes
  - c) detail design elements throughout project including driveway access, bicycle and pedestrian facilities, landscape, planting, irrigation, miscellaneous details
  - d) submit design exceptions/waivers as required on project
- 7) Operational design

- a) develop signing and pavement marking plans
- b) develop signalization plans
- c) develop illumination plan
- 8) Drainage Design
  - a) develop hydraulic design for culverts and storm drains
  - b) prepare culvert and storm drain details
  - c) design Storm Water Pollution Prevention Plan
  - d) design final vertical and horizontal alignments for storm drains
- 9) Traffic control
  - a) Prepare traffic control drawings including: line diagrams, detour plans, TCP, general note guidelines for contractors to follow, TCP detail/standards
  - b) Compile TCP Details/Standards using available TxDOT Standards
- 10) Final assembly of PS&E Package and supporting documents
  - a) complete final construction plans
  - b) develop standard and special specifications
  - c) develop special provisions
  - d) develop cost estimate
  - e) develop construction time estimate
  - f) develop bid document package
  - g) support CRRMA's develop of project agreements related to the project
- 11) ADA compliance services
  - a) Perform plan review and inspections for ADA, T.A.S and Texas Department of Licensing and Regulation requirements
- 12) Bid assistance and construction phase services
  - a) assist with bid process and provide answers to prospective bidders
  - b) during construction, respond to requests for information (RFIs) and perform shop drawing reviews
- 13) Submit design documents at project milestones (30, 60, 90 and 100%) to all entities with jurisdiction over approval of the project. Coordinate reviews, gather/address comments received from those entities.

#### PS&E Deliverables

- Final hydraulic report
- Final approved design exceptions/waivers
- Plans estimate
- Specification list, specifications, general notes, special provisions, special specifications
- Final signed and sealed construction plans
- Environmental Permits
- 30-, 60-, 90-, and 100% Submittals: The engineer will prepare and provide copies of each submittal and corresponding (pdf) files
- QC redlines at 30-, 60-, 90-, and 100% design reviews
- Final construction cost estimate
- Final construction schedule time estimate
- Bid document package

#### **G. Project Management and Administration**

The consultant prime, in coordination with the CRRMA, will be responsible for directing and coordinating all activities related to the project. Project management and administration tasks shall include a Project Management/Work Plan, Progress Reporting, Coordination/Administration, Project Control/Scheduling, and Subconsultant Management. The prime provider's efforts shall include but not limited to the following:

- 1) Project Management/Work Plan
  - a) Develop a Project Management/Work Plan to reflect the following:
    - i) organization and responsibilities
    - ii) coordination and communication procedures
    - iii) coordination meetings
    - iv) deliverables
    - v) graphic production standards
    - vi) quality control (QC) procedures/plan to ensure the accuracy and quality of the deliverables produced
    - vii) other important operational information pertaining to prime provider/CRRMA collaboration.
- 2) Progress Reporting
  - a) Prepare and submit to the CRRMA monthly progress reports of activities completed during reporting period.
  - b) Prepare and submit invoices that include financial and DBE participation data. The report shall be submitted as an attachment to the invoice submittal.
- 3) Coordination/Administration
  - a) Maintain a communication tracking system, identifying all formal communications.
  - b) Coordinate with the CRRMA's GEC staff regularly throughout project development.
  - c) Compile and maintain a comprehensive Administrative Record.
- 4) Project Control/Scheduling
  - a) Develop and maintain a Master Schedule for the project indicating tasks/subtasks, critical dates, milestones, deliverables, and review requirements.
  - b) Update schedule on a monthly basis.
- 5) Subconsultant Management
  - a) Develop and implement a plan to manage subconsultants (as part of the project management plan).
  - b) Prepare subcontracts for subconsultant(s).
  - c) Monitor subconsultant activities (staff and schedule).
  - d) Review and recommend approval of subconsultant progress reports and invoices.

Project Management and Administration Deliverables

- Project Management Plan
- Progress Reports and Invoices
- Summaries of all meetings
- Administrative Record
- Project Schedule and monthly updates
- Subconsultant Contracts, Progress Reports and Invoices

[END OF EXHIBIT]

# Camino Real Regional Mobility Authority

## Conflict of Interest Policy for Consultants Disclosure Statement Form

This Disclosure Statement Form outlines potential conflicts of interest as a result of a previous or current business relationship between the undersigned individual (and/or the firm for which the individual works) and an individual or firm submitting a proposal or otherwise under consideration for a contract associated with the Camino Real Regional Mobility Authority.

Section I of this Disclosure Statement Form describes the potential conflict(s) of interest. Section II of this Disclosure Statement Form describes the proposer's management plan for dealing with the potential conflict(s) of interest described in Section I. Please add additional pages, if necessary.

This Disclosure Statement Form is being submitted in compliance with the Camino Real Regional Mobility Authority's Conflict of Interest Policy for Consultants. The undersigned acknowledges that approval of the proposed management plan is entirely within the sole discretion of the Camino Real Regional Mobility Authority.

### SECTION I. Description of Potential Conflict(s) of Interest.

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### SECTION II. Proposed Management Plan for dealing with Potential Conflict(s) of Interest.

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

FIRM: \_\_\_\_\_

RECEIVED BY THE CAMINO REAL REGIONAL MOBILITY AUTHORITY:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_