REQUEST FOR QUALIFICATION (RFQ)

Engineering Services for Pedestrian Bridge  
RFQ No. 2020-OP011

Prepared By:  
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Procurement Services Manager  
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Kilgore, TX 75662

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https://www.kilgore.edu/about/offices/procurement-services
KILGORE COLLEGE, KILGORE, TX
NOTICE OF REQUEST FOR QUALIFICATION STATEMENTS
FOR PROVIDING ENGINEERING SERVICES FOR
US BUS-259 PEDESTRIAN BRIDGE
RFQ 2020-OP011

Kilgore College desires to engage a qualified and experienced firm to provide engineering and construction administration services for the installation of a pedestrian bridge across U.S. 259. Kilgore College will use insurance funds for this project. Any qualified firm desiring to provide the specified professional services should submit a packet with the required information to Kilgore College, 1100 Broadway, Kilgore, Texas 75662, Attn: Betsy Hansard, Procurement Services Manager, or they may be hand delivered to 1306 S. Henderson, Suite 110, Kilgore, Texas 75662.

Project Overview:

The College wishes to construct a replacement pedestrian bridge over Henderson Boulevard/Business U.S. 259 that is of similar or identical dimensions to the former pedestrian bridge built in 1970 (Attachment A). The bridge’s integrity was compromised after a semi-truck hauling an oversized load struck the bridge which caused irreparable damage. The Texas Department of Transportation removed the damaged span of the bridge in May 2019. The proposed design should either include incorporating or demolishing the current pedestrian ramps (Attachment B). The bridge must comply with all current applicable laws, codes, regulations (e.g., ADAAA, City of Kilgore, Texas Department of Transportation requirements, etc.) and be approved for construction by the Texas Department of Transportation (TxDOT).

Schedule:

Submittals of your firm’s interest and qualifications shall be received no later than 3:00 p.m. on May 6, 2020. Any questions related to the proposal shall be submitted by email to Betsy Hansard, Procurement Services Manager at bhansard@kilgore.edu no later than noon, May 1, 2020. Notification of respondent status following RFQ phase one is anticipated to go out on May 15, 2020. Phase two interviews are anticipated to take place during the week of May 26-28, 2020.

Scope of Work and Services Required:

Kilgore College seeks a qualified engineering firm to perform the following services, including, but not limited to:

A. Investigate, evaluate and provide options for the civil engineering aspects of the project in the form of cost estimates and preliminary designs.
B. Prepare surveys, plans, specifications and estimates for the bidding and construction of the project.

C. Provide consulting services as required for contract administration and grant compliance for the successful implementation of the project and regulatory matters.

D. Provide construction engineering services and construction inspection services to assist the College in assuring the Contractor complies with the requirements of the Construction Contract Documents.

E. Provide additional professional services as required for the successful completion of the project.

F. Engineering firm is required to provide a Certificate of Insurance (ACORD form) listing Kilgore College as the Certificate Holder and serving as evidence of the insurance limits maintained by the Independent Contractor. Independent Contractor should show evidence of the types of insurance (Attachment C) if maintained by the Independent Contractor.

**Submittal Format:**

All submittals should follow the format described below. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components as tabbed sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover Letter</td>
</tr>
<tr>
<td>2</td>
<td>Firm Profile</td>
</tr>
<tr>
<td>3</td>
<td>Project Services</td>
</tr>
<tr>
<td>4</td>
<td>Project Team</td>
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<tr>
<td>5</td>
<td>Related Experience and References</td>
</tr>
<tr>
<td>6</td>
<td>Proposed Schedule</td>
</tr>
<tr>
<td>7</td>
<td>Additional Information</td>
</tr>
</tbody>
</table>

**Submittal Components:**

A. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:
• A brief statement of the firm’s understanding of the project
• The name, title, phone number, fax number, e-mail address and street address of the person in the firm’s organization who will respond to questions about the submittal
• Highlights of the firm’s qualifications and ability to perform the project services

B. **Firm Profile:** Provide the following information about your firm:

• The firm’s name, e-mail address, business address, phone number and fax number
• Types of services and products offered
• Number of years in business
• Number of employees
• The location of the offices that would provide the project services
• A brief statement of the firm’s background, demonstrating longevity and financial stability

C. **Project Services:** In this section, which is intended to be the heart of the submittal, describe the respondent’s expertise with the methods necessary to perform the project services.

D. **Project Team:** Start the section by introducing the designated project manager. List experience, education and professional registration for each key person that would be assigned to the project. Only submit resumes for individuals that will actually be assigned to the project. Include what percentage of time each person will spend on the project. When a firm has been selected, the College will expect those individuals to be assigned to the project.

E. **Related Experiences and References:** For up to three relevant projects, include a one or two page project description that demonstrates capabilities in the project services, experience with similar cities, and/or local project experience within the past five years. Each project description shall contain name of the project, scope, location, cost, year completed, client name, phone number, point of contact, and roles of Project Manager and key personnel.

F. **Proposed Schedule:** Include a brief schedule for the completion of the project services of your submittal. Include the proposed start and end dates and intermediate delivery dates. Describe your projected resource availability for the anticipated duration of the project.

G. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.
**Evaluation of Submittals and Selection Criteria:**

A. Response to this RFQ will be evaluated in accordance with:

1. **Compliance with Instructions:** The submittal will be evaluated for general compliance with instruction issued in the RFQ. A significant noncompliance with instruction may be grounds for dismissal.

2. **Quality Control:** The submittal will be evaluated on the quality-control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.

3. **Staff Qualifications:** The submittal will be evaluated on the basis of the firm’s demonstration of staff qualifications.

4. **Experience with Similar Projects:** The submittal will be evaluated on the basis of project experience that is a similar nature and complexity.

5. **Schedule and Availability:** The project schedule and resource availability will be evaluated in the choice of a firm, although Kilgore College understands that the actual beginning and completion dates are subject to the “notice to proceed.”

B. Kilgore College will evaluate the submittals and select an engineering firm in two phases:

1. In phase one; the College will evaluate each firm’s experience, technical competence, and capability to perform, the past performance of the firm’s team and members of the team and other appropriate factors submitted by the firm in response to the request for qualifications. In accordance with Title 40 USC, Section 1103, the College will select a minimum of three finalists that demonstrate, in the College’s opinion, the highest degree of technical merit, expertise and RFQ response. Notification of respondent status is anticipated to go out on Friday, May 15, 2020.

2. In phase two, the College will request additional information and an interview with each finalist. The College may invite any finalist to present their proposal during an individual interview. All costs incurred by the respondent in the presentations will be the responsibility of the respondent. Respondents will not be required to submit any engineering or architectural designs as part of the proposal. The proposal will include additional information regarding demonstrated competence and qualification, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the firm to
meet schedules, or other factors as appropriate. Interviews are anticipated to take place during the week of May 26-29, 2020.

C. The College will select the engineering firm that submits the most qualified response that meets the requirements for the College. With that firm, Kilgore College will negotiate the technical aspects of the scope of work, deliverables, schedule and fee. However, if a negotiated agreement cannot be reached, Kilgore College may open negotiations with the firm that demonstrates the next highest degree of technical merit.

Submission Instructions:

Faxed transmittals will not be considered.

Submit one (1) original, clearly marked “Original” and five (5) hard copies of the Statement of Qualifications in a single sealed package. In addition, the firm must submit one (1) digital .PDF copy of the proposal on media suitable for copying and distributing electronically.

Label the outside of the sealed package as follows:

SUBMITTAL FOR RFQ 2020-OP011 FOR ENGINEERING SERVICES AS REQUIRED FOR KILGORE COLLEGE PEDESTRIAN BRIDGE.

Deadline: Submittals must be received at the location stated above no later than 3:00 p.m. on Wednesday, May 6, 2020. Submittals received after the deadline will not be accepted.

Location for Delivery Services: Respondents utilizing delivery services other than USPS should send submittals to: Betsy Hansard, Kilgore College 1100 Broadway, Kilgore, TX 75662.

Presentations: Any and/or all respondents may be invited to make a presentation. If so, Kilgore College will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Submittal Acceptance and Rejection: Kilgore College reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of Kilgore College.

The College reserves the right to retain all responses and to use any ideas included in a response regardless of whether that response is selected. Submission of a response
indicates acceptance by the firm of the conditions contained in this request for qualifications (RFQ), unless clearly and specifically noted in the response and confirmed in the contract between the College and the firm selected.

Each responding firm certifies by submission of their qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency.

Respondents must possess the required professional license(s) to practice in Texas.

**Questions:** Any questions related to the proposal shall be submitted by email to Betsy Hansard, Procurement Services Manager at bhansard@kilgore.edu no later than noon, May 1, 2020.
ATTACHMENT A

STATE OF TEXAS
STATE HIGHWAY DEPARTMENT

PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENT

STATE PROJECT
C-198-1-40

PIE No. 289

PROJECT C-198-1-40
CONTROL CB JOB 40
STA 5+00 (OVERPASS) STA 10+00 E US 259

ACROSS US 259 AT KILGORE JR. COLLEGE
IN KILGORE
GREGG COUNTY

SPECIFICATIONS ADOPTED BY THE STATE HIGHWAY
DEPARTMENT OF TEXAS, JANUARY 2, 1923, AND SPECIAL
LABOR PROVISIONS FOR STATE PROJECTS,
AUGUST 15, 1948. SHALL GOVERN ON THIS PROJECT.

THE CONTRACTOR SHALL PROVIDE AND ERECT
BARRIERS AND MARKING SIGNS IN ACCORDANCE
WITH RP-99-121, 122, 123 AND 154 AS DIRECTED BY
THE ENGINEER.

NO EQUATIONS
LAYOUT SCALE: 1 IN. = 200 FT.

R.C. Request No. 1
Install 2-6" diameter footing for each of the
16" drilled shafts in Bore No. 7 in line of
the 16" drilled shafts, with 3-0" Bell Flanges
as shown on plans by installing two 24"
drilled shafts.
NOTE: West Spiral Ramp shown. Rotate PLAN 180° for detail of East Spiral Ramp.

SHOWING BOTTOM REINFORCEMENT IN PARAPET WALLS AND SLAB REINFORCEMENT

SHOWING TOP REINFORCEMENT IN PARAPET WALLS

TABLE OF RADIUS

<table>
<thead>
<tr>
<th>CI</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>115'</td>
</tr>
<tr>
<td>C2</td>
<td>125'</td>
</tr>
<tr>
<td>C3</td>
<td>135'</td>
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<tr>
<td>C4</td>
<td>145'</td>
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<tr>
<td>C5</td>
<td>155'</td>
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<td>C6</td>
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<td>195'</td>
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<td>CR1</td>
<td>205'</td>
</tr>
<tr>
<td>CR2</td>
<td>215'</td>
</tr>
<tr>
<td>TR1</td>
<td>225'</td>
</tr>
<tr>
<td>TR2</td>
<td>235'</td>
</tr>
</tbody>
</table>

| BARS C-11 | (Provide log for each 60° increment of bar lengths) |
| BARS T-1 & T-12 |
| BARS T-8 & T-9 |
| BARS T-3 & T-4 |
| BARS T-5 |

TEXAS HIGHWAY DEPARTMENT
BRIDGE DIVISION

SPIRAL RAMP

PEDESTRIAN OVERPASS
AT KILGORE JR. COLLEGE

Sheet 2 of 2
UPPER END SPANS
Two 20'-0" panels required (straight)
Two 21'-6" panels required (straight)

CIRCULAR PANELS
8 = 16'-0" x 10'-0" outside panels required for each ramp
4 = 16'-0" x 10'-0" inside panels required for each ramp

GENERAL NOTES:
Pipe for rail shall be plain end standard steel pipe, welded or seamless (ASTM A-53 Specifications)
All open ends of pipe railing to be plugged by welding (water tight) in a circular plate of 4" thickness. The plate to be set back from end 6" to facilitate welding.
All anchorage provisions are considered as parts of the railing.
Rail post shall be set vertically.
All dimensions shown for railing are vertical and horizontal. Railing shall be fabricated to conform to the curvature and grade shown on the Layout and Detail Sheets.
Railing shall be galvanized.

LOWER END SPANS
Two 22'-0" panels required (straight)
Two 29'-6" panels required (straight)
GENERAL NOTES
1. THE COEFFICIENT OF ELASTICITY FOR 3(20°F) CONCRETE BEAMS MUST BE 2.95 TIMES THE TOTAL PRESTRESS DUE TO 2(30°F) CONCRETE BEAMS
2. CONCRETE CLASS IS 1(30°F) CONCRETE BEAMS (5000 PSI) COMPLIANT WITH THE 2(30°F) CONCRETE BEAMS
3. ALL CONCRETE BEAMS SHALL BE TREATED WITH A 0.025% SOLUTION OF BEFORE CONCRETE BEAMIL.
4. CONCRETE BEAMS ARE TO BE TREATED WITH A 0.025% SOLUTION OF BEFORE CONCRETE BEAMIL.
5. CONCRETE BEAMS ARE TO BE TREATED WITH A 0.025% SOLUTION OF BEFORE CONCRETE BEAMIL.
6. CONCRETE BEAMS ARE TO BE TREATED WITH A 0.025% SOLUTION OF BEFORE CONCRETE BEAMIL.

SHOP DRAWINGS FOR
PRESTRESSED CONCRETE BEAMS

HELDENFELS BROTHERS
CORPUS CHRISTI, TEXAS

THD PROJECT C 135-1-40
GREGG CO
NOV 1969
102'-0" PRESTR. CONC. BEAM SPAN PEDESTRIAN OVERPASS
KILGORE JR COL
ATTACHMENT B

PICTURE 1 - NORTH

North U.S. 259
East side U.S. 259 ramp
West side of U.S. 259 ramp
ATTACHMENT C

TYPES AND LIMITS OF INSURANCE

Professional Liability

Insurance with limits of not less than:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit Per Occurrence</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Aggregate Limit</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

Workers’ Compensation

Insurance with statutory limits, and Employer’s Liability Insurance with limits of not less than:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury by Accident (Each Accident)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Bodily Injury by Disease (Each Employee)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Bodily Injury by Disease (Policy Limit)</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

Commercial General Liability

Insurance with limits of not less than:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Products &amp; Completed Operations Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Fire Damage (any one fire)</td>
<td>$50,000</td>
</tr>
<tr>
<td>Medical Expenses (any one person)</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Aggregate limits should apply per project.

Business Automobile Liability

Insurance covering all owned, non-owned or hired automobiles, with limits of at least:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined Single Limit</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

Umbrella/Excess Liability

Insurance with limits of not less than:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Occurrence</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Self-Insured Retention of no more than:</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Coverage should be Excess of the underlying policies and should “follow form”:

Commercial General Liability
Business Automobile Liability
Employers Liability
Upon selection as an Independent Contractor for Kilgore College, the Independent Contractor must be willing to modify the insurance policies listed below to add:

(1) Kilgore College as an Additional Insured

(2) A Waiver of Subrogation in favor of Kilgore College, and

(3) Add endorsement that states the policy will not be canceled until after thirty (30) days' unconditional written notice to Kilgore College.

The policies below must contain the listed endorsements:

- Commercial General Liability – Additional Insured, Waiver of Subrogation, and 30-day Notice of Cancellation.
- Business Automobile Liability – Additional Insured, Waiver of Subrogation, and 30-day Notice of Cancellation.
- Workers’ Compensation / Employers Liability – Waiver of Subrogation and 30-day Notice of Cancellation.
- Professional Liability – 30-day Notice of Cancellation
- Umbrella / Excess – 30-day Notice of Cancellation