



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

REQUEST FOR QUALIFICATIONS

FOR

GENERAL ENGINEERING CONSULTANT SERVICES

RFQ Issue Date	3/7/2024
Deadline for RFQ Questions submitted to the Mobility Authority	3/15/2024 5:00pm local time
Responses by Mobility Authority to RFQ Questions received by deadline	3/22/2024
Deadline for submitting Responses to this RFQ	4/12/2024 2:00pm local time
Interviews (if necessary)	Week of 5/13/2024
Anticipated Award	June 26, 2024 (CTRMA Board Meeting)

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GENERAL ENGINEERING CONSULTANT SERVICES

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1.0 SUMMARY OF REQUEST

This Request for Qualifications (RFQ) by the Central Texas Regional Mobility Authority (Mobility Authority), a regional mobility authority and political subdivision of the State of Texas, is seeking Statement of Qualifications (SOQ) from qualified teams (Proposers) to provide general engineering consulting civil engineering services as a general engineering consultant (GEC).

The Mobility Authority intends to qualify and contract with one firm, for the work as defined in Appendix A, who will operate under the supervision and direction of the Mobility Authority.

The GEC represent the interests of the Mobility Authority throughout all aspects and phases of the Mobility Authority's activities and fully support the Mobility Authority in its dealings with Proposers, other GECs, contractors and suppliers, the engineers and other advisors and consultants, the Mobility Authority's legal and bond counsels and accountants, financial advisors, traffic and revenue advisors, rating agencies and underwriters, governmental entities, landowners, and the public. The Mobility Authority expects the selected Proposer(s) to work cooperatively and collaboratively through all aspects and phases of concept validation, engineering and support services, and construction engineering and inspection services, and in its dealings with contractors, subcontractors, engineers, other GECs, legal counsel, consultants, governmental entities, utilities, businesses, property owners, and the general public.

Each Proposer will consist of a prime firm under direct contract with the Mobility Authority, and subconsultants, if any, contracted to the prime firm providing services as defined by the prime.

No firms are precluded from submitting as primes or subconsultants.

The selected prime firm will be precluded from participating in future alternative delivery projects on the contractor's side while under contract with the Mobility Authority as a GEC. They will also be precluded from participating in procurements for traditional delivery projects, through future requests for qualifications. Subconsultants may or may not be precluded and will be handled on a case-by-case basis.

Certain information is necessary to evaluate each interested Proposer's ability to provide the desired services. As a result, the Proposer shall be requested to submit a response setting forth their qualifications for the anticipated work, and may, at the Mobility Authority's sole discretion, be asked to make an oral presentation. The anticipated work is described herein and shall sometimes be referred to as the "Services" in the context of this RFQ.

Joint Ventures will not be allowed.

2.0 PROJECTS ASSIGNED

As more specifically described in this RFQ, the GEC shall be expected to commit the personnel and resources required to respond promptly and fully to the responsibilities and tasks assigned by the Mobility Authority throughout the term of the Proposer's performance of the services. The GEC shall be expected to represent and forward the interests of the Mobility Authority throughout all aspects and phases of the Mobility Authority's activities and shall, when and as requested by the Mobility Authority, fully support the Mobility Authority in its dealings with other GECs, contractors and suppliers, the engineers and other advisors and consultants, the Mobility Authority's legal and bond counsels and accountants, financial advisors, traffic and revenue advisors, rating agencies and underwriters, governmental entities, landowners, and the public, all in accordance with the highest professional standards. The Mobility Authority will solely be responsible for determining which projects are assigned to a firm.

In no case does the issuance of this RFQ or award to a Proposer guarantee any assigned work or fees.

3.0 SCOPE OF CONSULTANT SERVICES

The services to be provided to the Mobility Authority are the usual broad, expert general civil engineering services provided to multimodal transportation agencies such as the Mobility Authority. Such consulting civil engineering firms must be respected by US turnpike authorities, institutional investors, rating agencies, trustee banks, and investment banks as possessing the multitalented turnpike planning, evaluation, financing, design engineering, electronic tolling, investigatory, negotiation, public relations, socioeconomic, environmental, advisory, and turnpike operational expertise required to manage the planning, development, deployment, maintenance and operations of large turnpike projects. The GEC shall be required to perform all of those duties typically imposed on a general engineering consulting firm serving an indebted turnpike authority under a trust agreement setting forth the terms and conditions for (i) operating the turnpike, (ii) securing the public and/or private debt of the turnpike authority, (iii) facilitating the priorities and sequencing of disbursements of toll revenues inclusive of debt service payments, and (iv) performing other duties prescribed by trust agreement. The GEC will be expected to provide resources capable of performing the general services as described in Appendix A.

It should not be expected that any or all the listed services will be assigned during the term of the resulting agreement with the Proposer (Agreement) but are shown to provide examples of potential services that may be required.

4.0 LENGTH OF CONSULTANT SERVICES AND ASSIGNMENT OF WORK

The Agreement shall provide for a three (3) year term for services, subject to the Mobility Authority's periodic review, approval and satisfaction with the GEC's performance and may be terminated by the Mobility Authority at any time upon a stipulated notice period. The

Agreement may also be extended upon agreement of both parties for up to two (2) additional two (2) year terms. For services assigned before the end of the Agreement period, the work period will be extended to the completion of those services, as determined by the Mobility Authority.

5.0 STATEMENT OF QUALIFICATIONS

Each Proposer should submit a detailed SOQ to this RFQ which shall be referenced to the specific sections of this document as outlined in Attachment A. Each SOQ shall include sufficient information to enable the Mobility Authority to fully evaluate the capabilities of the Proposer and its approach to providing the specified services. Unnecessarily elaborate or voluminous SOQs are neither required nor wanted; the 15-page limit and other requirements shall be enforced. Discussion of the firm's experience which is not germane to the specified services should not be included. Each SOQ should specifically address the issues raised, and provide the information requested in Attachment A. Each SOQ should utilize and follow the order of the headings and subheadings employed under the SOQ Format shown in Attachment A.

6.0 RFQ PROCESS

The procurement process outlined herein is in accordance with federal and state regulations, the Mobility Authority's Policy Code for the procurement of professional services, and all other applicable rules and laws.

6.1 PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will not be held.

6.2 RFQ QUESTIONS/ADDENDA

- i. All questions regarding the RFQ shall be submitted in writing. Informal verbal inquiries are not allowed. Written questions concerning this RFQ must be submitted electronically to:
Mike Sexton, P.E.
Director of Engineering
Central Texas Regional Mobility Authority
2024GECprocurement@ctrma.org
- ii. The deadline for receipt of questions is as noted on the cover page of this RFQ. No questions will be accepted after this deadline.
- iii. Proposers will be responsible for monitoring the Mobility Authority website and the emails from the procurement email address during the procurement period to be made aware of addenda, answers to questions, or other provided direction.

On the form in Appendix D, the Proposer shall acknowledge receipt of all Addenda, if any, listing the Addenda by number(s) and date(s).

- iv. The Mobility Authority anticipates that it will provide responses to questions received before the deadline as noted on the cover page of this RFQ. Responses will be posted on the Mobility Authority website and/or provided via email for the benefit of all potential Proposers.
- v. The Mobility Authority reserves the right to contact the person submitting a question to clarify the question received, if necessary. The Mobility Authority further reserves the right to modify, summarize, or otherwise alter the content of a question to protect the identity of the requestor and to provide responses that the Mobility Authority believes best inform interested parties of potentially relevant information. The Mobility Authority further reserves the right to decline to answer some or all questions.
- vi. The Mobility Authority reserves the right to cancel or amend this RFQ if it is determined to be in the best interest of the Mobility Authority. Each clarification, supplement, or addenda to this RFQ, if any, will be posted on the Mobility Authority website or provided by email. All potential or actual Proposers are responsible for monitoring that website and email for such materials. Proposers are deemed to have notice of, and are required to comply with, any such material posted in accordance with this paragraph.
- vii. The Mobility Authority will not pay or reimburse a Respondent for any expenses incurred by the Respondent in the preparation of this RFQ and its consideration by the Mobility Authority.

6.3 STATEMENT OF QUALIFICATIONS

- a. SOQs must be delivered to the Mobility Authority by the deadline and must meet the following submittal requirements:

Number of electronic copies	One PDF version of the SOQ. The file must be labeled as follows: <2024_GEC>_<Firm Name>.pdf
Emailing/Delivery Address	The SOQ must be emailed to 2024GECprocurement@ctrma.org.

- b. **SOQs will not be accepted by fax.** SOQs must be provided electronically through the procurement email address. SOQs received after the deadline will not be considered. The Mobility Authority reserves the right to request additional

information or clarifications from any Proposer or to allow corrections of errors or omissions.

- c. **Contact.** Proposer shall submit the name of the person to be contacted for any correspondence required by the Mobility Authority. An email address and phone number should be included for the contact person.

7.0 SELECTION PROCESS

7.1 SELECTION COMMITTEE

A Mobility Authority technical review committee will review and analyze the Proposals and make a recommendation to the Board on the ranking of the Proposers, based on the SOQs. The Board will select the most highly qualified Proposer(s) based on demonstrated competence and qualifications.

7.2 REVIEW AND SCORING SOQS

An SOQ will first be reviewed to ensure that the Proposer adhered to the instructions found within this RFQ in preparing and submitting its SOQ. SOQs meeting the mandatory requirements will be evaluated and scored by the selection committee as follows:

Scoring Element	Maximum Score
A. Firm Experience	20%
B. Program Manager Qualifications	30%
C. Support Staff Roles & Qualifications	20%
D. Response to Scenarios	25%
E. Approach to DBE/HUB Utilization	5%
Total	100%

7.3 MOBILITY AUTHORITY RIGHTS TO REJECT

The Mobility Authority reserves the right to reject any and all SOQs at its sole discretion and is not obligated by this RFQ or otherwise to award a contract to any Proposer.

7.4 PROTEST PROCEDURES

- a. A Proposer who is aggrieved in connection with the solicitation described in this RFQ may file a written protest. The protest must be received by the Executive

Director not later than the fifth day after the Mobility Authority's award of the contract. A protest that is not filed within the five-day period may not be considered.

- b. A protest must be filed in writing to: Executive Director, Central Texas Regional Mobility Authority, 3300 N IH-35, Suite 300, Austin, Texas 78705. The time and date of filing the protest is determined by the file stamp affixed by the Mobility Authority upon receipt.
- c. Each protest must include (a) the name and address of the protesting party, (b) a statement of the grounds for the protest, (c) and all documentation supporting the protest.
- d. The Executive Director will issue a written decision to the protesting party within a reasonable time after receipt of a properly prepared written protest. Subject to all applicable laws governing the Mobility Authority, the decision of the Executive Director shall be final.

8.0 INTERVIEWS

Some or all of the firms being considered for the project may, at the sole discretion of the Mobility Authority, be required to appear for interviews. The interviews, if required, shall be conducted so as to solicit information to enable the Mobility Authority to evaluate the capability of the applicable Proposers to provide the desired services. Any such interviews may be significant to the selection of the GEC for the services. If the Mobility Authority notifies a Proposer that an interview is required, the Mobility Authority shall inform that Proposer of the schedule, order and procedure for the interview, including its content, time limits, identity of the presenters, and use of handouts and visual aids. The Mobility Authority may voice record and/or video any interviews. The interviews, if any, shall be scored by the technical review committee. If held, the interviews are anticipated to be held during the week of May 13, 2024. If interviews are used, the final scoring will be weighted utilizing 50% RFQ responses and 50% interviews. If the Proposer must change Key Personnel between selection of the proposal and interviews, the Mobility Authority may deem the Proposer non-responsive, if the Authority determines the substituted staff is not acceptable.

9.0 NEGOTIATIONS

Upon conclusion of the selection process, the Mobility Authority shall attempt to negotiate the Agreement with the selected provider of the required services at a fair and reasonable price. The Mobility Authority will determine assignments at its sole discretion. If Key Personnel are no longer available after selection and during negotiations, the Mobility Authority may, if the Mobility Authority determines the substitute staff is not acceptable, at its sole discretion, formally end negotiations with that Proposer, and select the next most

highly qualified Proposer to negotiate a contract. The selected firm will be required to provide a DBE/HUB Plan, identifying DBE/HUB subconsultants as a condition of contract award. If a satisfactory contract cannot be negotiated with one of the provider(s) of the required services, the Mobility Authority shall formally end negotiations with that Proposer, select the next most highly qualified Proposer, and attempt to negotiate a contract with that Proposer at a fair and reasonable price in the sole judgment of the Mobility Authority. The Mobility Authority shall continue the foregoing process until the Agreement is executed or the process is terminated. The timeframe for negotiation will be at the sole discretion of the Mobility Authority.

10.0 MISCELLANEOUS

10.1 OPEN RECORDS

All SOQs submitted to the Mobility Authority become the property of the Mobility Authority and are subject to the Public Information Act (Texas Government Code Chapter 552). The Proposers should familiarize themselves with the provisions of that Act. In no event shall the Mobility Authority, or any of its agents, representatives, consultants, directors, officers, or employees, be liable to a Proposer for the disclosure of all or any portion of a SOQ submitted pursuant to this RFQ. If the Mobility Authority receives a request for public disclosure of all or any portion of a SOQ, the Mobility Authority will use reasonable efforts to notify the applicable Proposer of the request and give such Proposer an opportunity to assert, in writing, a claimed exception under the Public Information Act or other applicable law within the time period specified in the Mobility Authority's notice and allowed under the Act. Provided that the Mobility Authority receives the Proposer's written assertions for the exception of identified materials within the time period specified in the Mobility Authority's notice, the Mobility Authority will forward those assertions to the Office of the Attorney General with the Mobility Authority's request for determination of the matter. If a Proposer has special concerns about information which it desires to make available to the Mobility Authority but which it believes constitutes a trade secret, proprietary information or other information excepted from disclosure, such Proposer should specifically and conspicuously designate that information as such in its SOQ.

10.2 RIGHTS RESERVED BY THE MOBILITY AUTHORITY

The Mobility Authority reserves the rights concerning this RFQ to:

1. Modify, withdraw, or cancel this RFQ in whole or in part at any time prior to the execution of the contract by the Mobility Authority, without incurring any costs, obligations, or liabilities.
2. Issue a new RFQ or RFP after the withdrawal of this RFQ.
3. Accept or reject all submittals, responses, and Proposals received at any time.

4. Modify dates set or projected in this RFQ.
5. Terminate evaluations of Proposals received at any time.
6. Require confirmation of information furnished by a Respondent, require additional information from a Respondent concerning its Proposal, and require additional evidence of qualifications to perform the work described in this RFQ.
7. Seek or obtain data from any source that can improve the understanding and evaluation of the responses to this RFQ.
8. Waive any weaknesses, informalities, irregularities, or omissions in a Proposal, permit corrections, and seek and receive clarifications to a Proposal.
9. Issue addenda, supplements, and modifications to this RFQ.
10. Disqualify any Respondent that changes its Proposal without Mobility Authority approval.
11. Modify the RFQ Process (with appropriate notice to Respondents).
12. Approve or disapprove changes to the Respondent teams.
13. Revise and modify, at any time before the Proposal deadline, the factors it will consider in evaluating Proposals and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the Mobility Authority shall circulate an addendum to all Respondents setting forth the changes to the evaluation criteria or methodology. The Mobility Authority may extend the Proposal deadline if such changes are deemed by Mobility Authority, in its sole discretion, to be material and substantive.
14. Hold meetings, conduct discussions, and communicate with one or more of the Respondents responding to this RFQ to seek an improved understanding and evaluation of the Proposals.
15. Add or delete work to/from the Scope of Work.
16. Negotiate with one or more Respondents concerning its Proposal and/or the contract.
17. Suspend and/or terminate negotiations at any time, elect not to commence negotiations with any responding Respondent, and engage in negotiations with other than the highest-ranked Respondent.
18. Retain ownership of all materials submitted in hard-copy and/or electronic format.
19. Exercise any other right reserved or afforded to the Mobility Authority under this RFQ.

This RFQ does not commit the Mobility Authority to enter a contract or proceed with the procurement described herein. The Mobility Authority assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs

incurred or alleged to have been incurred by parties responding to this RFQ. All such costs shall be borne solely by the Respondent, and Proposals received become the property of the Mobility Authority. In no event shall the Mobility Authority be bound by, or liable for, any obligations concerning the procurement until such time (if at all) as a contract, in form and substance satisfactory to the Mobility Authority, has been authorized and executed by the Mobility Authority and then, only to the extent set forth herein. The Mobility Authority makes no representation that the contract will be awarded based on the requirements of this RFQ. Respondents are advised that the Mobility Authority may modify the procurement documents at any time.

10.3 PROPOSER'S ACKNOWLEDGEMENT

By submitting an SOQ to this RFQ, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFQ, and that the Proposer has asked questions and received satisfactory answers from the Mobility Authority regarding any provisions of this RFQ regarding which the Proposer desired clarification.

11.0 ANTI-LOBBYING PROHIBITION

Except as authorized under this RFQ with respect to questions and clarifications concerning this RFQ, starting on the date of issuance of this RFQ, and ending on the date the Authority has executed a contract with the Proposer selected under this RFQ, a prospective or actual Proposer may not directly or indirectly contact a member of the Mobility Authority's Board of Directors (the Board), its employees, consultants, or contractors performing work for the Mobility Authority concerning the subject matter of this RFQ. Violation of this restriction is grounds for disqualification from consideration. Any contact with the Mobility Authority is to solely be via the procurement email address.

ATTACHMENT A - STATEMENT OF QUALIFICATIONS REQUIREMENTS

All SOQs must be responsive to the general format and guidelines outlined within this RFQ. A responsive SOQ is one that follows the general guidelines of this RFQ, includes all documentation requested, is submitted following the general format outlined herein, displays sound justification for recommendations, is submitted by the deadline, and has the appropriate signatures as may be required. Failure to comply may result in the SOQ being deemed non-responsive.

- 1.0 The definition of a page as it relates specifically to this RFQ is standard letter size paper (8.5" x 11" format with 1-inch margins), single-sided where the minimum type or font size for text shall be Arial, 11-point (Arial Narrow may not be used). Charts and exhibits may utilize single-sided 11"x17" format. Pages utilizing 11"x17" format will count as two pages. Font size on graphics may be 10-point. Any variation in the font type and size required may result in the SOQ being deemed non-responsive.
- 2.0 The SOQ shall be submitted electronically to 2024GECprocurement@ctrma.org. The electronic SOQ shall be in portable document format (PDF) with the ability to print to meet the specifications of section 1.0 above. Covers are at the discretion of the Proposer.
- 3.0 The SOQ files shall be limited to 25 MB in order to be received by the procurement email address. The Mobility Authority will acknowledge receipt of the SOQ by email response.
- 4.0 The SOQ shall be limited to 15 pages, including typed text, graphics, charts and photographs. The page count does not include:
 - a) Cover letter.
 - b) Front and back cover and section dividers. Note, section dividers may not have any information on them, other than the name and/or number of the applicable section.
 - c) Proposed team's organization chart.
 - d) Resumes (not more than one page in length per person, except Key Personnel which may be up to two pages in length), which shall be part of an appendix.
 - e) Anything which is to be included in the appendix does not count towards the 15-page limit.
- 5.0 All information must be assembled and indexed in the order indicated in this Attachment A, together with appendices referenced herein.
 - i. Cover Letter
 - ii. Firm Experience
 - iii. Project Manager Qualifications
 - iv. Support Staff Roles & Qualifications

- v. Response to Scenarios
- vi. Approach to DBE/HUB Participation
- vii. Appendix
 - 1) DBE/HUB Certification
 - 2) Acknowledgement Form
 - 3) Conflict of Interest Disclosure Statement
 - 4) Resumes
 - 5) References

6.0 SOQs submitted in response to this RFQ that fail to follow any of the above, may be grounds, as determined by the Mobility Authority, to be deemed non-responsive.

7.0 SOQ FORMAT

a) COVER LETTER

The Proposer shall provide a one-page cover letter addressed to Mike Sexton, Director of Engineering, Central Texas Regional Mobility Authority. The cover letter shall include the Proposer's company name and single point of contact for notifications related to the procurement including a valid phone number, email address, and mailing address.

b) FIRM EXPERIENCE:

The Proposer shall provide a listing of relevant projects and/or services (Assignments) that should demonstrate the Proposer's experience in performing similar Assignments as a prime provider to those being requested by the Mobility Authority. Examples must meet the following criteria:

- Proposer shall list a minimum of three relevant examples
- Assignments shall have started no earlier than 2008
- At a minimum, two of the examples must be 50% through the original contract length

Through these Assignments, the Proposer should demonstrate the Proposer's experience with the following responsibilities:

- Overall programmatic GEC services
- Providing certifications, issuing reports, providing evaluations and otherwise performing services similar to those required for trust agreements
- Managing and coordinating services typically required to develop tolled and non-tolled projects
- Working with transportation agencies and other governmental bodies operating in this region and/or with which the Mobility Authority would

regularly work with or interact, including TxDOT, the Federal Highway Administration (FHWA), the Texas Commission on Environmental Quality, the United States Corps of Engineers, municipalities, Williamson County and Travis County, or toll agencies around the United States

- Providing depth of services to meet agency needs.

The description of the Assignments should include enough detail for reviewers to understand the scope, complexity and specific work performed by the Proposer and how that experience is relevant to the Mobility Authority.

At a minimum, the Proposer should state:

- Firm's role in the contract was as a prime
- Start and end dates for the overall contract
- Start and end dates for the Proposer's involvement
- Proposed Key Personnel involved in these contracts, if any, as well as their individual roles in each.

c) PROGRAM MANAGER QUALIFICATIONS

The Proposer shall identify and provide detailed relevant information regarding the Program Manager's qualifications in managing the relevant elements of each work assignment. The Proposer should discuss their ability to manage budgets, schedule, staffing and communications with their client. SOQ requirements for the Program Manager are described below.

d) SUPPORT STAFF ROLES & QUALIFICATIONS

i. Key Personnel and Other Staffing Requirements

The Proposer shall identify and provide detailed relevant information regarding the Key Personnel and other staff it intends to assign to the services for the duration of the Agreement. The Agreement will restrict the ability of the Proposer to substitute individuals for the Key Personnel as defined by this RFQ without the Mobility Authority's express written approval. The Proposer should discuss what steps it intends to take to enhance continuity in Key Personnel positions.

Any Assignments referenced should have been completed within the last ten years.

The following are Key Personnel positions:

1. Program Manager
2. Deputy Program Manager
3. Design Manager

4. Construction Manager
5. Public Involvement Manager
6. IT/Tolling/Innovation Manager

At a minimum, the support staff shall include the following personnel:

1. Planner
2. Traffic Modeler
3. Scheduler
4. Procurement Manager
5. Environmental Manager
6. Asset Manager
7. O&M Manager
8. Programmatic Manager
9. Corridor Support (3)
10. Construction Oversight Support
11. Communications/Public Involvement Support (2)
12. IT/Tolling Support
13. TMC Support
14. Document Management Specialist
15. Administrative Support

See Appendix B for details of each position.

Resumes of all individuals identified in the SOQ should be included in an appendix and limited to one page per person, except Key Personnel resumes, which may be up to two pages each. Assignments provided for individuals shall have started no earlier than 2008.

By submitting an SOQ, the Proposer unconditionally authorizes the Mobility Authority to contact and confer with the indicated client contact(s) and other current or past employees of that client. Input received from the Proposer's previous clients during these contacts and conferences may be considered as part of the scoring element of the selection process.

The Proposer shall provide a statement of commitment to the proposed staffing plan.

Note that Key Personnel may or may not be 100% dedicated to the Mobility Authority, and the need for them will vary based on actual need of the Mobility Authority.

ii. Subconsultants

The Proposer should address the necessity of using subconsultant services

in meeting its obligations under the Agreement. Where subconsultant services are proposed, the information specified in these sections should also be furnished for the subconsultant firm(s). Subconsultants may not fill the Key Personnel role of Program Manager on this solicitation.

Resumes must include start and end dates for each overall project, as well as start and end dates for the individual staff member's involvement.

iii. Organization Chart

The Proposer shall provide an organization chart which clearly illustrates the key elements of the organizational structure proposed to accomplish the managerial, technical, and administrative services required. Key Personnel shall be identified in the organization chart. Staff providing support should be indicated on the organization chart and available to perform the work but are not considered Key Personnel.

Proposers shall provide staffing capabilities of the firm, including breakdown of staff and availability in Central Texas.

iv. Conflicts of Interest

Proposers must disclose any conflicts or potential conflicts of interest to comply with the Conflict of Interest disclosures policies adopted by the Mobility Authority Board of Directors and utilize the form found in Appendix E. Proposers must fill out this form and submit it with their SOQ in an appendix.

Instructions for completing the Conflict of Interest Disclosure Statement Form:

- 1 The prime firm shall submit this form on behalf of its entire Respondent team (including individuals and subconsultant firms).
- 2 Submit a separate form for each potential conflict of interest.
- 3 In Section I of the Disclosure Statement Form, describe the business relationship which could result in a conflict of interest.
- 4 In Section II of this Disclosure Statement Form, provide the Respondent's proposed management plan for dealing with the potential conflicts of interest described in Section I.
- 5 If no potential conflicts of interest exist, write "N/A" in both sections before signing the form.
- 6 Additional pages may be attached to this form if needed to complete Section 1 and/or Section 2.

v. References

Proposers shall provide reference contact information (client and project/program manager) for the most recent three (3) contracts for both

the firm and the proposed program manager.

e) RESPONSE TO SCENARIOS

Provide your approach to the following hypothetical project scenarios:

Scenario 1:

The Mobility Authority consists of multiple departments including Engineering, Toll Operations, Communications, Finance, etc. You are provided conflicting directions from two different departments regarding some tasks and budget. Describe the steps you would take to handle the situation.

Scenario 2:

The Mobility Authority regularly hires outside consultants and contractors to perform a variety of tasks for the agency to support the agency's missions and goals, including tolling projects. As the general engineering consultant for the agency, you could be tasked with coordinating and managing the work of more than one outside consultant or contractor. If the outside consultants and/or contractors cannot agree on a solution to a problem, describe the steps you would take to address the situation.

Scenario 3:

As our GEC you will have a team of subconsultants in support of your company and outside consultants hired by the agency performing project development tasks for projects. If a member of your GEC team or a member of an outside consultant team is not performing to the level expected by the Mobility Authority, describe your process in managing that situation?

Scenario 4:

You've been assigned the role to oversee the development of a schematic/environmental document for a large project (>\$250,000,000) being performed by an outside consultant that is directly contracted to the Mobility Authority. Describe your methods of managing this work and areas that you find most critical to the success of the project's development.

f) APPROACH TO DBE/HUB PARTICIPATION

The Mobility Authority is dedicated to its participation in the DBE/HUB program. To help foster the growth of the DBE/HUB program, the Mobility Authority has established the DBE/HUB participation goal of 15% for the Agreement, however the Mobility Authority will review and adjust the goal for each work authorization based on specific project assignments. The SOQ must include a statement reflecting the Proposer's commitment to comply with the proposed DBE/HUB goal for the Agreement and should identify any innovative approaches or unique outreach used successfully by the Proposer to encourage DBE/HUB participation.

Additionally, the SOQ should include evidence of compliance with assigned DBE/HUB subcontracting goals or evidence of a good faith efforts to meet the assigned goal, consistent with the requirements set forth in this section and Appendix C.

Unless otherwise specified in Appendix C, all SOQs shall be in compliance with the Mobility Authority DBE Policy Statement (§ 401.097) which may be reviewed at:
<https://www.mobilityauthority.com/about/policy-disclaimers/code>

Each Proposer shall also include, as an appendix, a signed statement that it has read, understands, and will comply with the policy utilizing the form provided in Appendix C.

**APPENDIX A
GENERAL SCOPE OF SERVICES**

The following describes the general scope of consultant services that may be requested to be provided. It is the intent of the Mobility Authority to enter into a Master Services Agreement similar in form and content to the draft master services agreement in Appendix F and negotiate a Work Authorization type agreement with a specific scope of services and associated fee for each project assignment.

The services to be provided to the Mobility Authority are the usual broad, expert general civil engineering and general professional services provided to multimodal transportation agencies such as the Mobility Authority. The general elements of work that will be required by the Mobility Authority are shown below.

1. Program Management

The GEC shall furnish a Program Manager, Deputy Program Manager, and project managers to provide overall management of assigned projects through all stages of development beginning with the feasibility stage through construction of the project. The Program Manager will manage all activities assigned to the GEC and coordinate their activities with the staff of the Mobility Authority. The Program Manager will be responsible for ensuring the GEC services are provided on time, on schedule and meet quality standards. This Key Personnel position must be able to convert technical information to understandable public messaging. The Program Manager must coordinate projects through all departments of the Mobility Authority, and ensure all aspects of project are properly documented and managed by their staff.

2. Preparation or Management of Preliminary/Feasibility Project Details

GEC services shall be inclusive of all services required to identify potential routes to the extent necessary to estimate and evaluate the cost, environmental impacts and technical feasibility of alternate routes. The projects may consist of new location or expansion of existing facilities including managed lanes projects.

Fiscal feasibility analyses of the potential of financing from capital created by the issuance of turnpike revenue bonds or other sources will be conducted jointly among the Mobility Authority, the GEC, the traffic and revenue engineers, financial advisors, general counselors, bond counselors, and investment bankers separately retained by the Mobility Authority. Indications of potential revenue bond financing feasibility can lead to more intensive services being required of the GEC and will be tailored to fit each turnpike prospect.

3. Preparation or Management of Environmental Documents

For all projects the GEC may produce the Environmental Documents necessary for environmental clearance based on NEPA requirements. For larger projects, the GEC in coordination with The Mobility Authority staff may procure, manage and monitor a third-party consultant who will perform the services required to obtain environmental clearance for the project. The GEC will be expected to provide oversight services for all required disciplines. The GEC will be responsible for ensuring compliance with all applicable regulations, permitting requirements, and be capable of preparing risk assessments of various alternatives.

4. Preparation or Management of PS&E Documents

For smaller projects the GEC may prepare PS&E Documents necessary for the bidding and construction of projects ranging from roadway to small structures required for the Mobility Authority to perform its operations and maintenance activities. For larger projects, the GEC in coordination with the Mobility Authority staff will procure, manage and monitor a third party who will be responsible for designing and bidding the project if it is to be delivered in a traditional design/bid/build method. The GEC will be expected to provide oversight services for all technical services required to design the complete project.

The projects may be delivered using the design/build or public/private/partnership method in which case the GEC will actively manage the procurement activities.

The GEC will need to ensure compliance with TxDOT's LGPP requirements, the Texas Administrative Code and other applicable State and Federal regulations.

5. Procurement Services

The GEC will assist the Mobility Authority in the procurement of a variety of contractors including Design/Build, 3P, Design, Environmental, Construction, CE&I, Geotechnical, Surveying, Maintenance and other professional services as required. All contracts will be procured in conformance with The Mobility Authority's Procurement Policy. The GEC will need to be able to provide a team that is capable of actively managing the entire procurement process, and ensure that the Mobility Authority is managing the risk register appropriately.

6. Tolling & ITS System Services

The GEC should be knowledgeable of All Electronic Tolling (AET) and dynamically priced tolling systems, including toll system and communication infrastructure requirements. Their toll systems capability should include design, maintenance requirements, integration oversight and testing.

The GEC should be knowledgeable of Traffic Management Centers and ITS systems and communication infrastructure including traffic detection, CCTV and DMS. Their ITS capability should include design, maintenance requirements, integration oversight and testing.

7. Public Involvement Services

Proposer's primary responsibility will be the oversight and implementation of robust and proactive community outreach as well as other communication initiatives. They will be a strategic, forward-thinking partner, immersed in all Mobility Authority projects and programs, accountable to success metrics, working for and with the Communications Department and be able to fully collaborate with other communications consultants. Specific roles are shown below.

During the environmental phase, the GEC will provide oversight and implementation of public involvement activities per NEPA requirements and Mobility Authority standards for an elevated and unique commitment to community outreach and informed consent building.

During the Construction phase, the GEC will provide oversight and implementation of construction communications as directed by the Communications Department, including a robust Good Neighbor program.

During the Open-to-Tolling and Operations phase, the GEC will assist the Communications Department with payment marketing, maintenance outreach and any other need specific to the assigned corridor.

The GEC will also support the Communications Department with public involvement, outreach and other communication services including but not limited to agency branding, marketing, graphic design, website development and management, social media, communication tool creation and management, copy creation and management, and industry relations.

8. Scheduling Services

The GEC will provide scheduling services for both specific projects as well as a programmatic master schedule, consisting of multiple projects using all available

scheduling resources ranging from spreadsheets to P6. The GEC should be able to utilize schedules in the actual management and oversight of projects. Oversight will include the independent verification of contractor schedule including development of early indicators of potential schedule slippage. Schedules will include all aspects of total project including T&R, ROW, utilities and finance. The GEC should provide improvements for the scheduling system utilized by the Mobility Authority.

9. Toll & Traffic Operations Services

The GEC should be knowledgeable in regard to revenue collection including; AVI processing and reconciliation, interoperability, back office processing, video billing, violation processing, enforcement, collections and call center operations.

The GEC should be knowledgeable in the operations of Traffic Management Centers and ITS including incident detection and response, dispatch, tracking, incident clearance and reporting.

The GEC should be knowledgeable of Traffic Management Centers and ITS systems and communication infrastructure including traffic detection, CCTV and DMS. Their ITS capability should include design, integration and testing.

The GEC should also be capable of performing all standard traffic performance and capacity models including simulation models. They should be experienced in presenting results in both tabular and visual format to technical and lay audiences.

The GEC should be capable of analyzing large amounts of data to look for trends, groupings, or other relationships between different types of data. The GEC should also be capable of visualizing that data to support interpretation and decision-making.

10. CE&I Services

For smaller projects, the GEC may provide complete CE&I services. For larger projects, the GEC in coordination with Mobility Authority staff may procure, manage and monitor a third party who will be responsible for some or all of the CE&I services. The GEC will be responsible for any coordination required between the CE&I contractor and the design contractor. The GEC will be required to provide auditing capabilities to verify contractor compliance, as well as CE&I compliance with the applicable contractual requirements.

11. Renewal/Replacement Maintenance Support Services

The GEC shall assist in a systematic management process to plan and budget for known cyclic repair and replacement requirements that extend the life and retain usable condition of facilities and systems that are not normally contained in the annual operating budget.

The GEC shall be knowledgeable with the design of plans, specifications, competitive bidding and the required oversight to accomplish major maintenance projects.

12. Maintenance Oversight Services

The GEC should be knowledgeable of maintenance operation support and oversight for all maintenance operations programs including but not limited to maintenance of roads, bridges and drainage systems, facility maintenance, vegetation management, emergency operations such as, snow and de-icing efforts.

The GEC shall be knowledgeable with the design of plans, specifications, competitive bidding and the required oversight to accomplish routine maintenance.

13. Utility Coordination Services

The GEC will provide a Utility Coordination Manager who will assist the Mobility Authority in the relocation of utilities required by construction of its projects and review of utility permits submitted by utility owners. Services may include identification of utilities to be relocated from existing records, procurement and oversight of SUE contractors, procurement and oversight of specialty utility design consultants and preparation and negotiation of utility agreements with affected utility owners.

14. ROW Services

The GEC will provide a ROW Manager who will assist the Mobility Authority in the procurement of ROW services by a third-party contractor and will assist the Mobility Authority staff in the management, coordination with other project team members and the oversight of the ROW contractor. The GEC may provide full ROW services on small or special projects. All ROW will be acquired and any relocations made according to TxDOT and FHWA standards.

15. Programmatic Services

The GEC may provide programmatic services which include coordination, monitoring and providing input to the MPO and TxDOT planning activities including the UTP, TIP and other long-range planning including financial considerations and limitations.

16. Administrative Support Services

The GEC may provide administrative support on an as need basis to the various departments of the Mobility Authority which consist of Engineering, Finance, Operations, ITS/Tolling, Communications, Legal and IT.

17. Asset Management Services

The GEC may provide support services regarding inspecting, inventorying and reporting on the condition and status of the Mobility Authority's assets as required by the Government Accounting Standards Board or the Mobility Authority's policy. The GEC will be integrally involved in the implementation, operation, and management of an asset management system, and provide recommendations and expertise to the Mobility Authority.

18. Contract/LGPP Support Services

The GEC may provide support services regarding tracking and reporting the various requirements that the Mobility Authority is required to meet from agreements such as Bond Covenants, Loan Agreements and TxDOT LGPP requirements. The GEC will provide services to ensure that reimbursement from other agencies is maintained at all times.

APPENDIX B
KEY PERSONNEL AND OTHER STAFF REQUIREMENTS

The following describes the minimum requirements for the personnel required to support the Mobility Authority in the execution of the scope of consultant services that the Team may be requested to provide. The Program Manager must be authorized by the Proposer to provide the remaining support staff as dictated by the needs of the Mobility Authority.

Program Manager (1) - the Program Manager will be the primary contact point, be dedicated 100% to the Mobility Authority and located in the Mobility Authority's office. The following are minimums:

- The Program Manager must be employed by the prime firm
- Professional Engineer (licensed in Texas or the ability to obtain license within six months) with a minimum of ten years of experience in program management
- Management, organizational, communication and coordination skills should be excellent
- Should be able to present technical material in an understandable way to both technical and lay audiences
- Should be capable of coordinating various efforts across departments of the Mobility Authority, and assist with “big picture” initiatives, while maintaining direct oversight of assignments

- Should be capable of directing multiple staff across various assignments while maintaining schedules, budgets, and objectives
- Should be capable of providing innovations to the Mobility Authority’s programs and projects
- Experience on projects with local, State and Federal funding
- LGPP certification preferred

Deputy Program Manager (1) - the following are minimums:

- The Deputy Program Manager shall provide the same services as the Program Manager
- Should be capable of running the program in the absence of the Program Manager
- This position may also be providing a dual role in filling a different Key Personnel position
- LGPP certification preferred

Design Manager (1) - the following are minimums:

- Strong design management experience with excellent technical skills
- Local, State and Federal project funding experience
- Excellent schematic development skills

- Excellent PS&E development skills across small to large design projects
- Excellent plan review skills (QA/QC)
- Understanding of design impacts on constructability and maintenance
- At least one should have experience with Design/Build project delivery
- Extensive experience with TxDOT plan development requirements
- LGPP certification preferred
- Minimum of 10 years of experience in transportation
- Licensed professional engineer in the state of Texas
- Should be capable of handling the day-to-day decisions, and management of variety of project sizes and types

Construction Manager (1) - the following are minimums (note different design managers can be combined to provide a total skill set outlined below):

- Extensive construction management experience overseeing contractors directly, as well as managing a Construction Engineering & Inspection consultants
- Extensive structural experience required
- Extensive roadway experience required
- Ability to understand, and provide guidance on field changes
- Understanding of critical environmental responsibilities in the region
- Extensive constructability review of plan sets
- Minimum of 10 years of experience in transportation
- LGPP certification preferred

Public Involvement Manager (1) – the following are minimums:

- Should be capable of providing a very robust public outreach process in accordance with NEPA requirements during the environmental process
- Experience working in a team environment with the client, other consultants, and specific marketing groups
- Provide oversight and implementation of robust and proactive community outreach as well as other communication initiatives
- Should be a strategic, forward-thinking partner, immersed in all CTRMA projects and programs and accountable to success metrics

IT/Tolling/Innovation Manager (1) – the following are minimums:

- Extensive industry experience in developing toll operations systems
- Extensive industry experience in developing managed lanes systems
- Extensive experience in coordinating programs and projects as well as providing program and project oversight

- Ability to develop and coordinate signing and pricing systems for a tolling agency
- Experience in toll system installation, toll system maintenance, ITS, roadway maintenance, traffic & incident management, backoffice systems, and revenue collection and enforcement.

Planner (1) - the following are minimums:

- Must have experience in developing feasibility studies for potential new projects, across a variety of modes of operation, including roadways and transit
- Assist in development of The Mobility Authority's 5-year and 10-year plans for future projects
- Extensive knowledge of the mechanisms of CAMPO, TIP, STIP, UTP, and other planning tools is required
- Understanding of funding sources from different agencies is required

Traffic Modeler (1) – the following are minimums:

- Capable of preparing, modeling, and analyzing traffic operations models of existing and proposed facilities, and make modifications to improve those facilities
- Capable of reviewing or coordinating the review of traffic and revenue studies generated by a separate consultant
- Ability to apply current software used by industry to develop these models
- Understanding of CAMPO demographic modeling system, a plus

Scheduler (1) – the following are minimums:

- Should be a CPM scheduling expert in Primavera or similar software
- Should not only be able to produce detailed resource loaded schedules but also review and critique schedules prepared by others
- Should be able to provide initial review of the schedule but also monthly review of progress and payment
- Ability to provide programmatic schedule development

Procurement Manager (1) – the following are minimums:

- Ability to lead or support the procurement of a variety of project types including:
 - Professional service contracts, including understanding to maintain compliance
 - Service contracts, for non-professional procurements
 - Construction contracts, through a traditional design-bid-build style contract
 - Design-Build procurements

- Extensive experience in providing oversight and guidance, including industry best practices, in our procurement of the services listed above, including compliance with all applicable local, State and Federal laws

Environmental Manager (1) – the following are minimums:

- Experienced preparing all levels of environmental documents with particular knowledge of public involvement with sensitive environmental issues under TxDOT oversight
- Extensive expertise in the NEPA process
- Ability to prepare documents in house
- Coordinate the preparation by a third party consultant
- Familiarity with applicable State and Federal agency requirements
- Ability to prepare for and present open houses, including all required setup and management of the tasks

Asset Manager (1) – the following are minimums:

- Experience in implementing an asset management program
- Experience in coordinating efforts for a Performance Based Maintenance Contract, and integration into an asset management program
- Extensive experience in managing a transportation agency’s assets
- Ability to coordinate with various agencies, and other departments within an agency to determine ownership, longevity of assets, and development of R&R programs

O&M Manager (1) – the following are minimums:

- Minimum of 10 years of experience in roadway maintenance or construction
- Experience in coordinating and overseeing routine and capital maintenance and operations programs of a highway agency
- Ability to coordinate with agency staff, maintenance contractors and partner agencies to accomplish routine maintenance, capital maintenance and emergency operations

Programmatic Manager (1) – the following are minimums:

- Experience in coordinating programmatic efforts between multiple departments in an agency on tasks/document updates like Capital Plan
- Ability to coordinate with various agencies, like MPO and TxDOT, on planning activities including UTP, TIP and other long-range planning

**APPENDIX C
HISTORICALLY UNDERUTILIZED BUSINESS (HUB) /
DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION**

HUB/DBE REQUIREMENTS

The goals for participation by HUB/DBEs has been established by the Mobility Authority for future projects to be assigned:

Project	Professional Services HUB or DBE Goal
Project to be assigned	15%

DBE Certification

By signing the SOQ, the Proposer certifies that the above HUB/DBE goal will be met in the Agreement by obtaining commitments equal to or exceeding the HUB/DBE percentage or that the Proposer will provide a good faith effort to substantiate the attempt to meet the goal.

Name

Title

Company

Date

APPENDIX D
ACKNOWLEDGEMENT FORM

The undersigned Proposer acknowledges receipt of the RFQ, and all addenda. The Proposer must acknowledge this below by listing each addendum by number, then sign and date this form. It is the responsibility of the Proposer to monitor the Mobility Authority website and the emails from the procurement email address throughout the procurement for information regarding this RFQ.

“I have received and read the Statement of Qualifications for the following:
RFQ _____ and Addendum # _____.”
(write in each addendum by number)

By signing the SOQ, the Proposer certifies they have read the entire RFQ and all addenda. Failure to acknowledge all addenda posted may result in the SOQ being considered non-responsive.

Name of Prime Provider’s Program Manager [Printed]

Prime Provider’s Program Manager [Signature]

[Company]

[Date]

APPENDIX E
CONFLICT OF INTEREST DISCLOSURE STATEMENT

This Disclosure Statement identifies potential conflicts of interest that may exist because of a previous (within the last 12 months) or current business relationship (a “business relationship”) between:

- (1) the undersigned Respondent (including each individual, firm, or other business entity that is a member of a Respondent team) to the proposal for a contract to provide general engineering consultant (GEC) services, and
- (2) a person or firm listed on “Key Personnel and Firms” of the Mobility Authority, available at the Mobility Authority website (<https://www.mobilityauthority.com/about/policy-disclaimers/keyfirms>)

Section I of this Disclosure Statement Form describes a business relationship which could result in a conflict of interest. Section II of this Disclosure Statement Form describes the undersigned’s proposed management plan for dealing with any potential conflict of interest identified by Section I of this form. Additional pages may be attached to this form if needed to complete Sections I and II.

This Disclosure Statement is submitted to comply with the Central Texas Regional Mobility Authority’s Conflict of Interest Policy for Consultants. The undersigned acknowledges that approval of the proposed management plan is within the sole discretion of the Central Texas Regional Mobility Authority.

SECTION I. Description of Potential Conflicts of Interest.

For each business relationship state: (A) the Respondent (and if the Respondent is a team, the name of any individual, firm, or business entity that is a part of Respondent’s team) and the person or firm listed as “Key Personnel and Firms” of the Mobility Authority with whom there is a business relationship; and (B) the nature of that business relationship; its current status; and the date of termination or expected termination of the business relationship.

SECTION II. Management Plan for Dealing with Potential Conflicts of Interest.

For each potential conflict of interest listed in Section I, please propose a management plan to address any potential conflict of interest.

SIGNED: _____ DATE: _____

NAME AND TITLE: _____

REPRESENTING: _____

APPROVED BY THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY:

SIGNED: _____ DATE: _____

NAME AND TITLE: _____