

## JIM WELLS COUNTY, TEXAS

### REQUEST FOR QUALIFICATIONS (RFQ)

Engineering Services – USDA Rural Business Development Grant (RBDG)

Jim Wells County, Texas

Jim Wells County is seeking qualified engineering firms to provide professional engineering services in support of a project funded through the USDA Rural Business Development Grant (RBDG) – Business Enterprise Project.

#### PROJECT PURPOSE:

The purpose of this project is to support business incubation workspaces, economic development, and workforce training labs at 601E. Main Street, Alice, Texas 78332 in Jim Wells County through infrastructure improvements, site development, and/or facility enhancements that will promote job creation and private investment in rural communities. The facility is a County owned property intended for public economic development purposes.

#### SCOPE OF SERVICES:

##### **A. Preliminary Engineering & Assessment**

- Site evaluation and existing facility assessment
- Identification of structural, mechanical, electrical, and infrastructure needs
- Code compliance review (local, state, and federal)
- Environmental review coordination (NEPA)
- Permitting and regulatory compliance

##### **B. Design & Planning**

- Preparation of engineering plans and specifications
- HVAC, electrical, plumbing, and structural system design
- Technology infrastructure planning (broadband, IT systems)
- ADA and accessibility compliance design
- Cost estimates and value engineering

##### **C. Procurement Support**

- Assist in preparation of construction bid documents
- Respond to Requests for Information (RFIs)
- Support contractor selection process

##### **D. Construction Phase Services**

- Construction phase services shall include periodic site observations and review for general compliance. The Engineer shall not be responsible for construction means, methods, safety, or contractor supervision.
- Review of contractor submittals and shop drawings
- Monitoring compliance with plans and specifications
- Coordination with contractors and County staff

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**E. Project Closeout**

- Final inspections and certifications
- As-built documentation
- Compliance verification with USDA requirements

The scope described herein is general in nature. Specific services will be defined in a negotiated professional services agreement and may be issued in phases or task orders.

**MINIMUM QUALIFICATIONS:**

- Licensed Professional Engineer (PE) in Texas
- Experience with USDA or federally funded projects
- Knowledge of federal procurement standards
- Experience with rural infrastructure or economic development projects

**SUBMISSION REQUIREMENTS:**

1. Cover Letter
2. Firm Overview and History
3. Relevant Project Experience
4. Project Team and Key Personnel
5. Technical Approach
6. Familiarity with USDA/Federal Requirements
7. References (minimum of three)
8. Proof of Licensure and Insurance

Submissions received after the deadline will be rejected without consideration. SOQs must be sealed and clearly marked: "RFQ – Engineering Services (USDA RBDG)"

**SUBMISSION DEADLINE:**

Wednesday, April 29, 2026 @4:00PM  
Late submissions will not be accepted.

Please submit five (5) copies and a thumb drive with your Statement of Qualifications (SOQ) to the following address:

Norma Salas  
Jim Wells County Courthouse  
200 N Almond Street  
Alice, Texas 78332

RFQ packets may be obtained by contacting:  
Norma Salas  
(361)668-5768  
norma.salas@co.jim-wells.tx.us

**PROCUREMENT INFORMATION:**

This procurement is conducted in accordance with 2 CFR Part 200 (Uniform Guidance) and Appendix II to 2 CFR Part 200 (Required Contract Provisions). Selected firm must comply with all applicable federal requirements, including but not limited to:

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- Debarment and Suspension (2 CFR 180)
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Equal Employment Opportunity (41 CFR 60)
- Contract Work Hours and Safety Standards Act
- Clean Air Act / Clean Water Act
- Access to records and audit requirements

**REVIEW AND SELECTION PROCESS**

- RFQ submissions will be reviewed by an evaluation committee
- Top-ranked firms may be invited for interviews
- Final selection will be based on qualifications only (no pricing at this stage), in accordance with federal procurement requirements
- Contract negotiations will follow selection

The evaluation committee shall:

- Evaluate submissions based solely on published criteria
- Maintain written scoring documentation
- Avoid conflicts of interest. Any committee member with a conflict of interest shall disclose and recuse.

Following selection, the County will:

- Conduct cost and price analysis
- Negotiate a fair and reasonable contract
- If negotiations fail, the County may proceed to the next ranked firm

The selected firm shall provide, at minimum:

- Preliminary assessment report
- Engineering plans and specifications
- Cost estimates at design milestones
- Bid documents
- Construction observation reports
- Final as-built documentation

**SCORING SUMMARY**

<b>Evaluation Criteria</b>	<b>Max Points Score</b>
1. Experience with Similar Projects	25
2. Qualifications of Key Personnel	20
3. Technical Approach & Project Understanding	20
4. Experience with USDA/Federal Requirements (2 CFR Part 200)	15
5. Past Performance & References	10
6. Capacity to Perform (Availability & Resources)	10
<b>TOTAL SCORE</b>	<b>100</b>

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### **PROTEST PROCEDURE**

Any respondent may file a written protest regarding this procurement.

- Must be submitted within 5 business days of the event giving rise to the protest
- Must clearly state the grounds for protest
- Submitted to: County Judge

The County will issue a written response. The decision of the County shall be final.

### **INSURANCE**

The selected firm must maintain:

1. General Liability: \$1,000,000 per occurrence
2. Professional Liability (Errors & Omissions): \$1,000,000
3. Workers' Compensation: As required by Texas law
4. Automobile Liability: \$1,000,000

Proof of coverage required prior to contract execution.

### **Equal Opportunity Statement**

Jim Wells County is an Equal Opportunity Employer. Minority-owned, women-owned, and disadvantaged business enterprises are encouraged to submit qualifications.

### **ADDITIONAL INFORMATION:**

The County reserves the right to:

1. Reject any or all submissions
2. Request clarification or additional information
3. Cancel or reissue the RFQ
4. Waive minor informalities that do not materially affect the competitive process