



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

June 25, 2025

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

RE: RFQ #B242004, Galveston County Home Elevation Engineering Program
Contract #CM24094

Gentlemen,

The contract associated with RFQ #B242004, Galveston County Home Elevation Engineering Program, is scheduled for its first extension on September 30, 2025. The contracted vendor for this service is Aran & Franklin Engineering, Inc.

No amendments to the contract have been requested at this time.

It is requested that the extension be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Rufus G. Crowder", followed by a long horizontal line extending across the page.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston

Dickey, Tammy

From: Adams, Ahmad
Sent: Monday, June 16, 2025 1:34 PM
To: Fleming, Melissa
Cc: Thomas, Elizabeth; Nofal, Faisal
Subject: RE: B242004 - Galveston County Home Elevation Engineering Prog

Good Afternoon Melissa,

Hope your day is going good.

Contract number **CM24094** with **Aran Franklin Engineering** will be extended. You can send our extension letter.

Thank you and let me know if you have any questions.



County of
Galveston

A handwritten signature in cursive script that reads "Ahmad Adams".

Grants Coordinator I
Department Of Professional Services

(409) 770-5543

ahmad.adams@galvestoncountytexas.gov

722 Moody Avenue, Galveston, Texas 77550

From: Thomas, Elizabeth <Elizabeth.Thomas@co.galveston.tx.us>
Sent: Monday, June 16, 2025 1:28 PM
To: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>; Baher, Nancy <Nancy.Baher@co.galveston.tx.us>; Shannon, Michael <Michael.Shannon@co.galveston.tx.us>
Cc: Nofal, Faisal <Faisal.Nofal@galvestoncountytexas.gov>; Adams, Ahmad <Ahmad.Adams@galvestoncountytexas.gov>
Subject: RE: B242004 - Galveston County Home Elevation Engineering Prog

Good afternoon, Melissa.

I hope your Monday is going well.

Grants Administration has the Elevation Engineering contract with Aaron-Franklin.



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

Wednesday, June 25, 2025

ARAN & FRANKLIN ENGINEERING INC.
8419 EMMETT F LOWRY EXPRESSWAY
TEXAS CITY, TX 77591

RE: **CONTRACT NAME: Galveston County Home Elevation Engineering Program**
Contract # CM24094 / Bid B242004

Good day,

The resultant contract listed below is eligible for the first renewal and requires a response from your company to initiate the next contractual period.

- Contract Number: CM24094
- Contract Name: Galveston County Home Elevation Engineering Prog
- Bid Number: B242004
- Extension Period: 09/30/2025 – 09/29/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County

ACCEPTED BY (signature)

CEO

TITLE

DATE 6-25-2025

SPECIAL PROVISIONS

**REQUEST FOR QUALIFICATION
GALVESTON COUNTY HOME ELEVATION
ENGINEERING SERVICES
GALVESTON COUNTY, TEXAS**

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SPECIAL PROVISIONS

REQUEST FOR QUALIFICATION GALVESTON COUNTY HOME ELEVATION ENGINEERING SERVICES GALVESTON COUNTY, TEXAS

The Special Provisions and the General Provisions of this Request for Qualification and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

The services requested from this solicitation effort are governed by the provisions stated in GOVERNMENT CODE, CHAPTER 2254, PROFESSIONAL AND CONSULTING SERVICES, SUBCHAPTER A, PROFESSIONAL SERVICES, Sec. 2254.001, also known as the Professional Services Procurement Act. Galveston County will select a provider of professional services or a group or association of providers or award a contract for the services based on the following:

- (1) *on the basis of demonstrated competence and qualifications to perform the services; and*
- (2) *for a fair and reasonable price.*
- (b) *The professional fees under the contract may not exceed any maximum provided by law.*

A. PURPOSE

Galveston County is seeking technical qualification statements from perspective engineers/firms to engineer-design the elevation of single-family dwellings impacted by Hurricane Harvey throughout the county to mitigate against future flooding. **This RFQ is for engineer-design only.** A separate RFP will be issued for elevation construction when 100% engineer-designs are completed.

The County intends to award task order driven contracts with one or more engineers/firms specifically qualified in single-family dwelling elevations of various sizes and location types within the county.

When a qualified pool of engineers has been established, individual task orders will be issued to engineer/firms to the County's discretion.

B. GENERAL INFORMATION

Galveston County was awarded federal grant funds through the Hazard Mitigation Grant Program (TDEM Grant No. 0025 & 00239) to elevate up to one-hundred (100) homes throughout the island and mainland areas of the county.

Galveston County intends to contract directly with the engineer/firms and sub-contracted engineers will not be honored. Contract engineers/firms must provide evidence they are licensed in the state of Texas.

Galveston County intends to batch properties, when appropriate, using jurisdictional lines, permitting authorities, and potential geotechnical environmental landscape factors.

C. EXCEPTIONS TO QUALIFICATION CONDITIONS

The Respondent will list on a separate sheet of paper any exceptions to the conditions of this request for Proposal. This sheet will be labeled, "Exceptions to Qualification Conditions", and will be attached to the response.

If no exceptions are stated, **it will be understood that all general and special conditions will be complied with, without exception.**

The Respondent must specify in its response any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the response and should indicate its possible or actual advantage to the program being offered.

The County reserves the right to offer these alternatives to other Respondents.

SPECIAL PROVISIONS

REQUEST FOR QUALIFICATION GALVESTON COUNTY HOME ELEVATION ENGINEERING SERVICES GALVESTON COUNTY, TEXAS

D. PROCUREMENT TIMELINE

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Respondents of any changes:

Advertise Solicitation (first date of publication)	Tuesday, November 21, 2023
Advertise Solicitation (second date of publication)	Tuesday, November 28, 2023
Non-mandatory Pre-Qualification Meeting	Wednesday, December 6, 2023 @ 10:00 am
Deadline for Questions & Inquiries	Monday, December 11, 2023 by 5:00 pm
Submission Deadline / RFQ Opening	Thursday, January 4, 2024 at 2:15 pm

Interested parties may attend the 2:15 p.m., Thursday, January 4, 2024 bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=mc20d8af111eb6e96a9a2a44b93ddbe63>

Join by meeting number

Meeting number (access code): 2489 150 1573

Meeting password: B242004 (2242004 from video systems)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24891501573## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24891501573@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

E. NON-MANDATORY PRE-QUALIFICATION MEETING:

Interested parties may attend the 10:00 a.m., Wednesday, December 6, 2023 non-mandatory pre-qualification meeting virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m9d83864511e34f4116b67ded3e2ad546>

Join by meeting number

Meeting number (access code): 2494 272 0171

Meeting password: B242004 (2242004 from video systems)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24942720171## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

SPECIAL PROVISIONS

REQUEST FOR QUALIFICATION GALVESTON COUNTY HOME ELEVATION ENGINEERING SERVICES GALVESTON COUNTY, TEXAS

Dial 24942720171@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

F. SUBMISSION INSTRUCTIONS

One (1) single-sided unbound original qualification statement and five (5) single-sided qualification statement copies, must be submitted no later than **2:15 P.M. CST, on Thursday, January 4, 2024, to the following:**

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550**

The timestamp clock located in the Purchasing Agent's office shall serve as the official timekeeping piece for this solicitation process. Any qualification statements received after **2:15 P.M. CST** on the specified date will be returned unopened. Qualification statement specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>.

G. PERFORMANCE AND PAYMENT BONDS

Performance and Payment bonds are not a requirement of this solicitation..

H. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process is not applicable to this solicitation.

I. DAVIS-BACON WAGE RATES

Davis-Bacon Wage Rates are not requirements of this solicitation.

J. PERSONNEL TO CONTACT

Respondents desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Respondent, which in the opinion of the County affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all Respondents as an addendum to the solicitation. Respondents **must** direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody)
Galveston, Texas 77550
e-mail: purchasing.bids@co.galveston.tx.us**

Respondents must e-mail their requests (with the subject line "Galveston County Home Elevation Engineering Project- RFQ #B242004- Questions") for additional information and/or clarification to the address listed above. The request must include the Responder's name and the solicitation number and title.

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REQUEST FOR QUALIFICATION GALVESTON COUNTY HOME ELEVATION ENGINEERING SERVICES GALVESTON COUNTY, TEXAS

Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date. Late requests or those not delivered to the proper address may not receive a reply. Respondents shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Respondents should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County's procurement web page. **It is the Responder's sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Respondents should check the County's procurement web page for all addenda prior to submitting a response.

The County's procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>. The Respondent must acknowledge the receipt of all addenda on the forms provided. In the event a Responder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgement of one or more addenda.

Respondents who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Responder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Responder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

K. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT

The Program Administrator/Contract Managers that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

Elizabeth Thomas
Grants Administration Manager
722 Moody, (21st St.), 3rd Floor
Galveston, TX 77550

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

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L. DISCREPANCIES IN RESPONSES

The original and copies should be identical. However, if a discrepancy or discrepancies are found between two or more copies of the SOQs, the original will provide the basis for resolving such discrepancies. If one copy of the SOQ is not clearly marked "ORIGINAL" the County may reject the SOQ. However, the County may, at its sole discretion, select one clearly marked copy to be used as the original.

M. RESPONSE FORMATTING

Respondents shall carefully read this request for qualifications in its entirety and submit its response as specified herein.

- The combined number of pages between corporate profile and project approach (Tabs 2 and 3) shall not exceed fifteen (15). Respondent may choose any internal breakdown for the 15-page limitation.
- Front and back covers, divider pages, and table of contents do not count towards any page limitation. Annual reports, resumes/CVs, financials, and enclosed Vendor Forms do not count towards any page limitation.
- Pages shall be limited to standard letter size, 8.5 by 11.0 inches, except organizational charts and graphics may include folded/pull-out pages that when folded fit within the 8.5 by 11.0 inches.
- Pages shall be numbered sequentially, with the first page of the Introduction serving as page number one (1).
- Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.
- The responses are each to be provided within a three-ring binder (or thumb drive) include an accurate table of contents, and be organized/tabbed in the sections described below. Additionally, the original binder shall be labeled "Original", and copies shall each be labelled "Copy" with sequential numbering.

If complete responses cannot be provided without referencing supporting documentation, such documentation must be provided with the SOQ, with specific references made to the section tab number, page, and/or paragraph where the supporting information can be found. SOQs are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ.

Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.

N. REQUIREMENT OF RESPONSES

Respondent shall provide one (1) single-sided original and five (5) single-sided hard copies of its Statement of Qualifications, to the Purchasing Agent on or before the deadline specified herein.

Respondents shall clearly indicate which project or projects are being submitted for consideration in their cover letter.

SPECIAL PROVISIONS

REQUEST FOR QUALIFICATION GALVESTON COUNTY HOME ELEVATION ENGINEERING SERVICES GALVESTON COUNTY, TEXAS

O. INSURANCE

Respondent must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

Workers' Compensation Insurance. Respondent shall carry in full force Workers' Compensation Insurance Policies, if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

Commercial General Liability. Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

Business Automobile Liability. Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

Professional Liability. Respondent shall carry in full force professional liability insurance with limits of not less than \$1,000,000.00.

Subrogation Waiver. Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under the agreement.

P. MANDATORY REQUIREMENTS

Galveston County intends for the resultant contract's scope of work to include

- 1) Kick-off meeting with Galveston County
- 2) Engineer-design of one or more single family dwellings,
- 3) Development of permit requirements and cost estimate for each property
- 4) Development of RFP for elevation construction contractors, and
- 5) Elevation construction advisement, milestone inspections and construction invoice reviews

SPECIAL PROVISIONS

REQUEST FOR QUALIFICATION GALVESTON COUNTY HOME ELEVATION ENGINEERING SERVICES GALVESTON COUNTY, TEXAS

Q. INVOICES

Invoices must be itemized indicating all services, materials, and supplies used. Invoices must be submitted to:

Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 5, item 13, Procurement Card Program.

Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.

R. EVALUATION CRITERIA

An evaluation committee shall review and evaluate the responses timely submitted to the County Purchasing Agent resulting from this solicitation effort. Responses shall be reviewed by the evaluation committee and shall be evaluated in accordance with the evaluation criteria listed herein. The evaluation committee will determine which responses are qualified based on the criteria listed below. The evaluation committee shall evaluate and score each response. The points from each scoring category will be comprised from the following:

- **Tab 1 – Qualitative** 25%
Evidence of engineer's ability to engineer-design single-family Dwelling elevations.

Please provide profiles for each principal engineers' professional And technical competence/experience with single-family dwelling Elevations.

Please provide proof of Texas Engineering licensure for each engineer To be assigned to the contract.
- **Tab 2 – Capabilities and Capacities** 25%
Evidence of engineer's/firm's ability to handle in a one-year Period the engineer-design of
 - 1) A single-family dwelling elevation
 - 2) Batch of up to twenty (20) single family dwellings, and/or
 - 3) Multiple batches.

The subject elevations are funded through a grant and must be designed and elevated within a one-year timeframe.

SPECIAL PROVISIONS

REQUEST FOR QUALIFICATION GALVESTON COUNTY HOME ELEVATION ENGINEERING SERVICES GALVESTON COUNTY, TEXAS

Please provide an estimate of time to perform a complete set of engineered drawings for a single-family dwelling.

Please provide information for your/firm's ability to complete each of the three options mentioned above for a twelve-month period beginning in the first quarter of 2024 and ending by mid-year 2025.

Please provide a statement of your/firm's ability to sustain operations for up To 45 days between invoice payments.

- **Tab 3 – Methodology** **25%**
Engineer's/firm's plan to perform the contract scope of work as Described in this RFQ

Please provide a description for your/firm's plan to successfully Complete each scope of work activity:

- 1) Kick-off meeting with Galveston County,
- 2) Engineer-design of one or more single-family dwelling(s)
- 3) Development of accurate permit and cost estimates,
- 4) Development of RFPs for selection of elevation construction contractors for single-family home elevations and
- 5) Oversight of elevation construction, milestone inspections and Invoice review

- **Tab 4 – Past Performance** **25%**
Engineer/firm's experience in cost control, local building codes, quality of work, and compliance with performance schedules.

Please provide a statement of your/firm's history and past performance With engineer-design for single-family dwelling elevations.

Please provide at least three (3) references to speak to engineer/firm's Ability to work well with elevation construction contractors and/or Any previous work with local government entities.

By the submission of its Statement of Qualification (also called response) in this Request for Qualification, the Respondent accepts the requirements, formatting, and evaluation process herein.

Remainder of page intentionally left blank

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**REQUEST FOR QUALIFICATION
GALVESTON COUNTY HOME ELEVATION
ENGINEERING SERVICES
GALVESTON COUNTY, TEXAS**

S. REQUIRED DOCUMENTS CHECKLIST

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: _____

ADDRESS: _____

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of submittal and deemed as non-responsive. It is the responsibility of the Bidder to ensure that Bidder has received all addenda.

Items:

Confirmed (X):

1. Required Documents Checklist (this page)

#1 _____ #2 _____ #3 _____ #4 _____

2. Addenda Acknowledgement (if any)

3. One (1) original, and five (5) copies of submittal

4. ATTACHMENT A - Vendor Qualification Packet

5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility

6. ATTACHMENT C - Certification Regarding Lobbying Form

7. ATTACHMENT D - Non-Collusion Affidavit

8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel

9. ATTACHMENT F - Prohibition on Contracts with Certain Companies

8. ATTACHMENT G - Information for Notice

10. ATTACHMENT H - References

Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____