



## THE COUNTY OF GALVESTON

VERONICA VAN HORN  
INTERIM PURCHASING AGENT

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

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

August 18, 2025

Honorable County Judge  
Honorable County Commissioners' Court  
Galveston County Courthouse  
Galveston, Texas 77550

**RE: RFQ 25-055, Texas Community Development Block Grant Fund Program (2025-2026 TXCDBG) Engineering and Surveying Services – High Island Waterline Project Contract #226052**

Gentlemen,

On July 10, 2025, submittals were opened for RFQ 25-055 Texas Community Development Block Grant Fund Program (2025-2026 TXCDBG) Engineering and Surveying Services – High Island Waterline Project. Twelve (12) submittals were received from the following companies:

- |   |                   |
|---|-------------------|
| • WTC, Inc.                                   | Austin, TX        |
| • Amani Engineering, Inc.                     | Houston, TX       |
| • Arceneaux Wilson & Cole, LLC                | Port Arthur, TX   |
| • Associated Testing Laboratories, Inc.       | Sugar Land, TX    |
| • Bleyl Interests, Inc. dba Bleyl Engineering | Conroe, TX        |
| • Colliers Engineering & Design, Inc.         | Holmdel, NJ       |
| • Huitt-Zollars, Inc.                         | Dallas, TX        |
| • LJA Engineering, Inc.                       | Houston, TX       |
| • SAMES, Inc.                                 | McAllen, TX       |
| • Scheibe Consulting, LLC                     | Austin, TX        |
| • Michael Hoover dba Seacoast Surveyors, LLC  | Crystal Beach, TX |
| • Vista Consulting Engineers, LLC             | Katy, TX          |

After a thorough review of the submittals by the Evaluation Committee, Huitt-Zollars, Inc. was deemed to have submitted a satisfactory proposal and is recommended for award.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

*Veronica Van Horn*  
Veronica Van Horn  
Interim Purchasing Agent

**Dickey, Tammy**

---

**From:** Thomas, Elizabeth  
**Sent:** Wednesday, July 30, 2025 4:11 PM  
**To:** Dickey, Tammy  
**Subject:** High island Waterline Improvement Project

Good afternoon, Tammy.

The Evaluation Committee has completed their review of all twelve qualification packets and Huitt Zollars has the highest score and we ask Commissioners Court to award this bid to Huitt Zollars.

Thank you  
Betsy Thomas

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# 25-055 - TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FL

## Scoring Summary

### Active Submissions

Supplier	Total / 100 pts	Experience / 60 pts	Work Performance / 25 pts	Capacity to Perform / 15 pts
Huitt-Zollars, Inc.	89.5	54	22.5	13
Colliers Engineering & Design, Inc.	86	52.5	19.75	13.75
Arceneaux Wilson & Cole LLC	82	51.5	18	12.5
LJA Engineering, Inc.	80	48.5	19.75	11.75
Bleyl Engineering	78.25	46	19.75	12.5
WTC Inc.	76.75	49.5	16	11.25



Scheibe Consulting, LLC	73.5	44.75	18.5	10.25
Amani Engineering, Inc.	72.75	46.25	17.5	9
SAMES, INC.	68.75	41.5	16.75	10.5
Seacoast Surveyors, LLC	52.5	33.25	11.75	7.5
Associated Testing Laboratories, inc.	50.75	30.25	12	8.5
VISTA CONSULTING ENGINEERS, LLC	48.25	29.75	12	6.5



## SAMES, INC. - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	41 pts	22 pts	14 pts	5 pts
Sheila Cunningham	75 pts	47 pts	14 pts	14 pts
Michael Shannon	72 pts	45 pts	18 pts	9 pts
Austin Schumann	87 pts	52 pts	21 pts	14 pts
	<b>Average:</b>	<b>41.5 pts</b>	<b>16.75 pts</b>	<b>10.5 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>68.75 pts</b>	<b>41.5 pts</b>	<b>16.75 pts</b>	<b>10.5 pts</b>



## Huitt-Zollars, Inc. - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	91 pts	55 pts	24 pts	12 pts
Sheila Cunningham	92 pts	53 pts	24 pts	15 pts
Michael Shannon	79 pts	50 pts	18 pts	11 pts
Austin Schumann	96 pts	58 pts	24 pts	14 pts
<b>Average:</b>		<b>54 pts</b>	<b>22.5 pts</b>	<b>13 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>89.5 pts</b>	<b>54 pts</b>	<b>22.5 pts</b>	<b>13 pts</b>



## Scheibe Consulting, LLC - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	63 pts	39 pts	18 pts	6 pts
Sheila Cunningham	68 pts	42 pts	14 pts	12 pts
Michael Shannon	72 pts	45 pts	18 pts	9 pts
Austin Schumann	91 pts	53 pts	24 pts	14 pts
	<b>Average:</b>	<b>44.75 pts</b>	<b>18.5 pts</b>	<b>10.25 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>73.5 pts</b>	<b>44.75 pts</b>	<b>18.5 pts</b>	<b>10.25 pts</b>



## Seacoast Surveyors, LLC - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	17 pts	10 pts	5 pts	2 pts
Sheila Cunningham	34 pts	16 pts	14 pts	4 pts
Michael Shannon	74 pts	55 pts	8 pts	11 pts
Austin Schumann	85 pts	52 pts	20 pts	13 pts
<b>Average:</b>		<b>33.25 pts</b>	<b>11.75 pts</b>	<b>7.5 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>52.5 pts</b>	<b>33.25 pts</b>	<b>11.75 pts</b>	<b>7.5 pts</b>





## Associated Testing Laboratories, inc, - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	50 pts	30 pts	12 pts	8 pts
Sheila Cunningham	9 pts	9 pts	0 pts	0 pts
Michael Shannon	58 pts	30 pts	15 pts	13 pts
Austin Schumann	86 pts	52 pts	21 pts	13 pts
<b>Average:</b>		<b>30.25 pts</b>	<b>12 pts</b>	<b>8.5 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>50.75 pts</b>	<b>30.25 pts</b>	<b>12 pts</b>	<b>8.5 pts</b>



## Arceneaux Wilson & Cole LLC - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	81 pts	52 pts	17 pts	12 pts
Sheila Cunningham	78 pts	52 pts	14 pts	12 pts
Michael Shannon	80 pts	50 pts	18 pts	12 pts
Austin Schumann	89 pts	52 pts	23 pts	14 pts
	<b>Average:</b>	<b>51.5 pts</b>	<b>18 pts</b>	<b>12.5 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>82 pts</b>	<b>51.5 pts</b>	<b>18 pts</b>	<b>12.5 pts</b>



## LJA Engineering, Inc. - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	52 pts	32 pts	12 pts	8 pts
Sheila Cunningham	96 pts	56 pts	25 pts	15 pts
Michael Shannon	80 pts	50 pts	20 pts	10 pts
Austin Schumann	92 pts	56 pts	22 pts	14 pts
	<b>Average:</b>	<b>48.5 pts</b>	<b>19.75 pts</b>	<b>11.75 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>80 pts</b>	<b>48.5 pts</b>	<b>19.75 pts</b>	<b>11.75 pts</b>



## WTC Inc. - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	72 pts	49 pts	17 pts	6 pts
Sheila Cunningham	78 pts	49 pts	14 pts	15 pts
Michael Shannon	72 pts	50 pts	12 pts	10 pts
Austin Schumann	85 pts	50 pts	21 pts	14 pts
	<b>Average:</b>	<b>49.5 pts</b>	<b>16 pts</b>	<b>11.25 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>76.75 pts</b>	<b>49.5 pts</b>	<b>16 pts</b>	<b>11.25 pts</b>



## Bleyl Engineering - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	97 pts	58 pts	24 pts	15 pts
Sheila Cunningham	82 pts	52 pts	15 pts	15 pts
Michael Shannon	44 pts	20 pts	18 pts	6 pts
Austin Schumann	90 pts	54 pts	22 pts	14 pts
<b>Average:</b>		<b>46 pts</b>	<b>19.75 pts</b>	<b>12.5 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>78.25 pts</b>	<b>46 pts</b>	<b>19.75 pts</b>	<b>12.5 pts</b>



## Amani Engineering, Inc. - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	64 pts	42 pts	15 pts	7 pts
Sheila Cunningham	73 pts	48 pts	14 pts	11 pts
Michael Shannon	71 pts	45 pts	18 pts	8 pts
Austin Schumann	83 pts	50 pts	23 pts	10 pts
	<b>Average:</b>	<b>46.25 pts</b>	<b>17.5 pts</b>	<b>9 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>72.75 pts</b>	<b>46.25 pts</b>	<b>17.5 pts</b>	<b>9 pts</b>



## Colliers Engineering & Design, Inc. - Scoring Summary

### Evaluation Group 1 - Main Evaluation

	Total	Experience	Work Performance	Capacity to Perform
<b>Reviewer</b>	<b>/ 100 pts</b>	<b>/ 60 pts</b>	<b>/ 25 pts</b>	<b>/ 15 pts</b>
Betsy Thomas	88 pts	55 pts	19 pts	14 pts
Sheila Cunningham	75 pts	47 pts	14 pts	14 pts
Michael Shannon	90 pts	55 pts	22 pts	13 pts
Austin Schumann	91 pts	53 pts	24 pts	14 pts
	<b>Average:</b>	<b>52.5 pts</b>	<b>19.75 pts</b>	<b>13.75 pts</b>
		↓	↓	↓
<b>Calculated:</b>	<b>86 pts</b>	<b>52.5 pts</b>	<b>19.75 pts</b>	<b>13.75 pts</b>

**SPECIAL PROVISIONS**

**REQUEST FOR QUALIFICATIONS  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM  
(2025-2026 TxCDBG)  
ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT  
GALVESTON COUNTY, TEXAS**

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## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT 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 Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.

“Walk-in” or “mailed-in” submittals are still allowed, however, **Respondents are strongly encouraged to submit their submittals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>.**

Please see Item E, SUBMISSION INSTRUCTIONS, for further details.

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 issues this Request for Qualifications solicitation to seek professional engineering and surveying services for the High Island Waterline Improvement Project on the Bolivar Peninsula in Galveston County.

Galveston County is applying to the Texas Department of Agriculture to fund the project under the Community Development Block Grant – Community Development Fund grant program and is seeking to enter into an Engineering and surveying service contract with a state-registered engineer/surveyor. The following outlines this request for qualifications.

#### B. INTENT STATEMENT

Galveston County intends to award and contract with one engineering firm to complete the scope of work as described above. For this RFQ, Contracts are expected to be executed on August 4th and surveying and application preparation work is to be completed by September 23rd for Galveston County Commissioners Court review and approval to submit before the October 1, 2025 deadline.

Respondent’s qualifications will be evaluated, and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

● Upon the award of this contract, profit (either %/actual cost) must be identified and negotiated as a separate element of the price for any contract in excess of \$50,000.00.

## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT GALVESTON COUNTY, TEXAS

#### 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.

#### 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)	Thursday, June 12, 2025
Advertise Solicitation (second date of publication)	Thursday, June 19, 2025
Deadline for Questions & Inquiries	Thursday, June 26, 2025 by 5:00 PM CST
Submission Deadline / RFQ Opening	Thursday, July 10, 2025 at 2:00 PM CST

Interested parties may attend the Thursday, July 10, 2025 2:00 PM CST bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m5931e83258000b1786fd9d45790eb083>

Join by meeting number

Meeting number (access code): 2487 923 7095

Meeting password: 25-055 (250055 when dialing from a video system)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24879237095## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24879237095@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT GALVESTON COUNTY, TEXAS

#### E. SUBMISSION INSTRUCTIONS

Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" (see instructions below) proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:  
**<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>**

There is no cost to register as a vendor.

#### **INSTRUCTIONS FOR "WALK-IN" SUBMITTALS ONLY**

**IF "WALKING IN" Submittals**, one (1) single-sided unbound original qualification statement, and two (2) single-sided copies must be submitted no later than **2:00 PM CST, on Thursday, July 10, 2025, to the following:**

Galveston County Purchasing Agent  
County of Galveston  
722 Moody Avenue (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) 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 **2:00 PM 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, (21<sup>st</sup> Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>.

#### F. PERFORMANCE AND PAYMENT BONDS

Performance and Payment bonds **are not requirements** of this solicitation.

#### G. BEST AND FINAL OFFERS (BAFO)

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

#### H. DAVIS-BACON WAGE RATES

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

## SPECIAL PROVISIONS

### REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT GALVESTON COUNTY, TEXAS

#### I. 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:

Galveston County Purchasing Agent  
722 21<sup>st</sup> Street (Moody)  
Galveston, Texas 77550  
e-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

Respondents must e-mail their requests (with the subject line "TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT- RFQ 25-055 – 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.

**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.

## **SPECIAL PROVISIONS**

### **REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT GALVESTON COUNTY, TEXAS**

#### **J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT**

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

**Elizabeth Thomas  
Grants Coordinator  
722 Moody Avenue, 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.

#### **K. 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.

#### **L. REQUIREMENT OF RESPONSES**

If statements of qualifications are "walked in", Respondent shall provide one (1) single-sided original and two (2) single-sided hard copies of its Statement of Qualifications, to the Purchasing Agent on or before the deadline specified herein. Respondents shall carefully read this request for qualifications in its entirety and submit its response as provided herein.

#### **M. 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

## **SPECIAL PROVISIONS**

### **REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT GALVESTON COUNTY, TEXAS**

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.

#### **N. TYPE OF CONTRACT**

It is the intent of this solicitation to enter into a contract that meets State and County guidelines. The County will provide the resultant contract. A proposed contract does not need to be submitted.

The resultant contract consists of the following documents: Request for Qualification, General Provisions, Special Provisions, General Terms and Conditions (including specifications, drawings, and addenda), Responder's response, Proposal Sheets, contract award, and any other documents referenced herein or attached hereto for the work. Collectively these documents may also be referred to as the Plans and Specifications.

**The initial term of the contract shall be one (1) year or until conclusion of the project, unless specified differently within the resultant contract.**

#### **O. COLLATERAL CONTRACT**

The County reserves the right to provide by separate contract or otherwise, in such manner as not to delay its programs or damage said Contractor, all labor and material essential to the completion of the work that is not included in this contract.

Negotiated prices include all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the work. Whenever the Awardee is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Awardee shall indemnify and save harmless the County, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment, or process, to be performed under the contract, and shall indemnify the County its officers, agents, and employees for any costs, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of the work.

## **SPECIAL PROVISIONS**

### **REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT GALVESTON COUNTY, TEXAS**

#### **P. SCOPE OF WORK**

The Engineering/ Surveying contract will encompass all project- related engineering and surveying services to Galveston County, including but not limited to the following:

- Application preparation
- Preliminary and final design plans and specifications;
- Preparation of the construction bid packet;
- Conduct all field testing and inspections (interim and final); and
- Other special services.

The goal of the Texas Community Development Block Grant Fund Program (TxCDBG) is to develop viable communities by providing decent housing and a suitable living environment, as well as by expanding economic opportunities, principally for persons of low-to-moderate income. In awarding funding pursuant to Government Code Section 487.351(c), the Texas Department of Agriculture (TDA) shall give priority to eligible activities in the areas of economic development, community development, rural health, and rural housing to support workforce development.

The objectives of the TxCDBG Program are:

1. To improve public facilities to meet basic human needs, principally for low-to-moderate income persons;
2. To improve housing conditions, principally for persons of low-to-moderate income;
3. To expand economic opportunities by creating or retaining jobs, principally for low-to-moderate income persons; and
4. To provide assistance and public facilities to eliminate conditions hazardous to the public health and of an emergency nature.

#### **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**

With a copy to the Program Administrator / Project Manager

**Elizabeth Thomas  
Grants Coordinator  
722 Moody Avenue, 3rd Floor  
Galveston, TX 77550**

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**

**SPECIAL PROVISIONS**

**REQUEST FOR QUALIFICATIONS  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM  
(2025-2026 TxCDBG)  
ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT  
GALVESTON COUNTY, TEXAS**

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.

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## **SPECIAL PROVISIONS**

### **REQUEST FOR QUALIFICATIONS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM (2025-2026 TxCDBG) ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT GALVESTON COUNTY, TEXAS**

#### **R. EVALUATION AND SELECTION PROCESS**

Respondents shall provide the following information for evaluation:

##### **Experience 60 points**

Experience will be evaluated based on the following criteria:

- a. Previous waterline improvement projects
- b. Previous experience with federally funded projects
- c. Previous experience with projects in rural, coastal areas similar to High Island area of Bolivar Peninsula in Galveston County
- d. Experience with construction project management
- e. Current Certification of TxCDBG Project Implementation Training

##### **Work Performance 25 points**

Work Performance will be evaluated based on the following criteria:

- a. Past Project completed on schedule
- b. Management of projects within budgetary constraints
- c. Quality of end product

##### **Capacity to Perform 15 points**

Capacity to Perform will be evaluated on the following criteria:

- a. Key personnel assigned to the contract
- b. Adequacy of Resources
- c. Professional Liability Insurance provided for contract

An evaluation committee shall review and evaluate the responses timely submitted to the County Purchasing Agent in this request for qualifications. The evaluation committee will determine which firms are qualified based on demonstrated competence and qualifications. The evaluation committee shall evaluate the responses and determine if the respondent is qualified for the discipline submitted. Past performance with Galveston County will be considered.

**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.**

*End of Special Provision section*

**SPECIAL PROVISIONS**

**REQUEST FOR QUALIFICATIONS  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROGRAM  
(2025-2026 TxCDBG)  
ENGINEERING AND SURVEYING SERVICES - HIGH ISLAND WATERLINE PROJECT  
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)  | _____                           |
| 2. Addenda Acknowledgement (if any)  | #1_____ #2_____ #3_____ #4_____ |
| 3. "Walked In" Submittals: One (1) original, and two (2) copies of submittal; <b>Bonfire</b> : One (1) 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  | _____                           |
| 10. ATTACHMENT G - Information for Notice  | _____                           |

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: \_\_\_\_\_