



**REQUEST FOR QUALIFICATIONS (“RFQ”)  
FOR  
GEOTECHNICAL AND MATERIALS TESTING SERVICES  
FOR  
DEVELOPER INFRASTRUCTURE PROJECTS**

City of Fort Worth  
Transportation and Public Works Department  
Capital Delivery Division  
8851 Camp Bowie West Blvd  
Fort Worth, Texas 76116

**January 2019**

**I. PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to short-list Firms to provide geotechnical and materials testing services for Developer let (Community Facilities Agreement) infrastructure projects within the City of Fort Worth and its extraterritorial jurisdiction.

The City’s intent is to identify geotechnical and materials testing Firms that have the capability to provide these services on a consistent basis in compliance with the City’s geotechnical and materials testing requirements. The selected Firms will be identified on a “List” as an approved supplier for these services.

The list will be available to a Developer who will select a Firm from the List to provide these services. The Developer will contract directly with the selected Firm for all geotechnical and material testing services required on the respective Developer Project following the City’s requirements established as the basis for consistency in the process.

The selected Firm will provide these services to the Developer project based on an agreed-upon fee schedule established between the City and selected Firms as part of this RFQ process.

The selected Firms will be required to work closely with the Developer (or their Contractor) for scheduling of all services on the project. The selected Firm will provide “test” reports to both the Developer (and their Contractor) and the City staff.

The selected Firm may be required to submit a “Utility Release Letter” to the City at the end of each utility work (and before liming of the subgrade proceeds) indicating that in place moisture and density tests on the backfill material placed in utility trenches (including franchise) has been performed in general conformance to the City of Fort Worth specification and contract requirements. The selected Firm may also be required to submit a “Materials Testing Summary Letter” at the end of the project indicating that all the testing required by the City specification has been performed for the project. Both the “Utility Release Letter” and the “Materials Testing Summary Letter” shall be sealed and signed by a professional engineer.

The City has a strong preference for local Firms that perform typical geotechnical investigation, and construction materials testing services (soils, aggregates, Portland cement concrete; Hot mix asphalt concrete, compaction, and other construction materials) on infrastructure projects. A typical list of geotechnical investigation and material testing services has been provided in Appendix A. The list is representative of typical lab testing procedures and not intended to be comprehensive.

## **II. RFQ SUBMITAL REQUIREMENTS**

The Firm will provide their proposal in response to this RFQ following the requirements as defined herein. The Proposal will consist of three sections as defined below:

### **A. Cover Page**

The Proposal shall have a single cover page that identifies the Firm submitting the proposal including the physical address, e-mail address, contact phone number, date of proposal submittal, and references this specific RFQ.

### **B. Transmittal Letter**

The Firm submitting the Proposal shall include a cover letter that will clearly state the Firm’s ability to meet the RFQ requirements, willingness to provide the services covered in this RFQ in the manner described, and is signed by an authorized representative of the Firm. The transmittal letter shall be no more than one (1) page.

### **C. Statement of Qualifications (SOQ)**

The Firm will submit a Statement of Qualifications that includes an overview of their expertise, resources, equipment, facilities, and experience related to the services identified in this RFQ. In addition the Firm will provide at least 5 references with an e-mail address and an active phone number for use in contacting the reference. The SOQ section shall be no more than seven (7) pages.

### **D. Scope of Work & Detailed Services**

The Firm shall include a Scope of Work section in their Proposal, detailing the services they will provide in alignment with the services requested in Appendix A to this RFQ. In the event the Firm cannot provide a specific requested service listed in Appendix A, the Firm will so indicate. The Scope of Work section shall be no more than seven (7) pages.

**E. Format and Length**

The proposal will be submitted on letter-sized (8.5" x 11") pages, using minimum font size of 11 point, single sided (text on one side of the page) with margins (top, bottom, left and right) no less than 0.5 inches. The Proposal shall be submitted **stapled in the upper left hand corner of the page but not otherwise bound.**

**F. Copies and Delivery**

Six (6) copies of the written SOQ are required to be submitted by the Firm to be considered responsive to this RFQ

**G. Deadline and Delivery Details**

The deadline for receipt of all copies of the Proposal is **4:00 p.m., Friday, February 8, 2019.**

In-person deliveries must be made directly to the City's Material Testing Offices located at 8851 Camp Bowie West Blvd in Fort Worth, Texas. The Firm shall submit all copies of their proposal in a sealed envelope including the firm's information on the outside and labeled "Soil Lab RFQ Submittal." When submitting, please request the sealed envelope be time/date stamped and get a receipt for your records.

Mailed submittals may be sent to:  
Capital Delivery Division/Soil Lab  
TPW Department, City of Fort Worth  
8851 Camp Bowie West Blvd  
Fort Worth, Texas 76116  
ATTN: Zelalem Arega.

**Mailed submittals not received in the Soil Lab by the stated deadline shall be rejected as non-responsive. You are encouraged to have them hand-delivered, time/date stamped, and obtain a receipt to ensure the submittal is received on time and that receipt of the submittal is documented.**

**III. SELECTION PROCESS**

The City will select geotechnical and materials testing service providers through Qualifications-Based Selection (QBS) in a two-step process. First, the City evaluates and selects a provider strictly on the provider's qualifications. After a provider is selected, the City and the provider begin negotiations to establish a fair and reasonable price for the services. If a price cannot be agreed upon, the City terminates negotiations with the provider and commences negotiation with the next most-qualified provider. This process continues until a fair and reasonable "pricing" is agreed upon. Under QBS, pricing cannot be a criterion when evaluating and selecting the provider. Pricing is instead a negotiable component, post selection of the Firm as being qualified.

The City's TPW Department's evaluation team committee will review and assess the responses received to develop a "Qualified List" of service providers. The City reserves the right, during the evaluation process, where it may serve the City's best interest, to request additional information or clarification from responders or to allow corrections of errors or omissions. The City also reserves the right to truncate the "Qualified List" at the number of firms they deem the most beneficial to the City (not all firms submitting will make it on the list). The successful firm will be the responsible respondent whose Proposal is determined to be the most advantageous to meet the service needs considering the evaluation factors included in this RFQ.

Proposals that do not meet the requirements outlined in this RFQ may be deemed non-responsive by the City, eliminating the Firm's inclusion on the "Qualified List". The City reserves the right to waive any and all requirements in this RFQ in the evaluation process.

#### **IV. EVALUATION CRITERIA**

The City will utilize the following selection criteria as a basis for the evaluation of the Firms responding to this RFQ.

**A. Ability to respond promptly to the City's and Developer's requests for services (15%)**

**B. Inventory of applicable equipment and test methods to be used (20%)**

It is the City of Fort Worth's objective to ensure that equipment used in the laboratories are calibrated at required frequencies and that personnel doing the sampling and testing of materials are trained, certified, have the capability of performing them properly. Provide inventory of applicable equipment, and test methods of materials (asphalt binder, asphalt mixture, cement, concrete, soil, and aggregate). Also, indicate whether the test methods are accredited by one of the accreditation agencies (CCRL, AASHTO re:source, etc.).

**C. Infrastructure geotechnical engineering and material testing facility certification and personnel experience (20%)**

Qualifications of the Firm likely to be certified by A2LA, CCRL, AASHTO re:source (formerly AMRL) or equivalent certification as well as Texas Department of Transportation (TxDOT) qualifications and other certifications. Provide name and contact information (mailing address, e-mail address, telephone number) for at least five client references for similar related infrastructure projects. Detailed services and scope of work may be provided as an attachment (labeled as Attachment A).

**D. Firm's experience with governmental or public entities (25%)**

General experience record of significant similar geotechnical investigation and material testing services work performed for other entities in the past (5) years. Provide name and contact information (mailing address, e-mail address, telephone number) for at least five of the firm's client references.

#### **E. Firm's Past Performance on City of Fort Worth Projects (20%)**

The City will consider the past performance of Firms on City projects in awarding this work. The Firm should include the name of the project, project manager, managing department and date of completion for all projects with the City within the past five years.

#### **V. PRICE NEGOTIATION**

Once the Firm selection is made, the City will request that the successful Firm submit a detailed pricing proposal for the respective services identified in Appendix A for further review.

The Standard Pricing (fee) negotiation will be based on review and discussion of the activities and level of effort associated with each task order relative to this labor hour and expense summary.

If satisfactory Standard Service fees cannot be successfully negotiated with the selected firm within thirty (30) calendar days of notice of selection, the City may move to the next most qualified Firm.

#### **VI. CONTACTS AND PROJECT EVALUATION**

The City plans to formally evaluate the Firm's performance. During that process the Firm will be afforded the opportunity to respond and comment on its interactions with the City.

From time to time, staffing changes may occur which may significantly affect a Firm's available capabilities. If such a change occurs, an email update will be accepted.

For additional information regarding this RFQ, contact Zelalem Arega at 817-392-7920 or [Zelalem.Arega@fortworthtexas.gov](mailto:Zelalem.Arega@fortworthtexas.gov).

**Advertising Dates: Thursday, January 10, 2019; Thursday, February 7, 2019.**

## APPENDIX A

### RFQ for Geotechnical Engineering and Material Testing Services for Infrastructure Projects

The scope of work may include, but not limited to, the following:

- Performance of all plant, field and laboratory material tests including the following:
  - Asphalt field Density
  - Soil-Moisture relationship or Proctor test
  - Unit Weight Test
  - Atterberg Limits Test
  - Soil Lineal Shrinkage Test
  - PH Series
  - Texas Wet Ball Mill (WBM) Test
  - Grain Size Analysis
  - P200 Sieve Analysis
  - Gradation:
    - Rock – Crushed Stone for Embedment LAA (Los Angeles Abrasion)
    - Sand – Backfill Water & Sewer
    - Lime/Cement Field Gradation
  - Core:
    - Test Hole Analysis
    - Concrete
    - Asphalt
  - Concrete Compression Test:
    - Cylindrical concrete specimens
    - Drilled Cores
- Preview plans and specifications for assigned project prior to testing and inspection.
- Prepare daily construction progress reports.
- Take samples of materials for examination or analysis to laboratories; schedule routine materials and density field tests to assure material and workmanship quality; coordinate results of tests.
- Observe work during progress and upon completion.
- Perform preliminary and final testing and inspections on routine construction projects; provide input on acceptance of developments.
- Prepare various testing and inspection reports as required; maintain files and reports regarding testing and inspection and plan check activities and findings.