

Pre-Qualifications Conference

General Engineering Services



Purpose

The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions Offerors may have concerning this procurement.

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking qualified Engineering firms with multidisciplinary expertise in civil, structural, mechanical, and electrical engineering to support the CCRTA's efforts to upgrade, modernize and improve its facilities. These services will be on an as-needed basis issued through Task Orders.

- These Contracts will be for a duration of five (5) years.
- Statements of Qualifications received after the deadline will not be accepted and will be returned to the Offeror unopened.

Dates to Remember

Any questions or clarification needed after this Pre-Qualifications meeting must be submitted through a RFI submission to procurement@ccrta.org.

Request for Information (Attachment F) Due Tuesday, February 20, 2024, by 3:00 p.m. (CST)

- Please submit one form for each Request for Information to procurement@ccrta.org.

CCRТА's Response to Request for Information Due Tuesday, February 27, 2024.

- Responses will be posted as an addendum to the CCRТА's website at www.ccrta.org/news-opportunities/business-with-us/.

Statements of Qualifications Due Tuesday, March 12, 2024, by 3:00 p.m. (CST)

- Qualifications are due no later than 3:00 p.m. (CST). All Qualifications must be received at the CCRТА's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 or emailed to procurement@ccrta.org prior to the deadline.

Statements of Qualifications Closing Tuesday, March 12, 2024, at 3:30 p.m. (CST)

- The Statements of Qualifications Closing will be held at 3:30 p.m. (CST) at the Staples Street Center at 602 N. Staples St., Corpus Christi, Texas 78401. To attend the Statements of Qualifications Closing remotely, please submit a login request to procurement@ccrta.org by 1:00 p.m. (CST) on this date.

Contract Awarded (Tentative) – April 10, 2024

- The CCRТА's Board of Director will meet to award a Contract to the successful Firm(s).

Applicable Documents

The following Qualification documents are applicable under this procurement:

- Request for Qualifications,
- Instructions to Offerors,
- Scope of Services,
- Special Instructions,
- Task Order Procedures,
- Standard Service Terms and Conditions,
- Federal Supplement Conditions Professional Services (A&E), and
- Special Provisions Concerning Disadvantaged Business Enterprises (DBEs).

Attachments and Certifications:

- Certification Form (Attachment A),
- Conflict of Interest Acknowledgment and Certification (Attachment B),
- Acknowledgement of Addendum/Addenda (Attachment C),
- References (Attachment D),
- Bidder/Offeror/Proposer Information Sheet (Attachment E),
- Request for Information Form (Attachment F), and
- Certification of Restriction of Lobbying (Attachment G).

Appendices:

- Categories Form (Appendix I), and
- Minimum Requirements Form (Appendix II).

Certification Forms

Do NOT Alter Any Forms.

Doing so will deem your Statement of Qualifications as non-responsive.

Complete, sign and submit the following forms and return with your signed Statement of Qualifications.

- Certification Form (Attachment A),
- Conflict of Interest Acknowledgment and Certification (Attachment B),
- Acknowledgement of Addendum/Addenda (Attachment C),
- References (Attachment D),
- Bidder/Offeror/Proposer Information Sheet (Attachment E),
- Certification of Restriction of Lobbying (Attachment G),
- Categories Form (Appendix I), and
- Minimum Requirements Form (Appendix II).

[Addendum No. 1 - Statement of Qualifications Submission Checklist \(Use As a Reference Only\)](#)

Reminders:

- Acknowledge all addenda issued on the Acknowledgement of Addendum/Addenda Form (Attachment C).

Submission Of Qualifications:

Sealed Statements of Qualifications must be submitted in an envelope marked on the outside containing the Offer's name and address along with the RFQ number and title addressed to:

Corpus Christi Regional Transportation Authority

Staples Street Center

Attn: Procurement Department

602 N. Staples Street

Corpus Christi, TX 78401

Qualifications For: RFQ No. 2024-FS-01 General Engineering Services

Qualifications Due Date: Tuesday, March 12, 2024, at 3:00 p.m. (CST)

Required Documents

The following documents must be signed and returned with your Statement of Qualifications for it to be considered responsive:

For mailed submissions, please submit the following documents:

1. Statement of Qualifications
2. Attachments and Certifications:
 - A, B, C, D, E, and G
3. Appendices:
 - I, and II.

If hand delivery is preferred, please deliver to the third-floor receptionist to have your Statement of Qualifications submission time and date stamped.

For electronic submissions, please submit the following documents in two separate electronic files to procurement@ccrta.org:

1. Statement of Qualifications (separate file)
2. Attachments and Certifications (separate file):
 - A, B, C, D, E, and G
3. Appendices (separate file):
 - I, and II.

Ensure that all three (3) electronic files are clearly titled with the corresponding document name and email these files to procurement@ccrta.org.

Required Documents

Offerors are to choose one submission option. If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

Note: Offeror's email submission must be less than 50MB. If your email submission is more than 50MB, submit your Statement of Qualifications via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to procurement@ccrta.org for the files to be accessed.

Failure to provide this information may deem your firm to be non-responsive.

Required Documents

The following document must be submitted prior to award if not submitted with the Offeror's Statement of Qualifications:

- Copy of Insurance

The following document is required to be submitted only upon notification of recommendation for award:

- Form 1295 "Certificate of Interested Parties"

Failure to provide this information may deem your firm to be non-responsive.

Instructions to Offerors

7.0 MODIFICATION OR WITHDRAWAL OF OFFEROR

Offers may be modified or withdrawn by written or telegraphic notice received by the CCRTA prior to the exact hour and date specified for receipt of Offers. A Statement of Qualification may also be withdrawn in person by an Offeror or an authorized representative prior to the Qualifications deadline; provided the Offeror's identity is made known and he or she signs a receipt for the Statement of Qualifications.

9.0 REFERENCES

The CCRTA is requiring that Offerors supply a list of pertinent references using the Reference (Attachment D) form. **DO NOT include the CCRTA as a reference.**

- Email addresses are required.

Instructions to Offerors

11. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 11.1. Reject or cancel any or all bids;
- 11.2. Waive any defect, irregularity or informality in any bid or bidding procedure;
- 11.3. Waive as an informality, minor deviations from specifications at a lower price than other Bidders meeting all aspects of the specifications if it is determined that total cost is lower, and the overall function is improved or not impaired;
- 11.4. Extend the bid closing time and date;
- 11.5. Reissue a bid invitation;
- 11.6. Consider and accept an alternate bid as provided herein when most advantageous to the CCRTA; and
- 11.7. Procure any item or services by other means.

Federal Supplemental Conditions

Professional Services (A&E)

Task Order Projects may be federally funded, so please read through this section of the RFQ in its entirety.

Be mindful that certain clauses within the Federal Supplemental Conditions extend to all contractors and their contracts (subcontracts) at every tier.

Special Provisions Concerning Disadvantaged Business Enterprises

The CCRTA has a Disadvantaged Business Enterprise (DBE) program and has determined that a DBE Participation Goal will be assessed per Task Order.

The CCRTA encourages the Prime Contractor to fully offer contracting opportunities possible through outreach and recruitment activities to small, minority and disadvantaged businesses. For additional information, please contact Laura Yaunk, DBE Liaison Officer, at (361) 903-3521 or at ccrtadbe@ccrta.org.

Where to find DBE certified firms?

Texas Unified Certification Program (TUCP) DBE Directory at www.ccrta.org/news-opportunities/dbe-program or <https://txdot.txdotcms.com>

Mrs. Laura Yaunk
DBE Liaison Officer
361-903-3521
ccrtaDBE@ccrta.org

Common Vendor Errors in Statements of Qualifications Submissions:

- Not signing the Attachments and Certifications Forms
- Having an inactive or no Unique Entity ID number on SAM.gov
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addenda
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of the Statement of Qualifications

NOTE: Ensure all Qualification Documents are enclosed with your submission by using **The Statement of Qualifications Submissions Checklist.**

Project Overview

Presented by: Sharon Montez,
Managing Director of Capital Programs and Customer

Sections:

- [Scope of Services](#)
- [Special Instructions](#)
- [Task Order Procedures](#)
- [Forthcoming Addendum No. 2](#)



Thank You
For Your
Attendance!