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## Request for Qualifications (RFQ)

### Engineering Design Services for the Mendez Avenue Project – City of Roma, Texas

#### 1. Introduction and Purpose

The City of Roma, Texas, has received a **Southwest Border Regional Commission (SBRC)** grant for the **Mendez Avenue Project**. The City now seeks to engage a qualified engineering firm to guide the project from design through implementation.

This Request for Qualifications (RFQ) invites qualified engineering firms to submit statements of qualifications for planning, design, environmental review and construction-phase services for the Mendez Avenue Project. Procurement will follow federal qualifications-based selection standards. This RFQ is issued pursuant to Section 2254 of the Texas Government Code (Professional Services Procurement Act) and Title 2 CFR Part 200 (Uniform Administrative Requirements for Federal Awards). Minority, Women-Owned and Small Business Enterprises are encouraged to participate. The City Council will evaluate submittals and select the firm whose qualifications best meet the project's needs. Following ranking, the City will negotiate a fair and reasonable fee with the highest-ranked firm in accordance with 2 CFR §200.320 and the Brooks Act.

#### 2. Project Background and Description

Mendez Avenue is a critical roadway within the City of Roma and serves as the only designated commercial exit from the Roma Port of Entry. The corridor provides essential access for freight and commercial vehicles traveling between port facilities, regional roadway networks, and the Las Americas Roma Logistics and Industrial Park. Due to sustained heavy truck traffic, the existing pavement structure has deteriorated and no longer adequately supports current or anticipated commercial and industrial use.

The City intends to reconstruct Mendez Avenue to establish a durable freight corridor that supports efficient commercial vehicle operations, improves safety, and advances economic development objectives. This project is funded through the Southwest Border Regional Commission (SBRC), and the City seeks professional services to support design, bidding, and construction administration. Preliminary scoping indicates that the project will include, at a minimum, the following elements:

- **Roadway reconstruction** of approximately 2,300 linear feet, including a stabilized base and reinforced concrete pavement designed for heavy truck traffic

- **Drainage improvements** to address existing deficiencies and enhance long-term roadway performance
- **Utility coordination and improvements**, including water, wastewater, and other underground infrastructure as required
- **Pedestrian enhancements**, including sidewalks, ADA-compliant ramps, and crosswalk improvements
- **Environmental compliance activities**, including preparation of required environmental documentation and coordination with applicable state and federal agencies

### 3. Scope of Services

The selected engineering firm will be responsible for providing all professional services necessary to design and support construction of the Mendez Avenue Project. Key tasks include:

1. **Project management and coordination** – coordinate with City staff, SBRC representatives and other stakeholders; attend progress meetings; prepare schedules and status reports.
2. **Data collection and survey** – obtain topographic survey, utility mapping and geotechnical data; conduct site visits and review existing plans.
3. **Preliminary design and alternatives analysis** – develop conceptual layouts, evaluate design alternatives, prepare preliminary cost estimates and assist the City in selecting the preferred option.
4. **Environmental documentation** – prepare environmental assessments or categorical exclusions in accordance with SBRC requirements; coordinate with regulatory agencies; address cultural and historic preservation considerations.
5. **Final design and construction documents** – prepare detailed plans, specifications and engineer's estimates for roadway, drainage, utility and pedestrian improvements; incorporate City and regulatory comments.
6. **Bidding phase services** – assist the City in advertising for construction bids, responding to contractor questions, issuing addenda and evaluating bids.
7. **Construction administration and observation** – provide on-call support during construction, review submittals, respond to Requests For Information (RFIs), perform periodic site inspections and prepare record drawings.

### 4. Qualifications Requirements (Respondent Requirements)

Interested firms must demonstrate expertise and experience in municipal roadway and drainage projects funded with federal grants. Minimum qualifications include:

- Texas-licensed professional engineering firm with a track record of similar projects.
- Experience managing federally funded projects, including compliance with federal grant requirements.
- Successful completion of environmental documentation (NEPA or equivalent) for transportation or infrastructure projects.
- Demonstrated ability to coordinate with multiple stakeholders, including local governments, utilities and regulatory agencies.

- Familiarity with TxDOT standards, AASHTO guidelines and Americans with Disabilities Act (ADA) requirements.

Submittals should identify key personnel, their roles and relevant project experience, along with the firm's organizational structure and resources.

Small, Minority and Women-Owned Business Enterprises (SMWBE) and Small Businesses in Rural Areas (SBRA) are encouraged to submit Statements of Qualifications and participate in this project.

## 5. Submission Requirements

Firms wishing to be considered must submit **five (5)** bound copies and one digital PDF (via USB drive) of their **Statement of Qualifications (SOQ)**. Each SOQ should not exceed 30 pages (excluding covers and appendices) and must include:

1. **Cover letter** – introducing the firm and acknowledging ability to perform the scope.
2. **Firm profile** – company history, size, office location(s), and federal qualifications such as **Unique Entity Identifier (UEI)** and proof of registration in **SAM.gov**.
3. **Team organization and resumes** – names and resumes of proposed project manager, lead designer, environmental specialist and other key personnel; include Texas PE license numbers.
4. **Project understanding and approach** – narrative describing the firm's understanding of the Mendez Avenue Project and proposed methodology for completing the work.
5. **Relevant project experience** – descriptions of at least five similar projects completed within the past ten years, including client references, year completed, construction cost and firm's role.
6. **Proof of financial capacity and insurance** – provide evidence of professional liability insurance and financial capacity to undertake the project.
7. **Proposed schedule** – preliminary timeline for completing the design and supporting construction.

**Important:** Cost or price information must **not** be included in any part of the SOQ. Submittals containing pricing will be considered non-responsive and will be rejected. All costs incurred in preparing and submitting the SOQ, and in participating in interviews or negotiations, are the sole responsibility of the respondent and will not be reimbursed by the City.

## 6. Selection Process and Evaluation Criteria

The City will follow a qualifications-based selection process consistent with SBRC requirements. Submissions will be evaluated by the City Council using the following criteria:

Evaluation Criterion	Description	Points
<b>Relevant experience</b>	Demonstrated experience with similar roadway/drainage projects and federal grant compliance.	30
<b>Personnel qualifications</b>	Expertise and availability of proposed project manager and key staff.	25

Evaluation Criterion	Description	Points
<b>Project understanding &amp; approach</b>	Clarity of understanding and methodology for meeting project goals.	25
<b>Past performance &amp; references</b>	Quality of previous work and satisfaction of past clients.	10
<b>Local knowledge &amp; availability</b>	Familiarity with local conditions and ability to mobilize quickly.	10
<b>Total</b>		100

Following evaluation, the City may shortlist firms for interviews. Negotiations will be conducted with the highest-ranking firm to establish a detailed scope and fee. If an agreement cannot be reached, negotiations will proceed with the next highest ranked firm.

## 7. Schedule and Deadline

The City intends to follow a federally compliant procurement schedule. The tentative calendar is as follows (dates may be adjusted to accommodate holidays and council meetings):

1. Publish RFQ and newspaper advertisement: February 4<sup>th</sup> 2026.
2. SOQ due: February 25 2026 at 4 p.m. CST.
3. Evaluation and short-listing: February 25 2026.- March 2 2026
4. Selection and contract negotiation: March 2—March 9 2026.
5. Council approval and contract award: March 11 2026.
6. Notice to proceed: March 2026, subject to SBRC's formal notice to proceed.

Respondents must ensure that their submissions are received by the City Secretary's office by the stated due date. Late submissions will not be considered.

## 8. Questions and Clarifications

Questions regarding this RFQ must be submitted in writing via email to Alejandro Barrera, City Manager, [CityofRoma@cityofroma.net](mailto:CityofRoma@cityofroma.net) no later than ten (10) days before the submission deadline. Responses to questions will be provided to all interested firms.

## 9. Reservations and Rights

The City of Roma reserves the right to:

- Accept or reject any or all submittals.
- Waive any informalities or irregularities in the solicitation process.
- Modify or cancel this RFQ in whole or in part.
- Negotiate with one or more respondents.
- Request additional information from any respondent.

All data and materials submitted in response to this RFQ become public record under the Texas Open Records Act (Texas Government Code Chapter 552). The City does not assume responsibility for asserting legal arguments for confidentiality on behalf of the respondent. This

project is funded in part by the Southwest Border Regional Commission (SBRC), and all procurement activities are subject to SBRC grant conditions.

## **10. Conclusion**

This RFQ sets forth the requirements for engineering design and construction administration services for the Mendez Avenue Project. Interested firms are encouraged to review the project background and scope carefully and to submit a concise, well-organized Statement of Qualifications demonstrating their expertise and capacity to deliver the project in accordance with SBRC guidelines and City objectives.