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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.
8. **Federal Compliance requirements-** Certification regarding debarment, Certification Regarding Lobbying, Non-Collusion Affidavit and Conflict of Interest Disclosure.

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
Relevant experience	Demonstrated experience with similar roadway/drainage projects and federal grant compliance.	30
Personnel qualifications	Expertise and availability of proposed project manager and	25

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

The highest-ranked Respondent, prior to contract execution, shall execute and comply with the following additional certifications:

A. Drug-Free Workplace Certification

B. Title VI / Non-Discrimination and Equal Employment Opportunity Assurance

C. Build America, Buy America (BABA) Compliance Acknowledgment

The selected firm must acknowledge compliance with the Infrastructure Investment and Jobs Act (IIJA) and the Build America, Buy America Act (2 CFR Part 184), including incorporation of domestic sourcing requirements into project specifications and construction documents.

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 4th 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, City of Roma abarrera@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.

**Certification Regarding Debarment and Suspension
(2 CFR Part 180 and 2 CFR §200.214)**

Project: Engineering Design Services for the Mendez Avenue Project

City: City of Roma, Texas

Funding Source: Southwest Border Regional Commission (SBRC)

FAIN: SBRC25405TX

CERTIFICATION

The undersigned certifies, to the best of its knowledge and belief, that:

1. The Respondent and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The Respondent has not within a three (3) year period preceding this submission been convicted of fraud or a criminal offense in connection with obtaining or performing a public transaction; violated antitrust statutes; or committed embezzlement, theft, forgery, bribery, falsification or destruction of records, or making false statements.
3. The Respondent is not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses listed above.
4. The Respondent has not had one or more public transactions terminated for cause or default within the past three (3) years.

If unable to certify any of the above statements, the Respondent shall attach a written explanation.

This certification is a material representation of fact upon which reliance is placed by the City of Roma. False certification may result in criminal prosecution under 18 U.S.C. §1001 and administrative remedies.

Firm Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

**Certification Regarding Lobbying
(31 U.S.C. §1352)**

Project: Engineering Design Services for the Mendez Avenue Project

City: City of Roma, Texas

FAIN: SBRC25405TX

CERTIFICATION

The undersigned certifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any Federal agency or Member of Congress in connection with the awarding of this contract.

If non-Federal funds have been used for lobbying related to this contract, the Respondent shall complete and submit Standard Form SF-LLL, Disclosure of Lobbying Activities.

The Respondent shall include this certification in all subcontracts exceeding \$100,000.

Firm Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

Non-Collusion Affidavit

Project: Engineering Design Services for the Mendez Avenue Project

City: City of Roma, Texas

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, being duly sworn, states that the Statement of Qualifications submitted to the City of Roma was independently prepared without collusion, fraud, or improper conduct.

The Respondent has not conspired with any other firm, attempted to influence other submissions, or engaged in conduct that violates antitrust laws.

The SOQ is made in good faith and is genuine.

Firm Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

Subscribed and sworn before me on this ____ day of _____, 20 ____.

Notary Public Signature: _____

My Commission Expires: _____

Conflict of Interest Disclosure and Certification
(2 CFR §200.318(c)(1))

Project: Engineering Design Services for the Mendez Avenue Project

City: City of Roma, Texas

FAIN: SBRC25405TX

DISCLOSURE

No actual or potential conflict of interest exists.

The following actual or potential conflict(s) of interest exist (attach additional pages if necessary):

CERTIFICATION

The undersigned certifies that the information provided above is true and complete.

The Respondent has not offered any gift, compensation, or advantage to any City official for the purpose of influencing the selection process.

The Respondent agrees to disclose any conflict that arises during the procurement or contract period.

Firm Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

ADDENDUM NO. 1

Federal Compliance Requirements

Request for Qualifications (RFQ)
Engineering Design Services for the Mendez Avenue Project
City of Roma, Texas
FAIN: SBRC25405TX

1. Purpose

This Addendum adds required federal certifications to the Statement of Qualifications (SOQ) submission requirements for this project.

This project is funded by the Southwest Border Regional Commission (SBRC) and is subject to applicable federal laws and regulations.

All respondents must comply with these requirements.

2. Updated SOQ Submission Requirements

Section 5 of the RFQ is amended to require the following completed and signed forms to be submitted with the SOQ.

Failure to include these forms may result in the SOQ being considered non-responsive.

3. Required Federal Certifications

Respondents must include the following forms:

- A. Certification Regarding Debarment and Suspension**
- B. Certification Regarding Lobbying**
- C. Non-Collusion Affidavit**
- D. Conflict of Interest Disclosure**

4. Additional Requirements

The highest-ranked firm will be required to provide the following before signing a contract:

- Drug-Free Workplace Certification
- Title VI / Non-Discrimination and Equal Employment Opportunity Assurance
- Build America, Buy America (BABA) Compliance Acknowledgment

The selected firm must acknowledge compliance with federal domestic sourcing requirements under the Infrastructure Investment and Jobs Act.

5. Federal Contract Provisions

The final professional services agreement will include all federally required contract clauses under 2 CFR Part 200, Appendix II

6. Effect on Original RFQ

All other terms of the RFQ remain unchanged.

This Addendum becomes part of the RFQ and any resulting contract. Respondents must acknowledge receipt of this Addendum in their submission.

Issued By:

City of Roma, Texas

Date Issued: February 18, 2026