



**BROWNSVILLE NAVIGATION
DISTRICT OF CAMERON
COUNTY, TEXAS**

**Statement of Qualifications
For Engineering Services
for the Port of Brownsville
OCE-020126-60**

**Closing Date –Thursday, January 15, 2026
2:00 PM TEAMS VIDEO CONFERENCE**

**Brownsville Navigation District • 1000 Foust Road • Brownsville, TX 78521
(956) 831-4592 • (800) 378-5395 • Fax (956) 831-5006 • portofbrownsville.com
www.bidnetdirect.com//portofbrownsville**

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Timetable

Item	Due Date
Solicitation Released	Wednesday, December 10, 2025
Questions Due	Tuesday, January 6, 2026, 3:00 PM
Addendum 1 Due	Friday, January 9, 2026, 5:00 PM
Submittals Due	Thursday, January 15, 2026 2:00 PM TEAMS VIRTUAL MEETING
Evaluation Committee Meetings	January 16, 2026, through January 23, 2026
Presentations (if desired by District)	Monday, January 26, 2026, Via Teams
Selection of Top Ranked Firms	Wednesday, February 4, 2026
Anticipated Notification of Award	Thursday, February 5, 2026

NOTICE

Notice is hereby given that sealed Proposals for Engineering Services for the Port of Brownsville will be received by the Brownsville Navigation District of Cameron County, Texas.

Responses must comply with the requirements set out in the "Statement of Qualifications" which may be obtained from the Port of Brownsville website and Bidnet Direct.

No Response will be accepted via fax or email.

THE RIGHT IS HEREBY RESERVED by the Board of Commissioners to reject any and all Responses.

SECTION I

GENERAL INFORMATION AND INSTRUCTIONS

General

The Brownsville Navigation District d/b/a The Port of Brownsville (hereinafter referred to as the “District”) is soliciting Proposals for Engineering Services for the Port of Brownsville.

1. Each Vendor will read these Specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the Response. **Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the submitted Response.**
2. The RFQ information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty. Requests for additional information should be directed in writing by email to: purchasing@portofbrownsville.com

Submission of Qualifications

Statements of Qualifications shall be submitted via Bidnet Direct, **or** 2 copies one (1) physical and one (1) Digital (USB) of the qualifications shall be submitted in a sealed envelope. Each envelope or package must be addressed as follows:

**Brownsville Navigation District
Procurement and Contract Supervisor
1000 Foust Road
Brownsville, Texas 78521**

On the front of each envelope shall be written the following words:

No telephone, fax or e-mail proposals will be accepted. The District will not be responsible for missing, lost or late mail. Any Proposals received after the date and time set for the deadline for receipt of proposals will be returned to the Vendor unopened.

Submittals in response to this RFQ shall become the property of the District. The District shall not be responsible for the Respondent's costs associated with submitting a response.

Authorized Signature

All Proposals must be signed by persons who have legal authority to bind the Vendor to items and prices that are reflected in the proposal.

Withdrawal of Proposal

Vendors may withdraw their Proposals at any time up to the time specified as the closing time for acceptance of proposals. However, no Vendor shall withdraw or cancel their proposal for a period of Ninety **(90)** days after said closing date for acceptance of proposals. The successful Vendor shall not withdraw or cancel or modify their proposal, except at the request of the District, after having been notified that said proposal has been accepted by the District.

Interpretation of Specifications

If any person contemplating submitting a Proposal is in doubt as to the true meaning of any part of these Specifications, they may submit via Bidnet Direct Q&A or to **Miguel Barajas, Procurement and Contract Supervisor @ purchasing@portofbrownsville.com** a written request for interpretation thereof. Requests for interpretation must be received by **Tuesday, January 6, 2026 @ 3:00 PM CST**. Vendors shall not seek to influence any District Board members or District staff, directly or indirectly through others, as such contact may result in disqualification.

Addendums to Solicitation

If it becomes necessary to revise any part of this RFQ, a written addendum will be posted on the Port of Brownsville web site, under “Business with the Port/Procurement”. **It will be the responsibility of each respondent to verify that they have received all addendums.**

Respondents must acknowledge on the Vendor’s Acknowledgement Form **(Attachment A)** the receipt of all addendums in order for their Proposal to be considered. The District is not bound by any oral representations, clarifications, or changes made in the written specifications by the District’s employees.

Criteria Used in Evaluating Proposal

Proposals will be carefully evaluated for compliance with the requirements & evaluation criteria contained in the SOQ Specifications.

Compliance with Laws

All Vendors involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this proposal process.

Texas Ethics Commission Form 1295 Disclosures

Companies doing business with the Brownsville Navigation District, a governmental entity, are required to file a “Disclosure of Interested Parties Form” (Form 1295). The successful Vendor will be required to file a Form 1295 prior to the Board approving the award of the bid. Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided.

Texas Government Code Chapter 2270 Prohibition on Boycotting Israel

Companies doing business with the Brownsville Navigation District, a governmental entity, are prohibited from boycotting Israel during the term of the purchase agreement resulting from this bidding process. Vendors will be required to provide a written verification that they do not boycott Israel and that they will not boycott Israel during the term of the agreement.

Award of Contracts

Award shall be based on the SOQ specifications and evaluation criteria. The District reserves the right to award the Proposal to multiple Vendors in order to obtain the best value for the District in the District's sole discretion.

Confidentiality

Vendors shall certify that any confidential information obtained from the District shall not be made available, reproduced, sold, distributed or otherwise published or disseminated to any person or entity, except as is necessary for the Vendor to provide the equipment/services required by the RFP. The Vendor must also agree to notify the District of any instances that the confidentiality of any information to which it has been given access has been breached.

Terms of Payment

Funds will be paid until completion, acceptance and fulfillment of the purchase obligation to the District.

The District refers to the payment terms of the *Texas Prompt Payment Act* as Net 30: Payment of the net (full) amount will be made within 30 days of receipt of the invoice or receipt of material or service, whichever is later

Billing address for invoices under this RFP is:

Brownsville Navigation District

Finance Department

1000 Foust Road

Brownsville, TX 78521

Electronic invoicing may be submitted to

vendor@portofbrownsville.com

Insurance Requirements

- (a) The Vendor shall furnish proof of insurance requirements as indicated below and as required under the Contract Documents. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The commercial general liability insurance policy shall name the Brownsville Navigation District, as an "additional insured." This MUST be written in the description section of the insurance certificate, even if there is a check-off box on the insurance certificate. Any costs for adding the Port as "additional insured" shall be at the Vendor's expense.
- (b) The Port shall be given notice 30 days prior to cancellation or modification of any required insurance. The certificate of insurance provided to the Port shall be endorsed or amended to comply with this notice requirement. Such notification will be in writing by registered mail, return receipt requested and addressed to the Port, care of the Port Director and CEO.
- (c) The Vendor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Texas, subject to approval by the Port. Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this solicitation shall be deemed unacceptable and shall be considered breach of contract.
- (d) The Contractor shall be required to submit renewal certificates of insurance throughout the term of this contract and any extensions within 10 days of the policy expiration dates. All notices under this section shall be given to the Port of Brownsville at the following address: Port of Brownsville Attn: Administrative Services Department 1000 Foust Road Brownsville, TX 78521

The successful Vendor shall not commence work under this agreement until all of the insurance required has been obtained and certificates of insurance are on file and approved by the Brownsville Navigation District. Approval of the insurance by the Brownsville Navigation District shall not relieve or decrease the liability of the successful Vendor.

The successful Vendor shall provide and maintain for the duration of this agreement, the following minimum coverage:

Type of Coverage	Limit of Liability
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000.00
Commercial General Liability	\$1,000,000/occurrence \$2,000,000/aggregate
Business Automobile Liability Owned, Hired and Non-owned Vehicles *Only required if the Consultant will operate vehicles*	\$1,000,000/combined single limit
Professional Liability (E&O)	\$1,000,000/claim \$2,000,000/aggregate

All policies must be endorsed with a Waiver of Subrogation in favor of the Brownsville Navigation District d/b/a Port of Brownsville.

All insurance shall be at the sole cost and expense of the successful Vendor. All the liability coverages cited shall name the Brownsville Navigation District as an additional insured as its interest may appear. The policy or policies shall contain a clause that the insurer will not cancel or change the policy or policies without first giving the District sixty (60) days prior written notice.

Technology Liability (Errors & Omissions)

1. Combined limit of not less than \$2,000,000 per occurrence; \$4,000,000 million aggregate; or
2. Combined limit of not less than \$1,000,000 per occurrence; \$2,000,000 aggregate and Umbrella Coverage in the amount of \$4,000,000. Umbrella policy shall contain a follow-form provision and shall include coverage for personal and advertising injury. The umbrella policy shall cover amounts for any claims not covered by the primary Technology Liability policy. Defense costs shall be outside the limits of liability.
 - a. Coverage shall include, but not be limited to, the following:
 - i. Failure to prevent unauthorized access
 - ii. Unauthorized disclosure of information
 - iii. Implantation of malicious code or computer virus
 - iv. Fraud, Dishonest or Intentional Acts with final adjudication language
 - v. Intellectual Property Infringement coverage, specifically including coverage for intellectual property infringement claims and for indemnification and legal defense of any claims of intellectual property infringement, including infringement of patent, copyright, trademark or trade secret, brought against the Port for use of Deliverables, Software or Services provided by Vendor under this Agreement.
 - vi. Incident Response Costs, Legal and Regulatory Costs, Security and Forensic Costs, Crisis Communication Costs, Privacy Breach Management Costs, Third Party Privacy Breach Management Costs, and Post Breach Remediation Costs.

Technology coverage may be provided through an endorsement to the Commercial General Liability (CGL) policy, a separate policy specific to Technology E&O, or an umbrella policy that picks up coverage after primary coverage is exhausted. Either is acceptable if coverage meets all other requirements. Technology coverage shall be written to indicate that legal costs and fees are considered outside of the policy limits and shall not erode limits of liability. Any deductible will be the sole responsibility of the Vendor and may not exceed \$50,000 without the written approval of the Port. Coverage shall be claims-made, with a retroactive or prior acts date that is on or before the effective date of this Agreement. Coverage shall be maintained for the duration of the contractual agreement and for two (2) years following completion of services provided. An annual certificate of insurance, or a full copy of the policy if requested, shall be submitted to the Port to evidence coverage.

SECTION II SPECIFICATIONS

Scope of Work

Services needed will be project-specific and may include, but is not necessarily limited to, the following categories:

- Traffic Engineering
 - Roadway Engineering
 - Perform traffic data collection, studies, analysis, volume forecasting
 - Plan and design transportation projects
 - Roadway design projects
 - Traffic signal modifications, design, and timing studies
 - Review and make recommendations for roadway pavement design detail and construction standards
 - Perform Port related and/or review development related traffic impact assessments
 - Recommend design changes to improve material and system sustainability
- Stormwater System Planning, Design, and Analysis
 - Perform a comprehensive Master Drainage Plan Update
 - Design stormwater infrastructure
 - Perform drainage studies and reviews
 - Make recommendations and perform updates to the master drainage plan
 - Review and make recommendations for the Port's stormwater drainage ordinance
 - Review and make recommendations for design and construction detail standards for stormwater construction projects and development plans
 - Review and make recommendations for updates to the Port's drainage design manual
 - SWPPP plan review and design
 - Permit application, review, and assure regulatory compliance for Port projects
 - Review the Port MS4 plan/permit, recommend updates, and perform regulatory compliance report assistance
 - Review and make recommendations to the approved manufacturers and materials list
 - Perform functions of project management, as needed
 - Ensure regulatory compliance in plan design, review, and construction
 - Recommend design changes to improve material and system sustainability
- Water Distribution System Planning, Design, and Analysis
 - Perform water distribution system modeling
 - Design water distribution system storage tanks
 - Design water distribution system pump station upgrades
 - Design water distribution system new construction,

- expansion, upgrades, and capital improvement projects
 - Coordinate water distribution system projects, from design through construction
 - Perform updates to the Water System Capital Improvement and Impact Fee Plans
 - Perform updates to the Water System Master Plan
 - Review water distribution system design and construction criteria
 - Review and update water distribution system standard construction details and design standards
 - Review and make recommendations to the approved manufacturers and materials list
 - Review, design, and recommend updates to SCADA systems
 - Apply for regulatory permits for project construction
 - Ensure regulatory compliance in plan design, review, and construction
 - Perform functions of project management, as needed
 - Recommend design changes to improve material and system sustainability
- Wastewater Collection System Planning, Design, and Analysis
 - Perform water distribution system modeling
 - Design wastewater collection system lift station upgrades and construction detail standards
 - Design wastewater collection system new construction, expansion, upgrades, and capital improvement projects
 - Coordinate wastewater collection system projects, from design through construction
 - Perform updates to the Wastewater System Capital Improvement and Impact Fee Plans
 - Perform updates to the Wastewater System Master Plan
 - Review wastewater collection system design and construction criteria
 - Review and update wastewater collection system standard construction details and design standards
 - Review and make recommendations to the approved manufacturers and materials list
 - Review, design, and recommend updates to SCADA systems
 - Apply for regulatory permits for project construction
 - Ensure regulatory compliance in plan design, review, and construction
 - Perform functions of project management, as needed
 - Recommend design changes to improve material and system sustainability
- Utility and Traffic Construction Standard Detail Review and Design
 - Review and make recommendations for changes to the construction standard detail manual
 - Ensure best management practices are utilized
 - Recommend design changes to improve material and system sustainability
- Development Services Plan Review
 - Third Party Development Construction Phase

Observation and Certification

- Review documents and plans to ensure their adequacy, accuracy and regulatory compliance requirements are met
- Construction phase observation to ensure compliance with the industry's best management practices, industry standards, regulatory entity requirements, and the Port's design criteria and ordinances are met
- Construction phase observation to ensure projects are constructed as designed
- Make suggestions to improve construction methods
- Assess potential risk with design or construction, and recommend strategies to avoid and correct the identified issues
- Material inspections
- Make recommendations for acceptance of final projects, and issue a statement of completion allowing acceptance of the project
- Third Party Facility Inspection
 - Ensure facilities are constructed or are in compliance with federal, state, and local laws and regulations.
 - Ensure facilities meet current building standards and codes.
 - Ensure projects are planned and constructed in compliance with current federal, state, and local laws and ordinances; and meet all current building standards and codes.
 - Perform ADA compliance inspections
 - Review plans and specifications for projects to ensure regulatory compliance
 - Perform evaluations, quality control and assurance inspections, and material installation inspections, as needed.
- Construction Materials Testing and Geotechnical Services
 - Materials testing
 - Soils
 - Aggregates
 - Concrete
 - Construction welds
 - Backfill densities
 - Road subgrade density testing
 - Performing and providing geotechnical studies and reports
 - Making recommendations for improved products and projects
 - Coordinating projects with contractors and the Port's civil construction field inspectors
- Surveying Services
 - Field surveys
 - Data collection for Port projects
 - Property, right-of-way, and easement boundary identification and

marking

- Topographic mapping
- Construction site layout
- As-built surveys for record drawings
- Port asset mapping, marking, and geolocation data gathering
- GIS Department coordination
- Tree surveys

Relevant support services are required for the project types listed above, including, but not limited to:

- Project meeting scheduling and attendance
- Traffic control design
- Data collection
- Field observations
- Permitting and utility coordination
- Opinions of probable construction costs
- ROW and Easement coordination and acquisition
- Geotechnical studies
- Plan design
- Bid phase support to include all construction contracts, specifications, bid notifications, and project change order review.
- Standard detail drawings
- Construction phase support to include change order review and recommendations, field observations, and alternative material reviews.

Technical Expertise

SOQs should outline the expertise, experience, and knowledge of personnel and/or staff available to respond to each scope of work category listed in Section 2 – Scope of Work for which the respondent wishes to be considered for a prequalification designation. The information provided in the SOQ should document familiarity with, and the use of, industry best management practices, national and local industry design criteria and standards, local and international building codes (where applicable), and regulatory compliance requirements.

SOQ submittals for traffic/transportation categories must document knowledge, expertise, and experience with the Texas Manual on Uniform Traffic Control Devices, TxDOT traffic signal and electrical standards and Roadway Design Manual, and other relevant FHWA, AASHTO, NACTO, etc. guidelines.

SOQ submittals for utility categories must document extensive knowledge of the Texas Commission on Environmental Quality rules and regulations; Environmental Protection Agency rules and regulations; applicable parts of the Texas Administrative Code; American Water Works Association standards; other applicable industry design manuals, criteria, and specifications.

SOQ submittals for third-party inspection and observation services must document extensive knowledge of TCEQ, AWWA, SSPC, and NACE standards. Respondents must be certified to perform inspections and evaluations necessary to meet or exceed the regulatory requirements for all inspections and observations for Public Works construction, water and wastewater storage tanks and conveyance infrastructure construction, and/or the ability to perform construction materials testing and geotechnical data collection and reporting. Respondents may submit an SOQ relating to all, or any portion of, the third-party inspection and observation services their firm is certified to perform. SOQ submissions should state the individual certifications held by staff members in the firm responding, length of time these certifications have been active, and the availability of the staff possessing these certifications to perform the third-party inspections and observations for as-needed on-call services.

To better understand each respondent's approach and ability to execute projects for which they are selected to perform, all respondents should clearly describe their capability, capacity, and experience in performing and executing projects described in Scope of Work. The statement should also reflect any additional areas of relevant expertise, experience, and knowledge related to engineering, construction, inspections, plan/project review and management, surveying, etc.

Scope of Work Category Checklist

Select categories for which the firm is seeking prequalification. This form must be included in your Statement of Qualifications. Do not select a category for which you are not seeking prequalification.

Local: The firm can perform this task with qualified licensed or certified personnel at an office within 50 miles of the Port.

Regional: The firm has qualified licensed or certified personnel at a regional office, who are able to perform this task.

Sub: The firm needs a qualified subconsultant to perform this task.

Firm Name	
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Traffic Engineering	Local	Regional	Sub
Roadway Engineering Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform traffic data collection, studies, analysis, volume forecasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and design transportation projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadway design projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic signal modifications, design, and timing studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations for roadway pavement design detail and construction standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform Port related and/or review development related traffic impact assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend design changes to improve material and system sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stormwater System Planning, Design, and Analysis	Local	Regional	Sub
Design stormwater infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform drainage studies and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make recommendations and perform updates to the master drainage plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations for the Port's stormwater drainage ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations for design and construction detail standards for stormwater construction projects and development plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations for updates to the Port's drainage design manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWPPP plan review and design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit application, review, and assure regulatory compliance for Port projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review the Port MS4 plan/permit, recommend updates, and perform regulatory compliance report assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations to the approved manufacturers and materials list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform functions of project management, as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regulatory compliance in plan design, review, and construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend design changes to improve material and system sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water Distribution System Planning, Design, and Analysis	Local	Regional	Sub
Perform water distribution system modeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design water distribution system storage tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design water distribution system pump station upgrades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design water distribution system new construction, expansion, upgrades, and capital improvement projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate water distribution system projects, from design through construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform updates to the Water System Capital Improvement and Impact Fee Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform updates to the Water System Master Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review water distribution system design and construction criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and update water distribution system standard construction details and design standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations to the approved manufacturers and materials list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review, design, and recommend updates to SCADA systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply for regulatory permits for project construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regulatory compliance in plan design, review, and construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform functions of project management, as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend design changes to improve material and system sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wastewater Collection System Planning, Design, and Analysis	Local	Regional	Sub
Perform water distribution system modeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design wastewater collection system lift station upgrades and construction detail standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design wastewater collection system new construction, expansion, upgrades, and capital improvement projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate wastewater collection system projects, from design through construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform updates to the Wastewater System Capital Improvement and Impact Fee Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform updates to the Wastewater System Master Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review wastewater collection system design and construction criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and update wastewater collection system standard construction details and design standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations to the approved manufacturers and materials list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review, design, and recommend updates to SCADA systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply for regulatory permits for project construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regulatory compliance in plan design, review, and construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform functions of project management, as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend design changes to improve material and system sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Utility and Traffic Construction Standard Detail Review and Design

Local Regional Sub

Review and make recommendations for changes to the construction standard detail manual			
Ensure best management practices are utilized			
Recommend design changes to improve material and system sustainability			

Parks and Recreation Planning, Design, and Analysis

Local Regional Sub

Perform traffic data collection, studies, analysis, volume forecasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations for all pavement design details and construction standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend design changes to improve material and system sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design stormwater infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform drainage studies and review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations for design and construction detail standards for stormwater construction projects and development plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit application, review, and assure regulatory compliance for Port projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform functions of project management, as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regulatory compliance in plan design, review, and construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design water distribution system new construction, expansion, upgrades, and capital improvement projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate water distribution system projects, from design through construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations to the approved manufacturers and materials list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and make recommendations for changes to the construction standard detail manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure best management practices are utilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review documents and plans to ensure their adequacy, accuracy and regulatory compliance requirements are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction phase observation to ensure compliance with the industry's best management practices, industry standards, regulatory entity requirements, and the Port's design criteria and ordinances are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction phase observation to ensure projects are constructed as designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make suggestions to improve construction methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess potential risk with design or construction, and recommend strategies to avoid and correct the identified issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material inspections are compliant with Port standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make recommendations for acceptance of final projects, and issue a statement of completion allowing acceptance of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Services Plan Review

Local Regional Sub

Third Party Development Construction Phase Observation and Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review documents and plans to ensure their adequacy, accuracy and regulatory compliance requirements are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction phase observation to ensure compliance with the industry's best management practices, industry standards, regulatory entity requirements, and the Port's design criteria and ordinances are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction phase observation to ensure projects are constructed as designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make suggestions to improve construction methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess potential risk with design or construction, and recommend strategies to avoid and correct the identified issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make recommendations for acceptance of final projects, and issue a statement of completion allowing acceptance of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Third Party Development Construction Phase Observation and Certification

Local Regional Sub

Review documents and plans to ensure their adequacy, accuracy and regulatory compliance requirements are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction phase observation to ensure compliance with the industry's best management practices, industry standards, regulatory entity requirements, and the Port's design criteria and ordinances are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction phase observation to ensure projects are constructed as designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make suggestions to improve construction methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess potential risk with design or construction, and recommend strategies to avoid and correct the identified issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make recommendations for acceptance of final projects, and issue a statement of completion allowing acceptance of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Third Party Facility Inspection

Local Regional Sub

Ensure facilities are constructed or are in compliance with federal, state, and local laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure facilities meet current building standards and codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure projects are planned and constructed in compliance with current federal, state, and local laws and ordinances; and meet all current building standards and codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform ADA compliance inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review plans and specifications for projects to ensure regulatory compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform evaluations, quality control and assurance inspections, and material installation inspections, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Third Party Park Inspection

Local Regional Sub

Evaluate park infrastructure and equipment to ensure regulatory and accessibility requirements are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform plan review to ensure facilities will meet all federal, state, and local regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate parks and playgrounds design and construction, and make recommendations to improve sustainability and environmental stewardship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform comprehensive inspection services to identify facility and compliance deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide operations and maintenance budget plans and recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Construction Materials Testing and Geotechnical Services

Local Regional Sub

Material inspection and testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggregates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backfill densities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road subgrade density testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing and providing geotechnical studies and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making recommendations for improved products and projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinating projects with contractors and the Port's civil construction field inspectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Surveying Services

Local Regional Sub

Field surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data collection for Port projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property, right-of-way, and easement boundary identification and marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topographic mapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction site layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As-built surveys for record drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Port asset mapping, marking, and geolocation data gathering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS Department coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tree surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria

Administrative Requirements – 5 Points

Requirements for SOQ submission have been met, and all required forms were properly completed and included.

Statement of Interest – 10 Points

Provide a statement of interest to describe each category within the scope of work the firm is submitting for consideration to be prequalified.

Qualifications – 30 Points

Information:

- Legal name of the firm
- Legal description of the business
- Relevant registration numbers
- Date of the firm's formation
- Location of the firm and offices performing work for the Port
- Brief overview of the firm's

experience Knowledge and

Expertise:

- Relevant licenses and certifications
 - License and certification legal designation and description
 - Number of professionals holding each license and certification
- Typical availability and response time of assigned professionals
- Average number of active projects for each licensee and certification holder
- Role of each licensee/certification holder within the company
- Organizational structure of personnel who typically perform work on projects
- Number of professionals typically assigned to projects
- How the firm intends to interact with Port project managers

Relevant Experience – 40 Points

For each category, listed in the scope of work, a prequalification designation is sought, a list containing a minimum of three (3), but not more than five (5), relevant projects must be provided. All projects must have been completed within the past five (5) years. For each project, the following information must be included:

- Project type
- Project location
- Firm's scope/involvement in the project
- Number of personnel assigned to the project
- All subconsultants used to complete the project
 - Firm name

- Firm location
- Associated legal description of the firm
- Firm's business registration, license, or certification numbers
- Area of expertise, knowledge, or experience
- Level of involvement in the project
- Number of additional projects the subconsultant was utilized by the firm submitting the SOQ
- Project budget; Include a brief overview of these items (if applicable):
 - Opinion of probable construction cost
 - Design plan addenda issued, with explanation of why it was required
 - Final bid amount
 - Change orders required to complete the project
 - Final construction cost
- Project timeline
- Date of completion, or current project status
- Client project manager's contact information
 - Name
 - Location
 - Email
 - Phone

Example Plans – 10 Points

Firms must electronically submit two (2) full design plans or document examples, where and whichever is most applicable, for review in each category they wish to be considered. Plans and documents will be examined for completeness, tidiness, industry best management practices, regulatory compliance, and ease of use and reference. They will not be examined against the Port's design detail standards, specifications, or ordinances. The plans will receive a five (5) point score, each, if they pass review, for a possible total combined score of ten (10) points.

References – 5 Points

Provide at least three (3) references for similar work performed for a municipal government agency in each category the firm is seeking consideration. The same reference may be used in multiple categories, if the firm has performed relative work for the same reference. The Port may contact any or all references at any time during the selection and grading process. Reference information should include:

- Agency name, physical address, and main phone number
- Project manager's name, email address, and phone number
- Project Name
- Project Type
- Project beginning date and end date; or if the project is active, the project status

Term of Agreement

The Port of Brownsville intends to award contracts to multiple responsive and qualified firms whose proposals best meet the requirements outlined in this Request for Proposals (RFP). The initial term of each agreement will be for three (3) years from the date of execution by both parties. The Port reserves the right, at its sole option, to extend the agreement for up to two (2) additional one-year terms under the same terms and conditions, subject to mutual written agreement.

No Guaranteed Volume or Financial Commitment

Execution of an agreement as a result of this RFP does not constitute a commitment by the Port to procure any minimum quantity of goods or services, nor does it create any financial obligation. Any expenditures will occur only through individually authorized purchase orders, task orders, or subsequent contracts issued in accordance with the Port's procurement policies and procedures.

Federal Compliance Requirements – 2 CFR 200

If federal funds are used in whole or in part for any purchase, task order, or project issued under the resulting agreement, the selected firm(s) shall comply with all applicable requirements of **2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**. This includes, but is not limited to, procurement standards, cost allowability, record-keeping requirements, conflicts of interest, and all mandatory contract provisions required under 2 CFR 200.317–200.327.

Contractors must maintain all records, documentation, and financial details necessary to demonstrate full compliance with the Uniform Guidance and shall make such records available to the Port, auditors, or federal agencies upon request. Failure to comply with any applicable provision may result in corrective action, termination of the agreement, or disallowance of costs, at the Port's discretion.

The Port reserves the right to include additional federally required clauses, certifications, or flow-down requirements at the time individual purchase orders or task orders are issued, depending on the source of funding.

SECTION III STANDARD FORMS

Attachments to this RFP that are required:

1. Respondent's Acknowledgement Form
2. Vendor Registration and Conflict of Interest Questionnaire
3. Government Code Chapter 2270 and 2252 Disclosure Statement
4. Statement of Non-Collusion
5. Proof of Insurance
6. Certificate of Interested Parties form 1295 (upon award)

***The following required forms can also be found at
www.portofbrownsville.com – Business With the Port / Vendor
Information***

- Vendor Registration Form
- Conflict of Interest Questionnaire

BROWNSVILLE NAVIGATION DISTRICT
Respondent's Acknowledgment Form

Having carefully examined the information, notices and specifications and conditions contained in this package, the undersigned Applicant's agent or representative hereby proposes and agrees to comply with these Specifications at the prices quoted. The Applicant affirms that, to the best of their knowledge, the submitted Proposal has been arrived at independently and is submitted without collusion to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other Applicants in the award of this RFP.

Addendums received:

Vendor:
Address:
City, State, Zip Code:
Signature of Applicant:
Title with Company:



To Vendors Doing Business with Brownsville Navigation District:

The Texas legislature passed two pieces of legislation that affect the relationship between the Brownsville Navigation District and its vendors. The Board of Commissioners of the Brownsville Navigation District has incorporated these new requirements into the *Code of Ethics* already in place for the District.

The District will now require that any vendor seeking to do business with the Brownsville Navigation District must file certain documents on an annual basis in order to be able to be awarded a purchase contract or a purchase order for goods or services. These forms are:

1. Vendor Registration Form
2. Conflict of Interest Questionnaire

These forms must be re-filed on an annual basis. Copies of the required forms and a full copy of the *Code of Ethics* are available on the District's website at

www.portofbrownsville.com

Conflict of Interest Questionnaires can be found at the Texas Ethics Commission web site at:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

Conflict of Interest Questionnaires must be filed in regard to the Brownsville Navigation District "local government officers" which include the Navigation District Commissioners, the Port Director and CEO and the Deputy Port Directors. A listing of these persons is enclosed. Completed forms are to be filed with my office.

Please do not hesitate to contact me should you have any questions regarding these forms.

Sincerely,

M A Barajas

Miguel A. Barajas

Procurement and Contract Supervisor

(956) 838-7043 Fax (956) 831-5106

purchasing@portofbrownsville.com

Brownsville Navigation District
1000 Foust Road/ Brownsville, Texas 78521 / (956) 831 -4592 / (800) 378-5395 / Fax (956) 831-5106

www.portofbrownsville.com

