

***Request for Qualifications (RFQ)
Professional Engineering Services
For Live Oak County, Texas***

SUBMIT RFQ TO: Live Oak County Auditor
301 Houston St, Room 302
PO Box 699
George West, TX 78022

SUBMIT NO LATER THAN: Friday, May 29, 2026 at 8:30 AM (Central)

MARK ENVELOPE: "ENGINEERING SERVICES- RFQ"

Live Oak County, Texas is an Equal Employment Opportunity Employer.

ALL REQUESTS FOR QUALIFICATIONS (RFQs) MUST BE RECEIVED IN COUNTY AUDITOR'S OFFICE BEFORE DEADLINE DATE AND TIME SPECIFIED. ONLY THE NAMES OF FIRMS WHO SUBMITTED RFQS WILL BE PUBLICLY READ. RFQS RECEIVED AFTER THE SPECIFIED TIME WILL BE RETURNED UNOPENED.

Vendor Responsibilities:

- Vendors are responsible to download and complete any addendums.
- Vendors will submit responses in accordance with requirements stated on cover of document.
- Vendors may not submit responses via email or fax.

**Live Oak County
Professional Engineering Services
Request for Qualifications**

Vendor Information and Certification

Legal Name of Contracting Company Federal ID Number or Social Security Number

Telephone Number Facsimile Number

Complete Mailing Address (for Correspondence)

City, State and Zip Code

Complete Remittance Address (if different from above)

City, State and Zip Code

Email Address

Name of Representative authorized to sign for Vendor:

Name and Title	Signature

All specifications and terms and conditions of the RFQ have been read.

The information contained in the Requests for Qualifications is true and complete.

I certify that the above information is correct:

Name and Title	Signature
Date:	

**Live Oak County
Professional Engineering Services
Request for Qualifications**

1. Scope of Work: Live Oak County is seeking Requests for Qualifications (RFQs) for ENGINEERING Services from interested and qualified firms for the development, design, build, and other ancillary services necessary for ongoing optimization of VARIOUS FACILITY & GROUNDS PROJECTS and for WATER PLANNING/INFRASTRUCTURE projects. Live Oak County is seeking to contract with a competent engineering firm, registered to practice in the State of Texas for Public works construction including but not limited to mitigation projects; State and Federally funded construction projects; and Various Other Projects located in this general region of the state

2. Procedures for submitting Statement of Qualifications
 - **Transmittal letter including:**
 - Brief statement of the firm’s understanding of the scope of the work to be performed;
 - Confirmation that the firm meets the appropriate state licensing requirements to practice as an Engineer in Texas
 - Confirmation that the firm has not had a record of substandard work within the last five years;
 - Confirmation that the firm has not engaged in any unethical practices within the last five years;
 - Any other information that the firm feels appropriate to support their understanding;
 - **Company Profile**
 - **Staffing Profile**
 - **Experience and Qualifications.** Set forth your experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ including the following:
 - Experience with public works construction including but not limited to mitigation projects;
 - Experience with federally funded construction projects;
 - A list of past local government clients, as well as resumes of all engineers/architects/surveyors that will or may be assigned to this project if you receive the engineering/architectural/surveying services contract award.
 - **SAM.gov Registration.** Firms must have an active registration with the System for Award Management (www.SAM.gov) AND have been cleared (not suspended or debarred). Provide proof of SAM.gov registration along with your Statement of Qualifications. **See next page.**
 - **References.** Each firm must furnish a minimum of five (5) references.
 - **Litigation History:** Vendor must include a complete disclosure of any alleged or significant contractual failures. In addition, vendor must disclose any civil or criminal litigation or investigation pending over the last three (3) years that involves vendor or in which vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any vendor
 - **Submission.** Submit four (4) hard copies prior to May 29, 2026, 8:30 AM, and should be sealed and addressed to the Live Oak County Auditor, Regina Dove with “**ENGINEERING SERVICES- RFQ**” clearly marked on the outside of the envelope or box.

**Live Oak County
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Request for Qualifications**

3. Communications: All questions and communications concerning this procurement process must be directed to the Live Oak County Auditor, Regina Dove at locap@loctx.org or 361.449.8007. Request for Qualifications may be obtained from the Live Oak County website, www.co.live-oak.tx.us, under Bid Notices or at the office of the Live Oak County Auditor, 301 Houston St, George West, TX 78022

4. Evaluation Criteria -

	<u>Criteria</u>	<u>Maximum Points</u>
	Experience	60
	Work Performance	25
	Capacity to Perform	15
	Total	100

5. Selection Process: Requests for Qualifications Responses will be evaluated by a committee comprised of County staff and/or consultants. In conformance with state law, RFQ Responses shall be evaluated in accordance with Chapters 2155-2157 of the Texas Government Code. Ranking merely determines which firm(s) the County selects to enter into contract negotiations and does not determine the award of a project. Project award is determined by negotiation of contract terms. Houston County will not be liable for any costs incurred in preparing proposals or associated travel costs.
6. Award: The County may award up to three (3) contracts for these services requested under this solicitation. An award is contingent upon the successful negotiation of final contract terms.
7. Timeline – Estimated
- Advertisement – May 13 and May 20, 2026
 - Publication on Website – May 14, 2026
 - Deadline for Consideration – Friday, May 29, 2026, at 8:30 AM (central)
 - Received and Opened in Commissioners Court, Friday, May 29, 2026
 - Awarded in Commissioners Court, Monday June 8, 2026
8. Required Forms (the following documents must be included in your SOQ):
- A copy of your current **certificate of insurance** for professional liability.
 - **Affirmation of Compliance with all current Federal and State Laws.** (including CFR 200 provisions as well as compliance with ADA and discrimination laws on Federal contracts)
 - **System for Award Management.** Service Providers **must have an active registration** in the System for Award Management (<https://www.sam.gov/SAM/>). Service provider and its principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). This clearance information should be included in the service provider’s Proposal. **The clearance in the Service Provider’s SOQ must be re-verified prior to award.** Enclose a printout of the search results that includes the record date.

**Live Oak County
Professional Engineering Services
Request for Qualifications**

- **Form Conflict of Interest Questionnaire**, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFQ and must be submitted with the response.
- **Certification Regarding Lobbying- Disclosure of Lobbying Activities** (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFQ and must be submitted with the response.
- **Form 1295**, (enclosed). Effective January 1,2018, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at time of signed contract submission. Form 1295 is included in this RFQ for your information. Form 1295 requires the inclusion of an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form.
- Completed **Form W9**.
- **Required Contractor Certifications (enclosed)**. Applicable provisions must be included in all contracts executed as a result of this RFQ.

Any questions or requests for clarification must be submitted in writing via EMAIL to locap@loctx.org at least 3 business days prior to the deadline. County may, if appropriate, circulate the question and answer to all service providers who submitted an SOQ. Live Oak County sincerely appreciates your effort in the preparation of this document.

Engineer Rating Sheet

Grant Recipient : LIVE OAK COUNTY

Name of Respondent _____

Evaluator's Name _____

Date of Rating _____

Rate the Respondent of the Request For Qualifications (RFQ) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (**environmental or buyout only**) will be scored only on those services.

Experience -- Rate the respondent for experience in the following areas: Comments

	<u>Factor</u>	<u>Max.Pts.</u>		<u>Score</u>
1.	Has previously designed _____ type of projects	20		
2.	Has worked on federally funded construction projects	15		
3.	Has worked on projects that were located in this general region. Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)	10		
4.	Extent of experience in project construction management	15		
Subtotal, Experience		60		

Work Performance

	<u>Factor</u>	<u>Max.Pts.</u>		<u>Score</u>
1.	Past projects completed on schedule	10		
2.	Manages projects within budgetary constraints	5		
3.	Work product is of high quality	10		
Subtotal, Performance		25		

Capacity to Perform

	<u>Factor</u>	<u>Max.Pts.</u>		<u>Score</u>
1.	Staff Level / Experience of Staff	5		
2.	Adequacy of Resources	5		
3.	Professional liability insurance is in force	5		
Subtotal, Capacity to Perform		15		

TOTAL SCORE

	<u>Factor</u>	<u>Max.Pts.</u>		<u>Score</u>
<input type="checkbox"/>	Experience	60		
<input type="checkbox"/>	Work Performance	25		
<input type="checkbox"/>	Capacity to Perform	15		
Total Score		100		

Insert Certificate of Insurance

**Insert System for Award Management (SAM) record search for
company name and company principal**

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																																							
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																																							
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File																																							
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																																									
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																																									
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 30%; padding: 5px;">Name of Interested Party</th> <th rowspan="2" style="width: 30%; padding: 5px;">City, State, Country (place of business)</th> <th colspan="2" style="padding: 5px;">Nature of Interest (check applicable)</th> </tr> <tr> <th style="width: 20%; padding: 5px;">Controlling</th> <th style="width: 20%; padding: 5px;">Intermediary</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)		Controlling	Intermediary																																		
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5 Check only if there is NO Interested Party. <input type="checkbox"/>																																									
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. <div style="text-align: right; margin-right: 100px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>																																									
ADD ADDITIONAL PAGES AS NECESSARY																																									

Certifications

During the contract period we certify that we:

- 1) Do not boycott Israel; and
Will not boycott Israel during the term of the contract
(Government Code 2271)

- 2) Do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
Will not discriminate during the term of the contract against a firearm entity or firearm trade association.
(Government Code 2274)

- 3) Do not and will not during the term of the contract boycott energy companies.
(Government Code 2276)

Company Name: _____

Company Representative: _____

Phone Number: _____

Signature

Date