



HCRMA
HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

TABLE OF CONTENTS
FOR THE REQUEST
FOR
STATEMENTS OF QUALIFICATION
FOR
APPRAISAL SERVICES
2013

Page	1	Request for SOQ's
Page	2-4	SOQ – Appraisal Service for HCRMA

REQUEST FOR STATEMENT OF QUALIFICATIONS

Sealed Request for Statements of Qualifications (SOQ) addressed to Ms. Flor Koll, Program Manager, Hidalgo County Regional Mobility Authority (HCRMA), will be received on **September 27, 2013** until **4:00 PM** at the HCRMA Office (4th Floor) (Pharr City Hall), 118 South Cage Boulevard (P. O. Box 1766 Pharr, Texas 78577) Pharr, Texas for:

APPRAISAL SERVICES 2013

Request for Statements of Qualifications packets may be obtained at the office of Pilar Rodriguez, PE, Executive Director, 118 South Cage Boulevard, 4th Floor, Pharr, Texas 78577 or by email request at fkoll@hcrma.net or prodriguez@hcrma.net. Packets can also be downloaded from the HCRMA website at www.hcrma.net.

Any informational questions regarding this SOQ may be directed to Pilar Rodriguez, PE, Executive Director or Louis Jones, PE, Program Manager, by calling (956) 402-4762 or (956) 682-3677 respectively.

Statements of Qualification received past the aforementioned deadline shall not be considered. The owner will evaluate the Statements of Qualifications of the firms on the basis of technical ability, experience and ability to perform the work.

Envelopes must be clearly marked:

SOQ - APPRAISAL SERVICES - HCRMA - 2013

Hidalgo County Regional Mobility Authority
Request for Statement of Qualifications for
Appraisal Services

I. Purpose

The Hidalgo County Regional Mobility Authority (HCRMA) is requesting Statements of Qualification (SOQ) for appraisal services. The appraisal shall be for properties located in Hidalgo County, Texas.

The HCRMA recognizes a need to construct roadway infrastructure to improve mobility in the county, as well as, the movement of goods and service from the various International Ports of Entry. The intent of the work is to prepare the appraisal and supporting documents that are necessary for the HCRMA to acquire right of way that is necessary to bid and build a tolled roadway from approximately the Anzalduas International Bridge (FM 396), to the Pharr International Bridge (Spur 600), then to the Donna International Bridge (FM 493) and finally extending to Interstate 2/US 83 at its juncture with State Highway 68.

II. Services Required

The consultant(s) selected are to have adequate experienced staffing and a workload free from constraints to produce the work required by the HCRMA. Staff expertise is to include certification from the Texas Appraisers Licensing and Certification Board and staff proficient in Texas Department of Transportation (TxDOT) methodologies and requirements for appraisal of real property for acquisition as right of way and/or easements.

The consultant(s) selected are expected to work with the following agencies: HCRMA, TxDOT, City of Mission, City of McAllen, City of Pharr, City of San Juan, City of Alamo, City of Donna, Hidalgo County Drainage District No. 1, Hidalgo County Irrigation District No. 2, Hidalgo County Irrigation District No. 3, Hidalgo County Irrigation District No. 19, Donna Irrigation District No. 1, International Boundaries & Water Commission, and utility companies such as Texas Gas Service, American Electric & Power, Time Warner Communications, Oil/Gas Exploration/Production, Sprint, MCI and ATT. This list of agencies/companies is representative and is not all inclusive.

The selected consultant(s) will also interact with private property owners while performing appraisals for the acquisition of right of way and/or easements.

The selected consultant(s) will also perform the work under the supervision of the HCRMA's legal counsel for land acquisition. The Law Office of Daniel G. Rios, P.C. is the legal counsel of record for the HCRMA's land acquisition program.

The HCRMA reserves the right to the right to select multiple consultants for this work.

III. Proposal Requirements

Each SOQ must address, but is not be limited to, the following issues:

1. Firm name, including the addresses of all firm offices identifying in which office the work will be performed.
2. Name, position, phone and fax numbers of contact person.
3. Names of principals in the firm; years firm has been in business.
4. Number of staff by discipline in the office that will be working on project, copies of their resumes and appointed project manager for proposed projects.

Hidalgo County Regional Mobility Authority
Request for Statement of Qualifications for
Appraisal Services

5. List at least three related TxDOT projects with dates, number of parcels appraised, final appraisal cost and names, addresses and phone numbers of representatives of these TxDOT projects who can be contacted as references.
6. Current workload of the staff and engineering office that would be responsible for the project(s).
7. Names, disciplines and resume of sub-consultants (if any) proposed for the project.
8. Disadvantaged Business Enterprise (DBE) and Affirmative Action status of firm and sub-consultants.
9. Listing of all pending litigation against or involving the firm or its agents or employees with respect to any work performed.
10. Amount of professional liability insurance coverage carried by your firm.
Name and phone number of person to contact at the bank where the firm does business.
11. Any other items, which the consultant deems necessary.

IV. Evaluation Process

After the deadline for receipt of SOQ's, an evaluation committee made up of the HCRMA Executive Director's designated representative(s) will review all proposals utilizing the evaluation criteria noted below.

Based on the committee's review, it is expected that several firms may be short-listed for further consideration, and may be required to submit supplemental information. Additionally, (after review of the findings of the committee by the HCRMA Board of Directors or HCRMA Executive Director), the selected firms may be required to make a formal presentation before the HCRMA Board of Directors.

V. Evaluation Criteria

The following criteria and rating points (115 points maximum) will generally be used to evaluate the SOQ:

1. Demonstrate competence on previous projects done for the HCRMA. (0-10 Points)
2. Recent experience with TxDOT projects comparable to the appraisal work proposed. (0-10 Points)
3. Capability to perform all or most aspects of the appraisal. (0-10 Points)
4. Reputation for personal and professional integrity and competence. (0-10 Points)
5. Evidence that the consultant has established and implemented an Affirmative Action Program and/or is certified as a DBE (DBE goal is for this project is 12%). (0-5 Points)
6. Key personnel's professional background, caliber and availability for the proposed work. (0-5 Points)
7. Current workload. (0-5 Points)
8. Recent experience in special areas associated with the project such as State or Federal appraisals (if applicable) (0-5 Points)
9. Demonstrate ability to meet schedules or deadlines. (0-10 Points)
10. Capability to complete work without having major cost escalations or overruns. (0-5 Points)
11. Qualifications and experience of consultants regularly engaged by consultants under consideration. (0-5 Points)
12. Quality of work previously undertaken. (0-5 Points)
13. Familiarity with the proximity of the geographical location of the project. (0-5 Points)
14. Knowledge of federal, state and local regulations, policies and procedures. (0-5 Points)
15. Capability of a branch office which will do the work to perform independently of the home office, or conversely, it's capability to obtain necessary support from the home office. (0-5 Points)
16. Demonstrate an understanding of the project's potential problems and the HCRMA's concerns. (0-10 Points)
17. Degree of interest shown in undertaking the work. (0-5 Points)

Hidalgo County Regional Mobility Authority
Request for Statement of Qualifications for
Appraisal Services

VI. Contract Award

It is estimated that this project will be issued and awarded once the authorization is given by the HCRMA Board of Directors and/or HCRMA Executive Director to negotiate a contracts and/or commence appraisals. Therefore, the intention of developing ratings of the interested firms through the proposed evaluation process is to issue work to the selected firms based on qualifications rank/rating, current workload at time of selection and knowledge of the project or association with an adjoining project. The HCRMA does not guarantee that a contract(s) will be awarded as a result of the SOQ. In the event that a contract(s) are awarded, but the contract(s) is not executed, the HCRMA does not guarantee that the contract(s) will be re-awarded. The HCRMA reserves the right to select multiple consultants for this work. The award date for this contract is anticipated in October 2014.

VII. Inquiries

Any informational questions for this request or work may be directed to Pilar Rodriguez, PE, HCRMA Executive Director or Louis Jones, PE, HCRMA PMC, by calling (956) 402-4762 or (956) 682-3677 respectively.

Respondents shall restrict all contact with the HCRMA Board of Directors and direct all questions regarding this SOQ, including questions regarding terms and conditions and technical specifications, to the points of contact. Failure to comply with this procedure may result in disqualification.

VIII. Response Deadline

Responses to the SOQ must be received at the office of Flor Koll, Program Administrator, HCRMA, P.O. Box 1766, Pharr, TX 78577, or 118 S. Cage Boulevard, 4th Floor, Pharr, Texas 78577, by **4:00 PM, September 27, 2013** for consideration. Ten (10) complete sets of the response must be submitted no later than this date and time in a sealed envelope indicating that its contents are in response to the Statement of Qualifications for **“Appriaisal Service – HCRMA - 2013”**.