

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
REQUEST FOR QUALIFICATIONS (RFQ)**

SOLICITATION NO: TH-004

SERVICE DESCRIPTION: Professional Services:
Legal Services

DATE ISSUED: September 27, 2017

PRE-PROPOSAL CONFERENCE TIME AND DATE:
2:00 PM (CST), Monday, October 2, 2017

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

A call-in number has been established for those
potential proposers that cannot attend the Pre-
Proposal meeting:

Call-in Number: (415) 655-0001
Access Code: 192 461 769

FOR CONTRACTUAL AND TECHNICAL ISSUES

CONTACT: Theresa Hernandez, Financial Manager
CAMPO

Phone: (512) 215-8225

Email: Theresa.hernandez@campotexas.org

PROPOSAL DUE PRIOR TO: 2:00 P.M. (CST),
Wednesday, October 11, 2017

ATTENTION: Theresa Hernandez

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

TENTATIVE INTERVIEW DATE(S): TBD

NOTE: Offers must be received and time stamped in the CAMPO office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the CAMPO office prior to the time and date indicated. All updates regarding this solicitation can be found on the CAMPO procurement web page (<http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>). It is the responsibility of the Offeror to view the procurement web page for all updates including addenda associated with this solicitation.

OFFER SUBMITTED BY

By the signature below, I certify that I have submitted a binding offer:

Signature of Person Authorized to Sign Offer

Signer's Name and Title: (please print or type)

FEDERAL TAX ID NO _____

Date: _____

Company Name: _____

Address: _____

City, State, Zip Code _____

Phone No. ()

Fax No. ()

SUBMIT BOTH

- **HARDCOPY: 1 ORIGINAL, 3 COPIES**
- **ELECTRONIC: PDF** to Theresa.hernandez@campotexas.org or USB included with proposal

*****SIGNATURE FOR SUBMITTAL REQUIRED*****

RFQ SUBMITTAL

Each respondent of this RFQ is requested to present a proposal discussing the Scope of Services as described in Section III. CAMPO reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of CAMPO. This RFQ document is organized as follows:

I. Proposal Contents and Specifications

This section contains the specific and general description of the information to be provided within the proposal. Federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to this contract.

II. Evaluation of Proposals

This section describes the methodology by which the proposals will be evaluated and firms selected for oral presentations, if required.

III. Scope of Services

This section describes the services to be performed in the study and tasks to be executed.

RFQ PROCESS INFORMATION

This RFQ will be sent to all firms in CAMPO's consultant database, which satisfies the search criteria of firms with experience in legal services. All requests for this RFQ packet will be welcomed. This RFQ will be available on CAMPO's website at <http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>).

After the proposals are received, CAMPO's evaluation committee will score the submissions then select the top ranked firm(s). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

CAMPO retains the right to select from the firms responding to this RFQ. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.

At any point in the procurement process, any dispute, protest, or claim may be filed. The dispute, protest, or claim should be directed to the CAMPO Executive Director within seven (7) days after the aggrieved party knows or should have known of the facts or events giving rise to the complaint.

CAMPO is responsible for this contracted firm. Further inquiries should be directed to Theresa Hernandez, Financial Manager at 512-215-8225.

SECTION I
SUBMISSION CONTENTS AND SPECIFICATIONS

Submissions must include the following:

A. Executive Summary

The executive summary of two (2) pages or less should include a description of your understanding of the requested work and your firm's ability to perform the work.

B. Professional Experience

Discuss your firm's relevant experience, an overview of the firm's history providing legal services to organizations similar to CAMPO. If subcontractors are proposed, provide the same information for all subcontractors.

C. Team Qualifications

Identify the specific partners and staff attorneys you will assign to this engagement if you are successful in your bid. Provide their resumes specifying relevant experience to the type of services requested.

D. Fees

Please provide quoted fees for the requested services.

E. References

Please provide three references from Governmental agencies that have solicited similar services. References should include contact name, title, agency, email, and phone number.

F. Budget

CAMPO has established a cost ceiling for the requested services not to exceed **\$90,000.00** for the initial three (3) year term of the contract. An estimated budget shall be included.

G. Disadvantaged Business Enterprise (DBE) Goal

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

H. Title VI Requirements

Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

I. Conflict of Interests/Debarment

Proposals shall state whether there is a potential conflict of interest and offerors must be cognizant of the requirement for executing a Debarment Certification stating that the firm has not been barred from doing work involving federal funds. A signed Debarment Certification will be required of the successful respondent for each of the firm's team members.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. For example, Sections II and III in this RFQ contain requirements for information that may not be specifically mentioned in this section. Responders should include such information in their proposal.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with CAMPO to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <http://www.ethics.state.tx.us/>.

The CIQ must be completed and filed with the bid/proposal response. Vendors and consultants that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by CAMPO.

SECTION II EVALUATION OF SUBMISSIONS

Procedures have been established for the evaluation and selection of a firm that provides for a consistent approach to carry out CAMPO legal service needs. In order to accomplish this objective, the CAMPO Evaluation Committee will review each submission based on the following criteria:

- Previous Experience of Firm - Submissions will be assessed on prior experience of the firm in the subject areas covered in Section III of this RFQ. (25 points);
- Staffing and Attorney Qualifications – Offers shall identify the primary point of contact and submissions shall include resumes for each individual who will be performing professional services under the contract. (25 points);
- Understanding of Scope – The responding firm must present their approach through further clarification and understanding of all services involved in this agreement. Any similar prior work may be listed to validate this understanding. (25 points);
- Past Performance – The firm must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references. (25 points);

The Evaluation Committee will evaluate all submissions according to the criteria described above. There may be a short-list or all the respondents may be invited to make oral presentations to the Evaluation Committee before the final ranked firm is proposed. The oral presentation can carry a score of up to 25 points. Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked consulting firm. If a contract cannot be negotiated with the top ranked firm, CAMPO may choose to proceed to negotiate with the next ranked firm, and so on, until a contract has been successfully negotiated.

CAMPO retains the right to select from the firms responding to this RFQ. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.

SECTION III
Scope of Services
SOLICITATION NO. TH-004

Description: Professional Services – Legal Services

1. PURPOSE

The Capital Area Metropolitan Planning Organization, hereinafter referred to as CAMPO, seeks offers in response to this Solicitation from firms qualified and experienced to provide legal services to CAMPO on a contractual basis.

2. BACKGROUND

CAMPO is the Metropolitan Planning Organization (MPO) for the Bastrop, Burnet, Caldwell, Hays, Travis and Williamson counties in central Texas.

The purpose of CAMPO is to coordinate regional transportation planning with counties, cities, the Capital Metropolitan Transportation Authority (Capital Metro), the Capital Area Rural Transportation System (CARTS), Central Texas Regional Mobility Authority (CTRMA), Texas Department of Transportation (TxDOT), and other transportation providers in the region and to approve the use of federal transportation funds within the region.

MPOs are designated for all urbanized areas having a population greater than 50,000 as identified by the U.S. Bureau of the Census. MPOs currently operate under The Fast Act, Fixing America's Surface Transportation Act (Pub. L. No. 114-94), signed into law on December 4, 2015 by President Barack Obama.

3. SCOPE OF SERVICES

In order to be considered, proposals must address each of the requests for information included in this document. In addition, information regarding rates and fees must be submitted with this request for qualifications. The scope of services for which fees and rates are requested is listed below. These services are more fully described below. The selected firm will be required to provide a detailed, itemized billing (including general representation), on a monthly basis.

- ***CAMPO Meetings, Telephonic Consultation and Advice.*** Provide legal consultation with the Executive Director or the CAMPO Transportation Policy Board Chair and attend CAMPO Transportation Policy Board meetings, and pre-briefings as requested by the Executive Director or the CAMPO Transportation Policy Board Chair. Legal consultation may be achieved by telephone, electronic mail or in person. The Attorney is expected to assist the Transportation Policy Board Chair and/or the CAMPO Executive Director keep the activities and discussions at the Transportation Policy Board meetings within the requirements of the Texas Open Meetings Act and any other applicable state and federal laws.
- ***Follow-up Activities.*** The Attorney shall perform follow up activities, as a result of matters addressed or considered during the CAMPO Transportation Policy Board meetings or the pre-briefing, at the request of the Executive Director or the CAMPO Transportation Policy Board Chair.

- ***Presentations to CAMPO Transportation Policy Board.*** The Attorney shall prepare presentations to the CAMPO Transportation Policy Board at CAMPO meetings at the request of the Executive Director or the CAMPO Transportation Policy Board Chair.
- ***Legal Opinion.*** The Attorney shall provide legal opinions at the request of the Executive Director or the CAMPO Transportation Policy Board Chair. Legal opinions shall be provided in a summarized written format suitable for presentation and/or for incorporating into the CAMPO Agenda or policy items.
- ***CAMPO Policy Development.*** The Attorney shall participate in the development and revisions of CAMPO policy, procedures, Bylaws and governing documents, at the request of the Executive Director or the CAMPO Transportation Policy Board Chair.
- ***Litigation.*** The Attorney shall provide litigation support to CAMPO at the request and authorization of the Executive Director or the CAMPO Transportation Policy Board Chair.
- ***CAMPO Contracts.*** The Attorney shall participate in contract negotiations, settlements, changes, and the initial evaluation of protests at the request of the Executive Director or the CAMPO Transportation Policy Board Chair, as needed.
- ***Other services.*** The Attorney shall render such other legal professional services as may be specifically requested, from time to time by CAMPO and duly authorized by the Executive Director or the CAMPO Transportation Policy Board Chair.