



**Central Texas Council of Governments**

*2180 North Main Street  
Belton, Texas 76513  
(254) 770-2200*

**Request for Qualifications  
RFQ 17-01**

**Fort Hood Joint Land Use  
Study-Implementation (JLUS-I)  
Consultant Services**

**ISSUE DATE: February 20, 2017**

**RESPONSE DEADLINE: March 15, 2017, 3:00pm CST**

**CENTRAL TEXAS COUNCIL OF GOVERNMENTS**  
**Request for Qualifications**  
**Instructions**

The Central Texas Council of Governments, Belton, Texas is soliciting qualified firms to conduct a **Joint Land Use Study-Implementation (JLUS-I)**.

**General Information**

The Central Texas Council of Governments Planning and Regional Services hereinafter referred to as CTCOG serves as the planning organization for various services in the Central Texas area. The CTCOG serves a seven county area that includes the counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills and San Saba.

CTCOG is issuing a request for qualifications for firms to conduct the implementation phase of the recently completed Joint Land Use Study for the Fort Hood area. This study is funded through a grant from the Office of Economic Adjustment (OEA) with matching funds provided by participating entities. The scope of work is to plan for and initiate the JLUS recommendations outlined in the final Fort Hood JLUS document. The proposal timeline for the project is 18 months. Questions about the RFQ may be sent via fax to: Carmen Lim, (254) 770-2260 or email at [carmen.lim@ctcog.org](mailto:carmen.lim@ctcog.org). Questions regarding the RFQ must be received by noon on March 8, 2017. The final Q & A document will be posted on the CTCOG website by close of business on March 9, 2017.

One original of the project response must be received at the CTCOG **by 3pm CST on March 15, 2017.** Email submissions are acceptable and must be received by the same deadline.

**Submission of Proposals**

**By Mail**

Central Texas Council of Governments  
Attention: Carmen Lim  
P.O. Box 729  
Belton, Texas 76513

**Hand Delivery**

Central Texas Council of Governments  
Attention: Carmen Lim  
2180 North Main  
Belton, Texas 76513

**By Email**

[carmen.lim@ctcog.org](mailto:carmen.lim@ctcog.org)

Responses submitted must be marked: <b>"RFQ—Joint Land Use Study-Implementation-Consultant Services"</b>
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## Part I

### Selection Process

The submittals will be evaluated by CTCOG staff. However, CTCOG reserves the right to select an independent review team for the purpose of RFQ evaluation should the need arise. The following considerations apply to the selection process:

- A. All submittals considered must be received on time and be responsive to the RFQ instructions.
- B. CTCOG staff will base their selection(s) on general qualifications, project knowledge and understanding, ability to serve, and background.
- C. Paper responses must be on 8 ½" x 11", 8 ½" x 14" or 11" x 17" only.
- D. Electronic responses must be formatted for 8 ½" x 11", 8 ½" x 14" or 11" x 17" output only.
- E. CTCOG will base final selection on the evaluation factors exhibited in the evaluation criteria (Part II of this document).
- F. It is the policy of CTCOG to pursue Historically Underutilized Businesses. However, the selection process will follow the weighted scoring criteria as exhibited in this RFQ.
- G. Final selections will be posted on the CTCOG website following successful contract negotiations.

**Part II**

**RFQ Evaluation Criteria**

The review and selection process will include the following criteria and value system:

<b><u>Criteria</u></b>	<b><u>Maximum Value</u></b>
<b>General Qualifications:</b> Knowledge and experience of the firm and Project Team regarding the subject matter	<b>30</b>
<b>Project Knowledge and Understanding:</b> Firm and Project Team’s knowledge, experience, and comprehensive understanding specific to the stated project	<b>30</b>
<b>Ability to Serve:</b> Ability of firm to provide services within stated time constraints and budget—include staffing proposal	<b>30</b>
<b>Background:</b> Prior JLUS Experience	<b>10</b>
<b>Total</b>	<b>100</b>

## Part III

### RFQ Conditions

1. CTCOG reserves the right to accept or reject any or all responses to the RFQ.
2. This RFQ does not commit CTCOG to pay any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of state and local funding.
3. The intent of this RFQ is to identify firms qualified to perform the tasks identified in the Project Scope. CTCOG is under no legal requirement to execute a contract from any response submitted.
4. Respondent agencies shall not make contact with, or make offers of gratuities or favors, to any officer, employee or member of the CTCOG. Questions should be directed only to the RFQ contact person (see pg. 2). Violation of this instruction may result in immediate rejection of the response submitted.
5. All responses received and their accompanying attachments will become property of CTCOG after submission and materials will not be returned.
6. CTCOG reserves the right to select and/or contract with more than one firm from the responses to the RFQ.
7. The selected contractor must agree to comply with all applicable terms and conditions specified in the contract between CTCOG and O.E.A. (specifically Article VII Subcontracts) as well as all certifications, assurances, and forms required under CTCOG's procurement policy.

## Part IV

### Order of Submission

To be eligible for consideration, all responses submitted **must** include the following Exhibits:

- **Exhibit A** – Contact Summary Form.
- **Exhibit B** – Statement of Qualifications/Response to Evaluation Criteria (Please limit to four pages)
- **Exhibit C** – Debarment Certification Form
- **Exhibit D** – References

**Exhibit A**

**CTCOG**

**CONTACT SUMMARY FORM**

**FOR**

**Joint Land Use Study-Implementation (JLUS-I) Consultant Services**

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Company Name

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Company Address, City, State & Zip Code

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Contact Name

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Phone Number

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Contact Email Address

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Authorized Signature

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Printed Name

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Date

**Exhibit B**

Statement of Qualifications/Response to Evaluation Criteria

Please limit to 4 pages



**Exhibit C**

***DEBARMENT CERTIFICATION***

(1) I, \_\_\_\_\_ certify to the best of my knowledge and belief, that the company represented below and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public\* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity\* with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions\* terminated for cause or default.

(2) If your company is unable to certify to any of the statements in this certification, it is required that you provide an explanation to this certification.

\_\_\_\_\_  
Company Legal Name

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Exhibit D**

**References**