JEFFERSON DRAINAGE DISTRICT DRAINAGE DISTRICT NO. 3

24460 Hwy 124
Hamshire, TX 77622

OFFICE MAIN: (409) 243-3495
FAX: (409) 243-3158

November 19, 2025

Request for Statements of Qualifications
(RFQ 25-1119) Professional Engineering Design Services for Jefferson County Drainage District No. 3

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 25-1119, Professional Engineering Design Services for Jefferson County Drainage District No. 3. Jefferson County Drainage District No. 3 is requesting statements of qualifications from qualified firms.

All interested firms should obtain a "Request for Qualifications" specifications packet from the Jefferson County Drainage No. 3 webpage at: https://jcdd3.org.

All submittals shall be evaluated by an Evaluation Committee. This committee will evaluate submissions to this request and select the firm that is most qualified, responsive, and experienced.

Responses are to be sealed and addressed to the Purchasing Agent with the request for qualifications number and name marked on the outside of the envelope or box. All responses shall be submitted with an original and (4) four copies, to the Jefferson County Drainage District No. 3, PO Box 388, 24460 Hwy 124, Hamshire, Texas 77622, no later than 10:00 am CT, December 15, 2025. Jefferson County Drainage District No. 3 does not accept responses submitted electronically. Responses will be publicly opened and the names of responding firms will be read aloud in the Jefferson County Drainage District No. 3 Board of Commissioners' Conference Room 24460 Hwy 124, Hamshire, Texas 77622 at the time and date below. Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquiries shall be directed to Shanna Verret, Administrative Assistant at 409-243-3495 or drainage3@jcdd3.org

REQUEST NAME:	**Professional Engineering Design Services for Jefferson County Drainage District No. 3**
REQUEST NUMBER:	**RFQ 25-1119**
DATE/TIME:	**7:30 am CT, Wednesday, December 17, 2025**
MAIL OR DELIVER TO:	**Jefferson County Drainage District No. 3** **PO Box 388** **24460 Hwy 124** **Hamshire, TX 77622**

Jefferson County Drainage District No. 3 encourages Disadvantaged Business Enterprises (DBEs), Minority/Women Business Enterprises (M/WBEs), and Historically Underutilized Businesses (HUBs) to participate in the bidding process. Jefferson County Drainage District No. 3 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment, or the provisions of services. Individuals requiring special accommodations are requested to contact our office at least seven (7) days prior to the bid due date (at 409-243-3158) to make appropriate arrangements.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this request.

Respondents are strongly encouraged to carefully read the entire invitation, as failure to return and/or complete all required documentation will result in a response being declared as non-responsive.

PUBLISH:
The Examiner:
December 3 and December 10, 2025

Request for Statements of Qualification (RFQ 25-1119)
Professional Engineering Design Services for Jefferson Drainage District No. 3

Purpose

Jefferson County Drainage District No. 3 is requesting statements of qualifications and experience from all interested engineers desiring to provide consultant services to the District as jobs arise. The services may include any of the following for projects being developed by the District: The qualifications submitted by an Engineering firm should, at a minimum, demonstrate the ability to assist the District with:

- Collaborating, planning and coordinating project work with District Staff. Attending or directing meetings as needed;
- Reviewing and preparing comments on plats, construction plans, drainage plans and drainage studies compiled by outside firms for subdivisions and other developments. Ensure compliance with District requirements;
- Planning, coordinating, designing and developing plans and specifications for District projects such as ditch construction projects, culvert crossings or other drainage projects as needed;
- Directing outside engineering, drafting, surveying and geotechnical activities as needed;
- Development of project scopes, general civil engineering design, and the development plans and specifications for bidding/construction;
- Project cost estimating, the handling of pre-bid meetings, bid openings and pre-construction meetings;
- Evaluating progress payments to contractors;
- Performing and/or directing construction inspections and handling construction issues through completion;
- Flood plain administration issues and interpreting FEMA floodplain rules and local floodplain regulations;
- Be able to effectively communicate and coordinate projects with various Local, Drainage District and, State entities during review and/or development of projects.

Procedure

Firms are encouraged to submit Statements of Qualifications to be kept on file in the Jefferson County Drainage District No. 3 Office. For a given project, the responsible Jefferson County Drainage District No. 3 department head will appoint a selection committee, which will evaluate responses and select, in order of preference, a short list of at least three firms. Responses will be ranked on the basis of demonstrated experience, competence, and qualifications. Fees, price, work hours, or any other cost information will not be considered in the development of the short list.

Jefferson County Drainage District No. 3 will then enter into negotiations with the highest qualified firm. The negotiations will first establish the scope, terms and conditions, and time limits for the proposed contract. Once agreement is reached between Jefferson County Drainage District No. 3 and the selected firm, the Drainage District will request a fee proposal from the firm. If agreement is reached, the Drainage District will retain the firm and enter into a written contract with it. If an agreement cannot be negotiated with the selected firm, the Drainage District will then enter into negotiations with the next most qualified firm. This procedure will continue until agreement is reached and a contract is produced. If the Drainage District cannot negotiate an agreement, the procedure will be terminated.

Selection Committee

The Drainage District will participate in and appoint the selection committee for a given project. The General Manager will appoint a chairperson and no less than two (2) other members for the committee. Typically, the committee will consist of the head of the Engineering Department, a person knowledgeable about procurement practices, and one additional representative from the Engineering Department and a representative from the applicable District. However, this structure is not binding. Other members may be appointed as necessary and appropriate, but the total number of persons on the selection committee shall not exceed four (4) persons. Committee appointments shall be in writing and shall briefly describe the scope of the project and, if necessary, the primary disciplines required to accomplish the project, in order to assist the committee in developing a list of firms that might best accomplish the work required. Committee membership and project requirements will vary from project to project; therefore, a firm rated number one for one project could very well not even be rated for another.

Qualifications Statement Requirements

Firms desiring to be considered for professional design services to Jefferson County Drainage District No. 3 are required to submit a Statement of Qualifications in order to be considered for contracts under this procedure. Only firms with statements on file with the Drainage District will be evaluated. The statement should contain, as a minimum, the following:

1. Name of the Primary Firm wishing to contract with the Drainage District.

2. Name(s) of firm(s) expected to partner or work as subcontractors with the Primary Firm, if any.

3. Provide a table of those professional area(s) of expertise that the Primary Firm would like to be considered for when contracting with the Drainage District. Include areas of expertise of any partnering or subcontract firms.

    - Architectural Services
    - General Site Civil Engineering Design and Planning
    - Marine and Non-Marine Bulkhead and/or Boat Ramp Designs
    - Other Coastal Engineering Designs
    - Construction Administration/Construction Management
    - Environmental Permitting for Construction
    - Foundation Design
    - Geotechnical Engineering
    - Hydrology/Hydraulics Analysis
    - Road Pavement System Designs
    - Drainage District, City or Subdivision Road Construction/Rehabilitation Projects Designs
    - Construction Inspection Services
    - Structural Analysis and Design
    - Surveying
    - Plat and Development Plan Reviews
    - Ordinance Evaluations and Development
    - Materials Testing
    - Flood Plain Management Assistance

The following is an example of the Area of Expertise Consideration Table to be provided in the RFQ.

Example of Area of Expertise Consideration Table:

Areas of Expertise to be Considered for Contracting with the Drainage District	Primary Firm Name Here	Additional Partnering or Subcontractor Firm Name Here	Additional Partnering or Subcontractor Firm Name Here	Required Two Representative Work Descriptions Included (See 6 of this section)	Required References Included (See 7 of this section)
Architectural Services	X	X		X	X
Road Pavement System Designs	X			X	X

4. Biographies or resumes, including home office location and other relevant information, for each key staff member likely to be assigned to a project and for any partnering or sub-consultants proposed to be used on projects.

5. Names, titles, address, and telephone numbers of persons who are authorized to negotiate for and contractually bind the firm. One of these persons should sign the response on the Signature Page included in this package. A contact must be named for addressing questions generated during the evaluation process.

6. Provide at least two projects descriptions for each area of expertise listed in the Areas of Expertise for Consideration Table provided. The descriptions of representative work shall be for projects performed within the past ten (10) years.

7. Provide references, including those performed for Jefferson County Drainage District No. 3, of companies or governmental agencies who have contracted the types of work the firm would like to be considered to perform. Include name of owner, contact person, and telephone number for the references. At least one reference shall be provided for each area of expertise listed in the *Areas of Expertise for Consideration Table* provided. A reference form is included in this package.

8. Location of primary business office location and location that will serve Jefferson County Drainage District No. 3 (if different than primary location).

Rating Criteria

The committee selected for a specific project will select a firm or firms for the work required. Firms will be evaluated using the following criteria:

Submittal meets requirement listed herein	10 points
Ability to meet goals and objectives for the project	30 points
Performance/References	30 points
Experience on similar projects	20 points
Staff qualifications	10 points

Submission Requirements

One original and four (4) hard copies, of the qualifications statements shall be mailed or delivered to:

Jefferson County Drainage District No. 3
PO Box 388
24460 Hwy 124
Hamshire, TX 77622
Attn: Shanna Verrett, Jefferson County Drainage District No. 3

All submissions must be received by 10:00 am CST, Monday, December 15, 2025. Late submissions will not be accepted.

Please direct questions to Shanna Verret, Administrative Assistant at (409) 243-3495, or email at: sverret@jcdd3.org.

VENDOR REFERENCES

Provide references, including those performed for Jefferson Drainage District Drainage District No. 3, of companies or governmental agencies who have contracted the types of work the firm would like to be considered to perform. **At least one reference shall be provided for each area of expertise listed in the *Areas of Expertise for Consideration Table* provided.**

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

SIGNATURE PAGE

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson Drainage District Drainage District No. 3 shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions?.....**Yes** □ **No** □

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

Firm (Entity Name)	Signature
Street & Mailing Address	Print Name
City, State & Zip	Date Signed
Telephone Number	Fax Number
E-mail Address	