



(361) 987-2813 · Fax (361) 987-2189 · 2525 South FM 1593 · P.O. Box 397 · Point Comfort, TX 77978
www.calhounport.com

PORT OF PORT LAVACA – POINT COMFORT

Providing Calhoun County Industries with Direct Deep-Draft Access to Global Markets

Request for Qualifications for Engineering/Geotechnical Services

Geotechnical Exploration: Matagorda Ship Channel Design Deficiency Project (MSCDP), USACE Galveston District (USACE SWG)

Due Date: March 14, 2025

SUMMARY

The Calhoun Port Authority (CPA) has the need for Engineering/Geotechnical Services for field exploration along the proposed rock dikes to be constructed parallel to the east jetty and west jetty of the Matagorda Ship Channel (MSC). The Port is seeking Requests for Qualifications (RFQ) from firms or individuals who can adequately demonstrate they have the resources, experience and qualifications to provide the Port with such services. The RFQ process will be in accordance with Section 2254.004 of the Texas Government Code.

SCOPE OF SERVICES

Activities with respect to this RFQ will include but may not be limited to the following:

- Geotechnical Field Exploration, Lab Testing & Geotechnical Data Report (GDR) for Matagorda Ship Channel Design Deficiency Project.

PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on Tuesday, March 04, 2025 starting at 10:00 a.m. in the CPA Board Room located at 2525 FM 1593 South, Point Comfort, Texas 77978 or via WebEx. All interested parties are encouraged to join.

GENERAL TERMS AND CONDITIONS

Contract Terms: See attached form of Agreement between Owner and Engineer.



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Funding: Any resultant contract is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the Calhoun Port Authority Board of Commissioners.

Reimbursements: There is no express or implied obligation for Calhoun Port Authority to reimburse Respondent for any expenses incurred in preparing a response to this Request for Qualifications, nor will CPA pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Communication: CPA shall not be responsible for any verbal communication between any employee of CPA and any Respondent. Only written requirements and qualifications will be considered.

Payment Terms: Payment will be made in accordance with the negotiated contract.

Disclosure: There will be no disclosure of contents to competing Respondent's.

SUBMITTAL REQUIREMENTS

1. Proposals shall not exceed twenty-five (25) pages in length.
2. Submit five (5) copies of Proposal.

Proposals shall contain the following (INCLUDE ONLY INFORMATION REQUESTED BELOW):

- A letter of transmittal not exceeding one (1) page
- Location of the Firm offices that would provide the service
- Qualifications for the Prime Engineering Firm

History and organization of the firm, legal entity that contract will be entered into, primary contact, contact information, location of the office that the work will be performed, and the name and title of the person that is authorized to enter into a contract agreement (must be an officer, partner or member of the firm). Provide resumes of the key personnel being proposed as part of the Design Team.

- Representative List of Projects

List three (3) completed comparable projects within the last five (5) years for which your firm has provided same or similar services requested. For each project, include the project name, location, direct client name and contact information, and a brief description of scope of services performed.

3. All proposals submitted for Port consideration must be clearly marked with the words "REQUEST FOR QUALIFICATIONS, Geotechnical Exploration: MSCDP", Attention:



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Felicia Harral, P.E., Director of Engineering, and must contain the name of the company submitting the RFQ.

Responding firms may submit RFQ by mail or special delivery to Felicia Harral, P.E., Director of Engineering, Calhoun Port Authority, P. O. Box 397, Point Comfort, Texas 77978 or hand-delivered to 2525 FM 1593 South, Point Comfort, Texas 77978 **on or before 4:00 p.m., Friday, March 14, 2025.**

In order to be considered and responded to, questions regarding this RFQ must be received at the Port's Director of Engineering Office [Office: (361) 987-2813] [ffh@calhounport.com] **no later than 12:00 p.m., Friday, March 7, 2025.**

EVALUATION PROCEDURE

Proposals will be reviewed by appropriate CPA staff and Commissioners. CPA reserves the right to request additional information from proposers.

Award selection will be made to the firm(s) offering the response that best meets the needs of CPA. Each proposal will be evaluated based upon the following factors:

Qualifications

Similar projects completed

Design office location

References

CPA may select a firm from this evaluation, or a short list of firms. If short listed, interviews of these firms may be requested.

CPA reserves the sole right to evaluate the RFQs submitted; to waive any irregularities therein; or to reject any and all firms that submitted RFQs, should it be deemed in CPA's best interest.

This Request for Qualifications is not to be construed as a contract or a commitment of any kind.

All RFQ responses are required to be signed by an authorized representative of the responding entity. RFQ responses received unsigned will result in the submittal being declared unresponsive and may not be further evaluated.



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RESPONSE FORM

Company: _____ Date: _____

Signature: _____

Printed Name: _____ Title: _____

Address: _____

City, State & Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Texas Company Engineering License #: _____

Federal EID #/SSN #: _____



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REFERENCES

Each Responder is to provide a minimum of three (3) verifiable business references within the last three (3) years for which the Responder has performed work.

1. Company Name: _____
Address: _____
Contact Person: _____
Telephone No.: _____
Brief Description of project: _____

2. Company Name: _____
Address: _____
Contact Person: _____
Telephone No.: _____
Brief Description of project: _____



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3. Company Name: _____

Address: _____

Contact Person: _____

Telephone No.: _____

Brief Description of project: _____



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CERTIFICATION

The undersigned affirms they are duly authorized to negotiate for, on behalf of the Company, and enter into a contract for Engineering Services.

Signed By: _____ Title: _____

Typed/Printed Name: _____

Company Name _____ Date: _____

Mailing Address: _____

Street/P. O. Box: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Cell #: _____ Fax #: _____

Email Address: _____

Employer Identification Number/Social Security No: _____