

RFQ #2025A-003
GONZALES COUNTY COURTHOUSE ANNEX PROJECT

Request for Qualifications (RFQ) for Construction Materials Testing Services

1. INTRODUCTION

Gonzales County is requesting Statements of Qualifications from firms interested in providing Construction Materials Testing (CMT) Services for the Gonzales County Annex Project. This procurement will follow the Professional Services Procurement Act (Texas Government Code, Chapter 2254), which requires that selection be based on demonstrated competence and qualifications rather than price or bidding.

2. PROJECT OVERVIEW

Project Name: Gonzales County Annex Project

Location: 1709 East Sarah DeWitt Drive, Gonzales, Texas 78629

Scope: Renovation of the existing County Annex building

Project Schedule: Construction is anticipated to begin on or about June 1, 2025, with completion expected in May 2026.

Contract Documents: The contract documents, including specific testing and inspection requirements, will be provided with this RFQ.

3. SCOPE OF SERVICES

The selected firm will perform construction materials testing and special inspections as required by the contract documents and applicable standards and regulations. Testing services may include, but are not limited to:

- Laboratory and field testing of construction materials
- Special inspections in compliance with project specifications
- Reporting of test results in a timely manner

All services must comply with applicable standards as noted in the contract documents and specifications.

3.1 Reporting & Non-Conformance Tracking

- The firm will provide a Non-Conformance Log (Deficiencies Log) summarizing all non-conforming test results.
- The log must be submitted in both PDF and Excel format no less than once per month throughout the duration of the project.
- The Non-Conformance Log must be provided to the County for review and should track all deficiencies, including their resolution status.
- Test results must be distributed via email to designated project stakeholders.
- Any test result that includes a deficiency (non-conforming item) must have a conspicuous identifier in the email subject line (e.g., 'Deficiency Report – [Project Name] – [Date]') to ensure immediate visibility.

4. SUBMISSION REQUIREMENTS

- Firms interested in providing services must submit a Statement of Qualifications including the following:

4.1 Firm Information

- Legal name, address, and contact information
- Number of years in business
- Primary point of contact

4.2 Qualifications & Experience

- Experience providing similar services for public sector or municipal projects
- Licenses, certifications, and accreditations
- Resumes of key personnel assigned to this project

4.3 Project Approach

- General methodology for conducting testing and reporting results
- Availability and response time for field testing requests
- Ability to meet project schedule

4.4 Dispatch & Travel Information

- Location from which field technicians will be dispatched
- Estimated mileage per round trip to the project site

4.5 References

- Three (3) references from similar projects, including project name, client contact, and description of services provided

5. SELECTION PROCESS

Submissions will be evaluated based on the following criteria:

Evaluation Criteria	Weight	Description
Firm & Personnel Qualifications	40%	Experience, certifications, and technical capabilities
Relevant Project Experience	30%	Successful completion of similar projects
Project Approach	20%	Methodology, response times, and project understanding
Dispatch & Travel Logistics	10%	Location of field technicians and anticipated site travel logistics
Total	100%	

Gonzales County reserves the right to reject any or all submissions.

The County will select the most highly qualified responder based on demonstrated competence and qualifications and then commence negotiations with that responder for a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the most highly qualified responder, the City will formally end negotiations with that responder, select the next most highly qualified responder, and attempt to negotiate a contract with that responder at a fair and reasonable price.

The City will continue the process described above to select and negotiate with responders until a contract is entered into.

6. QUESTIONS & SUBMISSION INFORMATION

- RFQ Publication Date: Monday, March 24, 2025
- Questions Due By: Monday, March 31, 2025, at 12:00 PM (CST)
All questions regarding this RFQ should be directed to:
 - Isaac De Leon – ideleon@cpmtx.com
 - Brian Carpenter – bcarpenter@cpmtx.com
 - John Duke – jduke@cpmtx.com
- Submission Deadline: Monday, April 7, 2025, at 2:00 PM (CST)
- Submission Format: Statements of Qualifications should be submitted via email to:
 - Isaac De Leon – ideleon@cpmtx.com
 - Brian Carpenter – bcarpenter@cpmtx.com
 - John Duke – jduke@cpmtx.com

Late submissions will not be accepted.

7. ADDENDA & UPDATES

Any addenda or updates to this RFQ will be posted at:

 <https://www.co.gonzales.tx.us/page/gonzales.bids>

It is the responsibility of interested firms to monitor this website for any modifications or additional information.