

SOUTH POINT CONSTRUCTORS

SOUTHEAST CONNECTOR DESIGN-BUILD PROJECT QUALIFICATIONS SUBMITTAL INSTRUCTIONS

South-Point Constructors (SPC) is seeking to engage with local, small, and diverse firms who are interested in performing design/professional services scopes on the SE Connector Design Build Project. In the coming weeks, we will be working diligently to identify DBE firms whose qualifications and capabilities align with immediate design phase opportunities. We have assembled the following instructions to assist firms in preparing to submit qualifications.

DESIGN/PROFESSIONAL SERVICES SUBCONSULTANT EVALUATION & SELECTION PROCESS OVERVIEW

1 Set up an account in BuildingConnected to access design package documents:

- Visit <https://app.buildingconnected.com/create-account> to set up an account.
- Click [here](#) to view list of design packages, and click “**Join**” button to access desired scope documents.

2 Complete the **Professional Services Qualifications Submittal Form** and upload required supporting documents (qualifications statements, certification documents, etc.). **Qualifications Forms should be completed and submitted no later than January 14, 2022, 4pm CST.**

- Please be sure to access form from a computer (not a mobile device) and plan for approximately 45 minutes to complete.
- Prior to starting Qualifications Submittal Form, please have the following electronic documents on hand:
 - » DBE Certification documents
 - » Certificate of Insurance
 - » Company brochure, capabilities statement, etc. (Optional)
 - » Resumes of key personnel proposed
 - » Client Contact information for project references (name, organization, title, email, phone)
- **Be prepared to provide the following to demonstrate firm’s Qualifications and Relevant Experience.** In the corresponding field in the Qualifications Submittal form, please type (or copy and paste) the following:
 - » **Firm’s Structure and Project Approach** – (Please provide a brief summary of firm’s organizational structure, understanding of the project issues and approach to the project.
 - Describe how the project will be performed from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues

and the firm’s approach in addressing those issues. As discussed in the Scope Package Detail documents, the understanding of the project issues and approach to the project shall be tailored to delivering selected packages.

- Provide detail of firm’s qualifications, as well as aspects of the firm that will benefit this project if selected.

- » **Experience and Availability of Proposed Staff** – Firm must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to effectively perform the work.
 - Identify proposed project leadership and reporting responsibilities.
 - List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the SPC for this project.
 - For each proposed staff member, please provide the following: Employee name, proposed role/list of proposed functions on project, years of experience, relevant licenses/certifications, 3-5 sentence experience summary.
 - Please upload resumes of each proposed staff member in Required Documents section (at end of form).
- » **Project Experience** – Please provide a brief description of the firm’s history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation.
 - Provide two (2) relevant example projects completed in the past five (5) years. In addition, SPC may consider firms’ history in complying with project programs, schedules, and budgets on previous projects with SPC member firms (Kiewit, Austin, AECOM), or relevant project experience within TXDOT.

- Upon completion of the form, select option to “Send copy of my responses” to receive a system generated email copy of your submittal.

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- 3** Shortlist process: All Qualifications forms submitted by January 14, 2022 at 4pm CST will be reviewed by SPC design discipline leads. Firms with **complete** submittals that most strongly demonstrate an understanding of the work, relevant experience and capabilities, and the ability to meet staffing requirements will be shortlisted.
- 4** Shortlisted firms will be notified via email by January 19, 2022 and invited to interview with SPC design leadership team.
 - Interviews are currently scheduled to take place during the week of January 24, 2022 between the hours of 8am and 6pm CST.
 - Interviews will be scheduled in 1-hr blocks, consisting of 30 min presentation and 30 min Q&A. (Additional instructions will be provided upon shortlist notification)
 - Please come prepared to discuss your firm's qualifications and capabilities.
- 5** During the interview, firms will be assessed according to the following criteria (based on information provided in subcontractor questionnaire, qualifications submitted, presentation, and interview responses):
 - Understanding of project and approach to work
 - Ability to provide the number of qualified personnel to complete the required tasks on time.
 - Possess the requisite licenses for both the firm and personnel to authorize participation;
 - Documentation of design project completion on time and within budget;
 - Quality of previous project work completed, including references from past project owners (clients);
 - Ability to start when required; and
 - Ability to meet project requirements (insurance coverage, safety, quality)
- 6** Firms selected by SPC to perform subconsultant services on the project will be notified during the week of February 3, 2022 to negotiate scope, schedule of values, terms, conditions, and price.
- 7** Debriefs will be provided (within 45 days) to firms not selected upon written request submitted to: Outreach@SouthPointConstructors.com.

QUESTIONS?



outreach@southpointconstructors.com



www.SouthPointConstructors.com

DESIGN/PROFESSIONAL SERVICES PROCUREMENT SCHEDULE

Documents posted on Building Connected	December 22, 2021
SPC Outreach Event	January 4, 2022
Completed Questionnaires due to SPC	January 14, 2022, 4pm CST
SPC to Review submittals and notify shortlist	January 19, 2022
Subconsultant Agreement and Contract Requirements Q&A (Shortlisted)	January 21, 2022
Shortlisted firms invited to interview (1 hour total - 30 min presentation, 30 min Q&A)	Week of January 24, 2022
Selected firms notified	February 3, 2022
Anticipated Contract Execution	February 25, 2022
Debriefs to Unselected firms (Debriefs will be provided (within 45 days) to firms not selected upon written request submitted to: Outreach@SouthPointConstructors.com)	March 2022



CERTIFICATION INFORMATION

Firms must be certified as Disadvantaged Business Enterprises (DBEs) by the Texas Unified Certification Program (TUCP) to count toward the 23% design and 14.5% construction participation goals set forth by TxDOT. For information about certification, please visit: <https://www.txdot.gov/business/partnerships/dbe.html>

For more information concerning certification, contact a program specialist at **512-416-4700**.

ORGANIZATIONS / RESOURCES FOR SMALL, LOCAL AND DISADVANTAGED BUSINESS ENTERPRISES

FEDERAL

- [U.S. Department of Commerce, Minority Business Development Agency](#)
- [U.S. Department of Transportation](#)
- [U.S. Department of Homeland Security](#)
- [U.S. Small Business Administration \(SBA\)](#)

INDUSTRY AND BUSINESS ORGANIZATIONS

- [Conference of Minority Transportation Officials \(COMTO\) North Texas Chapter](#)
- [WTS Greater Dallas Fort Worth Chapter](#)
- [Asian American Contractors Association of Texas](#)
- [Dallas Black Chamber of Commerce](#)
- [Dallas/ Fort Worth Minority Supplier Development Council](#)
- [Fort Worth Hispanic Chamber of Commerce](#)
- [Fort Worth Metropolitan Black Chamber of Commerce](#)
- [Asian Chamber of Texas](#)
- [Greater Dallas Hispanic Chamber of Commerce](#)
- [Irving Hispanic Chamber of Commerce](#)

- [Regional Black Contractors Association](#)
- [Regional Hispanic Contractors Association](#)
- [U.S. India Chamber of Commerce](#)
- [U.S. Pan Asian American Chamber of Commerce Southwest](#)
- [Women's Business Council – Southwest](#)

BUSINESS ASSISTANCE ORGANIZATIONS

- [Dallas/Fort Worth Minority Business Development Agency Business Center](#)
- [SCORE Remote Mentoring Program](#)
- [Small Business Transportation Resource Center \(SBTRC\) – Gulf Region](#)

COVID-19 RESOURCES AND SUPPORT

- [America's SBDC: COVID-19 Small Business Resources](#)
- [Google: Helping your business through COVID-19](#)
- [SBA Coronavirus Relief Programs](#)
- [Small Business Majority: COVID-19: Daily Updates for Small Businesses](#)
- [U.S. Chamber of Commerce Coronavirus Small Business Guide](#)

South-Point Constructors is committed to meeting or exceeding TxDOT's Disadvantaged Business Enterprise (DBE) goals of 23% for professional services and 14.5% construction participation; assisting interested DBEs in obtaining bonding, lines of credit or insurance; providing interested DBEs information related to the plans, specifications and requirements for work to be subcontracted or supplied by these DBEs; assisting interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services; sub-dividing bid items into economically feasible scope sub-packages to assist DBEs and ensure equitable and meaningful participation.

South-Point Constructors is an Equal Opportunity Employer.