



FEBRUARY 27, 2026

REQUEST FOR QUALIFICATIONS (RFQ) NO: 26-01-0163

**City of Lake Jackson Comprehensive Safe Streets and Roads for All Safety Action Plan
(CSAP)**

Sealed responses, subject to the terms and conditions of this RFQ, for the above-referenced professional service must be received by the Engineering Department of the City of Lake Jackson, at 25 Oak Drive, Lake Jackson, Texas 77566 by **Wednesday, March 25, 2026, at 2:00 pm CST**. Responses received after the specified time will be returned unopened. All necessary information and addendums may be obtained from the City website at <https://www.lakejackson-tx.gov/Bids.aspx> or from Civcast by searching "Brazoria County / City of Lake Jackson / RFQ 26-01-0163 for the Lake Jackson Comprehensive Safety Action Plan (CSAP)." at www.civcastusa.com/.

LEGAL NAME OF CONTRACTING COMPANY

CONTACT PERSON

TITLE

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

COMPLETE MAILING ADDRESS

CITY/STATE

ZIP

COMPLETE STREET ADDRESS (if different)

CITY/STATE

ZIP

AUTHORIZED SIGNATURE

SECTION I – GENERAL INFORMATION

The City of Lake Jackson is requesting Statements of Qualifications (SOQs) from firms to provide professional transportation planning, engineering, and public engagement services as outlined within this RFQ for the development and preparation of a Comprehensive Safe Streets and Roads for All Safety Action Plan (CSAP). The completed CSAP will be used to apply for future safety infrastructure grant projects.

CSAP development will include the analysis of crash history to identify priority high-crash locations for safety project implementation. In addition to this targeted approach, CSAP will include a systemic analysis to identify opportunities for systemic implementation of low-cost, high-impact, and evidence-based countermeasures across the city. These Proven Safety Countermeasures may include bicycle lanes, crosswalk visibility enhancements, and lighting.

The City of Lake Jackson is in Brazoria County, approximately 50 miles south of Houston, TX. SH 288, a major regional highway, runs through the city, providing access to Houston to the north and Port Freeport to the south. Although its population of 28,177 people makes it a smaller urban area, Lake Jackson is a hub for medical, shopping, and petrochemical businesses in the County, and so the safety and quality of Lake Jackson’s streets impact people beyond residents of Lake Jackson. Major employers such as Freeport LNG, Dow Chemical, and BASF Chemicals Division attract talent to the Lake Jackson area. Per 2021 Longitudinal Employer-Household Dynamics data, more than 6,000 people commute to Lake Jackson from outside the city. Per TxDOT traffic counts, nearly 40,000 vehicles per day travel along SH 288 between FM 2004 and Oyster Creek Dr. within Lake Jackson. The Plan will cover the full City Limits of the City of Lake Jackson, approximately 18 square miles. The city maintains approximately 148 miles of road.

The SS4A program supports the United States Department of Transportation's National Roadway Safety Strategy and their goal of zero roadway deaths. Additionally, the program supports the development of a comprehensive safety action plan that identifies the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues.

On January 15, 2026, a grant agreement was executed between the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA) and the City of Lake Jackson to assist with developing a Safety Action Plan (SAP) for the city (Grant Agreement attached.)

By submitting a response to this RFQ, each firm fully acknowledges that they have read and understand this RFQ and have asked questions and received satisfactory answers from the City regarding any provisions of this RFQ.

ESTIMATED PROJECT SCHEDULE

Due Date to provide SOQs:	Wed, March 25, 2026 at 2:00 pm CST
Staff Selection Committee Meeting(s):	March 26-31, 2026
Staff Consultant Selection Recommendation to City Council:	Mon, April 6, 2026
Professional Services Agreement Negotiations:	April 8 – 17, 2026
Professional Services Agreement Award to City Council:	Mon, May 4, 2026

Note: With the exception of the time and due date of the RFQ, the above schedule is an estimate. The estimated schedule may be modified as schedules and conditions warrant.

All inquiries prior to the due date of the RFQ should be directed to Mr. Riazul Mia P.E., Assistant City Manager, via email at r.mia@lakejacksontx.gov.

The deadline for submitting questions is **Friday, March 13, 2026 at 12:00 pm CST**. Questions will be answered via the questions and answers section of Civcast and/or by published addendum after the question submission deadline passes and prior to the due date for SOQs

SECTION II - SUBMITTAL INSTRUCTIONS

1. STEP ONE

Submit one (1) unbound hard copy in a sealed package to:

Sal Aguirre, P.E., City Engineer
City of Lake Jackson
c/o Engineering Department
25 Oak Drive
Lake Jackson, TX 77566

Submittal package must be sealed and marked with the following:

“RFQ 26-01-0163 City of Lake Jackson Comprehensive Safe Streets and Roads for All Safety Action Plan (CSAP).

2. STEP TWO

Qualified respondents must also submit SOQ documents electronically using an assigned Sharefolder provided by the City upon written request. Contact Marlyne Epps via email m.epps@lakejacksontx.gov and provide the RFQ number and full contact information, and we will respond via email. The assigned Sharefolder will expire on Wednesday, March 25, 2026, and the files must be uploaded before the 2:00 pm CST deadline.

Submittals received after the due date will not be accepted. The City of Lake Jackson is not responsible for submittals that are not properly marked or are delivered to the incorrect address.

SECTION III- EVALUATION PROCESS

1. GENERAL PROCEDURE

The general procedure for soliciting and evaluating Request for Qualifications consists of:

- (a) City staff selection committee will evaluate the SOQs received from respondents and prepare a short-list of one to three submissions.
- (b) Firms on the short-list may be invited to appear for separate presentations to the staff selection committee. This staff selection committee will include project manager and other appropriate staff as designated by the department director. The

presentation should define the respondents' understanding of the project, set forth the approach to the project, and establish the experience of the personnel assigned to the project.

- (c) Following the staff selection committee review of the presentations, the short-listed firms will be presented to City Council for a request to authorize contract negotiations. All short-listed firms will be notified of this decision. An evaluation score card may be released on individual request, but no RFQ debrief will be issued by the selection committee.
- (d) If approved by City Council, then negotiations will be initiated with the chosen firm(s) on the short-list. The firm(s) will be contacted and requested to meet with the City Engineer to develop a detailed proposed scope of work based on the grant documents and a schedule of fees for that work. If the City staff is unable to successfully negotiate a contract with chosen firm(s), then the City staff will proceed to meet with the succeeding short-listed firm(s) and enter negotiations with that firm. This process will be repeated until either a successful contract negotiation has occurred, or the City terminates the process.
- (e) Once the scope and associated fees have been negotiated, the contract will be taken before City Council again for authorization.

2. BASIS FOR SELECTION

As a basis for evaluating the qualifications of a consulting firm, the following elements will be considered:

- (a) The qualifications of the assigned Principal/Project Manager/Design Architect/Engineer.
- (b) The firm's experience in performing similar assignments for other governmental entities, and the overall reputation of the firm.
- (c) The depth of experience of the firm in the particular field.
- (d) Ability to assign qualified engineering staff that will be responsible for the project and will be able to complete the work within the required schedule.
- (e) Knowledge of sewage collection and lift station design.

3. EVALUATION CRITERIA

The above-described elements will be weighted as follows:

Tab 1: Understanding Scope of Work (weight factor = 30%)

- Understanding of Scope of Work: Respondents must express, in detail, their understanding of this specific project. Describe the

approach your firm will take to the required collaboration, scheduling, and coordination required for this project.

Tab 2: Firm's Experience (weight factor = 40%)

- Firm Experience with Similar Projects: Such experience must be in the form of lift station design and force main design for city/municipal governments within an existing operating wastewater collection system requiring construction phasing and scheduling measures to provide minimal disruption to the public. List a minimum of three (3) similar projects completed within the past five (5) years; provide the name and location of each project, completion date, the client, and a contact person and phone number.

Tab 3: Staff Experience (weight factor = 20%)

- List the proposed project team, showing all staff and their roles for this contract. Please note that project team replacement on an active contract, while not strictly prohibited, will require the City of Lake Jackson prior consent.
- Include an organizational chart of the proposed team showing the names and roles of all key personnel and the firm they are associated with (if applicable).
- Provide résumés for staff members assigned to specific areas of experience and relevant staff experience.

Tab 5: Overall Completeness of Proposal (weight factor = 10%)

- Required completed required forms, including presenting the requested information in a thorough but concise format.

SECTION IV - RESPONDENT SUBMISSION REQUIREMENTS

1. SUGGESTED FORMAT OF RESPONSE

The suggested general format should be as follows. In general, responses that are concise and follow the suggested format will be preferred:

- (a) A letter of interest signed by the principal of the professional firm, with a statement as to the availability of the firm to complete the work within twelve months of the contract signed (limited to one page).
- (b) A demonstration of the firm's understanding of the project's ability to perform the work through an outline of their suggested approach to the project (limited to three pages).
- (c) Three (3) sample projects within the past five (5) years similar in scope to this project that best illustrate the team's capabilities (limited to 2 pages per project).

- (d) Experience of only the staff members who would be assigned to the project team including sub-consultants. Provide name, location, and role, as well as percentage of time devoted to the project, related experience, and team experience for each team member (limit to total of three pages).
- (e) References, including names and telephone numbers of previous clients with similar projects (limited to one page).

SECTION V - GENERAL TERMS AND CONDITIONS

1. PROHIBITED CONTACT WITH CITY STAFF

Except for written requests for clarification and submission of the SOQ, neither Respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Lake Jackson, their families, or staff through written or oral means about the RFQ. The city will disqualify any firm that attempts to persuade or influence the outcome for the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any respondent.

However, nothing in this section shall prevent a respondent from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

2. SPECIFICATION CHANGES

NO PERSON has the authority to verbally alter these specifications. Any changes to specifications will be made in writing and posted to the following sites: www.civcastusa.com/ and <https://www.lakejackson-tx.gov/Bids.aspx>.

3. IMPLEMENTATION OF HOUSE BILL 1295

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

The law applies (with a few exceptions) only to a contract between a business entity and a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered on or after January 1, 2016.

All resultant contracts of this RFQ will require the firm to complete the Texas Ethics Commission requirements under the State of Texas House Bill 1295 Certificate of Interested Parties. Login Information, Forms, and Certification download may be obtained at: <https://www.ethics.state.tx.us/filinginfo/1295/>.

The City strongly encourages respondents to view the instructional video for Business Entities and review the FAQs prior to proceeding with the filling. A certification will require the respondent to enter a contract/solicitation number in Box 3. That number for this solicitation will be supplied as a part of the contract documents.

4. VERIFICATION FORMS

The firm chosen to contract with the City must complete state-mandated verification forms that state the chosen firm does not boycott Israel or energy companies and does not discriminate against firearm entities.

5. VALIDITY OF RESPONSE

The response submitted shall be valid for a period of up to ninety (90) days after the date of opening for negotiation, acceptance, and award by the City.

6. PROJECT MANAGER AND TEAM COMMITMENT

The City expects the Project Manager and key team members, as proposed in the SOQ, to commit to the duration of the contract. Project Manager replacement on an active contract, while not strictly prohibited, will require the prior written consent of the City.

7. CONTRACT

The City will enter an agreement with the successful firm using the City's own contract document only which includes all required languages from the grant contract number 693JJ32640091 with the Federal Highway Administration and City of lake Jackson.

When possible, the City will ensure that minority businesses, women's businesses, small businesses, and other disadvantaged business enterprises are considered. Such consideration means:

- (a) These types of businesses are included on solicitation lists;
- (b) These types of businesses are solicited whenever they are deemed eligible as potential sources;
- (c) Dividing procurement transactions in separate procurements to permit maximum participation by these types of businesses;
- (d) Establishing delivery schedules which encourage participation by these types of businesses;
- (e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (f) Requiring a contractor under a federal award to apply this section to subcontracts (2 CFR §200.321).

8. TERMS AND CONDITIONS

The selected firm must comply with the following conditions, laws and requirements.

A. Non-Discrimination. Consultant shall comply with all Federal and State requirements concerning fair employment and will not discriminate by reason of race, color, age, religion, sex, national origin or physical handicap.

B. Disadvantage Business Enterprises (DBE) Contractors. Contractor agrees to attempt to ensure that

Disadvantage Business Enterprises as defined in 49 C.F.R., Part 23, as amended, have an opportunity to participate in the performance of contracts and this agreement. In this regard, the Contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of Federal assisted contracts.

C. Unauthorized Alien Workers. The City will not intentionally award publicly-funded contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e)(Section 274A(e) of the Immigration and Nationality Act ("INA"). The City shall consider the employment by Contractor of unauthorized aliens a violation of Section 274A (e) of the INA. Such violation of the employment provisions contained in Section 274A (e) of the INA shall be grounds for unilateral cancellation of this Contract by the City.

D. Debarment and Suspension. This contract will be a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor will be required to verify that none of the bidders, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

E. Contract Work Hours and Safety Standards Act.

a. Overtime requirements. No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of forty (40) hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty {40} hours in such workweek.

b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (a) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a) of this section, in the sum of ten (\$10.00) dollars for each calendar day on which such individual was required or permitted to work in excess of the standard work week of forty {40} hours without payment of the overtime wages required by the clause set forth in paragraph (a) of this section.

F. Byrd Anti-Lobbying Amendment. Consultant certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

G. Equal Employment Opportunity (20 CFR Part 1630, 41 CFR Part 60 et seq)

During the performance of any contract resulting from this solicitation contract, the consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

H. Davis Bacon Act, as amendment (40 U.S.C. 3141-3148)

When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by CITY must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141--3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5 "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, CONTRACTOR must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, CONTRACTOR must be required to pay wages not less than once a week. The CITY must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The CITY must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3 "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The CITY must report all suspected or reported violations to the Federal awarding agency