

**Legal Notice Request for Qualifications Professional Civil Engineering Services for  
Mitigation Improvements**

Dear Firms:

Jasper Hospital District (the “District”) is soliciting statements of qualifications from professional qualified engineering firms to assist the District with civil engineering services.

All interested individuals and firms shall obtain a “Request for Qualifications” packet via email from [jgunter@jasperhospitaldistrict.com](mailto:jgunter@jasperhospitaldistrict.com)

All responses shall be submitted with an original and three (3) copies of their proposal to the address shown below. The District does not accept proposals submitted electronically. Late proposals will be rejected as non-responsive. Proposals will be publicly opened and only the names of responding firms will be read aloud by the District at the time and date below. Proposers are invited to attend the sealed proposal opening.

**All responses shall be submitted to the District in a sealed envelope marked:**

**Request NAME: Professional Engineering Civil Services**  
**DUE DATE/TIME: June 9th, 2026 at 4:00p.m. Bids will be opened and publicly read aloud at:**

**Jasper Hospital District  
18 Thomas Street  
Jasper, Texas 75951**

**MAIL TO: Jasper Hospital District  
P.O. Box 959  
Jasper, Texas 75951**

Any questions relating to these requirements should be directed to James Gunter at [jgunter@jasperhospitaldistrict.com](mailto:jgunter@jasperhospitaldistrict.com)

Sincerely,

Jasper Hospital District

PROFESSIONAL ENGINEERING SERVICES  
FOR JASPER HOSPITAL DISTRICT

1. SCOPE OF WORK

Jasper Hospital District (the “District”) is a hospital district governed by Chapter 1047 of the Special District and Local Laws Code.

The District is requesting statements of qualifications and experience from all interested engineers, desiring to provide consultant services to the District. Firms are encouraged to submit statements of qualifications and experience to the District to be used on various projects which include but are not limited to updating current facilities and constructing new facilities. The District shall engage a professional engineer to assist in the development of technical specifications for bid packets, review of plans, and other projects on an as needed basis.:

- a. Scope development
- b. Engineering design
- c. Surveying
- d. Site inspection
- e. Cost estimation
- f. Plan and specification preparation
- g. Project construction management/inspection

2. Statement of Qualifications

The District is seeking to contract with a competent engineering firm, registered and in good standing as professional engineers per the Texas Engineering Practices Act. Firms should also address the following topics within their response:

- a. Work Experience
- b. Capacity to perform the specific proposed task
- c. Technical expertise
- d. Ability to meet schedules
- e. Proximity to the area of the proposed work
- f. Familiarity with the area of the proposed work
- g. References – list of past/current clients

As such, please provide within your proposal a list of past local government clients, as well as resumes of all engineers that will or may be assigned to this project if you receive an engineering services contract award.

Please provide a copy of your current certificate of insurance for professional liability. Upon award, firm must provide a certificate of insurance that meets/exceeds insurance requirements as written on Page 4 (Section 3. Insurance Requirements) of these specifications.

3. Evaluation Criteria

The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	<u>15</u>
<b>Total</b>	100

For this RFQ, Respondent's qualifications will be evaluated and **the most qualified** Respondent will be selected, subject to negotiation of fair and reasonable compensation.

For costs of engineering professional services that will exceed \$50,000, negotiations, must occur after the initial selection of the engineer as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004) Cost plus percentage of cost is specifically prohibited (See 2 CFR 200.323(d)). Upon the initial selection of the Respondent based on its demonstrated competence and qualifications to perform such services, the Respondent must disclose and certify the percentage of profit as a separate element of the price of the contract during its negotiations with the District as Grant Recipient to determine fair and reasonable compensation.

#### 4. Deadline for Submission

Statements of Qualification must be received no later than June 9th, 2026 at 4:00 p.m.

Responses are to be sealed and addressed to the District title included on the outside of the envelope or box.

One original and three (3) hard copies of the qualifications statements shall be mailed or delivered to:

Jasper Hospital District  
James Gunter, Secretary/Treasurer  
P.O. Box 959  
18 Thomas Street  
Jasper, Texas 75951

Respondent is responsible for including within their response to this RFQ, (1) one original qualifications statement to include a completed copy of this specifications packet in its entirety and (3) three hard copies to include at a minimum all pages requiring completion and/or marked with instructions to be returned with response and any other documentation requested within these specifications.

The District will not accept any submissions received after the stated time and date, and shall return such submissions unopened to the Proposer.

The District will not accept any responsibility for submissions being delivered by third party carriers.

Responses will be opened publicly in a manner to avoid public disclosure of contents/however only the names of Respondents will be read aloud.

#### **Submissions During Time of Inclement Weather, Disaster, or Emergency**

In case of inclement weather or any other unforeseen event causing the District to close for business on the date of a bid/proposal/statement of qualifications submission deadline, the bid closing will automatically be postponed until the next business day that District offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the

District may issue an addendum to all known interested parties in the proposal to extend the deadline. It will be the responsibility of the Proposer to notify the District of their interest should these conditions impact the ability to submit a statement of qualifications submission before the stated deadline. The District reserves the right to make the final judgement call to extend any deadline.

Should an emergency or unanticipated event interrupt normal District processes, and statement of qualifications submissions cannot be received by the District by the exact time specified in the RFQ and urgent District requirements preclude amendment to the RFQ, the time specified for receipt of qualifications will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal District processes resume.

5. Laws and Regulations

The Engineering Firm/Firms awarded services under this RFQ must comply with all laws, ordinances, and rules and regulations which govern the work specified in this contract.

6. General Insurance Requirements

a. Commercial General Liability Limits:

Each Occurrence	\$1,000,000
Fire Damage to Rented Premises	\$100,000
Medical Expenses	\$5,000
Personal & Adv. Injury	\$1,000,000
General Aggregate	\$2,000,000
Products-Comp/Ops Aggregate	\$2,000,000

b. Auto Liability Limits:

Combined Single Limits for Owned, Hired & Non-Owned	\$1,000,000
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c. Umbrella Liability Limits:

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

7. Worker's Compensation Limits:

Workers' Compensation	Statutory
Employer's Liability	\$ 500,000/500,000/500,000

Prior to commencement of work, Firms shall furnish ACCORD 25 (2010/05) certificates verifying coverage and limits outlined above and other provision set forth below. Such insurance shall be provided by carriers rated by AM Best & Company and deemed acceptable by the District.

Certificates shall document Waiver of Subrogation provisions in favor of the District on Commercial General Liability, Auto Liability, Umbrella Liability, and Workers Compensation policies.

Certificates shall document Additional Insured provisions in favor of the District on Commercial General Liability, Auto Liability, and Umbrella Liability policies.

Certificates shall document reasonable cancellation provisions approved solely by the District to protect the interests of the District.

Coverage and Limits set forth above are minimum requirements and may be adjusted by the District to include higher limits and other coverage such as Professional Liability, Pollution Liability, USL&H, Jones Act, and Protection & Indemnity.

Certificates of Insurance shall be submitted to the following for approval and further handling:

James Gunter, Secretary/Treasurer  
Jasper Hospital District  
P.O. Box 959  
18 Thomas Street  
Jasper, Texas 75951

8. Additional Information

Respondents shall provide a listing of all current litigation(s), outstanding judgements and liens affecting the Proposer.

9. Terms and Conditions

a. The District reserves the right to request clarification of information submitted and to request additional information of one or more Proposers.

b. Any agreement or contract resulting from this RFQ shall be as approved by the District and shall contain, at minimum, applicable provisions of this document. The District reserves the right to reject any agreement that does not conform to this document and any District requirements and contracts.

c. The Engineering Firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the District.

d. No reports, information, or data given to or prepared by the Proposer under contract shall be made available to any individual or organization by the Proposer without the prior written approval of the District.