

City of Port Isabel, Texas

REQUEST FOR PROPOSALS (RFP)

Design Services

related to Downtown Port Isabel Bicycle and Pedestrian Safety Trail project

June 27, 2026

BACKGROUND

The City of Port Isabel in conjunction with the Texas Department of Transportation is seeking request for proposals for engineering services, including obtaining environmental clearance to comply with the National Environmental Policy Act (NEPA), to construct sidewalks, ADA curb ramps, crosswalks, road humps, bike racks, and bicycle repair stations within an approx. 1.58 mile loop around downtown Port Isabel and Garriaga Elementary School.

At this time, the city anticipates advertising for construction in the Winter of 2026

SPECIAL CONSIDERATIONS

Respondents should be aware all RFP responses are subject to the Texas Open Records Act. Chapter 176 of the Texas Government Code requires that form CIQ be submitted if the respondent has a business relationship with any city official. The CIQ will be included in the procurement packet.

Should respondents become aware of any error or omission in this RFP, they are required to make the city aware of this error or omission prior to submitting their response.

Should respondents wish to amend or withdraw their response, they may do so until the response deadline.

The City of Port Isabel reserves the right to cancel or modify this solicitation, to issue amendments, to reject proposals and to award the respondent it deems to be the best value for the city.

A full RFP packet can be found on the City website www.myportisabel.com or can be picked up at Port Isabel City Hall with the City Secretary located at 305 E. Maxan St., Port Isabel, TX.

CONTACT WITH CITY OFFICIALS

Respondents may not contact elected officials of the city during the pendency of this solicitation. Any questions regarding the solicitation shall be submitted in writing to ap@copitx.com.

SCOPE OF SERVICES

The City of Port Isabel seeks a qualified engineering firm, licensed in the State of Texas, to provide design services related to the construction of sidewalks and ADA ramps as well crosswalks. A single firm or a consortium of firms may respond; in the case of a consortium one firm shall serve as the prime contractor.

Services required, include, but are not limited to:

- Design, including surveying, preparation of construction drawings and complete bid documents and submittals at 30%,60%,95% and 100%. The construction drawings shall be developed similar to TxDOT plans, specifications, and estimate requirements.
- Assisting the City in submitting Local Government Projects Checklists for each project development phase.
- Coordination with environmental reviewers (if applicable) The environmental scope of work includes the preparation of documentation necessary to comply with National Environmental Policy Act (NEPA) requirements and Texas Department of Transportation (TxDOT) environmental review requirements for an Anticipated Categorical Exclusion (CE) determination
- Perform construction phase services that include management of construction bidding, including pre-bid conference, tabulation of bids, recommendation of award, review of contractor bonds and documents, preparation of contracts, issuance of notice to proceed
- Submission of plans to the Texas Department of Licensing and Regulation, and completion of Architectural Barriers survey
- The following items must be evaluated during project development and included in the design if applicable: Sidewalks; Curb Ramps; Driveway crossings; Accessibility compliance of existing traffic signals systems; On-street parking; Transit Stops; Railroad Crossings (if applicable); Installation of new, or upgrades to, accessible pedestrian signals and push buttons; Restriping existing crosswalks or other pavement markings; adequate vertical clearance; other, as applicable.
- The final scope of work and deliverables related to the above can be further refined during the negotiation phase with the highest ranked firm.

The respondent must hold and at all times carry insurance coverage as described under "NEGOTIATION" for the duration of the project.

Greater detail on the proposed project can be found under "BACKGROUND."

SUBMISSION REQUIREMENTS

An optional meeting will be held on Tuesday July 14, 2026 to answer any questions regarding to the request for proposal for this project.

Responses to this RFQ are due by **July 31, 2026** at Port Isabel City Hall, 305 E Maxan St, Port Isabel TX 78578. Responses should be in a sealed envelope marked "Downtown Port Isabel Bicycle and Pedestrian Safety Trail Project."

Responses received after this time shall be rejected.

Responses shall consist of the following:

Section 1-Cover Letter

Section 2-Statement of Qualifications, including:

- Experience with Texas Department of Transportation engineering and design work that includes sidewalk design, experience with Port Isabel or Coastal areas.
- Capability to perform work, including qualifications of key personnel, office location and number of staff.
- Experience with prior similar projects include a list of previous projects performed for Port Isabel or other public entities. Include letters of reference and photographs of previous projects.

Section 3-Warranties and Submission Authority. Include the following statement:

"(RESPONDENT NAME) warrants that it is a licensed architectural or engineering firm, authorized to do business as such in the State of Texas, and further warrants that it is not debarred or otherwise suspended from doing business with the State of Texas or the United States Government, and further warrants that it is not currently involved in a bankruptcy proceeding, and further warrants that it has not offered or paid employment or anything of value to a member of the Port Isabel City Commission in connection with this solicitation."

Sign and date your response with your name and title, indicating that you have the authority to submit the response for the respondent.

EVALUATION

Responses will be evaluated and ranked under the following criteria by the selection committee. Cost will not be a factor. The City of Port Isabel Selection committee will be the sole judge of the qualifications of the respondents and reserves the right to waive any and all technicalities.

-Up to 35 Points for Experience with TxDOT Projects and/or the local area

-Up to 30 Points for Capability, including location of office, number/availability of staff, specialized staff and equipment

-Up to 35 Points for project understanding, quality control and/or procedures for the project

TOTAL of 100 points.

NEGOTIATION

Following conclusion of review of responses and ranking, the City Commission may direct the City Manager to negotiate a fee agreement with the number one ranked respondent.

If the City of Port Isabel is unable to come to an agreement with the number one ranked respondent, it will terminate negotiations, and begin negotiating with the number two ranked respondent, and so on, until an agreement is reached.

Following the conclusion of negotiations, a contract will be approved by the City Commission. Prior to approval of the contract, the respondent must submit a copy of the following policies, naming the city as an additional insured:

- General Liability, at least \$1,000,000
- Automobile Liability, at least \$300,000.
- Workman's Compensation, Statutory Limits.
- Errors and Omissions (Professional Liability), at least \$1,000,000

Contract Terms

Notice to Proceed. The Consultant is authorized to begin work only upon full execution of the agreement and receipt of a written **Notice to Proceed (NTP)** from the City. The City may issue **separate NTPs by CSJ** and/or phase.

Term & Schedule. The Consultant shall perform the services in a timely and continuous manner. The City's target is **100% design and completion of environmental review by November 1, 2026**. The schedule may be adjusted by written amendment and/or through NTP sequencing. Time is of the essence.