



## Memorandum

**To:** Consultants  
**From:** Theresa Hernandez, Finance & Administration Manager  
**Subject:** Request for Proposals (TH-007)  
**Date:** September 30, 2024

The Capital Area Metropolitan Planning Organization (CAMPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Qualifications (RFQ) for Legal Services.

A pre-proposal meeting with the option of either in-person or virtual attendance will be held for consultants on Thursday, October 3, 2024, at 1:00 PM (Central). Information and access links to this meeting are provided in the RFP. Please submit any questions by email to the attention of Theresa Hernandez, Finance and Administration Manager, at [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org), no later than 5:00 PM (Central) on Wednesday, October 2, 2024. Responses will be posted on CAMPO's website at [www.campotexas.org](http://www.campotexas.org) no later than 5:00 PM (Central) on Friday, October 4, 2024.

Please note, it is the proposers' responsibility to visit CAMPO's website for any updated information regarding this RFQ. Electronic proposals are due to CAMPO by 5:00 PM (Central) on Friday, October 11, 2024, in accordance with the submission requirements found in the RFQ.

Thank you,

Theresa Hernandez  
Finance & Administration Manager  
Capital Area Metropolitan Planning Organization

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION  
REQUEST FOR QUALIFICATIONS (RFQ)**

**GENERAL INFORMATION**

**Solicitation No:** TH-007

**Service description:** Professional Services – Legal Services

**Date Issued:** 5:00 PM (Central), Monday, September 30, 2024

**Submission Deadline:** 5:00 PM (Central), Friday, October 11, 2024

**Submission Format:** Electronic (PDF) document, file size less than 20 MB, 40 pages maximum (inclusive of everything), 8.5"x11" page size, font size 11 or larger for body text

**Submissions Location:** Proposals are to be submitted through email at [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org)

**Interview Date Range:** TBD

**PRE-PROPOSAL MEETING**

**Date:** 1:00 PM (Central), Thursday, October 3, 2024

**Location Address:** 8303 N Mopac Expressway, Suite A210, Austin, Texas 78759

**Room Number:** CAMPO Conference Room

**Online Option:** Microsoft Teams

**Meeting Link:** [Pre-Proposal Meeting - Solicitation No: TH-007](#)

**Meeting ID:** 283 029 544 221

**Passcode:** 5ZKzEC

[Download Teams](#) | [Join on the Web](#)

**INQUIRIES**

**Submission Deadline:** 5:00 PM (Central), Wednesday, October 2, 2024

**Submission Format:** [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org)

**Response Posting:** [www.campotexas.org](http://www.campotexas.org)

**Response Posting Date:** 5:00 PM (Central), Friday, October 4, 2024

**CONTACT**

**Name:** Theresa Hernandez

**Title:** Finance and Administration Manager

**Address:** 8303 N Mopac Expressway, Suite A210, Austin, Texas 78759

**Phone:** (737) 224-3358

**Email:** [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org)

Offers must be received by CAMPO by the submission deadline posted above. All updates regarding this solicitation can be found at <https://www.campotexas.org/requests-proposals-qualifications/>. It is the responsibility of the Offeror to view the procurement web page for all updates including addenda associated with this solicitation.

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**OFFER SUBMITTED BY**

By the signature below, I certify that I have submitted a binding offer:

Name:

Company Name:

Address:

Phone:

Email:

Signature:

Date:

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## **RFQ SUBMITTAL**

Each respondent of this RFQ is requested to present a proposal discussing the scope of work as described in Section III. CAMPO reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of CAMPO. This RFQ document is organized as follows:

### **I. Proposal Contents and Specifications**

This section contains the specific and general description of the information to be provided within the proposal. Federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to this contract.

### **II. Evaluation of Proposals**

This section describes the methodology by which the proposals will be evaluated, and firms/individuals selected for proposal interviews.

### **III. Scope of Work**

This section describes the work to be performed in the study and tasks to be executed.

## RFQ PROCESS INFORMATION

This RFQ will be sent to all firms in CAMPO's consultant database, which satisfies the search criteria of firms with experience in legal services.

All requests for this RFQ packet will be welcomed. This RFQ will be available on CAMPO's website at <https://www.campotexas.org/requests-proposals-qualifications/>.

After the proposals are received, CAMPO's evaluation committee will score the submissions then select the top ranked firms. Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

CAMPO retains the right to select from the firms responding to this RFQ. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.

At any point in the procurement process, any dispute, protest, or claim may be filed. The dispute, protest, or claim should be directed to the MPO Executive Director within seven (7) days after the aggrieved party knows or should have known of the facts or events giving rise to the complaint.

CAMPO is responsible for this contracted project. Further inquiries should be directed to Theresa Hernandez, Finance & Administration Manager, at 737-224-3358.

**SECTION I**  
**SUBMISSION CONTENTS AND SPECIFICATIONS**

Submissions must include the following:

**A. Executive Summary**

The executive summary of two (2) pages or less should include a description of your understanding of the requested work and your firm's ability to perform the work.

**B. Professional Experience**

Discuss your firm's relevant experience, an overview of the firm's history providing legal services to organizations similar to CAMPO. If subconsultants are proposed, provide the same information for all subconsultants.

**C. Team Qualifications**

Identify the specific partners and staff attorneys you will assign to this engagement if you are successful in your bid. Provide their resumes specifying relevant experience to the type of services requested.

**D. Fees**

Please provide quoted fees for the requested services.

**E. References**

Please provide three references from Governmental agencies that have solicited similar services. References should include contact name, title, agency, email, and phone number.

**F. Budget**

CAMPO has established a cost ceiling for the requested services not to exceed \$275,000 for the initial three (3) year term of the contract and may be extended for up to two additional one (1) year period. An estimated budget shall be included.

**G. Other Requirements and Disclosures**

**a. Disadvantaged Business Enterprise (DBE) Goal**

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each proposer is encouraged to take affirmative action and make every effort possible to use DBE consultants in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE consultant, which is either unqualified or unavailable.

**b. Title VI Requirements**

Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

**c. Conflict of Interests/Debarment**

Proposals shall state whether there is a potential conflict of interest and offerors must be cognizant of the requirement for executing a Debarment Certification stating that the consultant has not been

barred from doing work involving federal funds. A signed Debarment Certification will be required of the successful proposer for each of the consultant's team members.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. For example, Sections II and III in this RFQ contain requirements for information that may not be specifically mentioned in this section. Proposers should include such information in their proposal.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with CAMPO to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <https://www.ethics.state.tx.us/forms/conflict/>.

The CIQ forms must be completed and included with the proposal for both the primary consultant and any subconsultants/vendors. Consultants that omit required CIQ forms will have their proposal disqualified from consideration by CAMPO.

**d. Special Provisions relating to Local Government Officers\***

At the time a proposal is submitted, a prospective consultant must disclose whether an owner (in whole or part), officer or employee of the prospective consultant is a local government officer of a political subdivision that (a) conducts business with CAMPO or (b) is located within CAMPO's geographic boundaries.

**e. Specific Disclosure, related Certification & Policy Board Review\***

If a solicitation indicates that the resulting product of the solicitation shall be presented by CAMPO for the concurrence or approval of a governing body of a political subdivision on which the prospective consultant (or an owner, in whole or in part, officer or employee) serves, any finding of a perceived conflict of interest by the Executive Director of CAMPO may be remedied by the local government officer's certified disclosure of the relationship with the prospective consultant and abstention from the local governing body's participation, consideration or concurrence with the product. Any such certification shall be made in writing and submitted to the Executive Director at the time any response to the solicitation is submitted. The Executive Director shall then transmit the same to the Chair of the Transportation Policy Board. The Chair of the Transportation Policy Board shall present the related solicitation and certification to the Executive Committee of the Transportation Policy Board. The Executive Committee shall review the solicitation and certification, and may (1) take no action or (2) submit the same to the Transportation Policy Board for any action it deems appropriate, in its reasonable discretion, under CAMPO's procurement policies and applicable law. Such action by the Transportation Policy Board may include a finding of a perceived conflict of interest, notwithstanding the consultant's disclosure and certification described above. In the event that the Transportation Policy Board determines that a perceived conflict of interest exists, the Board will notify the prospective consultant in writing of the basis for the conclusion that a perceived conflict of interest exists, without any implied or actual limitation on any legal rights or defenses that might thereafter be asserted.

\*For purposes of this provision, "local government officer" has the definition established by Section 176.001{4} of the Local Government Code.

## SECTION II EVALUATION OF SUBMISSIONS

Procedures have been established for the evaluation and selection of a firm that provides for a consistent approach to carry out CAMPO legal service needs. To accomplish this objective, the CAMPO Evaluation Committee will review each submission based on the following criteria:

- **Executive Summary, Proposal Clarity, and Format (20 Points)**  
Submissions will be evaluated based on the clarity and format of the summarized proposal (executive summary), as well as the proposal as a whole.
- **Staffing and Attorney Qualifications (25 Points)**  
Offers shall identify the primary point of contact and submissions shall include resumes for each individual who will be performing professional services under the contract.
- **Understanding the Scope (25 Points)**  
The responding firm must present their approach through further clarification and understanding of all services involved in this agreement. Any similar prior work may be listed to validate this understanding.
- **Prior Experience (15 Points)**  
Submissions will be assessed on prior experience of the proposed personnel in the subject areas covered in Section III of this RFQ.
- **Past Performance (15 Points)**  
The consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references.

Additional services, ideas, innovation or products, such as graphic design, cost-saving measures, outreach methods, products, DBE/WBE/MBE/HUB usage, etc., will be considered in the evaluation with additional points being awarded in the categories above for the use of these strategies.

The Evaluation Committee members will individually evaluate all submissions according to the criteria described. Based on proposal scoring results, CAMPO reserves the right to invite top ranked teams to participate in oral presentations. The oral presentation can carry a score of up to 25 points that will factor into the final overall scores (written proposal plus oral presentation). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked consulting consultant. If a contract cannot be negotiated with the top ranked consultant, CAMPO may choose to proceed to negotiate with the next ranked consultant, and so on, until a contract has been successfully negotiated.

CAMPO retains the right to select from the consultants responding to this RFQ. Any or all submissions may be rejected if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.



## SECTION III SCOPE OF WORK

**Service Description:** Professional Services – Legal Services

### 1. PURPOSE

The Capital Area Metropolitan Planning Organization, hereinafter referred to as CAMPO, seeks offers in response to this Solicitation from firms qualified and experienced to provide legal services to CAMPO on a contractual basis.

### 2. BACKGROUND

CAMPO is the Metropolitan Planning Organization (MPO) for the Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson counties in central Texas.

The purpose of CAMPO is to coordinate regional transportation planning with counties, cities, the Capital Metropolitan Transportation Authority (Capital Metro), the Capital Area Rural Transportation System (CARTS), Central Texas Regional Mobility Authority (CTRMA), Texas Department of Transportation (TxDOT), and other transportation providers in the region and to approve the use of federal transportation funds within the region.

MPOs are designated for all urbanized areas having a population greater than 50,000 as identified by the U.S. Bureau of the Census. MPOs currently operate under the Fixing America's Surface Transportation (FAST) Act, signed into law in December 2015.

### 3. SCOPE OF SERVICES

To be considered, proposals must address each of the requests for information included in this document. In addition, information regarding rates and fees must be submitted with this request for qualifications. The scope of services for which fees and rates are requested is listed below. These services are more fully described below. The selected firm will be required to provide a detailed, itemized billing (including general representation), monthly.

- ***CAMPO Meetings, Telephonic Consultation and Advice.***  
Provide legal consultation with the Executive Director or the CAMPO Transportation Policy Board Chair and attend CAMPO Transportation Policy Board meetings, and pre-briefings as requested by the Executive Director or the CAMPO Transportation Policy Board Chair. Legal consultation may be achieved by telephone, electronic mail or in person. The Attorney is expected to assist the Transportation Policy Board Chair and/or the CAMPO Executive Director keep the activities and discussions at the Transportation Policy Board meetings within the requirements of the Texas Open Meetings Act and any other applicable state and federal laws.
- ***Follow-up Activities.***  
The Attorney shall perform follow up activities, as a result of matters addressed or considered during the CAMPO Transportation Policy Board meetings or the pre-briefing, at the request of the Executive Director or the CAMPO Transportation Policy Board Chair.

- ***Presentations to CAMPO Transportation Policy Board.***  
The Attorney shall prepare presentations to the CAMPO Transportation Policy Board at CAMPO meetings at the request of the Executive Director or the CAMPO Transportation Policy Board Chair.
- ***Legal Opinion.***  
The Attorney shall provide legal opinions at the request of the Executive Director or the CAMPO Transportation Policy Board Chair. Legal opinions shall be provided in a summarized written format suitable for presentation and/or for incorporating into the CAMPO Agenda or policy items.
- ***CAMPO Policy Development.***  
The Attorney shall participate in the development and revisions of CAMPO policy, procedures, Bylaws, and governing documents, at the request of the Executive Director or the CAMPO Transportation Policy Board Chair.
- ***Litigation.***  
The Attorney shall provide litigation support to CAMPO at the request and authorization of the Executive Director or the CAMPO Transportation Policy Board Chair.
- ***CAMPO Contracts.***  
The Attorney shall participate in contract negotiations, settlements, changes, and the initial evaluation of protests at the request of the Executive Director or the CAMPO Transportation Policy Board Chair, as needed.
- ***Other services.***  
The Attorney shall render such other legal professional services as may be specifically requested, from time to time by CAMPO and duly authorized by the Executive Director or the CAMPO Transportation Policy Board Chair.