

Request for Qualifications (RFQ) for Engineering Services

The City of Smithville is seeking to enter into an engineering services contract with a State of Texas-registered engineer. The following outlines this request for qualifications:

- I. Scope of Work/Proposal of Services: The Engineering Services contract will encompass all project-related engineering & surveying services required for the construction of ADA-compliant ramps and sidewalks associated with the 2020 TXDOT (23 CFR 172) Safe Routes to School and TA Set-Aside Pedestrian Walkways in Smithville, including:
- Preliminary and final design plans and specifications;
 - Preparation of the bid packet;
 - Conduct all field testing and inspections (interim and final); and
 - Other special services.

Please specify actual tasks to be performed under each of these categories. The specific project will be developed as part of the application which will include ADA-compliant ramps and sidewalks and all associated permitting & regulatory approvals.

- II. Statement of Qualifications: The City of Smithville is seeking to contract with a competent, qualified Engineering firm, registered to practice in the State of Texas, that has had experience in the following areas:
- Municipal construction including but not limited to ADA-compliant ramps and sidewalks;
 - Registered and in good standing as a professional engineer per the Texas Engineering Practice Act;
 - Projects located in this general region of the state;
 - Past experience working on TXDOT-funded projects;
 - Past experience with NEPA documentation submission through the State for environmental review and Federal Highway Administration NEPA review process;
 - Past experience with the Union Pacific Railroad permitting process.

As such, within your proposal please address each of these points and provide 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 the Engineering services contract award. Please include the name, address, email address and phone number of at least three (3) references for completed municipal projects.

Also, please provide a copy of your current certificate of insurance for professional liability.

- III. Affirmative Action/DBE/EEO: The City of Smithville is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals.

This is a federally-funded contract. When federal funds are participating in the professional services phase of the project, the City will implement TxDOT's DBE program and coordinate closely with the TxDOT district. A DBE goal of will be given to the City for this program in

compliance with the Disadvantaged/Minority Business Enterprise Program, established in 49 CFR Part 26.

- IV. Evaluation Criteria: The proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Staff Experience/Qualifications	60
Past Work Performance	25
Capacity to Perform Proposed Services	15
Total	100

The Respondent's qualifications will be evaluated based on these criteria. The most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation. For costs of architectural/engineering (A/E) professional services, negotiations must occur after the initial selection of the engineer or architect as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004)

- V. Format of Submission: Please provide the following information, in order:

1. Contact Information/Firm Type

- Legal name of firm
- Contact Persons including phone number and email address
- Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
- Location of Office that will be conducting the work

2. Statement of Qualifications and Experience of Proposed Staff (60 points)

Provide an overview and brief history of the firm and Subconsultant(s), to include the following:

- Organizational chart for personnel (including Subconsultants) who are to work on this project including licensure information.
- Provide a copy of your current certificate of insurance for professional liability.
- DBE information about Consultant and Subconsultant(s)
- Names and roles of key personnel proposed to work on this project and their office locations; include resumes for all key personnel and indicate any individuals who have had previous experience on similar scope projects.
- **Address points cited specifically in Section II of this RFQ.**
- Provide the Project Manager's experience with similar type projects in the City of Smithville.
- Provide the Design Engineer's experience with similar type projects in the City of Smithville.
- Provide the Environmental Engineer's experience with similar types of projects in the City of Smithville.
- If the Consultant/Subconsultant do not have experience in the City of Smithville, provide experience with similar types of projects in small, rural Texas cities.

3. Past Work Performance (25 points)

Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by both the Project Manager/Design Engineer and Subconsultants, including:

- Project name and location
- Client name and contact person for reference
- Services provided
- Date of completion or project status
- Final construction costs
- History of meeting project schedules
- History of accomplishing services within established budget, include planned vs. actual

4. Capacity to Perform (15 points)

- Address Scope of Work tasks as described in Section I.
- Explain how the team will design the project. Are there multiple design options?
- Provide a proposed project schedule for both projects (SRTS and TA Set-Aside), and state whether it complies with the Advanced Funding Agreements (AFA). The AFAs are available at the City website: <http://ci.smithville.tx.us/txdot-projects/>
- Provide staffing size by areas of expertise.
- Provide current workload of prime firm.
- Provide staff availability to perform services.

VI. Deadline for Submission: Please submit three (3) paper copies of your proposal of services and statement of qualifications. The proposals received will be received no later than **10:00AM on Tuesday, January 5, 2021** at the following address:

**Robert Tamble
City Manager
City of Smithville
317 Main St. / P.O. Box 449
Smithville, Tx, 78957**