Request for Qualifications (RFQ) for Professional Engineering Services
for
GENERAL ENGINEERING SERVICES
of the City of Sunset Valley, Texas

RFQ 2020-01.07.20

The City of Sunset Valley is seeking the services of an experienced professional engineering consultant to assist in the review of proposed engineering projects, plan review, and development plan review and other operational needs.

Anticipated Task Orders include site plan review of submitted development projects requiring City review, project planning and direction regarding City infrastructure (streets, drainage, water, and wastewater projects). Other Task Orders may include: conducting studies, preparing recommendations, assisting the City with Texas Commission on Environmental Quality (TCEQ) compliance, Federal Emergency Management (FEMA) flood plain administration, developing construction plans, specifications, cost estimates, bid documents, construction management; and performing other related services pertaining to the City’s water and wastewater systems.

At the sole discretion of the City, more than one respondent may be selected and awarded a contract as a result of this Request for Qualifications.

The City will receive Statements of Qualifications from interested firms until **2:00 p.m. Tuesday, March 10, 2020** at the location stated below. Submittals received after this deadline will not be considered. The complete submittal consisting of **1 original, 3 copies and 1 color pdf (cd or thumb drive)** must be delivered to City Hall in a sealed package, clearly marked on the outside **RFQ 2020-01.07.20** and addressed to:

City of Sunset Valley
Attn: City Administrator RFQ 2020-01.07.20
3205 Jones Rd
Sunset Valley, Texas 78745

To receive a copy of this Request for Qualifications (RFQ) or for information concerning this RFQ, including specific requirements and evaluation criteria, please visit [www.sunsetvalley.org](http://www.sunsetvalley.org) or contact Sylvia Carrillo-Trevino, City Administrator, at (512)892-1383 or [s carrillo-trevino@sunsetvalley.org](mailto:s carrillo-trevino@sunsetvalley.org). The CITY OF SUNSET VALLEY reserves the rights to negotiate with any or all firms submitting qualifications, as per the Texas Professional Services Procurement Act. Small and Minority businesses, Women’s business enterprises, and labor surplus area firms are encouraged to submit qualifications. The CITY OF SUNSET VALLEY is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.
Sunset Valley is searching for a firm that will provide professional contracted services for engineering. The City Engineer will not be an employee of the City of Sunset Valley for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and the Texas Unemployment Compensation Act. The general work elements are outlined below.

A. **Plan Review Services**: The selected consulting City Engineer will provide technical review of, and answer inquiries relating to, site plans, subdivision plans, improvement plans, land disturbance plans, and construction plans relating to projects proposed by applicants to be developed in the City to ensure conformance to codes adopted by the City, as well as state and federal laws.

B. **City Project Design Services**: The selected consulting City Engineer must have the capability to design a full array of public works type projects including transportation infrastructure systems and stormwater management systems in a manner that is functional and cost effective. The selected consulting City Engineer must be able to provide structural / engineering guidance and any necessary design work for municipal structures. Other duties as appropriate relating to Infrastructure/Capital Improvement Project (CIP) Services; Utility coordination of existing and proposed franchise utilities with utility, public, and private agencies.

C. **Environmental Services and Regulatory Agency Interactions**: The selected consulting City Engineer shall be well-versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Texas Department of Transportation, Texas Department of Agriculture, Texas Water Development Board, Texas Commission on Environmental Quality, Edwards Aquifer Authority, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, United States Environmental Protection Agency. The selected consultant will serve as the city floodplain administrator and prepare any and all permits required, as well as ensure all other timely submittals are made as mandated by the agencies listed above.

D. **Grant Assistance**: The selected consulting City Engineer shall, as requested, complete or assist in the completion of grant applications for City projects.

E. **Surveying, Easements and Related Services**: The selected consulting City Engineer shall have the capability of performing or subcontracting boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

F. **CAD and GIS Capabilities**: The selected consulting City Engineer shall have computer aided drafting and geographical information system capabilities upon request.

G. **Meeting Attendance and Participation**: The selected consulting City Engineer may be expected to attend a variety of City meetings, including, but not limited to, planning and zoning meetings, council meetings, meetings of affected property owners, and meetings with city staff and
developers.

H. **Work Product:** The selected consulting City Engineer will be expected to provide the City with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the City in printed form, as well as in electronic form to include portable document format and the root file(s).

I. **Assignment of Professional Engineer:** The selected consulting City Engineer shall assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Texas.

J. **Responsiveness:** The selected consulting City Engineer must commit to provide services to the City in a timely manner, without unreasonable delays.

K. **Proximity:** The selected consulting City Engineer must be located within reasonable proximity to the City of Sunset Valley to ensure meeting attendance, meeting coordination and the conveyance of documents when sent via courier.

**Technical Expertise**

It is anticipated that the successful firm(s) will have extensive knowledge and expertise in the technical areas of public water distribution systems and public wastewater systems, drainage and water quality; the rules of the Texas Commission on Environmental Quality pertaining to water and wastewater systems design and operation, and drainage modeling and evaluation.

**Selection Process**

This RFQ provides information necessary to prepare and submit a **Statement of Qualifications (SOQ)** for consideration and ranking by the City of Sunset Valley using the point system described below. The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. As stated above, at the sole discretion of the City, more than one respondent may be selected and awarded a contract as a result of this Request for Qualifications.

By submitting its SOQ, respondent accepts the evaluation process as outlined in the SOQ Requirements and Evaluation section which follows.

**Statement of Qualifications Requirements and Evaluation**

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions as formatted below:

**Item 1: General Qualifications and Availability**

**15 pts**

a. Provide the following information:

• Legal name of firm and the TBPE Firm number
- Location of Office that will be conducting the work
- Contact Persons
- Date of firm formation
- Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)

b. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of Sunset Valley’s staff. Regular weekly, biweekly or monthly project meetings will be required, depending upon the project.

c. Provide a statement of interest for the project including a narrative describing the benefits that the City will realize in selecting the Respondent’s firm, including the firm’s specific expertise and unique qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.

**Item 2: Proposed Staff**

- Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.
- 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 projects.
- Indicate the specific persons who will be assigned to develop the Hardy Cross computer model and their experience.
- Provide staffing size by areas of expertise.
- Provide current workload of prime firm.
- Provide staff availability to perform services.
- Provide the Project Managers experience with similar size/type projects.
- Provide the sub-consultants experience with similar size/type projects.

**Item 3: Project Experience**

- Provide an overview and brief history of the firm and sub-consultants.
- Provide verifiable examples of projects where the respondent has worked in flood prone areas to resolve drainage projects protecting areas of high residential density.
  - A brief description of the scope of services provided
  - Date of completion or project status
  - Client name and contact person
- Provide verifiable examples of projects involving the evaluation, analysis, and/or projects for improvement or expansion of water systems, streets, and drainage channels by the prime firm and sub-consultants, including:
  - Project name and location
• A brief description of the scope of services provided
• Date of completion or project status
• Client name and contact person

Item 4: Project Approach

20 pts

a. Explain how the firm will assess and approach the project(s).

b. Briefly describe anticipated roles and responsibilities of the City and the firm in these projects.

c. Provide an example of a typical project schedule.

Responsiveness to Request for Qualifications:
SOQs shall be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City of Sunset Valley’s needs. One (1) original and Three (3) hard copies (limit 25 pages not including resumes) and one digital PDF of the SOQ are required. The RFQ must be signed by a person having authority to bind the firm in a contract.

The SOQ must indicate “City of Sunset Valley - RFQ 2020-01.07.2020” on the coversheet.

Compliance with HB 1295
Prior to entering into an agreement, the successful firm(s) shall be required to complete Form 1295 in accordance with Texas HB 1295. The required form is completed online at www.ethics.state.tx.us/file.

Due Date and Contact

Statement of Qualifications Due: Tuesday, March 10, 2020 at 2:00 p.m. Central Standard Time.

City of Sunset Valley
Attn: City Administrator RFQ 2020-01.07.2020
3205 Jones Rd
Sunset Valley, Texas 78745

Any questions about this solicitation may be directed to the City Administrator at the number above or emailed to scarrillo-trevino@sunsetwally.org. Any Addenda to this RFQ will be posted on the City’s website and emailed to those firms which have notified the City Administrator of their intention to submit a SOQ.

PERSONS OR FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

The City of Sunset Valley will not provide compensation or defray any costs incurred by any firm related to the response to this request; reserves the right to negotiate with any and all persons or firms;
and reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise. At the sole discretion of the City, more than one respondent may be selected and awarded a contract as a result of this Request for Qualifications.