



City of Kyle, Texas

**Request for Statement of Interest and Qualifications**

**Professional Engineering Services for a**

**Drainage Master Plan**

**“K16-17-2”**

**REQUEST FOR QUALIFICATIONS (RFQ)**

Five (5) complete bound copies and one (1) electronic copy (CD or flash drive) of the qualifications are required. Qualifications are to be delivered by Wednesday, 5:00 p.m., December 21, 2016 to:

Leon Barba, P.E.  
City Engineer  
City of Kyle City Hall  
100 W. Center St.  
Kyle, TX 78640

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for a  
Drainage Master Plan  
Kyle, Texas  
"K16-17-2"**

A pre-submission conference will be held in the Public Works Training Room at the City Public Works Department, 520 E. RR 150, Kyle, Texas at 11:00 a.m. on Thursday, December 1, 2016.

Qualification specifications may be secured from the City of Kyle (City) website or the office of the City Engineer, City Hall, at 100 W. Center St., Kyle, Texas 78640 or via phone (512) 262-3958.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances arise.

Leon Barba, P.E.  
City Engineer

Publish:           Wednesday, 11/23/2016  
                          Wednesday, 11/30/2016

## TERMS AND CONDITIONS

### Submission of Bid

Five (5) complete bound copies and one (1) electronic authenticated copy (CD or flash drive) of the qualifications are required.

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for a  
Drainage Master Plan  
Kyle, Texas  
"K16-17-2"**

### Deadline

Qualifications are to be delivered by **5:00 p.m., December 21, 2016** to:

Leon Barba, P.E.  
City Engineer  
City of Kyle City Hall  
100 W. Center St.  
Kyle, TX 78640

**Qualifications delivered after the deadline will not be accepted.**

### Addenda

To submit written technical questions concerning the RFQ, you may contact:

Leon Barba, P.E.  
City Engineer  
City of Kyle City Hall  
100 W. Center St.  
Kyle, TX 78640  
or by email at [lbarba@cityofkyle.com](mailto:lbarba@cityofkyle.com)

The submission date for questions, clarifications, or **request for general information will be 5:00 p.m., December 14, 2016**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to **be in writing via email or other mail carrier** to the City Engineer.

Any interpretation, correction or change of the RFQ will be made by written ADDENDUM. Changes or corrections will be issued by the City Engineer.

Addenda will be issued as expeditiously as possible. It will be the responsibility of all respondents to contact the City prior to submitting a response to the RFQ to ascertain if any addenda have been issued, and to obtain any and/or all addenda, execute them, and return addenda with the response to the RFQ. Addenda may also be posted on the City's website.

**Proposals**

Firms shall provide all information simply and economically as required by this RFQ. Failure to provide this information may result in rejection of the proposal. Qualifications shall provide a straightforward, concise description of the respondent's ability to meet the requirements. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs. The City requests the submittal be limited to ten (10) sheets front and back (20 sides), excluding resumes, table of contents, dividers, title page(s) and cover letter/transmittal letter.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE FIRM**

**PERSONS AND FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION/LICENSE IN ACCORDANCE WITH TEXAS LAWS.**

## **1. GENERAL REQUIREMENTS**

### **PURPOSE**

The City of Kyle (City) seeks a qualified engineering firm to provide services related to creating a new Drainage Master Plan. The goal is to develop a comprehensive plan to address critical drainage problems and an effective tool to manage future development. Preference will be given to the firm which has demonstrated capabilities in successfully completing projects of similar scope and complexity and routinely exceed expectations in terms of work product quality and project delivery.

### **PROJECT BACKGROUND**

The City has experienced significant growth in recent years. For example, the City recently annexed over 10 square miles of land which increased the total area within the City limits to approximately 30 square miles, a 50% increase. The growth has primarily been residential and some commercial. The City is expected to continue to grow, both in both in population and economic vitality. This has obviously resulted in a significant increase in the amount of drainage infrastructure the City is responsible for maintaining.

The City currently has an approximate population of 36,600 and has been one of the fastest growing cities in the state. That is largely attributed to its proximity to Austin and location along the Interstate 35 corridor.

The City experienced significant flooding as a result of the Halloween flooding both in 2013 and 2015. There were a number of structures flooded throughout the City in varying degrees. Several major roadways and other infrastructure were also flooded.

### **PROPOSED GOALS AND SCOPE**

The selected firm shall be responsible for the development of a drainage master plan for the City. The goal of the master drainage plan is to provide a comprehensive evaluation of existing drainage conditions throughout the City and the Extra-Territorial Jurisdiction (ETJ) by developing an accurate and current understanding of the City's drainage infrastructure and potential solutions to problems, both now and in the future. This understanding should include a comprehensive inventory, accurate simulation, problem area identification and problem source/cause, and a comprehensive list of Capital Improvement Projects, including costs and funding mechanisms, designed to address system deficiencies.

The project scope of work shall include the following at a minimum:

1. Assessment of available studies, reports, GIS data, as built plans, etc.
2. Review of applicable local, state, and federal regulations related to drainage and recommended changes to local rules.

3. Data collection including limited survey, as required, to verify existing conditions.
4. Detailed analysis of known and potential flooding/drainage issues.
5. Preparation of an overall drainage model for the City and the ETJ.
6. Preparation of a drainage Capital Improvements Plan (CIP) program that includes budget estimates for proposed improvements.
7. Recommended prioritization of CIP projects.
8. Best Management Practices (BMP) for maintenance of current and future infrastructure.
9. Funding mechanisms for CIP projects including review and recommendations related to the City's drainage utility fund.
10. Public outreach.

The completed Drainage Master Plan shall be consistent with the various adopted City plans.

**ADDITIONAL INFORMATION**

- The City Council recently adopted and established a drainage utility fund. Actual implementation is scheduled for January 2017.
- Infrastructure Evaluation and Analysis Report by LAN, Inc. - June 2011.
- N. Burluson St. Drainage Study by Freese and Nichols, Inc. - May 2015.
- GBRA Flood Study Phase 2 by Halff and Associates - May 2015.
- Plum Creek Development - Studies provided by Tony Spano

**RFQ SCHEDULE**

The City anticipates the following schedule associated with this RFQ:

City Website Posting	11/18/2016
Advertise RFQ	11/23/2016
	11/30/2016
Pre-submission Conference	12/01/2016 (11:00 a.m.)
Deadline for questions/clarifications	12/14/2016 (5:00 p.m.)
Submittals	12/21/2016 (5:00 p.m.)
City Council Approval	01/17/2017

**SELECTION PROCESS**

City staff will analyze and evaluate the submittals. Firms shall completely respond to all components of this RFQ or firm will not be considered. Interviews may be conducted as deemed necessary by City staff.

By submitting a response to this RFQ, firm accepts the evaluation process as outlined in the following section and acknowledges and accepts the determination of the “most qualified” firm may require subjective judgments by the City.

## **REQUIREMENTS FOR SUBMITTAL**

The submittal shall be limited to ten (10) sheets front and back (20 sides), excluding resumes, table of contents, dividers, title page(s) and cover letter/transmittal letter.

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

### **Item 1: Qualifications and Availability (10%):**

- a) Provide the following information:
  - Legal name of firm.
  - Location of office conducting the work.
  - Contact persons.
  - Date of firm formation.
  - Legal business description (Individual, Corporation, Joint Venture, etc.).
- b) 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. Bi-weekly meetings may be required.
- c) Provide a statement of interest for the project including a narrative and unique qualifications as they pertain to this project.

### **Item 2: Proposed Staff (30%):**

- a) Organizational chart for personnel who may work on this project including licensure information.
- b) Names and roles of key personnel proposed to work on this project and their primary office location.
- c) Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d) Provide staffing size by area of expertise.
- e) Provide current workload of prime firm.
- f) Provide staff availability to perform services.

### **Item 3: Project Experience (40%):**

- a) Provide an overview and brief history of the firm.
- b) Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the principal and subconsultants, including:
  - Project name and location.
  - Name of Project Manager.
  - Services provided.
  - Description of the project. Date of completion or project status.
  - Client name and contact person.
  - History of accomplishing services within established time and budget.
  - Project photos are encouraged.

### **Item 4: Project Approach (20%):**

- a) Explain how the firm will design the project.

- b) Describe any potential issues when receiving the assignment and the firm's approach to address those issues.
- c) Identify project leadership, reporting responsibilities and how the firm will interface with the City.

## **2. RESPONSE INSTRUCTIONS**

The submittal must follow the format established within this RFQ. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

## **3. CONTACT WITH AGENCY EMPLOYEES**

To ensure a fair and objective evaluation of all proposals, firms are required to submit all inquiries to the project contact noted in this RFQ.

## **4. COSTS OF PREPARATION AND SUBMISSION**

Each firm shall bear responsibility for all costs incurred in order to prepare and submit their response to this RFQ.

## **5. PROPOSAL REVIEW**

All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFQ, or within 180 days, whichever occurs first.

## **6. PRESENTATIONS**

Firms may be required to make presentations and/or provide written clarifications of their responses at the request of the City.