



CITY OF KYLE, TEXAS REQUESTS FOR QUALIFICATIONS (RFQ)
Design Services for Audible Warning System: RFQ-2024-03

REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN SERVICES FOR AUDIBLE WARNING SYSTEM

SECTION 1. INTRODUCTION

1.1 – Purpose

The City of Kyle Office of Emergency Management invites qualified companies to submit statements of qualifications (SOQs) to provide design services for an audible warning system for the City of Kyle. The City is seeking a uniquely qualified design firm with experience working with municipalities and other governmental entities for the assessment of the city environment and professional services to guide the development and potential purchase of an audible storm siren system.

1.2 – Background

Given the possibility of tornadic activity in the region of Central Texas, and the vulnerability of Kyle residents to the effects of tornados, the City seeks to implement a system of storm sirens. To that end, experts are needed to assist the City in the process of designing a system, identifying viable vendors for the same, and implementing that system.

1.3 – General Submission Information

This RFQ is posted on the City of Kyle's website at www.cityofkyle.com/rfps.

STATEMENT OF QUALIFICATIONS DEADLINE: Wednesday, April 3rd PRIOR TO 4:00 p.m.

SOQs should be clearly marked **Design Services for Audible Warning System -RFQ-2024-03** and submitted to:

Rosie Truelove
City of Kyle, Director of Administrative Services
100 W. Center Street, Kyle, TX 78640
(281) 673-5637

Any SOQ received later than the specified time, whether delivered in-person or by mail will be disqualified. The City of Kyle will not be responsible for late delivery from the post office or delivery to any location other than the one specified above. Responders are encouraged to hand deliver their SOQs well ahead of opening time or follow

up to confirm their SOQs were received before the deadline. The City further reserves its right to reject all SOQs for any reason or any SOQ that does not contain all the information requested in this RFQ.

Potential responders may also submit a written email request to rtruelove@cityofkyle.com for additional information or clarification. The deadline for questions is Friday, March 22nd at 5:00 p.m. Please reference the RFQ name in the subject line and provide the applicable page number with each question. Responses to questions will be posted on the City of Kyle's website at www.cityofkyle.com as an addendum prior to the submission deadline.

SECTION 2. SCOPE OF WORK

The selected consultant is expected to perform the following services:

1. Conduct a comprehensive assessment of the city's outdoor warning system needs, considering factors such as population density, geographic layout, existing infrastructure, and potential hazards
2. Develop recommendations for the design and placement of outdoor warning system components, including sirens, public address, systems, signage, and mobile alert integration, as necessary
3. Assist in the procurement process by providing technical specifications, evaluating vendor proposals, and recommending suitable equipment and technology solutions
4. Review plans for installation and maintenance of vendor supplied equipment
5. Provide guidance on regulatory compliance, to include federal, state, and local laws regarding outdoor warning systems as well as industry standards and best practices
6. Coordinate with city departments, emergency management agencies, and other stakeholders to ensure seamless integration of the OWS with existing networks and protocols

SECTION 3. SUBMITTAL REQUIREMENTS & SCORING

A non-mandatory pre-response meeting for all interested parties shall be held on March 15th at 100 W. Center St, Kyle TX 78640 in the Falcon Room at 3:30 PM. This meeting will serve as an open forum for potential respondents to have questions answered about this RFQ.

Interested and qualified companies are required to submit 4 bound copies and a USB drive with PDF versions of their SOQs. SOQs should be tailored to this Project and provide a straightforward, concise description of the responder's ability to meet the requirements of the RFQ. Responses should be organized to correspond to the selection criteria categories listed below. The City's review will emphasize quality, completeness, clarity, responsiveness to the requirements, understanding of the City's needs, and the extent to which SOQs are tailored to the Project.

Item 1: Submission Administrative Requirements (10 Points)

- i. Submission requirements detailed in RFQ were met.
 - RFQ instructions and format;
 - Submission of requested information.

Item 2: Firm Qualifications and Availability (10 Points)

- i. Provide the following company information:
 - Legal name of company;
 - Location of office that will be conducting work;
 - Contact persons, including phone number and email address;
 - Date of company's formation;
 - Legal business description (individual, partnership, corporation, etc.); and
 - Overview and brief history of the company and the company's experience.
- ii. Provide a statement on the availability and commitment of the company and assigned professionals to undertake the Project, reporting responsibilities, and how the company will interface with the City of Kyle's designated representative, including for regularly scheduled Project meetings with required attendance.
- iii. Provide a statement of interest specific to the Project, including a narrative describing the company's specific expertise and unique qualifications relevant to this Project.

Item 3: Proposed Staff's Qualifications and Experience (40 points)

- i. Organizational chart for personnel (including sub-consultants if applicable) who will work on this Project, including licensure information.
- ii. Names and roles of key personnel proposed to work on the Project and their office locations.
- iii. Include resumes for all key personnel and identify any individuals who have had previous experience on similar scope projects at this company or at previous/other companies.
- iv. Provide verifiable examples of three (3) to five (5) similar projects, such as parks, sporting fields, or other recreational areas, completed in the last five (5) years by the project manager, key personnel proposed to work on the Project, and sub-consultants, including:
 - Project name and location;
 - Description of project and services provided;
 - Company name if different than responder;
 - Date of project completion or project status;
 - Client name and contact person with contact information for reference purposes;
 - Photos, videos, or informational website links to projects;
 - Project budget; and
 - Project timeline (for design and construction phases).

Item 4: Project Approach Plan (40 points)

- i. Provide a descriptive narrative of the of the responder's design vision for the Project and any unique design features;
- ii. Describe the tasks and process the company would undertake to accomplish the design of the scope described in this RFQ, including any additional suggestions or ideas the company may believe need to be addressed.
- iii. Provide an approach and draft public engagement outline; and
- iv. Provide a proposed Project schedule.

SECTION 4: SELECTION PROCESS

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the City. The City will analyze and evaluate the SOQs and rank the companies in order of the most qualified based on demonstrated competence and qualifications in accordance with the process below.

- **Step 1 – City Staff Evaluation**

- City staff will evaluate all SOQs for demonstrated competence and qualifications based on the selection criteria listed in Section 3.
- A maximum of 100 points will be awarded for a Responder's SOQ.
- The City staff may invite a limited number of Responders for a scored interview prior to Council Consideration.

- **Step 2 City Council Award**

- City Council will make the final determination of the most qualified responder and will award the contract. City Council will make their determination based on Responder's SOQs, interview materials from responders if applicable, and recommendations from the City Staff Evaluation panel.

Following the City Council's determination and approval of the most qualified responder, and in accordance with Texas Government Code 2254 for Professional Services, staff will attempt to negotiate a scope of work and fee structure at a fair and reasonable price with the most qualified responder. If a satisfactory agreement cannot be negotiated with the most qualified responder for design services, the City shall formally end negotiations with the most qualified responder, select the next most qualified responder and attempt to negotiate an agreement with that company at a fair and reasonable price.

By submitting its SOQ in response to this RFQ, Responder accepts the evaluation process as outlined above and acknowledges and accepts that scoring and a determination of the "most qualified" firm may require subjective judgments by the City.

I, the undersigned agent for the company named above, certify that I am duly authorized to execute the proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFQ.

Authorized Company Official (signature):

Authorized Company Official's Name: (printed):

Date Signed:
