



City of Kyle, Texas

Request for Statement of Interest and Qualifications

For

**Kyle Wastewater Treatment Plant Expansion
Construction Manager (CM)/ Construction Inspector (CI)**

K20-21.5

REQUEST FOR QUALIFICATIONS (RFQ)

Submit one (1) electronic copy (flash drive) and four (4) complete bound copies of your proposal of services and a statement of qualifications for the proposed services to the office of Leon Barba, P.E., City Engineer, City Hall, 100 W. Center St., Kyle, Texas 78640. Qualifications shall be submitted in a sealed envelope clearly marked:

**Professional Services for the
Kyle Wastewater Treatment Plant Expansion
Construction Manager (CM)/ Construction Inspector (CI)
Kyle, Texas
“K20-21.5”**

Sealed qualifications shall be received by the City no later than **March 11, 2020 at 5:00 p.m.** to be considered. The City reserves the right to negotiate with any and all individuals or firms that submit qualifications, as per the Texas Professional Services Procurement Act Section Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises, and Women Business Enterprises are encouraged to submit proposals. The City of Kyle is an Affirmative Action/Equal Opportunity Employer.

No fax submissions will be accepted. No late submissions will be accepted. All submissions received after the deadline will be returned unopened.

Leon Barba, P.E.
City Engineer

Publish: **Wednesday, February 19, 2020**

Wednesday, February 26, 2020

TERMS AND CONDITIONS

Submission of Proposal

Five (5) complete bound copies of the qualifications are required and one (1) electronic authenticated copy (CD or flash drive). The City is not responsible for discrepancies between the submitting firm's electronic version and 'Original' hard copy submittal. The City reserves the right to use the electronic version as an 'Original'.

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 Services for the
Kyle Wastewater Treatment Plant
Construction Manager (CM)/Construction Inspector (CI)
Kyle, Texas**

Deadline

Qualifications are to be delivered by 5:00 p.m., **Wednesday, March 11, 2020** 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 cityengineer@cityofkyle.com

The submission date for questions, clarifications, or **request for general information will be 2:00 p.m., March 2, 2020**. 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: www.cityofkyle.com.

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 and cover letter/transmittal letter. A copy of current certificate of insurance for professional liability.

1. BACKGROUND

The City of Kyle owns, operates, and maintains an existing wastewater treatment plant (WWTP), which consists of two separate plants, each permitted for a design flow rate of 1.50 MGD and a 2-hour peak flow of 6.0 MGD. Plant 1 was constructed in 2000 and Plant 2 was completed in 2006. Treatment is achieved by aerobic wastewater treatment, clarification, and disinfection prior to discharge of treated effluent into Plum Creek. Both existing plants shall be modified as a function of the construction of the plant expansion. For the expanded wastewater treatment plant, influent wastewater will be screened and pumped prior to being biologically treated in an anaerobic and aerobic basins, separating the solids from the treated wastewater in clarifiers, and disinfecting and aerating the filtered effluent prior to discharge into Plum Creek. Waste solids generated by the existing and expanded treatment facilities will be aerobically digested dewatered and disposed off-site through a contracted service provider.

2. GENERAL REQUIREMENTS

The purpose of this RFQ is to select and contract with the most qualified firm to provide construction management and integrated inspection services to include full-time daily onsite inspection, schedule updates, reporting of construction activities, progress payments, attend progress meetings, and facility commissioning. The goal of the construction management and related inspection services is to achieve the following:

1. Act as an agent of the City of Kyle and shall be responsible to assure that all work is accomplished in accordance with the project plans, specifications, City of Kyle standards and details, in a manner that meets the objectives described.
2. Apply and integrate comprehensive project controls to manage the critical issues of schedule and budget.
3. Ensure quality construction in accordance with the plans and specifications.
4. Assist in establishing and possible maintaining a Project Management Information System (PMIS).
5. Communicate /coordinate the safety and security requirements at the job site.

The Construction Management services must be provided by an independent party that is not involved in the planning, design or construction of the Wastewater Plant Expansion.

At a minimum, each project team during construction shall consist of a Construction Manager (CM), Construction Inspector (CI), and Mechanical, Electrical, and Instrumentation support.

During construction, the Inspector shall maintain an on-site presence while work is in progress.

A construction management contract will be awarded to the selected firm for the phases of work planned at the Kyle Wastewater Treatment Plant. The contract duration is planned for 24-months.

The Construction Manager and Construction Inspection may be the same qualified individual.

3. CONSTRUCTION MANAGEMENT TEAM REQUIREMENTS:

- In-depth knowledge of standard construction specifications, codes and special standards, methods, materials and equipment used in construction of water and wastewater facilities
- Working knowledge of methods of soil compaction and density testing procedures, properties and uses of concrete, and techniques of handling, placing, curing and sampling concrete
- Experience with water and wastewater treatment plant start-up and commissioning.
- Thorough knowledge of materials testing as applicable to water and wastewater facilities.
- In-depth understanding of OSHA Construction Safety Standards
- Minimum of 10 years of construction experience including water and wastewater plants, pipelines, and pumping facilities
- Completion of OSHA 10-hour safety course and other related construction safety training by all onsite personnel (provide certifications for all onsite personnel).

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 wastewater treatment facilities construction, project delivery and safety.

GENERAL SCOPE OF SERVICES REQUESTED

Construction Manager (CM)

The Construction Manager (CM) shall monitor the work of the construction contractor and report to City of Kyle Project Manager. The construction manager shall provide construction management and execution of the construction project as set forth in the plans and specifications.

The CM may perform the following duties:

- The CM will coordinate the Inspector for the project
- The CM will monitor monthly the Contractor's actual progress relative to the planned construction schedule
- The CM will coordinate with the City Project Manager to assist in the preparation of meeting agenda, minutes for pre-construction and construction meetings
- The CM will assist in the review and coordination of recommended action on identified field changes of conditions
- The CM will assist in the coordination of the review of RFI's
- The CM will assist in the management, receipt, distribution and return of shop drawings
- The CM will review the draft payment request for completeness and recommend Project Manager action on contract progress payments
- The CM will review field As Built drawings as needed throughout construction, and coordinate submission to Engineer of Record
- The CM will set up, coordinate, and distribute documents for Substantial completion
- The CM will review list of deficiencies identified by CI and recommended contractor corrective actions
- The CM will review and assist with project closeout documents for project completion

Construction Inspector (CI)

The Construction Inspector (CI) shall observe the work of the construction contractor and report to the CM. City of Kyle Project Manager and CI shall provide observation of the work for conformance with the plans and specifications. However, the CI neither guarantees the performance of the contractor nor assumes responsibility for the contractor's failure to perform work in accordance with the contract documents.

The CI can perform the following duties:

- The CI will create daily construction reports for the project, including monitoring and documenting the observed work in the field activity for each day
- The CI will monitor daily the Contractor's actual progress relative to his planned construction schedule

- The CI will attend preconstruction and construction progress meetings
- The CI will help coordinate and advise on field conditions for field changes
- The CI will review the draft payment request for delivery of materials, and quantities completed and recommend to CM and Project Manager action on contract progress payments
- The CI will redline mark up the construction drawings in accordance with the information furnished by the Contractor reflecting changes to the project made during construction and delivery to the CM, Project Manager and Design Engineer
- The CI will coordinate the work of testing laboratories and observation bureaus required for the testing or observation of materials, witnessed test, etc., for quality assurance
- The CI will inspect materials delivered to the site for defects, quantities, and contract compliance
- The CI will conduct, in the company of the Project Manager, CM and Design Engineer a substantial completion review of the project for conformance with the design concept of the project, general compliance with the contract documents
- The CI will provide a list of deficiencies to the contractor, CM and Project Manager
- The CI will observe with the Contractor for the startup and testing of equipment and piping, and instrumentation and electrical systems as specified per the contract documents
- The CI will conduct, in the company of the Project Manager, CM and Design Engineer a final review of the project for conformance with the design concept of the project and general compliance with the contract documents ,verify that items identified on the deficiency list from the substantial completion review have been completed, and make recommendation for final payment to the contractor
- The CI will coordinate with the City of Kyle Plant Staff on operations shutdowns or interruptions of service for the site

RFQ SCHEDULE

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	February 19, 2020
Deadline for questions/clarifications	March 2, 2020
Submittals	March 11, 2020 (5:00 pm)
City Council Approval	April 7, 2020

SELECTION PROCESS

The review committee will be selected by the City Engineer. The committee 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 and excluding 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 (15%):

- 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 firms Construction Manager and Construction Inspector, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City.
- c) Provide a statement of interest for the project including a narrative and unique qualifications.

Item 2: Proposed Staff (35%):

- a) Organizational chart for personnel who may work on this project including licensure and certification information.
- b) Names and roles of key personnel proposed to work on this project.
- c) Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d) Provide staff availability to perform services.

Item 3: Project Experience (20%):

- a) Provide an overview and brief history of the firm.
- b) Provide at least two (2) similar projects in the last five (5) years by the project team, including:
 - Project name and location.
 - Name of Construction Manager and Construction Inspector.
 - Services provided.
 - Description of the project. Date of completion or project status.
 - Client name and contact person (reference).
 - History of accomplishing services within established time and budget.

- Project photos are encouraged.

Item 4: Project Approach (30%):

- a) Describe any potential issues that could be encountered during the construction process and the firm's approach to address those issues such as project schedule, materials and equipment delivery, operations, etc.
- b) Identify project leadership, reporting responsibilities and how the firm will interface with the City.
- c) Describe firm's Quality Control/Quality Assurance Program.

2. RESPONSE INSTRUCTIONS

The submittal must follow the format established within this RFQ. Respondent's qualifications will be evaluated, and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

3. CONTACT WITH CITY COUNCIL AND AGENCY EMPLOYEES

Firms submitting statements of qualifications, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their statement of qualifications to any member of the Kyle City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations between the statement of qualifications submission date and award by City Council. Any violations of this provision may result in disqualification of the firm. Firms are to direct all inquiries to the project contact person 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.