



City of Kyle, Texas

Request for Statement of Interest and Qualifications

for

Project Management Services

“K20-21.10”

REQUEST FOR QUALIFICATIONS (RFQ)

**PROJECT MANAGEMENT SERVICES
“K20-21.10”**

Five (5) complete bound copies and one (1) electronic copy (flash drive) of the qualifications are required. Qualifications are to be delivered by 5:00 p.m., June 23, 2021 to:

Leon Barba, P.E.
City Engineer
City of Kyle City Hall
100 W. Center Street
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:

**PROJECT MANAGEMENT SERVICES
Kyle, Texas
“K20-21.10”**

A virtual pre-submission conference will be held at 11:00 a.m. on Wednesday, June 9, 2021. You can access the meeting by clicking on this link:

<https://meetings.ringcentral.com/j/1481220687>

Qualification specifications may be secured from the City of Kyle (City) website at the following link: <https://www.cityofkyle.com/rfps>

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, May 26, 2021
 Wednesday, June 2, 2021

TERMS AND CONDITIONS

Submission of Bid

Five (5) complete bound copies and one (1) electronic copy (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:

PROJECT MANAGEMENT SERVICES

**Kyle, Texas
"K20-21.10"**

Deadline

Qualifications are to be delivered by 5:00 p.m., June 23, 2021 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. at lbarba@cityofkyle.com

The submission date for questions, clarifications, or **request for general information will be 5:00 p.m., June 17, 2021**. 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 via email** 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 will 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.

Technical Expertise

Interested firms must have extensive expertise with providing project management services for civil engineering projects which typically include street, drainage, water and wastewater improvements.

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

Objective

The City's intent is to select a single consultant or consultant team to accomplish all of the services outlined in this Request for Qualifications.

Anticipated Services

The services to be performed by the Project Manager (PM) under the Agreement shall consist of providing management services required to initiate and monitor production of contract documents for the projects in the 2021 Road Bond Program.

PM shall furnish all materials required to perform the services specified below:

1. Identify specific program activities and update/modify bond program organizational and management documents, agreements, process.
2. Meet with City staff to identify priority projects.
3. Develop cost estimates, cash flow schedules, and implementation schedules for priority projects.
4. Prepare Letters of Interest (LOI's), Request for Qualifications (RFQ's) and Requests for Proposals (RFP's) for project consultants and other professional services.
5. Assist in requesting qualification statements from firms for services.
6. Assist in pre-qualifying firms for review and consideration by the City for the road improvement projects and related activities.
7. Update the Kyle website, as appropriate; assist in updating public information website focusing on the City's overall transportation improvement program.
8. Assist the City in developing public information strategies for the specific transportation project and for each of the road construction components. This would include items such as creation of a full-project multi-media presentation, regular newsletters, targeted project presentations, seminars, town meetings, trade show exhibits, school exhibits, library exhibits, educational materials, websites (updates, as well), maps, informational pieces keyed to each road project, graphics and other exhibits, as needed.
9. Meet with TxDOT and other local, State and Federal agency representatives, as required, to review proposed improvement programs for Kyle and identify projects the City can facilitate and expedite. Prepare documentation for developing agreements between Kyle and other entities for designed "partnering" projects.
10. Review all State and Federal funding programs to identify "partnering" opportunities. Assist in preparing/presenting program/funding proposals.
11. Assist the City Finance Director in updating the financial procedures, programs, and support documents to manage and monitor the bond program expenditures and cash flows.
12. Create, as necessary, a standardized professional service agreement (PSA) and construction contracts for bond program activities.
13. Assist City staff, City Council, key construction management and construction personnel with information for appearances and presentations to elected officials, government bodies, Capital Area Metropolitan Planning Organization (CAMPO),

- service organizations, chambers of commerce, neighborhood groups, school groups, various citizen groups, church groups, etc.
14. Amend and update, in coordination with the City Council, City staff and the Transportation Master Plan.
 15. Coordinate and schedule ground-breaking activities, milestone presentation announcements and press conferences within the affected areas, or in a particular city or specific focus area. This would include the design, scripting, and production of materials and exhibits for the individual meetings.
 16. Assist in planning meetings and neighborhood notifications to the area, the affected cities, etc. through personalized invitations, telephone contact or other means that would ensure proper notification to promote full citizen involvement.
 17. Update and modify all project signage for all of the city and state road projects in the city.
 18. Provide Right-of-Way acquisition, as necessary, for the timely acquisition of right-of-way for Road Bond projects and state highways. This would include providing preliminary cost estimates and a priority acquisition schedule.
 19. Coordinate and assist with environmental permitting in developing a comprehensive mitigation program for City Road Bond projects. Coordinate environmental activities with design engineers, project permitting, route/alignment issues, and right-of-way acquisition.
 20. Assist in preparation of Interlocal Agreements with Cities partnering with the City to jointly fund and construct projects identified in the Transportation Master Plan. Monitor City activities, schedules, and invoices as necessary.
 21. Provide engineering program activities related to establishing the systems and procedures to implement the design and construction of Road Bond projects. Including:
 - Meet and coordinate with various entities to establish goals, constraints, priorities, and responsibilities.
 - Prepare a Master Schedule for the Road Bond Program, including planning activities, design, right-of-way acquisition and construction phases. The Master Schedule will be updated monthly throughout the duration of the program.
 - Develop and maintain a filing system to include program management materials, planning documents, design documents, right-of-way documents, and bid documents.
 - Develop Bond Program Standard Procedures Manual.
 - Develop Bond Program Standard Forms.
 - Maintain Bond Program Engineering Design Criteria.
 - Maintain Bond Program Plan Preparation Criteria.
 - Maintain Bond Program Standards for GADD and GADD procedures.
 - Review available Standard Detail sheets for City road projects, and revise, as necessary. Update Standard Detail sheets, as needed.
 - Review existing Construction Specifications and revise, as necessary. Create new/Construction Specifications, as needed.
 - Develop Kyle Bid Package Documents and revise, as necessary.
 22. Manage the Geotechnical Investigations, including creation of a Program Geotechnical Plan, develop contracts for geotechnical firms, and review and

- disseminate results from the geotechnical investigations. This would include providing and/or reviewing pavement design for all city road projects.
23. Provide expert witness assistance in right-of-way acquisition cases and other technical assistance, as requested, in legal matters relating to the Bond Program activities.
 24. Manage and oversee design and survey firm activities, including but not limited to:
 - Aerial photography
 - Benchmark and project control data
 - Profile of existing structures, right-of-way, driveways, drainage channels, and utilities
 25. Manage and oversee the preparation of final engineering design activities and preparation of construction documents including but not limited to:
 - Review scope of work for each road project.
 - Review reasonableness of engineering fee estimate for each project.
 - Assist Client in negotiation of contracts with selected firms.
 - Conduct kick-off meeting with project firm/team.
 - Review QA/QC plans submitted by design firms for conformance with City requirements.
 - Perform design reviews, including constructability reviews, in accordance with the Bond Program Procedures Manual.
 - Review invoices, as requested.
 - Conduct meetings, as needed, per project, and conduct in-house audits of project consultant activities on a monthly basis.
 - Oversee submission of plans to local governments, TxDOT, Texas Historical Commission, and Texas Commission on Environmental Quality (TCEQ), as required.
 - Provide project close-out, including obtaining and filing final design files received from design engineer once project construction is completed.
 26. Conduct as necessary, a constructability review and provide a value engineering services for projects outside of scope and budget.
 27. Provide bid phase and construction phase services including, but not limited to:
 - Coordinate the preparation of the bid documents.
 - Facilitate the pre-bid conference.
 - Coordinate and approve the preparation and distribution of addenda.
 - Coordinate with TxDOT as necessary to verify the prequalification and bidding capacity of contractors requesting bid proposal documents for projects on state highway system or utilizing federal funding, including reimbursements.
 - Attend the bid opening, perform bid analysis and recommend award to the successful bidder.
 - Coordinate the preparation of the contract documents.
 - Facilitate the pre-construction conference.
 - Prepare and issue project documentation throughout the duration of the project.
 - Coordinate with adjacent property owners, other agencies, and affected entities regarding construction schedule and impacts, or as needed.

- Perform construction observation and documentation and provide on-site manpower (staff or subconsultants) on an as-needed basis to oversee construction of the projects.
- Review and evaluate contractor's construction schedule.
- Receive and process submittals.
- Attend weekly construction progress meetings and prepare and issue construction update reports.
- Prepare and issue traffic control notifications to affected entities.
- Perform and document traffic control and SW3P inspections.
- Receive and review QC test results and oversee the independent testing firms.
- Prepare and process RFIs and Change Orders when necessary.
- Review and approve monthly construction pay applications.
- Negotiate Change Orders and claims, as needed.
- Receive warranty bond from Contractor and perform quarterly warranty inspections and reports during the warranty period.
- Provide project close-out, including obtaining and filing final record drawings received from Contractor, once project construction is completed.

General Monthly Activities

The following is a summary of general monthly activities and work tasks.

Program Administration:

- Review/approve/process construction payments
- Review/approve/process design consultant invoices
- Review/approve/process miscellaneous consultant invoices (environmental, geotechnical, surveying, construction observer, etc.)
- Review/approve/process utility company invoices
- Approve and process Professional Services Agreements (PSA's)
- Present design contracts to City Council
- Negotiate PSA Scope and Fee
- Approve and Process Work Authorizations
- Review /approve/process construction change orders
- Review monthly budget reports, track expenditures, program budget amendments
- Advertise and review bids for City Road Bond Construction Projects

Program Management

- Ongoing meetings and phone calls with City staff, City Council, and City legal to review the Road Bond projects, development schedules, and cost estimates for priority projects.
- Meetings with TxDOT senior staff and local government officials on specific projects, right- of-way issues, utility costs, right-of-way, and proposed rules.
- Attend City Council meetings, Executive Sessions, and Road Bond work sessions.

- Prepare budgets and related materials for City Council meetings and works sessions.
- Provide construction oversight and coordinate all bid awards, pre-construction meetings, and contractor work authorizations.
- Prepare correspondence for the City Manager, City Council, and City staff.
- Update Road Bond project schedules and cash flows and meet with the City Finance Director.
- Monitor and Update Road Bond Website.
- Meetings/Phone Calls/E-Mails with the Road Bond Management Team

Road Bond Projects

- Meet with City staff on Specific Road Bond projects.
- Meet with TxDOT, Property Owners, Stakeholders on specific Road Bond projects.
- Meet with Project Engineers on City projects to assess status, right-of-way/utility issues, budget, and schedule plan review.
- Meetings with Utility providers, coordination and preparation for utility relocation services on individual Road Bond projects.
- Meetings with environmental consultants on specific Road Bond projects.

List of Projects

- a. GO Bond:
 - i. Old Stagecoach Road
 - ii. Marketplace Extension
 - iii. Bebee Road
 - iv. Windy Hill Road
 - v. Center Street/Burleson Roundabout
 - vi. Silverado/Veterans Drive Roundabout
- b. CO Bond:
 - i. Cromwell Extension
 - ii. Heroes Memorial Drive
 - iii. Brick and Mortar Street
- c. TIRZ 3 CO Bond:
 - i. Goforth Road / Creekside Trail
 - ii. Bunton Creek Road
 - iii. Grist Mill Road
 - iv. Kyle Parkway Extension

References

The City of Kyle requires respondent to supply with the statement of qualifications, a list of at least three (3) references where like services have been supplied by their company. Include name of company, address, telephone number and name of representative.

Responsibility

A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent must meet the following requirements:

- Have adequate financial resources, or the above ability to obtain such resources as required;
- Have a satisfactory record of performance; and
- Be otherwise qualified and eligible to receive an award.

Time of Performance

It is imperative that the prospective respondent respond to City requests in a timely manner and comply with required or proposed delivery schedules.

RFQ Schedule

The City anticipates the following schedule associated with this RFQ:

City Website Posting:	<u>05/26/2021</u>
Advertise RFQ:	<u>05/26/2021</u>
	<u>06/02/2020</u>
Pre-submission Conference:	<u>06/09/2021 (11:00 a.m.)</u>
Deadline for questions/clarifications:	<u>06/17/2021 (5:00 p.m.)</u>
Submittals Due:	<u>06/23/2021 (5:00 p.m.)</u>
Interviews (If needed)	<u>07/06/2021 - 07/09/2021</u>
City Council Approval	<u>07/20/2021</u>

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. No interviews will be conducted for this rotation list, unless 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.
- c) Provide a statement of interest including a narrative and unique qualifications.

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.

Item 3: Project Experience (40%):

- a) Provide an overview and brief history of the firm.
- b) Provide an example(s) for providing Project Management Services completed in the last five (5) years, 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.
- c) Describe process and procedures to ensure projects are completed on time and on budget.

Item 4: Project Approach (20%):

- a) Explain how the firm will determine the resources needed to complete this task upon assignment by the City.
- b) Describe any potential issues when receiving an 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 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.