



City of Kyle, Texas

**Request for Statement of Interest and Qualifications for the
2022 Road Bond Projects
Engineering Services “K 2022-01”**

DUE: March 23, 2022 at 3:00 PM

REQUEST FOR QUALIFICATIONS (RFO)

**2022 ROAD BOND PROJECTS ENGINEERING SERVICES
“K 2022-01”**

Five (5) complete bound copies and one (1) electronic copy (one bookmarked PDF on flash drive) of the qualifications are required. Qualifications are to be delivered by 3:00 p.m., March 23, 2022 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:

**2022 Road Bond Projects Engineering Services
Kyle, Texas
“K 2022-01”**

For proposals being delivered by a third party, the following phone number can be included for the delivery: 512-262-3949

A non-mandatory virtual pre-submission conference will be held at 11:00 a.m. on Friday, March 11, 2022. You can access the meeting by clicking on this [link](#).

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, February 23, 2022

TERMS AND CONDITIONS

Submission of Bid

Five (5) complete bound copies and one (1) electronic copy (one bookmarked PDF file on 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:

**2022 Road Bond Projects Engineering Services
Kyle, Texas
"K 2022-01"**

Deadline

Qualifications are to be delivered by 3:00 p.m., March 23, 2022 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:

Joseph Cantalupo, AICP, at KyleGEC@kfriese.com

The submission date for questions, clarifications, or **request for general information will be 5:00 p.m., Tuesday, March 15, 2022**. Any requests received after this date will be returned and not addressed. All questions, clarifications, or requests for general information are to **be submitted in writing via email** to Joseph Cantalupo at the email address listed above with the following subject line: "City of Kyle RFQ #K 2022-01 Questions." No verbal questions will be answered.

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 check the City's website 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 to acknowledge receipt. Addenda will be posted on the City's website: <https://www.cityofkyle.com/rfps>

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 response is limited to six (6) standard letter size (8.5x11) sheets (12 sides), excluding resumes, table of contents, dividers, title page, cover letter, and a project schedule, which shall be provided on one side of an 11x17 sheet. Minimum font size shall be 11-point font. Margins shall be at least ½ inch wide on all pages (only relevant proposal content must fit within the ½-inch margins; graphic elements such as headers, footers, and photos may extend beyond the margin).

There is no expressed or implied obligation for the City of Kyle to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The City reserves the right to increase or decrease the scope of work related to the bond projects as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City.

Technical Expertise

Interested firms must have demonstrated expertise with roadway design projects similar to those listed in this RFQ by current firm staff.

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. THE PROJECT MANAGER ON THE PROPOSED TEAM MUST BE A CURRENTLY REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS.

1. GENERAL REQUIREMENTS

Objectives

The City anticipates selecting multiple firms to provide engineering services to design transportation bond projects. It is important to note that depending on the future decisions of the Bond Committee and the outcome of the anticipated bond election in November 2022, it is possible that work awarded based on this selection may have changes in scope, may be expanded to include additional projects, or may not be requested by the City. The City reserves the right to select firms that ultimately may not receive a work assignment.

The selected firms will accommodate the design of transportation bond projects in compliance with the schedules and requirements dictated by each project's funding source(s), as identified by the City.

Anticipated Services

General:

The work provided under this solicitation is anticipated to include at least the following projects:

Table 1. Bond Projects

Project Name	Type		From	To	Length (mi)
Bebee Road	Upgrade Existing		Frontage Road	Goforth Road	2.1
Kyle Parkway & Lehman Extension	New Construction	Kyle Parkway	Bunton Creek Road	Kyle Parkway	0.6
		Lehman Rd	Dacy Lane	Kyle Parkway (new location)	0.7
Marketplace Avenue	New Construction		Old Bridge Trail	Marketplace (Existing)	0.4
Bunton Creek Road	Upgrade Existing		Lehman Road	Porter Cove	1.2
Goforth Road	New and Upgrade		Bebee Road	RM 150 ext. (new location)	3.7
Windy Hill Road	Upgrade Existing		Cherrywood	Frontage Road	0.6

The projects include preliminary and final design, environmental clearance services, bid phase services, construction administration, and project management services. Some projects may also include utility design and ROW & easement determination.

For the purposes of this RFQ, the understanding of the project issues and approach to the project should be tailored to the Bebee Road project. Firm selections for the Bebee Road project and the additional projects will be based solely on responses to this RFQ.

The Bebee Road project consists of realigning the sharp curves of Bebee Road between I-35 and Dacy Lane and upgrading Bebee Road between I-35 and Goforth Road. As specified in the 2021 Transportation Master Plan Update, this road will be a 4-lane minor arterial east of the Seton Parkway extension and remain a 2-3 lane collector west of the

Seton Parkway extension. The project includes proposed roundabouts at Goforth Road, Dacy Lane, and the future Seton Extension and may include city utilities along the realigned portion of the road.

Scope of Services:

It is anticipated that selected design firms will enter into a master agreement with the City. The first work authorization will be for preliminary engineering (Phase 1). Following a successful bond election, the City will execute subsequent work authorization(s) with each design firm for future phases of work. Design firms will be expected to submit work products using Procore design and construction management software. The City of Kyle will provide Procore access.

Phase 1 – Preliminary Engineering Report and Roll Plot

Preliminary engineering services will be a key part of preparing each project for the November 2022 bond election. The City’s GEC will provide detailed project descriptions and preliminary cost estimates as a basis for this work. **By late July 2022, a Preliminary Engineering Report (PER) including the following will be due to the City:**

- Refined project description
- Preliminary analysis of project challenges and opportunities
- Preliminary schedule for project development
- Identification of utility relocations and which of them are in conflict with the project
- Refined cost estimate (including estimate for city driven utility relocations)
- Preliminary roll plot depicting horizontal and vertical alignment

Phase 2 – Final Design

Following a successful bond election, the selected firms shall, upon specific written authorization, conduct or otherwise acquire the necessary field surveys, soils and peripheral investigations for final designs. The firms shall prepare final design plans, specifications, contract documents, cost estimates and permit support as needed for the construction of project improvements as approved by the City. Engineering documents will be prepared for City review and comment at the 30%, 60%, 90%, and 100% unsealed stages of completion. Complete and detailed engineering documents are required for the bidding and construction of the proposed improvements. Final engineering construction documents shall include topographic and boundary surveys where required; geotechnical investigation; environmental investigations, assessment and clearances; identification of utility conflicts; required and city driven utility adjustments and replacements; coordination with utility companies, and determination of ROW/easement acquisition metes and bounds and sketches. Firms shall provide monthly updates to City Council on project development.

Phase 3 – Bid Phase Services

The selected firms will assist the City in the bidding of the project including responding to pre-bid inquiries, issuing bid documents, conducting a pre-bid conference and reviewing construction bids received, and issuing a recommendation for award.

Phase 4 – Construction

The selected professional engineering firms may, upon specific written authorization, furnish construction phase services coincident with the construction contractor(s) activities. These services are those generally associated with the construction phase and might include, but not necessarily be limited to, the following: periodic visits to the job site to review the progress and character of the work being accomplished; review and recommend for approval or disapproval pay estimates of the contractor(s) for work completed; review and approve shop drawings and any necessary change orders; interpretation of the plans, specifications and other contract documents as required; project reviews with the contractor(s) and the City; preparation of electronic as-built drawings of the completed facilities; certify that the project was constructed in accordance with approved plans and specifications; and other necessary related services associated with the firm's designs as applied to the construction process. The professional firms may also, upon specific written authorization, provide on-site representative observation by qualified, experienced personnel for some projects.

Phase 5 – Warranty Assistance

If authorized by City in writing, the selected engineering firms shall provide warranty phase services generally consisting of assistance to the City in having project malfunctions or deficiencies corrected.

BUDGET AND DISTRIBUTION OF WORK:

It is anticipated that the City will select up to six (6) firms to complete this work. Project assignments to successful firms will be at the sole discretion of the City. Selected firms will each be assigned one (1) project. The City will negotiate with each firm to develop a scope of work and budget on a project by project basis.

Based upon responses to this request for qualifications and/or the results of the interviews, the committee will develop a list of qualified firms. This list may serve as the basis for award of any contract(s) under this request. The list of selected firms will be effective for a period of two (2) years from the date of City Council approval. An extension of one (1) year will be allowed based on the approval of City Council. Furthermore, the City reserves the right to utilize the results of this request to select consultants for future transportation projects for a period of two (2) years from the date of this request.

SUBCONSULTANT OPPORTUNITIES:

Responding firms should include a full team of subconsultants capable of providing services for any of the bond projects listed in Table 1. Subconsultant opportunities include, but are not limited to, environmental consulting, geotechnical and/or soils, surveying, utilities engineering, electrical engineering, structural engineering, mechanical engineering, instrumentation, traffic control design and traffic impact studies, landscape architecture, architectural design, computer-aided design and drafting (CADD) services, scheduling, land use studies and cost estimating. The maximum recommended amount of subconsultant work per project shall be 45%. The City may waive this requirement

depending on the project.

RFO Schedule

The City anticipates the following schedule associated with this RFQ:

City Website Posting:	<u>02/23/2022</u>
Advertise RFQ:	<u>02/23/2022</u>
Pre-submission Conference:	<u>03/11/2022 (11:00 a.m.)</u>
Deadline for questions/clarifications:	<u>03/15/2022 (5:00 p.m.)</u>
Submittals Due:	<u>03/23/2022 (3:00 p.m.)</u>
City Council Approval (Selections)	<u>04/19/2022</u>
City Council Approval (Master Agreements)	<u>05/17/2022</u>

Selection Process

Submitted responses will be analyzed and evaluated. Firms shall completely respond to all components of this RFQ or firm will not be considered. Interviews will only be conducted if 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 that the determination of the “most qualified” firm may require subjective judgments by the City.

Requirements for Submittal

The submittal shall be limited to six (6) 8.5x11 sheets front and back (12 sides) and one side of an 11x17 sheet for the project schedule. Resumes, table of contents, dividers, title page, and cover letter are excluded from the page count.

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 person.,
 - Date of firm formation, and
 - 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.
- d) Provide a list of subconsultants and a brief description of why each was selected for this work

Item 2: Proposed Staff (30%):

- a) Organizational chart for personnel who will work on this project including licensure information. Clearly identify the proposed Project Manager on the organizational chart.
- b) Names, roles, and availability of key personnel proposed to work on this

- project and their primary office location.
- c) Include resumes for all key personnel (no more than 2 pages per resume) and indicate any individuals who have had previous experience on similar projects.
 - d) Provide staffing size by area of expertise.

Item 3: Project Experience (30%):

- a) Provide an overview and brief history of the firm.
- b) Provide verifiable examples of at least five (5) relevant design projects completed in the last five (5) years, including:
 - Project name and location.
 - Name of Project Manager.
 - Services provided.
 - Description of the project.
 - Challenges encountered and solutions provided.
 - Date of completion or project status.
 - Client name and contact person with phone number and email address.
 - Whether services were completed within established time and budget.
 - Project photos are encouraged.
- c) Highlight experience designing projects in coordination with TxDOT.

Item 4: Project Approach (30%):

- a) Explain how the firm will complete the Bebee Road project.
- b) Describe any potential issues anticipated along the project corridor and the firm's approach to address those issues.
- c) Identify project leadership, reporting responsibilities and how the firm will interface with the City.
- d) Describe methods and means for accelerating design and keeping the project on schedule.
- e) Provide a one-page proposed project schedule (11x17), including critical path items and key milestones.

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. Prospective firms are prohibited from contacting City of Kyle staff regarding this RFQ following its release.

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.