



City of Kyle, Texas

Request for Statement of Interest and Qualifications

for the

Vybe Trail System

“K22-23.3”

REQUEST FOR QUALIFICATIONS (RFQ)

Three (3) 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., January 24, 2023 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 the
Vybe Trail System
Kyle, Texas
"K22-23.3"**

A pre-submission non-mandatory Teams Meeting will be held virtually on January 10, 2023 at 1:30 p.m. To join, please RSVP via email Derek Daniels at ddaniels@cityofkyle.com by end of business day January 6, 2023.

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, December 28, 2022
Wednesday, January 4, 2023

TERMS AND CONDITIONS

Submission of Bid

Three (3) complete bound copies and one (1) electronic authenticated 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:

**Professional Engineering Services for the
Vybe Trail System
Kyle, Texas
"K22-23.3"**

Deadline

Qualifications are to be delivered by 5:00 p.m., **Friday, January 24, 2023** 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

The submission deadline for questions, clarifications, or **request for general information will be 5:00 pm, January 17, 2023**. 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), including resumes and excluding 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

OBJECTIVE

The proposed project includes the planning and design of approximately 80 miles of a 10 to 12-foot wide shared use path throughout the City of Kyle. The proposed path would be installed in the locations shown by the Vybe Trail Map (Exhibit 1). The shared use path should be designed based on minimum buffer requirements from the travel way and should meander around as many utilities as possible.

ANTICIPATED SERVICES

The consultant should provide a proposal to provide a complete set of construction plans and bid documents for this project. The engineering/design items include but are not limited to the following:

- Review available data including, City GIS
- Collect survey data needed to design and permit the project including any downstream survey required for the design of the stormwater management system.
- Provide a preliminary set of plans and preliminary cost estimate for City review.
- Incorporate City comments and submit a final set of construction plans and final cost estimate.

At the onset of the design, the consultant shall lay out the project based on the described typical section and provide concept level project limits. The consultant and the city will walk the project together to identify any conflicts or alterations to the typical section. It is anticipated that the entire Vybe system will be comprised of multiple different projects.

The design shall be prepared by or under the direct supervision of licensed design professionals. A Professional Engineer licensed to practice engineering in the State of Texas shall seal the final plans.

Plans shall be prepared to the level of detail and shall contain all necessary information required for the project construction and review and/or approval by the City. These may include, but are not limited to, the following items:

- Plan, profile, and cross sections that show the edge of pavement, demolition or resetting of existing features, construction of infrastructure, limits of construction, and existing and/or right-of-way limits
- General Notes
- Driveway profiles
- Signing and marking plans
- Lighting Plans
- Prepare easement and/or right-of-way plans or plats if necessary. This task shall include required property research and any revisions as required during any right of way negotiations for this project.
- Utility plans including coordination with utility companies regarding existing and proposed utility plans.
- Erosion and sediment control plans

- Due to the additional impervious area, the existing drainage networks will need to be analyzed for capacity and gutter spread. This existing system may need to be extended and/or upgraded. In addition, this project is expected to trigger the need for a MS4 feasibility study and potentially the design of water quality structure. Please include a contingency fee for this additional work should it be needed.
- Special provisions and other specifications as required
- All other necessary information required for the project construction

Provide support to include answering questions and providing clarifications during the bidding and construction phase.

Upon approval of the Final Design Documents, all original drawings, specifications, CADD files, field notes, computations, etc. shall become the property of the City of Kyle. Final design computations shall be neatly and clearly prepared, bound in a booklet format and submitted to the City.

RFQ SCHEDULE

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	12/28/2022
Pre-submission Conference	01/10/2023 (11:00 am)
Deadline for questions/clarifications	01/17/2023 (5:00 pm)
Submittals	01/24/2023 (5:00 pm)
City Council Approval	02/07/2023

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), including 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 (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 with completed designs 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.