



City of Kyle, Texas

Request for Statement of Interest and Qualifications

for the

Cromwell, Benner, and Sanders Roundabout Project

“K22-23.8”

REQUEST FOR QUALIFICATIONS (RFQ)

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., July 21, 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:

**Cromwell, Benner, and Sanders Roundabout Project
Kyle, Texas
"K22-23.8"**

A pre-submission non-mandatory Teams Meeting will be held virtually on July 5, 2023 at 1:30 p.m. To join, please RSVP via email Derek Daniels at ddaniels@cityofkyle.com by end of business day July 3, 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, June 21, 2023
 Wednesday, June 28, 2023

TERMS AND CONDITIONS

Submission of Bid

Five (5) 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:

**Cromwell, Benner, and Sanders Roundabout Project
Kyle, Texas
"K22-23.8"**

Deadline

Qualifications are to be delivered by 5:00 p.m., **Wednesday, July 21, 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, July 10, 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 eight (8) sheets front and back (16 sides), including resumes and excluding cover letter/transmittal letter.

Technical Expertise

Interested firms must have extensive expertise with roundabout 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.

1. GENERAL REQUIREMENTS

Anticipated Services

General:

The work provided under this solicitation is anticipated to include roundabouts at the intersection of Kohlers Crossing and the following streets (see Project Map):

Sanders
Benner
Cromwell Drive

The limits of the design will be Kohlers Crossing from Jack C Hays Trail to FM 1626. The project includes preliminary and final design, environmental clearance services, right of way acquisition services, bid phase services, construction administration, and project management services. Additionally, it may also include utility design/relocation, ROW and easement determination, and landscape architectural design.

This project includes proposed roundabouts at all three intersections in addition to possibly including city utilities.

Scope of Services:

The first work authorization will be for preliminary engineering (Phase 1). The City will execute subsequent work authorization(s) for future phases of work.

Phase 1 – Preliminary Engineering Report and Roll Plot

The City will provide project descriptions as a basis for this work. A Preliminary Engineering Report (PER) will include:

- Refined project description
 - Refined cost estimate
 - Preliminary analysis of project challenges and opportunities
 - Preliminary schedule for project development
 - Preliminary roll plot depicting horizontal and vertical alignment.
- Utilities not in conflict relocated underground estimates of cost, betterment estimates where in conflict (utility required to go underground)

Phase 2 – Final Design

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, fieldnote descriptions and parcel mapping.

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 6 – 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.

SUBCONSULTANT OPPORTUNITIES:

Responding firms should include a full team of subconsultants capable of providing all services. 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.

RFQ SCHEDULE

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	06/21/2023
Pre-submission Conference	07/05/2023 (1:30 pm)
Deadline for questions/clarifications	07/10/2023 (5:00 pm)
Submittals	07/21/2023 (5:00 pm)
TIRZ 2 Board Approval	TBD

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 eight (8) sheets front and back (16 sides), including resumes and excluding cover letter/transmittal letter, table of contents, dividers, and title page(s).

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.
- 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 five (5) similar projects with completed designs 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.

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.