



City of Kyle, Texas

Request for Statement of Interest and Qualifications

for

2015 Pavement Evaluation and Assessment

“K 14 - 15.3”

REQUEST FOR QUALIFICATIONS (RFQ)

**2015 Pavement Evaluation and Assessment
"K 14 - 15.3"**

Four (4) complete bound copies and one (1) electronic copy (CD or flash drive) of the qualifications are required. Qualifications are to be delivered by 12:00 p.m. (noon), March 26, 2015 to:

Leon Barba, P.E.
City Engineer
City of Kyle
100 W. Center St
Kyle, TX78640

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
2015 Pavement Evaluation and Assessment
Kyle, Texas
"K 14 - 15.3"**

Qualification specifications may be secured from the City of Kyle (City) website or the office of the City Engineer at 100 W. Center St, Kyle, Texas 78640 or via phone at (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, March 4, 2015
Wednesday, March 11, 2015

TERMS AND CONDITIONS

Submission of Bid

Four (4) complete bound copies and one (1) electronic copy (CD or 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
2015 Pavement Evaluation and Assessment
Kyle, Texas
"K 14 - 15.3"**

Deadline

Qualifications are to be delivered by 12:00 p.m. (noon), **Thursday, March 26, 2015** to:

Leon Barba, P.E.
City Engineer
City of Kyle
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
100 W. Center St
Kyle, TX 78640
or by email at lbarba@cityofkyle.com

The submission date for questions, clarifications, or **request for general information will be 5:00 pm, Tuesday, March 17, 2015**. 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(s), 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 fifteen (15) single sided sheets (8 1/2" x 11"). Resumes, dividers and the cover letter/transmittal letter do not count in the 15 page limit.

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 is seeking qualified consultant services to provide a comprehensive street condition assessment. The City street system is composed of approximately 118 centerline miles (360 lane miles) of asphalt streets.

ANTICIPATED SERVICES

- Conduct a City wide automated pavement distress survey focusing on existing pavement conditions and curbs documenting all existing cracking, pavement undulations, and minor failures through imagery recording. Digital images shall be at maximum 50-ft intervals.
- From gathered data, provide the City a rated scoring or index of all documented streets to allow for future planning and rehabilitation purposes. The rated scoring system must describe the surface ratings to assess the extent, severity or type of conditions present that affect scoring.
- The overall database of information will be provided via shape file format to the City for incorporation into the City GIS system, and if available, the City's MicroPAVER database. All data must be projected in NAD 1983 State of Texas Central FIPS 4204 (US feet) system. Items to be included in the data base; street name, segment length, date, surface type, classification, pavement condition, cracking, and other information the selected consultant deems necessary.
- Provide the City an overall report illustrating all data and finding. Report shall include any recommendations for rehabilitation, additional analysis, and estimated pavement life of all identified sections.
- Provide a timeline which reflects key benchmarks with associated dates.

RFQ Schedule

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	March 4, 2015
Pre-submission Conference	March 12, 2015 (11:00 am)
Deadline for questions/clarifications	March 17, 2015
Submittals	March 26, 2015 (noon)
City Council Approval	April 7, 2015

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 RFQ, 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 fifteen (15) single sided sheets (8 ½” by 11”). **Resumes, dividers and the cover letter/transmittal letter do not count in the 15 page limit.**

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 qualifications.

Item 2: Proposed Staff (40%):

- 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.

Item 3: Project Experience (40%):

- a) Provide an overview and brief history of the firm.
- b) Provide verifiable examples of at least five (5) relative projects 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.

Item 4: Project Approach (10%):

- a) Explain how the project will be formatted from Design to Completion. Provide a tentative list of tasks and the timeline required to complete this project.
- b) Describe any potential issues when receiving the assignment and the firm's approach to address those issues.

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.