



City of Kyle, Texas

**Request for Statement of Interest and Qualifications**

**for the**

**2017 General Civil Engineering Services Rotation List**

**“K16-17-3”**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**2017 GENERAL CIVIL ENGINEERING SERVICES ROTATION LIST  
“K16-17-3”**

Six (6) complete bound copies and one (1) electronic authenticated copy (CD or flash drive) of the qualifications are required. Qualifications are to be delivered by 5:00 p.m., May 3, 2017 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:

**2017 General Civil Engineering Services Rotation List  
Kyle, Texas  
“K16-17-3”**

A pre-submission conference will be held in the Public Works Training Room at the City Public Works Department, 520 E. RR 150, Kyle, Texas at 11:00 a.m. on Tuesday, April 11, 2017.

Qualification specifications may be secured from the City of Kyle (City) website or the office of the City Engineer, 100 W. Center Street, 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, April 5, 2017  
                  Wednesday, April 12, 2017

## TERMS AND CONDITIONS

### Submission of Bid

Six (6) complete bound copies and one (1) electronic authenticated 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:

**2017 General Civil Engineering Services Rotation List  
Kyle, Texas  
"K16-17-3"**

### Deadline

Qualifications are to be delivered by 5:00 p.m., Wednesday, May 3, 2017 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](mailto:lbarba@cityofkyle.com)

The submission date for questions, clarifications, or **request for general information will be 5:00 p.m., April 26, 2017**. 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), excluding resumes, table of contents, dividers, title page(s) and cover letter/transmittal letter.

### **Technical Expertise**

Interested firms must have extensive expertise with 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 anticipates selecting up to three (3) firms to provide consulting engineering services for all its departments. The selected firms will accommodate the design of civil engineering projects of a general or routine scope or, in some cases, have a critical schedule or are of an emergency nature.

### ANTICIPATED SERVICES

The work provided under this General Civil Engineering Services Rotation List will include projects of various scopes and sizes, generally anticipated to include the following:

- Water & Wastewater Utility Projects: Proposed work may include, but not be limited to, planning studies, investigations, pipeline design and rehabilitation, utility relocation design, and design and evaluation of lift stations or the wastewater treatment plant, rehabilitation of water storage tanks, including electrical, mechanical and instrumentation work.
- Public Works/Various City Department Projects: Proposed work may include, but not be limited to, street and/or intersection improvements, storm drainage systems which may include piping, inlets, culverts, channels, detention ponds, and water quality controls, utility relocation, parking lot improvements, sidewalks, gateway signage, and associated ADA (Americans with Disabilities Act) ramps and crosswalks or other miscellaneous department improvements.

#### Phase 1 - Scope/Proposal

The scope of the anticipated projects may be pre-defined and the usual preliminary report phase generally associated with these types of projects may not be necessary. It is intended that a clear, well-defined scope will be reviewed with the selected professional engineering firms; a proposal including costs be developed and submitted by the engineer; and the work proceed immediately upon written authorization to proceed. Consultant services relating to project permits, bid document preparation or construction services will be determined at the time of the scope meeting. Special reports addressing environmental or other issues will be handled the same way.

#### Phase 2 - Design

The selected professional engineering 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 detailed final design plans, specifications utilizing City, City of Austin or TxDOT standards, contract documents, cost estimates and permit support as needed for the construction of project improvements as approved by the City.

### Phase 3 - Bidding

The selected firms may be requested to assist the City in the bidding of the project including responding to pre-bid inquiries, issuing bid documents, submitting permit application(s), conducting a pre-bid conference and reviewing construction bids received as defined in Phase 1.

### Phase 4 - Construction

The selected professional engineering firms shall, upon specific written authorization, furnish construction phase services coincident with the construction contractor(s) activities. The selected firms may be asked to provide construction phase services for some projects. 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 as-built drawings of the completed facilities (ink, Mylar or photographically reproduced Mylar tracings); 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 three (3) firms. As the projects are determined, the City will negotiate with the firms to develop a scope of work and budget on a project by project basis.

This rotation list 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.

A Master Services Agreement (task order system) will be executed with each firm upon approval from City Council.

Project assignments will be based on the rankings determined from the qualification-based selection process. The first project will be given to the highest ranking firm. Subsequent projects will be offered to the next firm in order of their ranking. A firm may accept or

pass on the project being offered. If a firm passes, the project is then offered to the next firm in line. The City may, however, select a firm that is felt to be the most qualified for a specific project or most able to meet a project's schedule objectives. Additionally, the City will make every effort to balance the workload amongst the different firms.

Project-specific schedules will be agreed upon at the time professional services are defined.

If a rotation list firm ceases practice during the contract period, or should the City elect to terminate its agreement with one of the firms, any future work will be distributed to the remaining firms on the list.

**SUBCONSULTANT OPPORTUNITIES:**

The City will not require a list of subconsultants. At the time the rotation list is utilized for a specific project, it is understood the rotation list firm will organize a team, if necessary, to meet the needs of the specific project. Subconsultant opportunities may include, but not be limited to, environmental consulting, geotechnical and/or soils, surveying, 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, copying services, scheduling, land use studies and cost estimating. The maximum recommended amount of subconsultant work per project shall be 25%. The City may waive this requirement depending on the project.

Note: The City expects any rotation list firms or subconsultants performing geotechnical and/or soils laboratory services to be accredited by either the American Association of Laboratory Accreditation (A2LA) or the American Association of State Highway and Transportation Officials (AASHTO) in soils and/or geotechnical testing, or to become accredited within a reasonable period of time (no more than 12 months) after City Council authorization to negotiate and execute the professional services agreement. The City may require evidence of such accreditation prior to issuing a project assignment involving these laboratory services.

**RFQ Schedule**

The City anticipates the following schedule associated with this RFQ:

City Website Posting	03/31/2017
Advertise RFQ	04/05/2017
	04/12/2017
Pre-submission Conference	04/11/2017 (11:00 a.m.)
Deadline for questions/clarifications	04/26/2017 (5:00 p.m.)
Submittals	05/03/2017 (5:00 p.m.)
City Council Approval	06/06/2017

**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 verifiable examples of at least five (5) notable or significant 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.
  - Project photos are encouraged.

#### **Item 4: Project Approach (20%):**



- a) Explain how the firm will determine the resources needed to complete a 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.