

REQUEST FOR QUALIFICATIONS (RFQ)
FOR ENGINEERING SERVICES
SUBMISSION DUE DATE:
5:00P.M. MONDAY, AUGUST 3, 2020

RFQ CONTACT:

William Linn
City Manager
City of Kenedy
303 W. Main Street
Kenedy, TX 78119
Phone: (830) 583-2230

SUBMITTAL ADDRESS:

William Linn
City Manager
City of Kenedy
303 W. Main Street
Kenedy, TX 78119
Phone: (830) 583-2230
Sealed & Marked: Engineering Services—East Main

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The City is seeking to enter into an engineering services contract with one, or more, state registered engineers or engineering firms. The following outlines this request for qualifications.

I. General Information

A. INTENT

The City of Kenedy seeks Statements of Qualifications (SOQ) from Professional Engineers to provide comprehensive engineering and construction management services for the development, design, and construction of drainage canals, related drainage system infrastructure, and associated street re-design to provide efficient drainage and stormwater diversion along East Main Street.

B. SUBMITTAL:

Please provide three (3) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "Engineering Services—East Main Project" and addressed to:

City of Kenedy Attention:
William Linn, City
Manager
303 W. Main Street
Kenedy, TX 78119

Submission Deadline: All proposals must be received no later than 5:00 p.m. on Monday, August 3, 2020

Any RFQ received after the time and date specified shall not be considered.

C. METHOD OF AWARD

1. The Qualification Based Selection Process

Professional Services are procured in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as

determined by the City selection team based upon the qualifications submitted in response to this RFQ.

2. Selection of the Respondent shall be based on the following criteria:
 - a) Respondent's Ability. The ability of the Respondent to provide quality professional engineering services per the Scope of Services.
 - b) Respondent's Experience. The Respondent's experience with and expertise in hydrology, hydraulics and identifying practical solutions.
 - c) Primary Experience. The experience and qualifications of the Respondent's staff that will have primary contact with City staff.
 - d) Timeliness. The Respondent's commitment to delivering work on time and within budget.
 - e) Avoidance. The Respondent's demonstrated avoidance of personal and organizational conflicts of interests regarding matters of litigation or otherwise.
 - f) Commitment. The extent of involvement by the Respondent's key qualified personnel and the likelihood that key personnel will develop long term planning knowledge that will integrate with the City's infrastructure.
 - g) References. The extent to which previous clients have found the Respondent's services acceptable. Provide a list client of names, contact information and name of entity. List the individual within the Respondent's firm with whom client had contact.
 - h) Location. Geographical location in relation to the City.
 - i) Familiarity and experience with surrounding cities and counties, as well as other State and County agencies and departments.

Once the most qualified Respondent is identified, a contract for services will be negotiated. In the event a contract cannot be agreed to, the second most qualified Respondent will be contacted to negotiate a contract.

II. Scope of Services

A. INTENT OF REQUEST

The City of Kenedy ("City") is soliciting Request for Qualifications (RFQ) from interested, qualified professionals to provide comprehensive engineering and construction management services for the development, design, and construction of drainage canals, related drainage system infrastructure, and associated street re-design to provide efficient drainage and stormwater diversion along East Main Street through Waverly Street to an outfall point extending 650 feet +/- northeast of the intersection of Goff and Waverly Streets ("Project Area"). The Respondent will be expected to be proactive in identifying existing and future conditions within the Project Area and ensure the City has the most up to date information possible to make short term and long-term decisions for the Project Area.

The services requested will require the selected Respondent to be licensed to practice engineering in the State of Texas and also must employ Licensed Professional Engineers. The selected Respondent will designate one Professional Engineer as the primary representative for the City that will have the

authority to represent the Respondent's consultant team. The selected Respondent will work under the direction of the City Manager and may be required to make presentations to the City Council.

This project is a flat rate fee project with remuneration disbursed on a percentage of completion schedule.

B. SCOPE OF SERVICES

Study Limits:

- Prepare conceptual exhibits and cost estimates of improvement options and present to the City Manager and City Council--as requested.
- Prepare a topographical survey and/or a boundary survey of the Project Area—as requested.

Construction Management Services:

- Prepare project schedule for tracking deadlines and actions needed during implementation of Project construction work based on Project scope approved by City and consistent with all applicable local ordinances and state and federal laws, regulations, and policies.
- Prepare the final design, plans, and specifications for the construction bid package in conformance with applicable state and federal regulations.
- Prepare and submit applications for any required permits.
- Supervise the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting a pre-bid meeting if requested by the City, and conducting bid opening.
- Evaluate bids received and make recommendation for award to the City Board of Directors.
- Prepare contract documents and obtain insurance certificates and bonds from the contractor prior to issuing a notice to proceed.
- Confirm execution of necessary contract documents, certificates, and bonds.
- Conduct the pre-construction conference and issue the notice to proceed.
- Perform surveying services and field staking as necessary.
- Provide on-site periodic observation of construction work and prepare field observation reports (frequency of observation for each section of the Project to be determined by the City).
- Conduct minimum monthly site visits to observe progress and quality of work.
- Review, approve and submit drawings to contractor as required.
- Determine whether construction work is in accordance with the contract documents, plans and specifications.
- Review and approve all contractor requests for payment and submit approved requests to the City Manager for final approval for payment.
- Coordinate with contractor to ensure contract closeout documents are complete, in proper form, and submitted to the City upon Project completion.
- Conduct final inspection and coordinate final testing as required.
- Provide certifications of completion and (if necessary) submit certified "as-built" drawings to appropriate authorities.

- All other engineering and/or construction management services necessary for Project completion as determined by the City Manager or City Council.

C. INSTRUCTIONS FOR RESPONDING

Required Contents:

The most qualified Respondent should have extensive experience in municipal projects and as detailed in the Project Specifics. The qualifications and commitment of the key personnel assigned is critically important in the qualifications of the Respondent firm. Please provide the following in your Statement of Qualifications:

- Cover letter: introduction including the name, phone number and email address of the individual(s) authorized to represent the company regarding all matters related to the RFQ. Maximum of 2 pages).
- Table of Contents: clearly identify what part of the RFQ is being addressed in each section of the submittal (Max. 1 page).
- Statement of Project Understanding.
- Proposed fee and percentage of completion payment schedule.**
- Office which the City's primary contact person is geographically located.
- Description of Respondent firm(s); history; number of employees; company philosophy regarding client and customer service; location; years in practice; and other information useful to the decision-making process. (max. 2 pages to include Items c, d, e & f).
- Description how Respondent envisions being able to provide services to the City and a demonstrated understanding of the high expectations of the City and its residents.
- Provide an organizational chart (Place in the Appendix).
- Provide resumes of key personnel assigned to the project; provide experience, level of expertise, current license information (Maximum of 5 pages).
- Provide a list of current and past projects similar to the Scope of Services completed by Respondent's firm(s). Include a brief description. (No more than 6 projects; maximum 5 pages).
- Provide a list of references with contact information and who on the team is associated with that client (Place in the Appendix).
- Describe any contracts for services awarded to Respondent's firm(s) that have been canceled or terminated for unsatisfactory performance. Provide a contact name, contact information. Also, describe any legal proceedings involving the Respondent's firm(s) related to any municipal client or project that was unresolved or active July 1, 2020, to present (place in the Appendix).
- Insurance certificates (place in Appendix).
- Vendor Information Form (place in Appendix).
- House Bill 89 Verification (Form CIQ) (place in Appendix).
- Other Services Provided by Respondent(s) (place in Appendix).
- Form 1295 Disclosure of Interested Parties (place in Appendix).