

# REQUEST FOR QUALIFICATIONS CITY ENGINEERING SERVICES



QUALIFICATION SUBMITTAL DATE:

Monday, February 18, 2019

RFQ Number 2019-01

City of McLendon-Chisholm  
1371 W. FM 550  
McLendon-Chisolm, Texas 75032  
972-524-2077

# CITY OF MCLENDON-CHISHOLM

## REQUESTS FOR QUALIFICATIONS CITY ENGINEERING SERVICES

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### PURPOSE AND OBJECTIVE

The City of McLendon-Chisholm, Texas (“City”) is issuing this Request for Qualifications (RFQ) to solicit interest from prospective qualified firms for city engineering services.

The City is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform city engineering services for the City.

On an on-going basis and as subject to contract renewal terms as defined by the City, the City intends to have the selected Firm function as the “City Engineer” to perform the services listed in the scope of services listed below. The services requested will require the Firm to be licensed to practice engineering in the State of Texas.

The City reserves the right to terminate this process or to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the City.

The City will evaluate all Respondent’s Statement of Qualifications in step one and may conduct interviews with short-listed Respondent’s, in step two. At the conclusion of either step one or step two of this process, the City will rank candidates by order of highest qualifications and first attempt to negotiate a fair and reasonable fixed price contract with the highest qualified Engineering Firm. If unable to negotiate a mutually acceptable contract, the City will terminate negotiations with the highest qualified Engineering Firm and begin negotiating with the next highest qualified candidate. If necessary, the City will repeat these steps until an acceptable contract is obtained." (Added for clarification 1/29/2019)

All proposals shall be subject to the Texas Public Information Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Texas Attorney General.

### TIME PERIOD

The contract term is anticipated to be a one-year period with renewal options.

### SCOPE OF SERVICES

**Basic Services:** Engineering firm (Firm) shall perform the following consulting city engineering services with the City of McLendon-Chisholm (City) as directed:

1. Assist the City in developing and administering maintenance programs for roadways, sanitary sewer and storm drainage facilities.
2. Assist the City in TCEQ compliance and reporting for sanitary sewer and storm water infrastructure.
3. Assist the City in preparation and administration of a Capital Improvements Plan.

4. Identify necessary capital improvements projects, contract for associated engineering design services, bid & award projects, and administer construction contracts.
5. Perform engineering reviews of civil plans submitted for new development and construction projects.
6. Perform engineering inspection services for new residential and commercial development as requested by City staff.
7. Prepare special studies and reports on a variety of subjects and activities for Mayor and City Council.
8. Attend City Council, Planning & Zoning Commission and other City board and commission meetings and pre-development meetings as requested by City staff.

Additional Services: Provide basic or additional services as needed.

### **SUBMITTAL DEADLINE AND DELIVERY LOCATION**

Sealed submittals must be received and time stamped by **2:00 P.M. local time, FEBRUARY 18, 2019.** Sealed submittals will only be accepted at the following location:

CITY OF MCLENDON-CHISHOLM  
ATTN: CITY SECRETARY  
1371 W. FM 550  
MCLENDON-CHISHOLM, TEXAS 75032

Seven (7) hard copies and one (1) electronic version (on CD, DVD, or flash drive) of all proposals must be provided. The copies shall be sealed and clearly identified as 'RFQ #2019-01 - City Engineering Services'. Neither verbal nor electronic submittals will be accepted or considered valid. It is the sole responsibility of the Firm to ensure that the sealed submittal arrives at the above location by the specified deadline regardless of the method chosen by the Firm for delivery.

Each proposal shall be signed by an individual authorized to act on behalf of the Firm.

All submittals become the property of the City of McLendon-Chisholm upon receipt and will not be returned to the submitter.

Any cost or expense incurred by the Firm that is associated with the preparation or selection process of the submittal shall be borne solely by the Firm.

Point of Contact – The City of McLendon-Chisholm designates the following as its Point of Contact for this RFQ. Firms and all interested parties shall restrict all contact with City of McLendon-Chisholm staff and direct all questions regarding this RFQ in writing to the following Point of Contact:

Lisa Palomba, City Administrator  
1371 W. FM 550  
McLendon-Chisholm, TX 75166  
E-mail: [lpalomba@McLendon-Chisholm.com](mailto:lpalomba@McLendon-Chisholm.com)  
Phone: 972-524-2077

Respondents or their agents are prohibited from lobbying members of the McLendon-Chisholm City Council or its staff or consultants. Failure to comply with this clause shall be grounds for rejection of their submittal as non-responsive. All requests for information shall be made to the point of contact.

#### PROPOSED SCHEDULE

#### DATES

- Advertisement of RFQ	January 15, 2019
- RFQ Deadline – Submittals due by 2:00 p.m.	February 18, 2019
- Council Consideration/Selection of Firm	February 26, 2019
- Submit contract to Council for approval	March 12, 2019

#### STATEMENT OF QUALIFICATION REQUIREMENTS

The ideal Firm shall have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of key personnel that would be assigned to this community is critically important in the selection of a Firm. Please provide the following:

##### Firm Information

1. Cover letter and introduction including the name, phone number and e-mail address of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. An executive summary and an organizational chart identifying team members and their areas of responsibility.
3. Key personnel qualifications and availability to City staff. Information regarding the Firm's ability to meet project schedules and availability to City staff. A summary statement identifying your understanding of the scope of the services and the manner in which coordination and the exchange of information will be assured between all parties.
4. Describe the management and organizational approach to represent the interests of the City, including a description of how the Firm will organize to perform the services; how the Firm will solicit in the programming and design phases the interested stakeholders; procedures for assisting in project planning and scheduling, including coordination of consultants; communication approach; and approach to code analysis and jurisdictional approvals.
5. Three municipal client references (past or current clients) including contact information, address, services provided, contact person, and telephone number.
6. Qualifications and relevant municipal project experiences of the Firm, including at least three but not more than six projects completed within the last five years.
7. Provide a detailed listing showing a proposed hourly rate for various services in the scope of work and/or a flat monthly or annual (not to exceed rate) for routine work performed

and rate for extraordinary work performed. Explanation of extraordinary work should be provided.

8. Specify the tasks to be performed under each of the categories listed in the scope of services. (Added for clarification 1/29/2019)

#### Disclosure

1. Any responder shall disclose all potential conflicts of interest or representation of any firm that could be involved in the proposed program.
2. A listing / complete disclosure of any civil or criminal litigation or investigation pending which involves the responder or in which the responder has been judged guilty or liable.
3. Provide a copy of current certificate of insurance for professional liability applicable to any item listed in the scope of services. (Revised for clarification 1/29/19)

The City reserves the right to request further documentation or information, and to discuss an RFQ submittal for any purpose in order to answer questions or to provide clarification.

An RFQ submittal may not be changed, amended or modified after such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.

#### EVALUATION OF PROPOSALS

Submissions will be reviewed and evaluated by the Mayor, City Council and/or City staff.

The City will evaluate all RFQ submittals and will select the Firm deemed most qualified and enter into a contract for City Engineering services. In making the determination, the City may schedule one-on-one interviews with the firms, if deemed necessary.

The City reserves the right to reject any or all RFQ submittals and to conduct studies and other investigations, as necessary, to evaluate the RFQ submittal and complete interviews with the firms, as part of the evaluation phase.

The most qualified and competent Firm will be recommended to be considered for selection by the City Council to negotiate and enter into a contract for city engineering services.

#### RESERVATION OF RIGHTS

The City of McLendon-Chisholm reserves all rights, which rights may be exercised by the City in its sole discretion, available to it under applicable laws, including without limitation and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the City of McLendon-Chisholm, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the City will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology.

4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require submittal confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.
14. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
15. Disqualify any firm that changes its RFQ submittal without the City's authorization.
16. Exercise any other right reserved or afforded to the City of McLendon-Chisholm under this RFQ. The City reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the City.