

**REQUEST FOR QUALIFICATIONS
CITY OF DRIPPING SPRINGS, TEXAS
Request for Qualifications Number 001**

The City of Dripping Springs (“City”) has received funding from the Texas Department of Transportation for a Transportation Alternatives Set-Aside Program (“Project”) to construct sidewalks along Sportsplex Drive in Dripping Springs, Texas; and, now intends to enter into **one** (1) contract with a consulting engineering firm as a professional service provider, including design services, pursuant to Texas Government Code, Chapter 2254, Subchapter A to provide the following services.

REQUEST FOR STATEMENT OF QUALIFICATIONS:

The City of Dripping Springs, hereinafter referred to as “the City”, is soliciting Statement of Qualifications (SOQ) from engineering firms, hereinafter referred to as “Applicant,” which have LGPP Certified staff and more than three (3) years of experience in design and construction administration of TxDOT projects as outlined in the SCOPE OF SERVICES section of this request. The Applicant awarded the contract is referred to herein as “the Consultant.”

Statement of Qualifications are due on **May 10th at 3 p.m. SOQs** will be opened by City Staff at that time. Proposals will become public, as required by the Public Information Act, after the contract is awarded.

Project Description and Work to be Performed

Categories of work include sidewalks, a pedestrian bridge, crosswalks, striping and signs, bike racks, and benches within the specified limits stated above

The City will select a Consultant which has adequate LGPP Certified staff and more than three (3) years of experience in design and construction management of TxDOT projects. At least one of Consultant’s team members working on each phase of the Project on a daily basis should have mandatory TxDOT Local Government Project Procedures (LGPP) certification. The selected Consultant will be required to have extensive experience including design, and development of Plans, Specifications and Estimates (PS&E) in accordance with TxDOT procedures. Consultant will secure State Letter of Authority (SLOA) and Federal Project Authorization & Agreements (FPAAs). Additional duties include surveying, geotechnical engineering services, design and review compliant with TDLR and ADA requirements, completion of an environmental assessment, and coordination of utility location and relocation (if required).

Disadvantage Business Enterprise (DBE)

This is a federally funded contract. When federal funds are participating in the professional services phase of the project the City will implement TxDOT’s DBE program and coordinate closely with the TxDOT district. A DBE goal of zero has been established for this program;

however, compliance with the Disadvantaged/Minority Business Enterprise Program, established in 49 CFR Part 26, will be followed and goal monitored if established by TxDOT.

Scope and Tasks of Services

Engineering services will include, but may not be limited to the following Project Tasks:

- Topographic Design Survey (Consultant will be required to prepare detailed topographic design surveys as needed for design of project.)
- Preparation of Detailed Plans and Specifications (in compliance with TxDOT standards) (The Consultant shall be required to prepare detailed plans/specifications for the work) Consultant will be required to produce detailed specifications for any specialized construction, which may be required.)
- Construction Phasing Plan (Consultant shall propose a detailed construction phasing plan, in accordance with federal/state guidelines, as a part of the final Plans and Specifications.)
- Construction Cost Estimate (Consultant shall utilize current industry costs relevant to project and establish realistic and accurate construction cost estimates for work.)
- Construction Administration (Consultant shall assist in construction administration as requested by the City or TxDOT. This may include review of pay requests, RFIs, construction activities and issues throughout construction.)
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- Geotechnical Recommendation (Consultant shall provide a geotechnical recommendation adequate for design of pedestrian bridge foundation and sidewalks.
- Utility Coordination (Consultant shall coordinate with utility companies for utility location and relocation (if required)
- Environmental Assessment (Consultant shall complete required environmental assessments. At this time, it is presumed the project will fall under a categorical exclusion)

The specific services to be provided will be determined through a negotiation and mutual agreement between the City and the Consultant. The City expressly reserves the right to perform any part of the project itself or to use outside services as necessary.

Final Deliverables

Over the life of the project, the City will expect deliverables as follows:

- 30% Plans, Specifications & Estimates (to be reviewed by the City and TxDOT)
- 60% Plans, Specifications & Estimates (to be reviewed by the City and TxDOT)
- 90% Plans, Specifications and Estimates (to be reviewed by the City and TxDOT)
- 100% Final Bid Documents – Plans, Specifications, and Estimates

Additional deliverables may be required, depending upon the nature of the work and progress of the Project. All deliverables should be designed in accordance with Federal, State and Local requirements, including all TxDOT standard for plans, specifications and estimates.

Selection Criteria

The Applicant must demonstrate that a professional engineer registered in the State of Texas will sign and seal the work to be performed under this contract and demonstrate that the prime provider will perform a minimum of 50% of the actual contract work. The City will verify all Applicants' eligibility under state and local law and ensure no Applicant is considered that has been suspended or debarred from engaging in projects. The City may also choose, at its option, to meet and interview Applicants to aid in its selection.

The selection will be based on the evaluation of the Statement of Qualifications submitted. The City will follow state law including Chapters 171 and 176 of the Texas Local Government Code and Article 2.02 of the City of Dripping Springs Code of Ordinances.

Each Qualification will be evaluated using the following criteria

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- Project understanding and approach (20%)
- PM's experience with similar state and municipal projects (20%)
- Experience of the task leaders with similar state and municipal projects (20%)
- References (20%)
- Team's experience with sidewalk development projects which meet the requirements of the Transportation Alternates Set-Aside Program (TASA) (15%)
- Prime providers Quality Assurance/Control Program. (5%)

Total: 100%

Qualification Requirements

The Qualification must include the following:

1. The Request for Qualification Number 001.
2. An organization chart containing the names, addresses, telephone number, and email addresses of the prime provider, along with all sub provider's key personnel proposed for the team and their contract responsibilities.
3. The name of the prime provider's project manager and key personnel who will work on the contract.
4. Information providing team qualifications and capabilities, and understanding, similar project-related experience.
5. Verification that the proposed team individuals are currently employed by either the prime provider or a sub provider.

6. Verification of project team members that currently hold TXDOT Local Government Project Procedures (LGPP) Certification.
7. Confirmation that the professional engineer assigned to the project carries general liability insurance, worker's compensation and professional liability insurance within ten (10) calendar days of any Notice of Award.
8. Name and Contact information for at least three (3) references for similar related projects (including mailing address, email address and telephone number). References may be confirmed.
9. Provide a description of your project approach and management plans relative to the advertised services.
10. Describe ability to meet project time frame proposed by the City.
11. In order to be considered for award of this contract, Applicants must be Administratively Qualified by TxDOT and have an approved indirect cost rate.

Basis of Payment

The basis of payment will be Lump Sum.

General Requirements:

A. Independent Consultant

The selected Consultant shall not be an employee or officer of the City. The Consultant will act as an independent contractor and acquire no rights or benefits offered to employees of the City, its departments, or agencies.

B. General Liability Insurance/Professional Liability – See attached “City of Dripping Springs Contractor Insurance Requirements.”

Statement of Qualifications Submission Deadline:

- A. Statements of Qualifications must be addressed to Michelle Fischer, City Administrator and received at the City offices at 511 Mercer St, Dripping Springs TX 78620, Dripping Springs, TX, 78676 at or before: May 10, 2019 at 3 p.m.

STATEMENTS OF QUALIFICATIONS RECEIVED AFTER 3:00 PM WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. NO EXCEPTIONS. NEITHER FAXED STATEMENTS OF QUALIFICATIONS NOR EMAILED STATEMENTS OF QUALIFICATIONS WILL BE ACCEPTED.

- B. Statements of qualifications must be submitted in a sealed envelope clearly bearing the name of the Applicant and address and bearing the words: “SPORTSPLEX DRIVE SIDEWALK CONNECTIVITY ENGINEERING SERVICES RFQ”.

- C. One (1) Original and three (3) copies and one (1) electronic copy (in PDF format) on CD or flash drive, of the Statement of Qualifications are required.
- D. Applicants are encouraged to verify that the City of Dripping Springs agency contact, the City Administrator, has received Qualifications. Any Qualifications received after the deadline will not be accepted.

Award:

1. The City reserves the right to reject any or all Applicants.
2. After evaluations are complete, the City will rank the Applicants by total score, with the highest total score reflecting the best and most qualified Applicant. The City will enter into negotiations for compensation and other relevant issues with the Applicant deemed the best and most qualified.

In the event the City is unable to negotiate a mutually acceptable contract with the selected Applicant, it reserves the right to terminate negotiations with the first choice and enter into negotiations with the following choice, and so on until the City enters into a Contract with a qualified firm.

Written Agreement:

The chosen Consultant will be required to negotiate a written agreement with the City.

Omissions:

Should this solicitation fail to contain sufficient information in order for interested Applicants to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested Applicant may in writing request clarification from the City Administrator no later than five (5) days prior to the required time and date for statement of qualification submission. The interested Applicant shall email a copy of the written clarification request to the City Administrator, Michelle Fischer, at mfischer@cityofdrippingsprings.com. Written requests from interested Applicants and written responses by the City will be provided to all Applicants.

Additional Information:

Contact with persons other than the City Administrator as provided above, may result in the disqualification of the Applicant's submittal. In fairness to all Applicants, the City will not communicate with anyone representing a potential provider of services during the RFQ process, except (1) as contemplated under Omissions hereinabove, (2) meetings and communications required to conduct business not related to the RFQ, and (3) possible personal presentations by Applicants after written submittals have been received and evaluated, if deemed necessary by City.

In addition, the City reserves the right to contact any Applicant for purposes of obtaining clarification of a submission, as deemed necessary after responses have been opened and also as contemplated above.

Cost of Developing Statements of Qualifications:

All costs related to the preparation of the statement of qualifications and any related activities are the sole responsibility of the Applicants. The City assumes no liability for any costs incurred by the Applicants throughout the entire selection process.

Document Ownerships

All submittals, including attachments and supplementary materials shall become, upon submission, property of the City of Dripping Springs and will not be returned to the submitting Applicant.

Optional Pre-Submittal Conference:

An optional pre-submittal conference will be held at Dripping Springs City Hall on Wednesday, May 1, 2019 at 10 a.m.

Attachments:

- Attachment “A”: City of Dripping Springs Contractor Insurance Requirements
- Attachment “B”: Response Form

CITY OF DRIPPING SPRINGS ENGINEERING FIRM INSURANCE REQUIREMENTS

Engineering Firm providing goods, materials and services for the City of Dripping Springs shall, during the term of the contract with the City of Dripping Springs or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Dripping Springs as additional named insured as to all applicable coverage.
2. Provide for at least ten (10) days prior written notice to the City of Dripping Springs for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Dripping Springs for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of Insurance: Certificates of insurance evidencing all of the required insurance coverages shall be submitted with the Engineering Firm's submission. Copies of any modifications, amendments, renewals, or terminations of any coverage shall be promptly submitted to the City. If the contract is renewed or extended by the City of Dripping Springs, certificates of insurance evidencing all of the required insurance coverages shall also be provided to the City of Dripping Springs prior to the date the contract is renewed or extended.

Type of Contract Type and Amount of Insurance

- Statutory Workers Compensation insurance as required by state law.
- Commercial General Liability minimum limits of \$500,000 per occurrence for bodily injury, personal injury, and property damage.
- Automobile Liability with a minimum of \$500,000 Dollars combined single limit.
- Professional Services Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$1 Million Dollars aggregate.

RESPONSE FORM

RESPONDER:

Date:

Company:

Signature:

Printed Name:

Title:

Address:

Federal EIN #/SSN #

Authorized Signature _____ Date _____ Signature
indicates bidder accepts the specifications, terms and conditions of this solicitation and that
bidder is not delinquent on any payment due the City nor involved in any lawsuit against the City.

Print

Name _____ Title _____

REFERENCES:

Each Responder is to provide a minimum of three (3) verifiable business references for which the
Responder has performed work.

Company Name:

Address:

Contact Person:

Telephone:

Brief description of project:

Company Name:

Address:

Contact Person:

Telephone:

Brief description of project:

Company Name:

Address:

Contact Person:

Telephone:

Brief description of project:

Please provide the following information for contract development. Is your firm:

Sole Proprietorship	YES	NO
Partnership	YES	NO
Corporation	YES	NO

If company is a sole proprietorship, list the owner's full legal name:

If company is a partnership, list the partner(s) full legal name(s):

If company is a corporation, list the full legal name as listed on the corporate charter: