

# **CITY OF ALPINE, TEXAS**

## **Department of Public Utilities**

### **PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS**

To provide professional engineering services associated with various general municipal services for a variety of projects that serve the City of Alpine, Texas (“City”). Financing for some of the contemplated services and improvements may include, but are not limited to, Texas Water Development Board's (TWDB) Drinking Water State Revolving Fund (DWSRF), Clean Water State Revolving Fund (CWSRF) programs, TWDB’s Water Development Fund (DFund) and other projects and task associated with water and wastewater utilities.

#### **A. INTENT OF PROPOSAL**

The City is soliciting Request for Qualifications (RFQ) from interested qualified professionals to provide general municipal engineering services which may include but are not limited to water and wastewater system improvements, zoning map development, review of proposed commercial and residential development plans in order to determine compliance with applicable laws and ordinances implemented or adopted by the City, and to function as a consultant to the City in development matters. The engineer may also be called upon to design and/or monitor the construction of municipal projects, including roadway/street, water, storm water, and drainage as well. The City also has need of the services of an electrical engineer. The services requested will require the Firm to be licensed to practice engineering in the State of Texas and must also employ Professional Engineers licensed in the state of Texas. The City reserves the right to select an engineer other than the designated City engineer on a specific project basis as determined by the City Council to be in the best interest of the City.

#### **B. SCOPE OF SERVICES**

City is searching for a firm that will provide professional contracted services for engineering. The Engineer selected will not be an employee of the City for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and the Texas Unemployment Compensation Act. The general work elements are outlined below.

**A. Plan Review Services:** The selected consulting Engineer will provide technical review of, and answer inquiries relating to, site plans, subdivision plans, improvement plans, land disturbance plans, and construction plans relating to projects proposed by applicants to be developed in the City to ensure conformance to codes adopted by the City, as well as state and federal laws.

**B. City Project Design Services:** The selected consulting Engineer must have the capability to design a full array of public works type projects including transportation infrastructure systems and stormwater management systems in a manner that is functional and cost effective. The selected consulting Engineer must be able to provide structural/engineering guidance and any necessary

design work for municipal structures.

C. Environmental Services and Regulatory Agency Interactions: The selected consulting Engineer shall be well-versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Texas Department of Transportation, Texas Department of Agriculture, Texas Water Development Board, Texas Commission on Environmental Quality, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, United States Environmental Protection Agency. The selected consultant may be requested to serve as the city floodplain administrator and ensure that all permits or other timely submittals are made as mandated by the agencies listed above.

D. MEP Services: The selected consulting Engineer shall be able to assist the City with mechanical, electrical and/or plumbing engineering services as may be needed for its water/wastewater operations, as well as other areas.

E. Grant Assistance: The selected consulting Engineer shall, as requested, complete or assist in the completion of grant applications for City projects.

F. Surveying, Easements and Related Services: The selected consulting Engineer shall have the capability of performing or subcontracting boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

G. CAD and GIS Capabilities: The selected consulting Engineer shall have computer aided drafting and geographical information system capabilities upon request.

H. Meeting Attendance and Participation: The selected consulting Engineer may be expected to attend a variety of City meetings, including, but not limited to, planning and zoning meetings, council meetings, meetings of affected property owners, and meetings with city staff and developers.

I. Work Product: The selected consulting Engineer will be expected to provide the City with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the City in printed form, as well as in electronic form to include portable document format and the root file(s).

J. Assignment of Professional Engineer: The selected consulting Engineer shall assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Texas.

K. Responsiveness: The selected consulting Engineer must commit to provide services to the City in a timely manner, without unreasonable delays.

L. Proximity: The selected consulting Engineer must be located within reasonable proximity to the City of Alpine to ensure meeting attendance, meeting coordination and the conveyance of documents when sent via courier.

## C. STATEMENT OF QUALIFICATIONS

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. The prospective consulting Engineer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Professional Engineering services. Qualification statements should be limited to 20 pages. Attachments with resumes, cover letter, table of contents and front and back covers are excluded from the 20 page limitation. Please provide the following information:

1. A brief transmittal letter summarizing the proposal's key points. It must be signed by an authorized representative who is responsible for committing the firm's resources.
2. General Information about the firm.
  - A. Name, address and telephone number of the firm.
  - B. History of the firm.
  - C. Structure of the firm, i.e. sole proprietorship, partnership, corporation, and size of firm.
  - D. List name and titles of officers of the firm who will be directly responsible for professional engineering services.
  - E. Information pertaining to the firm's compliance with licensing and other requirements.
  - F. An organizational chart identifying team members and their areas of responsibility.
3. References.

List of three (3) references for which similar services have been provided.
4. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
5. List the experience of the individuals assigned to the City with the TWDB, DWSRF, and CWSRF programs, TWDB's DFund, USDA and CDBG programs and Texas Commission on Environmental Quality permitting process. Please list the work performed, including the dollar amount of the projects. Please include the names, addresses, and telephone numbers of contact persons.
6. Listing of current and relevant projects relation to similarities of Alpine.
7. List of current municipal and related clients for engineering services.
8. Information regarding the candidate firm's current and projected workload and its ability to meet project schedules and be available for Alpine's staff.

9. Additional services - describe any other service or experiences of the firm which you deem beneficial in acting as Engineer to any municipal client.
10. Please disclose any conflicts of interest that your firm might experience in serving the City as qualified professional engineer or professional engineering consulting firm.
11. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2010, to present.
12. All SOQs become the property of City upon receipt and will not be returned to the submitter.
13. Any cost or expense incurred by the prospective Engineer that is associated with the preparation or selection process of the SOQ shall be borne solely by the prospective Engineer.

#### D. RECEIPT OF PROPOSALS

If your firm is interested in being considered as the qualified professional engineer or professional engineering consulting firm for the City, proposals must be received no later than 5:00 p.m. on Tuesday, February 18th, 2020 at City Hall located at 100 N. 13<sup>th</sup> Street, Alpine, Texas, 79830. Three (3) copies of the proposal must be sealed and clearly marked on the face of the shipping material "PROFESSIONAL ENGINEERING SERVICES" RFQ. No electronic submission will be accepted.

#### E. INQUIRIES AND INTERPRETATIONS

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the City staff as an addendum and faxed or mailed to all parties recorded by the City as having received a copy of the RFQ. All such addenda issued by the City prior to the time that proposals are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its Qualifications.

Only those inquires the City replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

#### F. POINT OF CONTACT

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

City of Alpine  
Attn: Mr. Scott Perry  
100 N. 13<sup>th</sup> Street  
Alpine, TX 79830  
Phone: (432)837-3301  
Email: utilities.director@ci.alpine.tx.us

#### G. LOBBYING AND CONTACT

Firms or their agents are prohibited from lobbying members of the Alpine City Council members or its staff or consultants on this project. Failure to comply with this clause shall be grounds for rejection of their RFQ as non-responsive.

Firms are prohibited from contacting any City employee (other than the individual named above), the Mayor, or any City Council representative for the purpose of lobbying or discussing this agreement. All requests for information shall be made to the Director of Public Utilities.

#### H. ADDITIONAL INFORMATION

Equal Opportunity Employment – All qualified Applicants will receive consideration for employment without the regard to race, color, religion, sex, age, handicap or national origin. Bidders on this work will be required to comply with the President’s Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations 41 CFR, Part

The City is an Affirmative Action/Equal Opportunity Employer. Small, minority and women-owned firms are encouraged to submit proposals.

#### I. EVALUATION AND SELECTION

##### A. 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 Council based upon qualifications submitted in response to this RFQ.

The City Manager, with the assistance of the City’s consultant and staff, will evaluate Qualifications based on requirements described in Section C above and I(B) below. All qualifications will be evaluated with the highest qualified Respondents being selected to attend a formal interview. The interview will allow the invited Respondents to further discuss their qualifications with City Staff and to respond to questions from the staff. The City Manager shall make a selection recommendation to City Council in a public meeting. If accepted by City Council the City Manager will negotiate the fees and a contract and return to City Council for award of a contract.

##### B. Selection of the firms to be interviewed shall be based on the following criteria:

- 1) Firm’s Ability. The ability of the firm to provide quality municipal engineering services.
- 2) Firm’s Experience. The firm’s experience with and expertise in municipal engineering services

as listed in the Scope of Services.

3) Primary Experience. The experience and qualifications of the firm's staff that will have primary contact with Alpine's staff.

4) Timeliness. The firm's commitment to delivering work on time and within budget.

5) Avoidance. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.

6) Commitment. The extent of involvement by the firm's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City's infrastructure.

7) References. The extent to which previous clients have found the firm's services acceptable.

8) Location. Geographical location in relation to the City of Alpine.

9) Familiarity and experience with TxDOT, Brewster County and surrounding counties to Alpine, and other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.

## J. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS

A. The City reserves the right to select one or no firm in response to this RFQ.

B. The firm, if selected, will be the firm whose SOQ is deemed most advantageous to the City, as determined by City Council.

C. The City will require the selected firm to execute a contract to be negotiated with the City, no more than fourteen (14) calendar days after the City gives notice of award. Contract documents are not binding on the City until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected firm and commence negotiations with another firm.

D. This RFQ does not commit the City to enter into a Contract, award any services related to this RFQ.

E. Government Required Disclosures and Provisions.

1. CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Alpine not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

IF QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH

PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

2. Form 1295. Prospective engineer acknowledges that Section 2252.908, Texas Government Code ("Section 2252.908") requires disclosure of certain matters by business entities entering into a contract with a local government entity such as the City. Prospective engineer confirms that it has reviewed Section 2252.908 and that it will 1) complete Form 1295, using the unique identification number specified by the City, and electronically file it with the Texas Ethics Commission ("TEC"); and 2) submit to the City the signed and notarized Form 1295, including the certification of filing number of the Form 1295 with the TEC, at the time the Prospective engineer executes and submits this Agreement to the City. Form 1295 is available at the TEC's website: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).

F. Independent Contractor: Firm agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is and shall be deemed to be an independent contractor(s), responsible for its respective acts or omissions, and that the City shall in no way be responsible for firm's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

#### G. Insurance

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:

1. Worker's Compensation – Statutory requirements and benefits.
2. Employers Liability - \$100,000.
3. Broad form Comprehensive General Liability - \$1,000,000 Combined Single Limit coverage,
4. Automobile Liability - \$500,000 Combined Single Limit.
5. Professional Liability/Errors and Omissions Coverage

The City of Alpine is to be named as additional insured on the Comprehensive General Liability and Automobile Liability policies and this is to be so noted applicable Certificates of Insurance. The Certificates shall be delivered to the City of Alpine prior to the commencement of work.