

ISSUE DATE: January 10, 2018

TO: Engineering Firms

FROM: Chad Wood, P.E., PTOE
Senior Transportation Engineer
City of Pflugerville

SUBJECT: Request for Statements of Qualifications
2018-2019 Pavement and Infrastructure Maintenance Projects

The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ) from qualified consulting engineering firms for **professional engineering services associated with design, bidding, and construction administration 2018-2019 Pavement and Infrastructure Maintenance Projects**. Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the request for qualifications (RFQ). If you are interested in being considered, please **submit your statement of qualifications (SOQ) no later than 4 p.m., Wednesday, January 31, 2018** to the project manager listed below. The submission date for questions, clarifications, or **requests for general information is 2 p.m., Tuesday, January 23, 2018**. Any requests received after this date will be returned and not addressed. All questions, clarifications, or request for general information are to be **in writing via email** or other mail carrier to the City's Project Manager, listed below:

A committee consisting of City of Pflugerville staff will rate the SOQs using the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. The selection committee may interview one or more firms to further evaluate qualifications. The selection committee will present their recommendations to the City Council who will select the consultant for this project.

Any questions and correspondence should be directed to:

Mr. Chad Wood
Senior Transportation Engineer - City of Pflugerville
P.O. Box 589 Pflugerville, Texas 78691-0589
Desk: (512) 990-6341
Fax: (512) 989-1052
chadw@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than Mr. Wood or his designated representative after the issue date of this RFQ will be grounds for removing the responding firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS
City of Pflugerville
2018-2019 Pavement and Infrastructure Maintenance Projects

I. INTRODUCTION

A. General Information

The City of Pflugerville is requesting Statements of Qualifications (SOQs) from qualified consulting engineering firms to assist the City with professional engineering services associated with the assessment of existing infrastructure, preliminary engineering, final design, permitting, bidding, construction administration and construction materials testing for Pavement and Infrastructure Maintenance Projects including but not limited to the following projects:

- 1) Railroad Avenue from Pflugerville Pkwy. to Walnut St.;
- 2) Infrastructure Evaluation for Caldwell's Ln. & Russell St.;
- 3) FY 2019 Pavement Maintenance Program

There is no expressed or implied obligation for the City of Pflugerville to reimburse responding firms for any expenses incurred in the preparation of an SOQ in response to this request. The City reserves the right to select one or multiple firms for these assignments. The City also reserves the right to increase or decrease the scope of work related to any projects to best serve the City's interests after a firm is selected.

B. Submittal Requirements

To be considered, **5 (five) hardcopies, 1 (one) original and 1 (one) CD or USB flash drive** of the SOQ must be received, as outlined in section III of this RFQ, no later than **4 p.m. on Wednesday, January 31, 2018**. The City of Pflugerville reserves the right to reject any or all SOQs submitted.

C. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of City of Pflugerville staff. During the evaluation process, the City of Pflugerville reserves the right, where it may serve the City of Pflugerville's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals:

- 1) The committee will review the SOQs at its earliest convenience after the submittal deadline date.
- 2) The SOQs will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFQ.
- 3) If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
- 4) After completing the evaluation process, the committee will recommend the firm(s) deemed the most qualified to City Council for consultant selection.
- 5) City Council will consider the committee recommendation at its earliest convenience.
- 6) Following consultant selection, de-briefing meetings with City staff will be available only if time permits and will be by appointment with the City's Project Manager.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Pflugerville is soliciting the services of qualified consulting engineering firms to accomplish the project outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this Request for Statement of Qualifications.

It is the intent of this RFQ process to identify and engage the most qualified consulting firm(s) to assist the City in assessing existing infrastructure and developing plans, specifications, and estimates packages and in managing the bidding and construction processes of each project.

B. Scope of Work to be performed: Technical Expertise

The City of Pflugerville will require the selected firm or firms to:

- 1) Conduct geotechnical engineering investigations of the existing pavement and subgrade conditions;
- 2) Develop geotechnical engineering assessments and pavement design to be summarized in technical memos or geotechnical reports;
- 3) Prepare preliminary engineering plans including a preliminary engineer's opinion of probable construction cost;
- 4) Prepare final construction plans, specifications, and estimates which shall include but not be limited to: coordination with utility companies, project manuals, and other items necessary to successfully construct this project;
- 5) Design projects in accordance with the City of Pflugerville's 2015 Edition of the Uniform Development Code and 2015 Edition of the Engineering Design Guidelines & Construction Standards, and other applicable federal, state and other jurisdictional entity requirements;
- 6) Have extensive knowledge and expertise in the areas consistent with the design requirements of these projects including pavement engineering, roadway design, construction traffic control, construction phasing, drainage design and preparation of an engineer's opinion of probable construction cost;
- 7) Assist the City of Pflugerville with advertising for construction bids, opening bids, and evaluating the bids received, and;
- 8) Provide construction administration services.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, five (5) hard copies and one (1) CD or USB flash drive of materials that demonstrate their experience in performing projects of this scale and complexity. The SOQ shall be submitted by a lead firm but may contain services from subconsultants. **Documentation should be limited to 15 single-sided pages with no smaller than 10 pt. font, and include the below items. Statement of Interest Letter and Resumes do not count in the 15 page limit.**

- A. City is interested in the experience of the Project Manager, Project Principal and the firm's or firms' similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information, especially for the Project Manager who will be the sole agent for contact with the City for the duration of this project.

- B. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
- C. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
- D. Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
- E. City is interested in team's (including sub consultants) experience within Central Texas and the City of Pflugerville, as may be evidenced by existence of local offices or work in the area during the past five (5) years. Briefly describe experience with pavement replacement/reconstruction, including the services described in the scope of work.
- F. City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.

Submittals shall EITHER be mailed to:

Mr. Chad Wood, Senior Transportation Engineer
C/O Sabrina Schmidt
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589

OR submittals shall be delivered to:

Mr. Chad Wood, Senior Transportation Engineer
C/O Sabrina Schmidt
City of Pflugerville
100 East Main Street, Suite 100
Pflugerville, TX 78660

All submittals must be received no later than 4 p.m. Wednesday, January 31, 2018.

IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the City.



**PROFESSIONAL SERVICES CONSULTANT SELECTION
EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Pflugerville. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. **Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

Consideration Item 1: <u>Experience of Project Manager and Project Principal (Past 10 Years)</u> <i>(Project Manager – 20 points; Project Principal – 10 points)</i>
City is interested in the experience of the Project Manager and Project Principal, on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.
30 Points Maximum

Consideration Item 2: <u>Experience and Availability of Proposed Staff</u>
Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work.
15 Points

Consideration Item 3: <u>Prime Firm's Comparable Project Experience (past 5 years)</u>
City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
15 points maximum if subconsultants are used, otherwise, 30 points

Consideration Item 4: <u>Subconsultant Firms' Comparable Project Experience (past 5 years)</u>
Areas of subconsulting which will be evaluated are identified in the project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
15 points maximum if subconsultants are used, otherwise, 0 points

Consideration Item 5: Team's Structure and Project Approach

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.

25 Points Maximum

Consideration Item 6: Interview (Optional)

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

25 Points Maximum