



ISSUE DATE: October 22, 2014

TO: Engineering Firms

FROM: Dan Franz, P.E., City Engineer
City of Pflugerville, Texas

SUBJECT: Request for Statements of Qualifications
for **Pflugerville Turn Lane Improvements**

The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ's) from qualified consulting engineering firms **for professional engineering services associated with preliminary engineering, final design, permitting, bidding, construction administration and construction materials testing for the Pflugerville Turn Lane Improvements at the intersection of Edgemere Drive and Grand Ave. Parkway project and Picadilly /Central Commerce Drive.** 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 RFQ. If you are interested in being considered, please **submit your SOQ by 5:00 p.m., Wednesday, November 12th, 2014**, to the person listed below. The submission date for questions, clarifications, or **requests for general information will be 4:00 pm: Thursday, November 6th, 2014.** Any requests received after this date will be returned and not addressed. Note that 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.

A committee consisting of City of Pflugerville staff will rate the SOQ's relative to the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. The firm with the highest rated SOQ will be recommended to City Council for consultant selection.

Any questions and correspondence should be directed to:

Mr. Dan Franz, P.E.
City Engineer
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589
(512) 990-6341
Fax: (512) 990-4374
danf@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than Mr. Dan Franz, P.E. or his designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS
City of Pflugerville
Pflugerville Turn Lane Improvements

I. INTRODUCTION

A. General Information

The City of Pflugerville is requesting SOQ's from qualified consulting engineering firms to complete preliminary engineering, final design, permitting, bidding, construction administration and construction materials testing for the following project:

Pflugerville Turn Lane Improvements

There is no expressed or implied obligation for the City of Pflugerville to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The City reserves the right to issue alternate RFQ's for the tasks associated with the Final Design Engineering and Construction Phase Services upon completion of the Preliminary Engineering tasks.

B. Submittal Requirements

To be considered, **4 (four) hardcopies** and **one (1) electronic copy** of the SOQ must be received, as outlined in section III of this RFQ, by **November 12th, 2014**. The City of Pflugerville reserves the right to reject any or all SOQ's 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 SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are included in this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. The committee will recommend the firm with the highest rated SOQ 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 may only be available if time permits and will be by appointment with the City Engineer.

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.

B. Scope of Work to be Performed: Technical Expertise

The City of Pflugerville will require the selected firm to:

1. Prepare preliminary engineering plans including a preliminary engineer's opinion of most probable construction cost for the intersections of Grand Ave. Parkway/ Edgemere Drive and Picadilly/Central Commerce Drive to provide turn lanes per Exhibit 1. This project and construction documents are to include matching the existing pavement sections at both intersections and full reconstruction of the Picadilly/Central Commerce intersection. This project may also include the replacement and/or adjustment of existing utilities.
2. Prepare final construction plans and specifications for the above project based on item 1 stated above and as illustrated in Exhibit 1. A final engineer's opinion of most probable construction cost shall be included.
3. Said preliminary engineering and final engineering construction documents shall include but not be limited to: topographic and boundary surveys, geotechnical investigation, hydraulics and hydrology including determination of any applicable bridge/multiple box culvert system, construction material testing, street lights including coordination with the electric provider, identification of utility conflicts, required utility adjustments and replacements, coordination with utility companies, preliminary and final engineer's opinion of probable construction cost, project manual and any other items necessary to successfully construct this project.
4. Design this project in accordance with the City of Pflugerville's 2014 Edition of the Unified Development Code and November 2014 Edition of the Engineering Design Manual & Construction Standards. Where applicable, the contract documents shall also be in accordance with TxDOT standards, as applicable.
5. Have extensive knowledge and expertise in the areas of street design, hydraulics and hydrology, foundation investigation and design, utility design, surveying, geotechnical services, permit acquisition, and coordination with municipal, state and federal agencies.
6. Assist the City of Pflugerville with advertising for construction bids, opening bids, and evaluating the bids received.
7. Provide construction administration services.
8. Resident Project Representative services shall be provided by the City.

List of Exhibits

The following exhibit has been completed which are related to the proposed project. This is being made available to interested consulting engineering firms as part of the project background.

1. Exhibit No. 1 – Edgemere Drive/Grand Ave Parkway turn lane & Picadilly/Central Commerce intersection

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, three (3) copies and one (1) cd of materials that demonstrate their experience in performing a project of this scale and complexity. **Documentation should be limited to 15 single sided pages and include the items below. Statement of Interest Letter and Resumes do not count in the 15 page limit.**

1. City is interested in the experience of the Project Manager, Project Principal and the firm(s) 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 and who is to be the sole agent for contact with the City for this project.
2. 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.
3. 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.
4. 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.
5. 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 in the following areas and reference projects relating to that experience:
 - Site development and/or building permit requirements
 - Area construction in the public right of way
 - Area construction costs and practices
 - Public awareness and involvement in project development in the Pflugerville area.
6. 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. Dan Franz, P.E., City Engineer
C/O Ms. Sabrina Schmidt, Purchasing
City of Pflugerville
P.O. Box 589
Pflugerville, TX 78691-0589

OR submittals shall be delivered to:

Mr. Dan Franz, P.E., City Engineer
C/O Ms. Sabrina Schmidt, Purchasing
City of Pflugerville
100 East Main Street, Suite 100
Pflugerville, TX 78660

All submittals must be received no later than 5:00 p.m., Wednesday, November 12th, 2014.

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: Experience of Project Manager, Project Principal and Firm(s) (Past 10 Years)

City is interested in the experience of the Project Manager, Project Principal and the firm(s) 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 and who is to be the sole agent for contact with the City for this project.

10 Points Maximum

Consideration Item 2: Experience and Availability of Proposed Staff

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. 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.

15 Points Maximum

Consideration Item 3: Prime Firm's Comparable Project Experience (past 5 years)

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.

25 points Maximum

Consideration Item 4: Subconsultant Firms' Comparable Project Experience (past 5 years)

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

Consideration Item 5: <u>Team's Experience with the City of Pflugerville (Central Texas)</u>

City is interested in team's (including subconsultants) 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 in the following areas and reference projects relating to that experience:

- Site development and/or building permit requirements.
- Area construction in the public right-of-way.
- Area construction costs and practices.
- Public awareness and involvement in project development in the Pflugerville area.

5 Points Maximum

Consideration Item 6: <u>Project Approach</u>
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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.

30 Points Maximum

Consideration Item 10: <u>Interview (Optional)</u>

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
