

**ISSUE DATE:** Monday June 11, 2018

**TO:** Engineering Firms

**FROM:** Amy Giannini, P.E., CFM  
City Engineer

**SUBJECT:** Request for Statements of Qualifications  
2018-2020 Traffic Improvements Pre-qualification

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The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ) from qualified consulting engineering firms for professional engineering services associated with analyzing, planning, designing, bidding and construction phase services associated with the **2018-2020 Traffic Improvements Projects**. Enclosed for your consideration is a request for Statement of Qualifications (SOQ) responsive to the **2018-2020 Traffic Improvements Pre-Qualification RFQ**.

To be considered for pre-qualification to provide services for the 2018-2020 Traffic Improvement Projects, 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 4 p.m., Tuesday, July 10, 2018** to the person listed below. The submission date for questions, clarifications, or **requests for general information is 5 p.m., Friday, June 29, 2018**. 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 identified below.

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

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  
(512) 990-6341  
Fax: (512) 989-1052  
chadw@pflugervilletx.gov

Contact regarding this RFQ with any City of Pflugerville personnel or officials other than Mr. Chad Wood 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**  
**2018-2020 Traffic Improvements Pre-qualification**

**I. INTRODUCTION**

**A. General Information**

The City of Pflugerville (City) is requesting SOQs from qualified consulting engineering firms to assist the City in analyzing, planning, design, bidding and construction assistance for the following project(s):

**2018-2020 Traffic Improvements Projects**

This RFQ represents the process to be utilized in selecting the most competent and qualified firms from which the City may negotiate contracts for engineering services that will be necessary to complete various traffic improvement projects. All applicant firms will be reviewed to determine qualifications and competence, and qualified firms will be reduced to a final pre-qualified list of firms in accordance with this RFQ. The pre-qualified list of firms will be considered a pool of qualified engineering firms from which contracts may be negotiated relating to traffic improvement projects arising over the applicable time period.

From this pre-qualified list the City may select the most competent and qualified applicant (project specific) to negotiate a contract with for specific upcoming traffic improvement projects. The City reserves the right, at the City's discretion, to contract with a firm not included on the final list if circumstances warrant. The creation of this final list shall not be deemed as creating any type of contractual expectancy for the award of any contracts on the part of the City, but is being assembled for the purpose of ensuring that the City has the ability to quickly negotiate contracts with competent and qualified firms in an efficient manner when upcoming traffic improvement projects are deemed necessary to proceed.

There is no expressed or implied obligation for the City of Pflugerville to reimburse responding firms for any expenses incurred in the preparation of any SOQ in response to this request. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in preparation of any SOQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the SOQ submittals. The SOQ submittals will become the property of the City upon submission and 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 in accordance with the law.

The City reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City. The City further reserves the right to terminate this process and to cancel or modify this solicitation process at any time.

The City intends to use this process to pre-select a firm/team or multiple firms/teams for traffic improvement projects as they are determined necessary by the City through the end of the 2020 calendar year.

B. Submittal Requirements

To be considered, **5 (five) hardcopies and 1 (one) CD/ flash drive copy** of the SOQ must be received, as outlined in section III of this RFQ, by **4 p.m. on Tuesday, July 10, 2018**. 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 RFQ. Said evaluation criteria are attached to this RFQ.
3. If necessary, the committee may 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 is soliciting the services of qualified consulting engineering firms to accomplish projects similar to the examples outlined in this RFQ. These projects are to be performed in accordance with the provisions contained in this RFQ.

B. Scope of Work to be performed: Technical Expertise

The 2018-2020 Traffic Improvements Pre-qualification RFQ contemplates projects wherein the scopes of work may include, but will not be limited to, traffic studies, signal warrant analyses, turn-lane analyses and designs, traffic signal designs, signal timing and signal coordination plans development and implementation, PS&E development, bidding and construction phase services, and any other traffic and/or intersection related engineering analysis or design tasks required by the City.

The City of Pflugerville will require the selected firm(s)/team(s) to:

1. Have extensive knowledge, skill, and experience in the analysis, planning, designing and construction of traditional and non-traditional intersection improvements including but not limited to dedicated turn lanes; traffic signals; lane use assignments; roundabouts; displaced left-turns, superstreets, and other innovative intersection configurations; and advanced traffic management systems.

2. Explain their ability to function as an extension of a local government's engineering staff; especially one with a rapidly expanding population and/or boundary area and a limited staff capacity.
3. Provide an understanding of their Firm's/Team's capabilities and capacities for accomplishing multiple projects simultaneously, especially projects that require TxDOT's and other local agencies' involvement, review, and approval.
4. Detail an approach and understanding for the following example projects:
  - a. The City currently includes two state-maintained Farm-to-Market highways (FM 1825 and FM 685) and will be required to take over maintenance and operations (M&O) responsibilities of the traffic signals on these corridors after the 2020 census is published. The City has begun preliminary discussions with the Austin District staff to develop a plan for state improvements to those signals if the City would accept M&O responsibilities early. The City expects to contract with a firm/team selected through this RFQ to facilitate planning, design, TxDOT approval, and implementation tasks. Please explain how your team will expedite this project work.
  - b. The diamond interchange for the FM 685/Copper Mine overpass at SH 130 Tollway frontage roads experiences excessive peak-hour delays. Initial assessments by several Traffic Impact Analysis reports submitted through the City's development process point to a need for an unbalanced lane configuration on this bridge to facilitate the more than 1,200 eastbound to northbound left-turn movements during the evening peak hour. The City expects to contract with a firm/team selected through this RFQ to facilitate planning, design, and PS&E development of solutions to this problem. Please explain how your team will expedite this project work.

### III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, four (4) copies and one (1) CD/flash drive copy of materials that demonstrate their experience in performing similar 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 10 single-sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 10 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 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.

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 that 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 subconsultants' history and success with projects of similar programs, budgets, and/or clients as the projects 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 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:
  - Traffic studies;
  - Signal warrant analyses and traffic signal design;
  - Turn-lane analyses and designs;
  - Signal timing / signal coordination plans development and implementation;
  - PS&E development;
  - Bidding and construction phase services, and;
  - Project management.
6. City is interested in team's organizational structure, their understanding of the project's 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., Tuesday, July 10, 2018.**

#### IV. ADDITIONAL MATERIALS

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

#### V. RESERVATION OF RIGHTS

In connection with the RFQ and any upcoming traffic improvement project, the City of Pflugerville 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, 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 as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require 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 irregularities 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. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Exercise any other right reserved or afforded to the City of Killeen under this RFQ or applicable law. 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.

The City shall not, under any circumstances, be bound by or be liable for any obligations with respect to any traffic improvement project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City, and then only to the extent of such agreements.



**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, in the City's sole discretion.**

<b>Consideration Item 1: <u>Experience of Project Manager and Project Principal (Past 10 Years)</u> (Project Manager – 20 points; Project Principal – 10 points)</b>
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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.
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<b>30 Points Maximum</b>
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<b>Consideration Item 2: <u>Experience and Availability of Proposed Staff</u></b>
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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.
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<b>15 Points</b>
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<b>Consideration Item 3: <u>Prime Firm's Comparable Project Experience (past 5 years)</u></b>
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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.
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<b>15 points maximum if subconsultants are used, otherwise, 30 points</b>
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<b>Consideration Item 4: <u>Subconsultant Firms' Comparable Project Experience (past 5 years)</u></b>
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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.
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<b>15 points maximum if subconsultants are used, otherwise, 0 points</b>
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<b>Consideration Item 5: <u>Team's Structure and Project Approach</u></b>
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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.
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<b>25 Points Maximum</b>
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<b>Consideration Item 6: <u>Interview (Optional)</u></b>
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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.
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<b>25 Points Maximum</b>
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