

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**On-Call Property Appraisal Services**

**SEPTEMBER 4, 2019**



The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ) for on-call property appraisal services. 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 4 p.m., Thursday, September 19, 2019**, to the person listed below. The submission date for questions, clarifications, or **requests for general information is 2 p.m., Monday, September 16, 2019**. 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 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:

Ms. Patricia A. Davis, M.S.C.E., P.E.  
City Engineer  
City of Pflugerville  
P.O. Box 589  
Pflugerville, Texas 78691-0589  
(512) 990-6400  
Fax: (512) 989-1052  
projects@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than Ms. Patricia Davis or her 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**  
**On-Call Property Appraisal Services**

**I. INTRODUCTION**

**A. General Information**

The City of Pflugerville is requesting SOQs from qualified firms to provide on-call Real Estate Appraisal Services for a variety of properties. Appraisal services are needed to determine the fair market value price associated with land purchases, temporary or permanent easement acquisition, and right-of-way for road, water, and wastewater projects and/or facilities.

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 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.

**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 Thursday, September 19, 2019**. 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 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 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 seeking to retain a list of pre-qualified professional On-Call Appraisal Services firms for City projects. City staff will be able to move quickly to scope and kickoff appraisal services related to projects, since the qualifications of the firm has already been vetted and the selection of the firm approved by City Council. The term of the contract may be two (2) years with the option to extend up to two (2) times. The services will be performed on an as-needed basis. The successful firm(s) shall provide all labor, tools, and materials required to perform the appraisal work. The number of firms selected will depend on the quality and quantity of proposal received.

The consultants will work under the direction of the City Engineer or designee to handle appraisal services as required. The selected firms will enter into an agreement which will specify rates, personnel to be assigned and project designation.

Written proposals will be requested from the selected consultants when appraisal services are required. The primary work will consist of appraisal services related to the City's 5-Year Capital Improvement Program that consists of twenty-five (25) projects that include road reconstruction/expansion, parks and water/wastewater utility projects.

### B. Scope of Services:

The City of Pflugerville is seeking statements of qualifications from firms interested in providing the City with services to provide Appraisal Services on an "as-needed" basis. The required services will consist of appraisals for land acquisition (including easements), however appraisals for other reasons may also be needed under this contract.

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

1. Perform property appraisals on properties to determine the fair market value, and actual value of the property.
2. Create and provide certified appraisals and documentation in a timely manner
3. Respondents must be State Certified

The successful firm(s) will be responsible for the property appraisal services, document preparation, along with any site work, and will provide the City appraisals that are consistent and within all law and regulations. The professional shall provide a high level of confidence to the City with the quality and integrity of the 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 a project 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 and include the below items. 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:
  1. Real Estate Appraisal Services
  2. The ability of the firm to begin and complete the work on time and within budget
  3. Provide quality and reliable work product
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:**

Ms. Patricia A. Davis, M.S.C.E., P.E., City Engineer  
C/O Sabrina Schmidt  
City of Pflugerville  
P.O. Box 589  
Pflugerville, Texas 78691-0589

**OR submittals shall be delivered to:**

Ms. Patricia A. Davis, M.S.C.E., P.E., City 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., Thursday, September 19, 2019.**

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.**

<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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