

**Request for Qualifications for  
CITY OF SULLIVAN CITY – EL FARO ROAD FLOOD  
MITIGATION PROJECT  
No. SC202205-01**

**I. – Purpose**

The City of Sullivan City is requesting Statement of Qualification (SOQ) from experienced **Professional Engineering** firms for the following services:

1. Engineering Firms for Water/Wastewater/Storm Water Design, Inspection, and Construction Phase Services
2. Environmental Services.

This work is for Storm Water, El Faro Road Flood Mitigation Project, and related appurtenances thereof. Construction is expected to include any utility adjustments necessary for completion of the noted improvement.

The consultant(s) selected by category will also be responsible for completion of any utility improvement maps, environmental clearances and permitting needed, as well as construction inspection, geotechnical reports, materials testing, GASB 34 infrastructure inventory and surveying, parcel sketches and legal description for acquisition of any right of way or easements if required for this project, analysis of alternatives, cost estimates, funding agency applications, and project budgets.

The selected firm(s) contract is contingent upon release of funds from the US Department of Agriculture (USA), and other state and federal agencies. Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be funded in part by a loan/grant from the aforementioned agencies but not limited to only those agencies in whole or in part.

The contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved "fair share goals" for Disadvantaged Business Entities (DBE), Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to SMWBE's.

Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

| <u>CATEGORY</u>     | <u>MBE</u>    | <u>WBE</u>    |
|---------------------|---------------|---------------|
| <b>CONSTRUCTION</b> | <b>19.44%</b> | <b>9.17%</b>  |
| <b>SUPPLIES</b>     | <b>16.28%</b> | <b>11.45%</b> |
| <b>EQUIPMENT</b>    | <b>25.34%</b> | <b>8.82%</b>  |
| <b>SERVICES</b>     | <b>20.41%</b> | <b>13.66%</b> |

## **II. – Services Required**

The consultant(s) selected are to have adequate experienced staffing and a workload free from constraints to produce construction plans and specifications for the noted improvements. Staff expertise is to include civil engineering, environmental engineering, and construction phase engineering and emphasis on utilities design.

The consultant(s) should have experience with Water Supplies, Utility Districts, (EPA), Texas Department of Transportation (TxDOT), Irrigation Districts, Drainage Districts and other utilities such as Gas Services, American Electric Power, and SBC. The consultant should have experience funding these types of projects and all legal aspects of such a project.

## **III. – Proposal Requirements**

Each SOQ must address the following issues:

1. Firm name, including the address of all firm offices, identifying in which office the work will be performed.
2. Name, position, phone and fax numbers of contact person.
3. Names of principals in the firm; years firm has been in business.
4. Project approach and understanding.
5. Number of staff by discipline in the office that will be working on the project, copies of their resumes and appointed project manager for proposed project.
6. Project Team and location of office.
7. List a maximum of five municipal projects related to similar to the services requested, with dates, final construction cost and names, addresses and phone numbers of representatives of these municipal projects who can be contacted as reference.
8. Current workload of the staff that would be responsible for the project.
9. Names, disciplines and resumes of responsible staff and sub-consultants (if any) proposed for the project.
10. DBE / MBE / WBE and Affirmative Action status of firm and sub-consultants.
11. Listing of all pending litigation against or involving the firm of its agents or employees with respect of any work performed.

- 12.Amount of professional liability insurance coverage carried by the firm. A minimum policy in the amount of \$1 Million for professional errors and omissions will be required as well as all required insurance for workers compensation and general liability with a minimum \$500,000 occurrence for each event. Applicant will include a current Accord form Insurance firm identifying the limits required and a current/valid accord.
- 13.Any other items, which the consultant deems necessary.

**IV. – Evaluation Process**

After the deadline of receipt of SOQ’s, an evaluation committee made up of City staff will review all proposals utilizing the evaluation criteria noted below.

Based on the committee’s review, it is expected that several firms may be short listed for further consideration for each discipline listed above, of which many firms may be listed in different categories and may be required to submit supplemental information. Additionally, the selected firms may be required to make a formal presentation before the City and its Council Members.

**V. – Evaluation Criteria**

The following criteria and rating points (100 point maximum) will generally be used to evaluate the SOQ.

| Description  | Maximum Points |  |  |
|--|----------------|--|--|
| Demonstrate competence on previous projects similar in requested field   | 0-15 Points    |  |  |
| Capability to perform all aspects of the project, such as surveying, environmental evaluation, hydraulic analysis, utilities improvements, civil engineering and financial analysis  | 0-20 Points    |  |  |
| Reputation for personal and professional integrity and competence  | 0-10 Points    |  |  |
| Evidence that the consultant has established and implemented an Affirmative Action Program and/or certified as a Minority Business Enterprise (MBE) / Disadvantage Business Enterprise (DBE) / Women Business Enterprise (WBE) | 0-5 Points     |  |  |
| Key personnel’s professional background, caliber and ability for the proposed project  | 0-10 Points    |  |  |
| Current workload   | 0-5 Points     |  |  |
| Demonstrate ability to meet schedules or Deadlines   | 0-10 Points    |  |  |
| Qualification and experience of consultants  | 0-15 Points    |  |  |

|  |            |  |  |
|--|------------|--|--|
| regularly engaged by consultants under consideration                       |            |  |  |
| Knowledge of federal, state and local regulations, policies and procedures | 0-5 Points |  |  |
| Degree of interest shown in undertaking the project                        | 0-5 Points |  |  |

The highest and the lowest score shall be dropped during evaluation and prior to averaging of scores.

**VI. Submittal Requirements**

All pages will be 8 ½ X 11, 11-point Arial Font (Not Arial Narrow)  
 Charts and/or Tables may have a reduced font but must be legible.

- Cover Letter – 1 page
- Qualifications – 2 pages
- Organizational Chart – 1 page – Identify Key Personnel
- Project Approach – 2 pages
- Management of Project – 2 pages
- Example Projects – 3 Projects (1 page each) – 3 pages
- Criteria Support – 1 page (Elaborate to help assist in identifying how Evaluation Criteria is met)

12 pages Maximum

Appendix –

- Resumes of key personnel only – no page count
- Addendum Acknowledgement

**VII. Contract Award**

Projects will be determined by the City of Sullivan City and funded for design and/or construction or potentially may be funded for design throughout the 2022-2023 Fiscal Year. It is estimated that projects will be awarded once the authorization is given by the City of Sullivan City and/or City Manager to negotiate a contract and/or commence design. Therefore, the intention of developing ratings of the interest firms through the proposed evaluation process is to issue projects to the selected firms based on qualifications rank/rating, current workload at the time of selection and knowledge of the project. The City does not guarantee that a contract will be awarded as a result of the RFQ. In the event that a contract award is made, but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

**BASIS OF AWARD**

- The City of Sullivan City will make its selection based on demonstrated competence, experience, knowledge and qualifications, as well as the reasonableness of the proposed fees.
- Rating points based on the evaluation criteria by the City of Sullivan City staff.
- All things being equal, the City of Sullivan City will give first consideration to firms whose principal place of business is located in Texas.
- All costs directly or indirectly related to preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by, your firm.

## **VIII. Inquiries**

Any informational question for this statement or project may be directed to Ana M. Mercado, City of Sullivan City, City Manager, by calling (956) 485-2828, by email at [citymanager@sullivancity.org](mailto:citymanager@sullivancity.org).

## **IX. Schedule**

**RFQ issued – Date April 30, 2022**

**Deadline for Questions – Date May 10, 2022**

**Questions Answered and Addendum Posted – Date May 11, 2022**

**SOQ Submittal – Date May 13, 2022**

**Selection of Engineer(s) – Date May 23, 2022**

## **X. Response Deadline**

Response to the RFQ must be addressed to **Ana M. Mercado**, City Manager and received at the City of Sullivan City Offices, 500 South Cenizo Drive Sullivan City, Texas 78595, **by 3pm on May 13, 2022** for consideration. Six (6) complete sets consisting of one original and five (5) copies, and one CD labeled accordingly of the response must be submitted no later than this day and time in a sealed envelope indicating that its content are Statement of Qualifications for **“City of Sullivan City, El Faro Road Flood Mitigation Project – Request for Qualifications for Professional Services”**.