

## REQUEST FOR STATEMENT OF QUALIFICATIONS

Sealed Request for Statements of Qualification addressed to Mr. Sunny K. Philip, City Manager, City of La Feria, 115 E. Commercial Avenue, La Feria, Texas 78559-5002, will be received by Thursday, May 12, 2011 no later than 11:00 a.m. as indicated by the city's clock.

### ENGINEERING AND ARCHITECTURAL SERVICES FOR SAFE ROUTES TO SCHOOL PROGRAM FOR IMPROVEMENTS TO THE ROAD SYSTEM OF THE CITY OF LA FERIA

Statements of Qualification received past the aforementioned deadline shall not be considered. City of La Feria Staff will evaluate the Statements of Qualifications (SOQs) of the firms on the basis of technical ability, experience and ability to perform the work, and make a recommendation to the La Feria City Commission who will make the final selection.

Envelopes must be clearly marked:

#### RFQ NO. 2011-04-01–ENGINEERING AND ARCHITECTURAL SERVICES FOR SAFE ROUTES TO SCHOOL PROGRAM OF THE CITY OF LA FERIA

##### I. Purpose

The City of La Feria, Texas is seeking qualifications from experienced firms for professional services in the preparation of plans and specifications for the completion of engineering and architectural services for the design of sidewalks, handicap access ramps, striping, signalization, lighting, and other items as necessary for improvements to four (4) campuses through the Safe Routes to School (SRTS) Program.

##### II. Services Required

The qualified firm selected should be experienced in sidewalk design and construction management. It is expected that the qualified firm selected will have a sufficient level of innovation and design expertise to carry out the design.

The qualified firm should have a staff with significant experience in sidewalk and roadway design and a workload free from constraints to produce project documents in a timely manner. Firms must be prepared to assure the City of La Feria that key personnel indicated in their qualifications statement will maintain their role in the project from preliminary design to construction completion.

At a minimum, the qualified firm will perform the following required tasks for the project:

- Site Review.

- Utilities Research and Data Collection.
- Preparation of Construction Plans and Specifications.
- Record Drawings, and
- Project Schedule and Cost Estimate

### **III. Proposal Requirements**

Each proposal must address, but may not be limited to, the following elements:

1. Firm name, including the addresses of all firm offices identifying in which office the work will be performed.
2. Names, position, phone and fax numbers of contact person(s).
3. Names of principals in the firm; years firm has been in business.
4. Number of staff by discipline in the office that will be working on the project and a brief summary of their experience in sidewalks and handicap access ramps design.
5. A listing of at least three related projects to contain dates, facility size, construction cost, engineering fee, and the names, addresses and phone numbers of representatives of the Owners of these projects who can be contacted as references.
6. Names and disciplines of sub consultants (if any) proposed for the project.
7. Listing of all pending litigation against or involving the firm or its agents or employees with respect to any work performed.
8. Amount of professional liability insurance coverage carried by your firm.
9. Name and phone number of person to contact at the banking institution where your firm does business.

### **IV. Evaluation Process**

After the deadline for receipt of SOQs, the City of La Feria will review all proposals utilizing the evaluation criteria noted below.

### **V. Selection Process**

The firm who is deemed the most qualified shall be recommended to be awarded the contract. This is subject to the firm meeting the reasonable, responsive and responsible tests, according to federal procurement procedures. Based on the City of La Feria's review, it is expected that several firms will be short-listed. The Selection panel will either make a selection, request the submission of supplemental information, or require firms to make formal presentations before the selection committee. Upon selection by the selection panel, the selected firm shall be presented to the City Commission for ratification. Upon approval, the City Manager or his designated representative will then begin negotiating a contract with the selected firm.

### **VI. Evaluation Criteria**

The following criteria will generally be used to evaluate proposals:

<u>Criteria</u>	<u>Maximum Points</u>
Local Experience	30
Experience	25
Personnel	20
Work Performance	20
Affirmative Action	5
<b>Total</b>	<b>100</b>

1. Local Experience of Proposing firm (30 points): Past experience on projects located in this general region (Rio Grande Valley). The submitting firm must supply a list of a minimum of three individual clients for which similar work was accomplished to serve as reference regarding the success and capabilities of the firm's past services within this region.
2. Experience of Proposing firm (25 points): Past experience with public construction management, construction projects, state and/or federally funded public works construction projects and public transportation projects and other Safe Routes to School projects of similar size and size.
3. Capacity to Perform (20 points): Capacity will be evaluated in the terms of numbers and type of staff to be assigned tasks, staff experience, and staff time availability. The prospective firm must provide a proposed timeline for submission to TxDOT of preliminary plans at 25%, 50%, 75% and 95% completion, anticipated bidding schedule, and duration of construction. The prospective firm shall supply a list of staff personnel, including subcontractors, to be utilized in carrying out the contract, and resume on each individual expected to be assigned to the project. A Professional Engineer is required to participate as a lead manager on the project.
4. Work Performance (20 points): Performance to serve as reference(s) regarding the success and capabilities of the firm's/person's past services will be assessed. Performance may include completing project activities on schedule, completing work within budget, and quality of work similar to that proposed. Proposals should reflect the prospective firm's understanding of the problem involved and the approach for implementation of the TxDOT program. The selected firm will be required to show proof of professional liability insurance coverage.
5. Underutilized/HUB Certified (5 points): Firm is certified through the State HUB Certification program.

Submissions should be limited to 20 pages, 8.5" by 11" single-sided paper with 12 point font. Eight (8) copies of the document should be supplied to the City.

## **VII. Contract Award**

The City reserves the right to negotiate with any and all engineering services firms that submit qualifications, per the Texas Professional Services Procurement Act, as amended, and the Office of Management and Budget Circular No. A-102. Responding engineering services firms will be notified if an oral presentation is necessary.

The Texas Department of Transportation, (TxDOT) representative will participate in a review of procedures during the selection and negotiation process to assure that process meets all applicable guidelines for future TxDOT reimbursement.

The engagement process is summarized as follows:

- a) Requests for qualifications (RFQs) will be published as legal notices in two local papers (The Monitor and Valley Morning Star) and the City website.
- b) The City will open submissions and a panel comprised of three City of La Feria staff members and the Mayor of the City of La Feria will review submission.
- c) Review Committee will score/rank qualifications according to the qualification rating sheet criteria and prepare a recommendation to the City Commission for ratification at the next regularly scheduled City Commission meeting after the rankings/shortlist presentations.
- d) At the next regularly scheduled City Commission meeting, the City Commission will instruct the City Manager to begin negotiations with the highest scoring firm and authorize him to execute an agreement following successful negotiation. Proposing firms will not be required to attend the City Commission meeting.
- e) Following successful negotiations, the City Manager and engineer will execute agreement and exchange documents. If the negotiations with the highest scoring firm are not successful, the City Manager will conclude negotiations with that firm and contact the next highest scoring firm and begin negotiations with the next firm.

The City of La Feria will ensure that a qualified consultant is obtained through an equitable selection process and the prescribed work is properly accomplished in a timely manner at a reasonable cost. We are an Affirmative Action/Equal Opportunity Employer and reserve the right to reject any and all proposals, extend the RFQ deadline, and/or waive formalities in our selection.

## **VIII. AFFIRMATIVE ACTION – EQUAL OPPORTUNITY**

Disadvantaged Business Enterprise – It is a policy to award a fair share of contracts to small business concerns and businesses owned or controlled by socially and economically disadvantaged individuals. Affirmative steps will be taken to assure that these businesses are utilized when possible as sources of suppliers, equipment, and

professional services. The City of La Feria is an Affirmative Action/Equal Opportunity Employer.

**VIX. Proposed Cost of Service**

Compensation for services will be in a lump sum contract for all services contracted in accordance with accepted practice and applicable program guidelines. The amount of compensation will be per applicable TxDOT guidelines.

**X. Response Deadline**

Responses to the RFQ must be addressed to Mr. Sunny Philip, City of La Feria, 115 E. Commercial Avenue, La Feria, Texas 78559-5002 and received at City Hall, at 115 E. Commercial Avenue, La Feria, Texas.1 by Thursday, May 12, 2011 no later than 11:00 a.m. for consideration. Eight (8) complete sets of the response no larger than 20 bound pages must be submitted no later than this date and time. Response to the RFQ is to be placed in a sealed envelope indicating that its contents are in response to the Request For Qualifications for **"RFQ NO. 2011-04-01–Engineering and Architectural Services for Safe Routes to School Program for the City of La Feria."**