



# CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

## Request for Qualifications Engineering Services

Due: Friday, May 8, 2020 by 2:00 pm

Envelopes/packages must be sealed and marked with the project title, Proposal – CDBG-MIT Engineering RFQ

Respondents must submit one (1) digital copy on a flash drive and five (5) complete bound copies of their response.

Submit qualification packets to:

City of Bandera  
Attn: City Administrator, J. Horry  
511 Main Street PO Box 896  
Bandera, TX 78003

### Questions:

Deadline to submit questions: Friday, May 1, 2020 at 5:00 pm

All questions shall be submitted by email to Keely Hansen, Administrative Assistant at [adminassist@cityofbandera.org](mailto:adminassist@cityofbandera.org).

### I INTRODUCTION

The City of Bandera, Texas is seeking to enter into an engineering services contract with one, or more, state registered engineers or engineering firms. The following outlines this request for qualifications.

The proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, availability or capability, may be overriding factors.

The City of Bandera is an Affirmative Action/Equal Opportunity Employer. Small minority-owned and female-owned consultants/firms are encouraged to submit proposals.

### II RESPONSE PREPARATION & SUBMISSION

#### **Proposal Submittal**

Firms are invited to submit their qualifications as detailed in this Request for Qualifications (RFQ) packet. One (1) digital copy on a flash drive and (5) complete bound copies of the response should be forwarded to and received by the address above.

The response shall be clearly marked “Proposal – CDBG-MIT Engineering RFQ”, and received no later than **2:00 PM, on Friday, May 8, 2020.**

Respondent shall put their firm name and address on the outside of the envelope. It is the respondent’s responsibility to ensure responses are received prior to the stated deadline. The City of Bandera shall not be responsible for the proper identification and handling of any responses submitted incorrectly.

Responses may not be considered unless fully completed in the manner provided in the RFQ packet. Any response received after the deadline date and time stated, will be returned to the submitting firm unopened after the contract has been awarded for the required services.

The City of Bandera reserves the right to postpone, accept, or reject any and all responses, in whole or in part, on such basis as the City deems to be in its interest to do so.

### **Interpretations and Addenda**

All questions regarding this RFQ shall be directed to Keely Hansen, Administrative Assistant, via email, by the listed deadline of Friday, May 1, 2020 at 5:00 pm. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an addendum to all prospective respondents within a reasonable time prior to the response deadline, but in no case less than 72 hours before the response deadline.

### **Response Validity Period**

No response may be withdrawn for at least ninety (90) days after the scheduled response deadline.

### **Public Record**

All material submitted by respondent shall become the property of the City of Bandera and is public record unless otherwise specified and authorized by law.

## **III SCOPE OF WORK**

A sample detailed Scope of Work provided by GLO is enclosed. The engineering contract will encompass all application and project related engineering services to the City under its CDBG-MIT Program, including but not limited to the following:

**Pre-Award Services\***. Assist with the development of grant applications, as necessary.

**Post-Award Services**. The following post funding services will be required by the City:

- Initial Engineering and Design Support;
- Engineering and Final Design Support;
- Bid and Award Support;
- Contract Management and Construction Oversight; and
- Specialized Services

Please specify actual tasks to be performed under each of these categories. The City will score and rank all eligible respondents. The city will negotiate a contract with the highest scoring respondent. If a contract cannot be reached, then the City will move down the list until a contract can be agreed upon. The City will issue a task order for the identified Scope #1 and with funding, a task order for Scope of Work #2.

\*Pre-funding services are not eligible for CDBG-MIT reimbursement and must be paid with local or other non-CDBG-MIT funds.

## **IV STATEMENT OF QUALIFICATIONS**

The City of Bandera is seeking to contract with a competent engineering firm, registered to practice in the State of Texas.

1. Public works construction including but not limited to mitigation and infrastructure improvement projects;
2. Federally funding construction projects;
3. Familiarity with projects involving earthen and significant natural drainage structures;
4. Projects located in this general region of the state;
5. Transmittal letter including;
  - a. Brief statement of the firm's understanding of the scope of the works to be performed;
  - b. Confirmation that the firm meets the appropriate state licensing requirements to practice as an engineer in Texas;
  - c. Confirmation that the firm has not had a record of substandard work within the last five years;
  - d. Confirmation that the firm has not engaged in any unethical practices within the last five years;
  - e. Any other information that the firm feels appropriate to support their understanding;
  - f. Company profile;
  - g. Set forth all experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirement of this RFQ including the following:
    - i. Experience with public works construction including but not limited to disaster recover projects;
    - ii. Experience with federally funded construction projects;
  - h. A list of past local government clients, as well as resumes of all engineers/architects/surveyors that will or may be assigned to this project if you receive the engineering services contract award; and,
  - i. Furnish a minimum of five (5) references.

**V EVALUATION CRITERIA**

The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed as Exhibit A:

Experience	60
Work performance	25
Capacity to perform	15
<b>Total</b>	<b>100</b>

**VI SMALL, MINORITY AND WOMEN BUSINESS ENTERPRISES**

**Affirmative Steps**

Small and minority businesses, women’s business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

1. Placing qualified small and minority businesses, and women’s business enterprises on solicitations lists
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
6. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

**VII REJECTION OF PROPOSALS**

The City of Bandera reserves the right to reject any and all proposals. It is further declared and understood that the City reserves the right to negotiate the terms of a proposal, request additional or modified information regarding any proposal, or to otherwise accept only such proposal or portions thereof that are, in the opinion of the City, of the best value to the City of Bandera.

**VIII SPECIAL CONDITIONS**

Rejection of Responses: The City of Bandera reserves the right to accept or reject any or all responses and to waive any informality in responses. By submitting a response to this RFP, you acknowledge that the response shall not be binding on the City of Bandera unless incorporated into a definitive agreement to be negotiated by the City of Bandera and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Bandera reserves the right to cancel the project, reject all responses, negotiate with one or more respondents or otherwise take any other action it deems prudent with respect to the services contemplated herein.

**IX DEADLINE FOR SUBMISSION**

Proposals must be received in the City of Bandera office **no later than Friday, May 8, 2020 by 2:00 pm**. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting consultant/firm. Please submit one (1) digital copy on a flash drive, and five (5) hard copies to the following address:

City of Bandera  
Attn: City Administrator, J. Horry  
511 Main Street PO Box 896  
Bandera, TX 78003

# EXHIBIT A

## Engineering Rating Sheet

Grant recipient: \_\_\_\_\_

CDBG-DR

Name of respondent: \_\_\_\_\_

Date of rating: \_\_\_\_\_

Evaluator's name: \_\_\_\_\_

**Experience** – Rate the respondent for experience in the following areas:

<b><u>Factor</u></b>	<b><u>Max points</u></b>	<b><u>Score</u></b>
1. Has previously designed flood drainage and improvement projects	20	_____
2. Has worked on federally funded construction projects	15	_____
3. Has worked on projects that were located in this general region. Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	_____
4. Extent of experience in project construction management	15	_____
<b>Subtotal</b>	<b>60</b>	_____

**Work Performance**

<b><u>Factor</u></b>	<b><u>Max points</u></b>	<b><u>Score</u></b>
1. Past projects completed on schedule	10	_____
2. Manages projects within budgetary constraints	5	_____
3. Work product is of high quality	10	_____
<b>Subtotal</b>	<b>25</b>	_____

**NOTE:** Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity of Perform**

<b><u>Factor</u></b>	<b><u>Max points</u></b>	<b><u>Score</u></b>
1. Staff level/experience of staff	5	_____
2. Adequacy of resources	5	_____
3. Professional liability insurance is in force	5	_____
<b>Subtotal</b>	<b>15</b>	_____

**TOTAL SCORE**

<b><u>Factor</u></b>	<b><u>Max points</u></b>	<b><u>Score</u></b>
1. Experience	60	_____
2. Work performance	25	_____
3. Capacity to perform	15	_____
<b>Total score</b>	<b>100</b>	_____