



CITY OF INGLESIDE, TEXAS

REQUEST FOR QUALIFICATIONS

ENGINEERING CONSULTANT FOR THE CITY OF INGLESIDE, TEXAS

Complete RFQ available at www.inglesidetx.gov or www.tml.org

Description of Events	Date Completed
RFQ issued and distributed	February 16, 2018
Deadline for questions	February 26, 2018
RFQ due date – 4:00 P.M.	March 16, 2018
Selection Committee analyzes, evaluates, and rates qualifications.	April 11, 2018
Top Seven (7) Firms invited to give presentation to Selection Committee. (Optional)	April 16 - 17, 2018
Presentation of final evaluation results and recommendations and selection by City Council.	April 24, 2018
Implementation of selected Firms(s)	May 18, 2018

The City of Ingleside reserves the right to modify this schedule at the City's discretion. Notification of changes in response due dates would be posted on the City's website. It is the responsibility of the interested party to review the City's website for any changes or additional information.

Sealed Submittal must be marked on the outside of packaging:

Engineering Consultant for the City of Ingleside – Request for Qualifications

Proposals must be received on or before the due date and time and must be at this location. If delivered by the U.S. Postal Service, courier, overnight delivery, personal delivery or other services, address to:

City of Ingleside
Attn: Kimberly Sampson, City Secretary
2334 Hwy. 361, Suite 162
Ingleside, TX 78362



CITY OF INGLESIDE

Request for Qualifications - Questions

Engineering Consultant for Public Works and Building Services Departments

On February 16, 2018, the City of Ingleside published the Request for Qualifications (RFQ) for Engineering Consultant for Public Works and Building Services Departments. The following is an excerpt from the RFQ (Section 6, page 7) regarding how to ask a question(s):

City Contact. All questions regarding this RFQ should be directed in writing to the following individual by end of business February 26, 2018: Melissa Byrne Vossmer, City Manager at Mbyrnevossmer@inglesidetx.gov. Answers to questions will be posted online at: www.inglesidetx.gov

On February 26, 2018 at 4:15 p.m. the following question was received:

Q1. What, if any, is the MBE requirement for this pursuit?

A1. There is no MBE requirement for this pursuit.

Thank you.



Request for Qualifications
Engineering Consultant for
Public Works and Building Services Departments

February 16, 2018

MAYOR AND CITY COUNCIL

Luis Lamas, Mayor
Oscar Adame, Mayor Pro Tem
Ronnie Parker
Dennis Knippa
John Schack
Ben Tucker
Bill Underbrink

Melissa Byrne Vossmer
City Manager

Request for Qualifications
Engineering Consultant for City of Ingleside

RFQ's will be received on
March 16, 2018 at 4:00 P.M.

RFQs must be in the City of Ingleside's possession on or before the aforementioned date and time (no late Responses to the RFQs will be accepted).

Respondents reading the "Request for Qualifications" in the newspaper and/or on the webpage are advised to contact Kimberly Sampson, City Secretary at (361) 776-2517 to receive the RFQ or may obtain copies of the same by visiting Interim City Hall at the following address:

2334 Hwy. 361, Suite 162
Ingleside, TX 78362

City of Ingleside, Texas

Request for Qualifications

Engineering Consultant(s) for the City of Ingleside

The City of Ingleside, Texas (the “City”) is accepting qualifications from qualified firms for the purpose of entering into a contract(s) for general Municipal Engineering duties, design work, preparation of plans, specifications, cost estimates, working with other consultants, and contract documents for various types of new Municipal projects, upgrades and rehabilitation projects, including damage from Hurricane Harvey, DR 4332. Work also includes, but is not limited to, application plan reviews for site developments, subdivision construction plans, platting, As-Builts, transportation impact statement analysis, assisting with the development of bid packets, construction (site) inspections to verify that plans are being completed consistent with approved plans and applicable city, state, and federal regulations.

1. Information about the City of Ingleside, TX

The City of Ingleside is located in and around the crossroads of US Highway 361 and FM 1069 in San Patricio County on the North shore of Corpus Christi Bay. Ingleside is 20 miles northeast of Corpus Christi. Ingleside is a community of approximately 10,000 in population and is experiencing significant development and growth from the industrial activity in and around the Port of Corpus Christi. As a coastal community with tremendous access to beaches, natural wildlife, boating and fishing and a host of other outdoor activities, Ingleside has an impressive quality of life with wonderful parks and an excellent school district as an area to live and raise a family.

The City of Ingleside purchases treated water from the San Patricio Municipal Water District. The City operates and maintains three elevated water towers, two ground storage tanks, two pump stations, 160 fire hydrants and 140+ miles of water lines. The system currently serves 3,000+ water customers. The water system currently does not serve all properties inside the corporate city limits.

The City of Ingleside operates and maintains one wastewater treatment plant with a capacity of 1.23 million gallons per day, treating over 300 million gallons annually. There are sixteen lift stations and 100+ miles of sewer in the City. The wastewater system does not currently serve all property inside the corporate City limits.

2. Project Background and Scope of Services

2.1. The City of Ingleside is experiencing an increase in growth as well as a need for infrastructure maintenance, upgrades and developments and new municipal facilities. Current city staff needs assistance to meet this increased work load and perform other duties as required. In addition, the City of Ingleside will be dealing with the aftermath and recovery from Hurricane Harvey, DR 4332. Credentials for Federally Declared Disaster Recovery Program Experience may be beneficial for some future projects. All work will be performed under the executed contract through a Task Order(s) in support of the services requested. It is the intent of the

City of Ingleside to execute a contract with more than one firm that can be called upon to submit a Scope of Work & Task Order for a project.

Please include in your submission an example of a Contract and Task Order format utilized by your firm. The successful firm or firms will provide expert assistance to the City in a myriad of specialized and comprehensive engineering services including but not limited to the following on an as-needed basis: FEMA Public Assistance and Hazard Mitigation Technical Expertise

- Facilitating disaster recovery
- Reviewing damage assessments
- Developing design and completing work for damaged facilities
- Recovery Response from Hurricane Harvey, DR 4332
- Providing estimates and information for grant applications and completing work as a result of any award
- Services must comply with all applicable local, State, and Federal requirements, including but not limited to 2 C.F.S Part 200.

2.2. Specifying, Designing, Constructing and Inspecting

- Wastewater Treatment
- Water & Wastewater Networks
- Pump Stations
- Lift Stations
- Effluent Distribution Systems
- Drainage Systems
- Sidewalks
- Lighting
- Traffic Impact Analysis
- Street Improvements
- Park and Recreation Facilities
- Storm Water Detention, Infiltration & Water Quality
- Storm Water Collection and Conveyance
- Erosion Control
- Conducting the above in response to damaged sites from Hurricane Harvey (DR 4332)

2.3. Civil Engineering Services

- General City engineering
- Traffic and transportation engineering

2.4. Planning

- Capital Improvement Projects, land use planning and site selection
- Design Services including project inspections, park and trail design, road and street design, utility design and coordination
- Site Planning
- Feasibility Studies
- Land Acquisition and Analysis

- Water and Wastewater Rate Studies
- Master Planning for water, sewer, streets and drainage
- Conducting the above in response to damaged sites from Hurricane Harvey (DR 4332)
- Impact Fee Review and Update

2.5. Surveying

- Geographic Information Systems (GIS)
- Boundary surveys
- Platting and Plat Review
- Site studies/Surveying/Mapping
- Acquisition of Easements

2.6. Construction

- Assist in developing bid packages and advertisements
- Observation, management, testing and documentation
- Shop Drawing Review
- Site Grading
- Inspections
- Project Management
- Conducting the above in response to damaged sites from Hurricane Harvey (DR 4332)

2.7. Project funding

Providing designs and budget estimates for State and Federal grant applications, including Hurricane Harvey DR 4332 Public Assistance and Hazard Mitigation, and completing any work from those applications upon approval of grant applications.

2.8. Plan reviews and inspections

- Plan reviews, including but not limited to, site development permit applications, subdivision construction plan applications, platting applications, As-Built applications from an engineering perspective.
- Review of engineering related documents, including but not limited to, traffic impact analysis statements, and calculations related to drainage and water flows submitted by applicants.

2.9. Outside document knowledge and use of technology

- Expected to maintain knowledge and professional understanding of associated outside accepted documents as part of the subdivision and infrastructure design portions of the City Code. Including but not limited to the Construction Standards, Streets and Drainage in Subdivisions, TXDOT Road Standards and the Texas Manual for Uniform Traffic Control Devices.

- 3. Intent.** The primary intent and goal of this solicitation is to select and enter into a professional services contract with experienced, registered engineering firm(s) to provide as-needed specialized municipal engineering, surveying and construction services, and

project engineer review in a broad area of technical disciplines. The responder is encouraged to develop a more detailed or appropriate scope of work that it believes will ensure more successful completion of work.

- 3.1. **Firm Profile.** A description of the consulting firm, its history and the services offered; who would be the main points of contact with the City.
 - 3.2. **References.** A list of five (5) municipal references. Include the name, address, contact person, telephone, facsimile numbers, and email addresses.
 - 3.3. **Length of Submittal.** The qualifications submitted should not exceed forty-five (45) pages (front and back counts as two pages).
 - 3.4. **Proposed Contract.** Provide a standardized engineering contract and task order between your firm and a municipality. This does not count towards the length of submittal requirement in subsection 3.3.
4. **Evaluation Criteria.** The qualifications received will be evaluated based on the following criteria:
- Project Approach/Project Management Plan (0 – 45 points): **45%**
 - Understanding of Request for Qualifications scope of work – 5 points
 - Proposed approach – 10 points
 - Detailed work plan for the proposed project – 10 points
 - Interaction and coordination – 5 points
 - Knowledge of municipal work and previous project experiences with cities – 15 points
 - Key Personnel Qualifications & Experience (0-55 points): **55%**
 - Project Manager – 15 points
 - Project Manager’s past performance on recent Municipal projects – 15 points
 - Project personnel and roles, including lead process engineer & Project Team – 10 points
 - Staff/Project manager availability, commitment to the project, and staff location – 10 points
 - Project team member’s ability to meet on short notice at City offices. – 5 points
- TOTAL: 100 Points
- Presentation to Selection Committee – if deemed necessary by City (0-35 points): **35 Points**
 - Quality, clarity of presentation – 15 points
 - Team support on project understanding and questions – 10 points
 - Adequacy of response to City related questions – 10 points

All qualifications will be reviewed and evaluated by the following members of the Selection Committee:

Melissa Byrne Vossmer, City Manager Carey Dietrich, Building Services Director
Donald Paty, Public Works Director John Schack, City Councilmember
Brian Williams, P.E., General Manager San Patricio Municipal Water District

The City reserves the right to evaluate each qualifications on a separate and individual basis and to invite selected firm(s) to make personal presentations to staff, City committees and/or City Council. The City further reserves the right to reject any and all qualifications submitted, or accept a qualifications deemed most advantageous to the City. Also, the City reserves the right to select and award desired services to one or more firms.

- 5. Submission of Qualifications.** To be considered, one electronic copy, one unbound original and five (5) copies of sealed qualifications must be received by March 16, 2018 at 4:00 P.M. Qualifications shall be submitted in complete sets inside a sealed envelope, clearly marked on the outside as “**Engineering Consultant for City of Ingleside, Texas - Request for Qualifications.**”

Qualifications may be:

<u>Hand Delivered to:</u> Kimberly Sampson City Secretary Interim City Hall 2334 Hwy. 361, Suite 162 Ingleside, TX 78362	<u>Mailed to:</u> Kimberly Sampson City Secretary City Hall P.O. Drawer 400 Ingleside, TX 78362
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- 5.1** Qualifications submitted by facsimile transmissions or email will not be accepted. Late qualifications will not be considered under any circumstances and will be returned unopened to the responder.
- 5.2** Qualifications must be signed by a duly authorized official(s) of the responder, having authority to legally and contractually bind the responder. Unsigned qualifications will not be considered by the City and will be returned to the responder.
- 5.3** If your firm is selected by the Committee to be one of the recommended finalists for consideration by the City Council (see subsection 8), the City will require additional copies of your original qualifications to the Committee. There can be no changes to this qualifications from what the Committee originally reviewed at the time of deadline submittal. Any changes will result in automatic disqualification from Council consideration.

6. **City Contact.** All questions regarding this RFQ should be directed in writing to the following individual by end of business February 26, 2018: Melissa Byrne Vossmer, City Manager at Mbyrnevossmer@inglesidetx.gov. Answers to questions will be posted online at: www.inglesidetx.gov
7. **Proposed Calendar of Events.** The following is a proposed calendar of events for the Consultation selection. Dates are subject to change.

Description of Events	Date Completed
RFQ issued and distributed	February 16, 2018
Deadline for questions	February 26, 2018
RFQ due date	March 16, 2018
Selection Committee analyzes, evaluates, and rates qualifications.	April 11, 2018
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Presentation of final evaluation results and recommendations and selection by City Council.	April 24, 2018
Implementation of selected Firms(s)	May 18, 2018

8. **General Terms and Conditions.**

- 8.1. There is no expressed or implied obligation for the City to reimburse responding firms or individuals for any expenses incurred in preparing qualifications to respond to this request.
- 8.2. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.
- 8.3. The City will evaluate RFQs and make a selection based on the firm's technical ability, experience, and ability to perform the work. The City of Ingleside reserves the right to refuse and/or reject any or all RFQ's and to waive any or all formalities or technicalities.
- 8.4. Qualifier shall comply with all applicable local, State, and Federal laws, rules, and regulations. If a contract is made pursuant to a federal award, then Contractor acknowledges that the contract is subject, without limitation, to applicable provisions with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contractor shall comply with all applicable provisions within 2 C.F.R., Sections 200.319 through 200.326.
- 8.5. The City reserves the right to:
- 8.5.1. Reject any and all qualifications in whole or in part received by reason of this RFQ;
 - 8.5.2. Waive any informality in the qualifications received;
 - 8.5.3. Disregard the qualifications of any qualifier determined to be not responsive;

