

CITY OF MONTGOMERY, TEXAS



REQUEST FOR QUALIFICATIONS

For

PROFESSIONAL ENGINEERING SERVICES

July 18, 2017

REQUEST FOR PROPOSALS – ENGINEERING/ARCHITECTURAL/SURVEYING SERVICES

The City of Montgomery seeks to develop an application to the Texas General Land Office for the 2017/2018 Community Development Fund for eligible activities associated to the Texas Community Development Block Grant- Disaster Recovery Fund. Accordingly, the City is separately soliciting qualifications from Texas-Registered Engineers proposals to provide engineering services associated with Application Preparation and Project Implementation.

Firms and/or individuals should have past experience with federally funded programs.

Please submit 15 copies of a sealed proposal of services and/or a statement of qualifications to:

City of Montgomery

Attn: Susan Hensley, City Secretary

By Mail: City of Montgomery, P.O. Box 708, Montgomery, Texas 77356.

Hand delivery: 101 Old Plantersville Road, Montgomery, Texas 77316.

**Submittals for these services shall be received by the City no later than 3:00 pm on August 3, 2017
Submittals received after the date and time shown will not be accepted.**

The same firm will not be awarded contracts to provide both services. The City reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. The City reserves the right to refuse any, or all, submittals. The City of Montgomery is an Affirmative Action/Equal Opportunity Employer.

Susan Hensley, City Secretary

shensley@ci.montgomery.tx.us

Request for Qualifications (RFQ) for Engineering/Architectural/Surveying Services -

Date: July 18, 2017

Re: Proposed Contract Funding for the CDBG – Disaster Recovery Fund through GLO
Community Development & Revitalization

Dear Engineering Service Providers:

Attached is a copy of the City of Montgomery Request for Qualifications for engineering services. These services are being solicited to assist the City of Montgomery in its application and project implementation of a contract(s), if awarded, from the CDBG – Disaster Recovery Fund of the General Land Office (GLO) Community Development Block Grant Program. The City of Montgomery will be applying for such funding to support infrastructure activities in the City of Montgomery

Multiple contracts may be awarded as a result of this solicitation.

The submission requirements for this proposal are also included on the attached Request for Qualifications (RFQ) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications to:

Susan Hensley, City Secretary

City of Montgomery

By Mail: P.O. Box 708, Montgomery, Texas 77356

Hand Delivery: 101 Old Plantersville Road, Montgomery, Texas 77316

Along with your proposal, you must also include verification that your company as well as the company's principal is not listed (is not debarred) through the System for Award Management (www.SAM.gov). Please include a print out of the search results.

The deadline for submission of proposals is 3:00 p.m., August 3, 2017 in the office of the City Secretary. The City of Montgomery reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The City of Montgomery is an Affirmative Action/Equal Opportunity Employer.

Jack Yates, City Administrator
jyates@ci.montgomery.tx.us

Request for Qualifications (RFQ) for Engineering/Architectural/Surveying Services

The City of Montgomery is seeking to enter into an [engineering/architectural/surveying] services contract with a state-registered [engineer/architect/surveyor]. The following outlines this request for qualifications.

- I. Scope of Work - The [engineering/architectural/surveying] contract will encompass all application and project-related [engineering/architectural/surveying] services to the City of Montgomery under its CDBG-Disaster Recovery project, including but not limited to the following:

Pre-Funding Services

Assist with the development of grant applications, as necessary.

Post-Funding Services

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

Please specify actual tasks to be performed under each of these categories.

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

- II. Statement of Qualifications - The City of Montgomery is seeking to contract with a competent [engineering/architectural/surveying] firm, registered to practice in the State of Texas, that has had experience in the following areas:

- Municipal construction including but not limited to disaster recovery, projects;
- Registered and in good standing as a professional engineer per the Texas Engineering Practice Act
- Federally-funded construction projects; and
- Projects located in this general region of the state

As such, please provide within your proposal 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/architectural/surveying] services contract award.

Also, please provide a copy of your current certificate of insurance for professional liability.

III. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100

IV. For this RFQ, Respondent's qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

- Upon the award of this contract, profit (either %/actual cost) must be identified and negotiated as a separate element of the price for any contract.

V. Deadline for Submission - the proposals received will be received no later than 3:00 p.m., August 3, 2017 in the office of the City Secretary at the following address: Mail - P.O. Box 708, Montgomery, TX 77356 or by hand delivery at 101 Old Plantersville, Montgomery, Texas 77356.

VI. Number of Copies - submit fifteen (15) sealed copies of your proposal.

SCOPE OF WORK

The Contractor shall provide the following scope of services:

SCOPE OF SERVICES REQUESTED

Providers will help the GLO fulfill State and Federal Community Development Block Grant Disaster Recovery (“CDBG-DR”) statutory responsibilities related to disaster recovery for presidentially declared disasters in Texas. Providers will assist the GLO and grant recipients in the completion of CDBG qualified housing or non-housing projects. Respondents may be qualified to provide Engineering services for housing projects, non-housing projects, or both. Engineering services must be performed in compliance with the U.S. Department of Housing and Urban Development (“HUD”) and guidelines issued by the GLO. Providers will be bound to specific terms and conditions found in the sample general terms and conditions.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents will be required to show the ability to provide all the Engineering services described below. Respondent shall then provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable.

General Requirements

- a) Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) and GLO. regarding project design services.
- b) Provide monthly project status updates.
- c) Funding release will be based on deliverables identified in the contract.

Initial Engineering and Design Support

Respondents will be required to show the ability to provide all the Engineering services described below:

- a) Assist with the development of grant applications, as necessary.
- b) Provide all project information necessary to ensure timely execution of the environmental review.
- c) Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications

- vii. Utility relocation designs
- viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
- ix. Required permits
- x. Quantities
- xi. Estimate of construction costs to within +/- 25%
- xii. Schedules for design, permitting, acquisition and construction
- d) Design surveying, topographic and utility mapping.
- e) Perform subsurface explorations for project sites, as necessary.
- f) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- g) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- h) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- i) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- j) Prepare plans and profiles, including vertical design information for the selected alternative.
- k) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- l) Support subrecipient with acquisition or property/servitudes/right-of- way documentation as required by the City to facilitate the project, preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
- m) Provide project schedules from cradle to grave in MS Project format or equal as approved by the subrecipient based on GLO guidance.

Engineering and Final Design Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to final design support:

- a) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Utility relocation designs
 - viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ix. Required permits

- x. Quantities
- xi. Estimate of construction costs to within +/- 20%
- xii. Schedules for design, permitting, acquisition and construction
- b) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- c) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- d) Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
- e) Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

Bid and Award Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to bid and award support.

- a) Submit appropriate items and support subrecipient in the development of complete bid package.
- b) Prepare and assist subrecipient in the advertisements for bid solicitation.
- c) Support development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
- d) Attend and support subrecipient at pre-bid conference and bid opening.
- e) Support subrecipient with ongoing communication during bid process.
- f) Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
- g) Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
- h) Support subrecipient in the conducting of a preconstruction conference.

Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

- a) Ensure delivery of subrecipient project in accordance with contract.
- b) Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
- c) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
- d) Provide periodic and final inspections and tests reports, as required for the project.
- e) Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the GLO or subrecipient.
- f) Review Construction Change Orders and provide recommendation to subrecipient as to

- appropriate action.
- g) Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
 - h) Obtain independent cost estimates for validation purposes, as required.
 - i) Review and respond to requests for information/clarification.
 - j) Support subrecipient with issue identification and claims resolutions.
 - k) Enter all requisite information into the GLO system of record in accordance with established policies and procedures.
 - l) Develop a final “as built” report of quantities, drawings, and specifications.
 - m) Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
 - n) Deliver “as-built” drawings to the subrecipient within 30 days of project completion.
 - o) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
 - p) Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
 - q) Provide necessary certifications to regulatory agencies of project completion and compliance (ex. TCEQ).
 - r) Submit all final invoices within 60 days after contract or work order expiration.

Specialized Services

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to specialized services.

- a) Provide Geotechnical Investigations as may be required for a project.
- b) Provide Detailed Surveying as may be required for a project.
- c) Provide Site Specific Testing as may be required for a project.
- d) Provide Archeological Studies as may be required for a project.
- e) Provide Planning Studies as may be required for a project.
- f) Provide Feasibility Studies as may be required for a project.
- g) Provide Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
- h) Provide Phase I and Phase II environmental site assessments as requested.

Engineer/Architect/Surveyor Rating Sheet

Grant Recipient _____
 Name of Respondent _____
 Evaluator's Name _____

CDBG-DR
 Date of Rating _____

Experience -- Rate the respondent for experience in the following areas:

<u>Comments</u>	<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
	1. Has previously designed _____ type of projects	20	_____
	2. Has worked on federally funded construction projects	15	_____
	3. Has worked on projects that were located in this general region.	10	_____
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)			
	4. Extent of experience in project construction management	15	_____
Subtotal, Experience		60	=====

Work Performance

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

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

Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	_____
2. Adequacy of Resources	5	_____
3. Professional liability insurance is in force	5	_____
Subtotal, Capacity to Perform		15

TOTAL SCORE

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	60	_____
<input type="checkbox"/> Work Performance	25	_____
<input type="checkbox"/> Capacity to Perform	15	_____
Total Score		100