

**Request for Qualifications (RFQ) Cover Letter
Professional Engineering Consulting Services
RFQ 2025-03**



December 17, 2025

Attached is a copy of the City's Request for Qualifications ("RFQ") for Professional Engineering Consulting Services. The City of Montgomery is requesting qualifications from interested and qualified firms with professional engineering, planning, development review, and capital project management services necessary to meet the City's municipal infrastructure and regulatory needs.

An abbreviated scope of service is provided as summary of the key services requested, but for comprehensive details, please refer to the Request for Qualifications document.

- A. General Municipal Engineering
- B. Development Review & Regulatory Compliance
- C. Planning and Zoning Support
- D. Environmental & Permitting Services
- E. CAD and GIS Capabilities
- F. Meetings and Communication
- G. Work Products and Ownership
- H. Professional Registration
- I. Municipal Experience
- J. Responsiveness

Qualification must be delivered to the City of Montgomery in a sealed package, clearly marked on the outside "RFQ 2025-03" and addressed to:

**City of Montgomery
Attn: City Secretary – RFQ 2025-03
101 Old Plantersville Road
Montgomery, TX 77316**

Requests will be received at the above address until 4:00 p.m. local time on February 09, 2026. At this time, submissions will be opened and publicly read. It is the responsibility of the submitting entity to ensure that the RFQ is received in a timely manner. RFQs received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The City of Montgomery reserves the right to negotiate with any and all firms submitting timely RFQs.

Sincerely,

Brent Walker
City Administrator

Attachment (1)

**CITY OF MONTGOMERY, TEXAS
REQUEST FOR QUALIFICATIONS (RFQ)
Professional Engineering Consulting Services
City Engineer – General Municipal Engineering
RFQ 2025-03**

1. Introduction

The City of Montgomery, Texas (“City”) is requesting Statements of Qualifications (SOQs) from qualified professional engineering firms (“Consultants”) to provide ongoing City Engineer consulting services. The selected firm will support the City with professional engineering, planning, development review, and capital project management services necessary to meet the City’s municipal infrastructure and regulatory needs.

This procurement will follow the requirements of the Texas Government Code, Chapter 2254 – Professional Services Procurement Act, which mandates selection based on demonstrated competence and qualifications rather than competitive bidding.

2. Scope of Services

A. General Municipal Engineering

- Provide engineering support for water, wastewater, streets, and drainage infrastructure.
- Assist with planning, design, bidding, and construction management of capital improvement projects.
- Coordinate with City staff on operational and maintenance needs.

B. Development Review & Regulatory Compliance

- Conduct technical reviews of subdivision plats, site plans, and construction plans.
- Review drainage, floodplain, grading, and land disturbance permit applications.
- Ensure compliance with City ordinances and relevant County, State, and Federal regulations.

C. Planning and Zoning Support

- Provide engineering recommendations for zoning cases, plat reviews, and development agreements.
- Attend Planning & Zoning Commission and City Council meetings as needed.

D. Environmental & Permitting Services

- Prepare or review environmental reports and provide support for required TCEQ, TxDOT, FEMA, and other regulatory submissions.

E. CAD and GIS Capabilities

- Maintain AutoCAD and GIS capabilities to support City mapping and data needs.
- Provide electronic deliverables in formats specified by the City.

F. Meetings and Communication

- Attend City Council, P&Z, and staff meetings as requested.
- Communicate routinely with City staff, developers, and stakeholders to ensure efficient coordination.

G. Work Products and Ownership

All documents and electronic files produced through this engagement are the property of the City of Montgomery.

H. Professional Registration

The firm must designate a Texas-licensed Professional Engineer to serve as the Primary City Engineer.

I. Municipal Experience

Preference will be given to firms with established experience serving Texas municipalities in similar roles.

J. Responsiveness

The firm must demonstrate the ability to respond promptly to City needs and project deadlines.

3. SOQ Submission Requirements

SOQs should be organized in the following sequence:

- Cover Letter — Signed by an authorized principal.
- Firm Overview — Background, size, services, office locations.
- Understanding of Scope — Firm's understanding of municipal engineering needs.
- Project Team — Key personnel and resumes.
- Organizational Chart — Include subconsultants, if applicable.
- Experience — Comparable municipal work and project list.
- Approach — Communication, project management, and service delivery methodology.
- References — Minimum of five (5) public sector clients.
- Insurance — Summary of General Liability and Professional Liability coverage.
- Conflict of Interest Statement — Signed disclosure.
- Additional Information — Optional supporting materials.

Formatting Requirements:

- Maximum of 20 pages, including cover letter and organizational chart
- Standard 8.5" x 11" format, minimum 12-point font
- Submit 11 printed bound copies and 1 electronic PDF on USB drive

4. Submission Instructions

Deadline:

4:00 PM (CST), Monday, February 09, 2026

Late submissions will not be accepted.

Qualification must be delivered to the City of Montgomery in a sealed package, clearly marked on the outside "RFQ 2025-03" and addressed to:

City of Montgomery
Attn: City Secretary – RFQ 2025-03
101 Old Plantersville Road
Montgomery, TX 77316

Questions:

Email: bwalker@ci.montgomery.tx.us

Deadline for questions: January 21, 2026

5. Anticipated Schedule

- RFQ Release: December 17, 2025
- Deadline for Questions: January 21, 2026
- SOQ Deadline: February 09, 2026
- Interviews (if needed): TBD
- Selection & Negotiation: February 2026

6. Evaluation Criteria

Responsiveness & Completeness – 5 points

Experience of Project Manager – 20 points

Experience of Firm & Team – 30 points

Experience of Subconsultants – 15 points

Approach & Understanding of City Needs – 30 points

Total: 100 points

7. Selection Process

A City Evaluation Committee will review all SOQs. Short-listed firms may be invited to interviews or presentations. Final selection will be based on demonstrated competence and qualifications. Fees will be negotiated only after selection, as required by Texas Government Code §2254.004.

8. General Conditions

- The City reserves the right to accept or reject any or all submissions.
- Submittal of an SOQ constitutes acceptance of the conditions of this RFQ.
- All costs of preparing a response are the responsibility of the proposer.