



**CITY OF MONTGOMERY**

**REQUEST**  
**for**  
**STATEMENT OF QUALIFICATIONS**

*Professional Engineering Consultant*

October 13, 2020

**CITY OF MONTGOMERY**  
**REQUEST FOR QUALIFICATIONS**  
**Professional Engineering Consultant**

The City of Montgomery is soliciting Statements of Qualifications (“SOQ”) from Professional Engineering Consultants registered to practice in the State of Texas, interested in serving as the City Engineer Consultant. The proposed services may include, but are not limited to, the following:

- Planning and Zoning
- Capital Projects in water, wastewater, streets, and drainage
- Development Projects Plan Review
- Operation and Maintenance of the various systems

The City Engineer will be expected to attend periodic meetings of the City Council and related boards in addition to meetings with City staff and developers.

Deadline: SOQ’s are to be submitted no later than Tuesday, October 13, 2020 at 2:00 p.m. SOQ’s submitted after the deadline will not be accepted. The City reserves the right to accept or reject any or all submittals.

Please submit 11-sealed and bound copies and 1-electronic copy (USB) in PDF format to:

Ms. Susan Hensley  
City Secretary & Director of Administrative Services  
City of Montgomery  
101 Old Plantersville Road  
Montgomery, Texas 77316

For the complete RFQ Packet go to [www.montgomerytexas.gov](http://www.montgomerytexas.gov) under legal notices or email [shensley@ci.montgomery.tx.us](mailto:shensley@ci.montgomery.tx.us). For questions please contact Susan Hensley, City Secretary and Director of Administrative Services at [shensley@ci.montgomery.tx.us](mailto:shensley@ci.montgomery.tx.us).

Given under my hand and seal of office, Montgomery, Texas this the 15<sup>th</sup> day of September, 2020.  
/s/ Susan Hensley, City Secretary

## **City of Montgomery, Texas**

### **REQUEST FOR QUALIFICATIONS Professional Engineering Consultant**

#### **RFQ OVERVIEW**

The City of Montgomery ("Montgomery") is soliciting Statements of Qualifications ("SOQs") from professional engineering consultants interested in serving as the City Engineer Consultant. The proposed services to assist Montgomery may include but, are not limited to, the following:

- Planning and Zoning
- Capital Projects in water, wastewater, streets, drainage
- Development Projects Plan Review
- Operation and Maintenance of the various systems

#### Scope of Services

- A. General Services: The selected firm shall be capable of performing numerous other disciplines such as planning, surveying, construction management, architectural design, geotechnical analysis, environmental reviews and/or permitting or, at a minimum, have the ability to coordinate with firms that provide such services.
- B. Environmental Services and Regulatory Agency Interactions: The firm shall provide technical review to answer inquiries related to a site, a building, a subdivision, an improvement, a land disturbance, drainage studies and floodplain development, construction plans, and escrows related to various projects proposed by applicants to be developed in the City, and to ensure conformity to City Codes along with all applicable County, State and Federal regulations.
- C. CAD and GIS Capabilities: Firm must have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.
- D. Meeting Attendance and Participation: The assigned member of the firm will be expected to attend periodic meetings of the City Council and the Planning and Zoning Commission in addition to meetings with City Staff and developers.
- E. Work Product: The selected firm will be expected to provide the City with copies of all work products, upon request and without limitation, to include reports, analyses, correspondence, maps, plans, drawings, and any other document produced in connection with the consulting relationship with the City in printed and electronic form. The City shall own all rights, title, and interest, including all copyrights and intellectual property rights, to all documents that are created in connection with the consulting relationship with the City.
- F. Professional Engineer Requirement: The firm must assign to the City a minimum of one (1) staff member as the primary City contact. This staff member must be a Professional Engineer licensed to practice in the State of Texas.
- G. Public Sector Experience: The City prefers the selected firm have experience in representing municipalities.
- H. Responsiveness: The firm must commit to provide services to the City in a timely manner.

## RFQ Submission Requirements

- A. Provide an overview of the firm, summarize the firm's understanding of the scope of services, provide firm's history/experience, identify and provide experience of the Project Manager and the key project team members, and identify and provide experience of the subconsultants supporting the team
- B. Provide an organizational chart
- C. Provide resumes of key staff personnel that will be assigned to Montgomery account.
- D. List specific expertise pertinent to representing municipalities
- E. Provide an Approach
- F. Provide a list of references
- G. Summary of insurance coverage for both General and Professional Services
- H. Other information pertinent to the submittal
- I. Include a Potential Conflict of Interest form
- J. The SOQ submittal shall include the following:
  - Total of not more than 20 pages including transmittal letter and organizational chart. Not included in the 20 pages are covers, tabs, insurance certificate, and additional information. An electronic copy of the submittal must be included, as described below.
  - Transmittal Letter — signed by the respondent with authority to commit the firm.
  - Printed on 8.5-inch x 11-inch paper, with normal margins. Type shall not be less than 12-point font.
- K. SOQs are to be submitted in writing with 11 printed and bound copies and 1 electronic copy in PDF format on a USB drive. Submittals will be accepted up to and no later than Tuesday, October 13, 2020 at 2:00 P.M. Responses received after the above-mentioned date and time will not be accepted for consideration. It is up to the Respondent to allow for sufficient delivery time for items to be received in a timely manner. The City reserves the right to accept or reject any or all submittals. Submit SOQs to:

Ms. Susan Hensley  
City Secretary and Director of Administrative Services  
City of Montgomery  
101 Old Plantersville Road  
Montgomery, Texas 77356  
Email address: [shensley@ci.montgomery.tx.us](mailto:shensley@ci.montgomery.tx.us)

- L. Submit all comments and/or questions via email to: Ms. Susan Hensley, City Secretary and Director of Administrative Services ([shensley@ci.montgomery.tx.us](mailto:shensley@ci.montgomery.tx.us)). Any other contact by the respondent with Montgomery's staff, consultants, or advisors regarding this RFQ may eliminate that firm from contract award consideration.

**Anticipated Schedule**

Release of RFQ for Publication: September 18, 2020

Deadline for Questions: September 30, 2020

SOQ Submissions Due: October 13, 2020

Interview: To be Determined (The City reserves the right to invite any or no firms for interviews.)

**Scoring for the SOQ**

Responsiveness — 5 points

Experience of Project Manager — 20 points

Experience of Firm & Project Team — 30 points

Experience of Subconsultants — 15 points

Approach — 30 points