



City of Kyle, Texas

Request for Statement of Interest and Qualifications

for the

Windy Hill Road Improvements at Richmond Branch

“K15-16.3”

REQUEST FOR QUALIFICATIONS (RFQ)

Five (5) complete bound copies and one (1) electronic copy (CD or flash drive) of the qualifications are required. Qualifications are to be delivered by 10:00 a.m., May 26, 2016 to:

Leon Barba, P.E.
City Engineer
City of Kyle City Hall
100 W. Center St.
Kyle, TX 78640

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for the
Windy Hill Road Improvements at Richmond Branch
Kyle, Texas
"K15-16.3"**

A pre-submission conference will be held in the Falcon Room at the City of Kyle City Hall, 100 W. Center St., Kyle, Texas at 11:00 a.m. on Thursday, May 12, 2016.

Qualification specifications may be secured from the City of Kyle (City) website or the office of the City Engineer, City Hall, at 100 W. Center St., Kyle, Texas 78640 or via phone (512) 262-3958.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances arise.

Leon Barba, P.E.
City Engineer

Publish: Wednesday, May 4, 2016
 Wednesday, May 11, 2016

TERMS AND CONDITIONS

Submission of Bid

Five (5) complete bound copies and one (1) electronic authenticated copy (CD or flash drive) of the qualifications are required.

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for the
Windy Hill Road Improvements at Richmond Branch
Kyle, Texas
"K15-16.3"**

Deadline

Qualifications are to be delivered by 10:00 a.m., **Thursday, May 26, 2016** to:

Leon Barba, P.E.
City Engineer
City of Kyle City Hall
100 W. Center St.
Kyle, TX 78640

Qualifications delivered after the deadline will not be accepted.

Addenda

To submit written technical questions concerning the RFQ, you may contact:

Leon Barba, P.E.
City Engineer
City of Kyle City Hall
100 W. Center St.
Kyle, TX 78640
or by email at lbarba@cityofkyle.com

The submission date for questions, clarifications, or **request for general information will be 5:00 pm, May 20, 2016**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to **be in writing via email or other mail carrier** to the City Engineer.

Any interpretation, correction or change of the RFQ will be made by written ADDENDUM. Changes or corrections will be issued by the City Engineer. Addenda will be issued as expeditiously as possible. It will be the responsibility of all respondents to contact the City prior to submitting a response to the RFQ to ascertain if

any addenda have been issued, and to obtain any and/or all addenda, execute them, and return addenda with the response to the RFQ. Addenda may also be posted on the City's website.

Proposals

Firms shall provide all information simply and economically as required by this RFQ. Failure to provide this information may result in rejection of the proposal. Qualifications shall provide a straightforward, concise description of the respondent's ability to meet the requirements. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs. The City requests the submittal be limited to ten (10) sheets front and back (20 sides), excluding resumes and cover letter/transmittal letter.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE FIRM

PERSONS AND FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION/LICENSE IN ACCORDANCE WITH TEXAS LAWS.

1. GENERAL REQUIREMENTS

The City of Kyle seeks a qualified engineering firm to provide services related to the Windy Hill Road Improvements at Richmond Branch project. The purpose of this request is to identify a firm qualified to design transportation improvements and prepare various engineering documents, which may include: plans, specifications and estimates; design schematics and exhibits; right-of-way documents; surveys; traffic control plans; drainage reports and drawings accompanied by hydrology and hydraulic modeling; and possibly Flood Plain modeling; water quality and environmental clearance documents; and other related documents as directed by the City. The submittals received in response to this request will be utilized by the City to select an engineering firm for the road and drainage improvements needed at Windy Hill Road at Richmond Branch.

TECHNICAL EXPERTISE

The City of Kyle has identified a project to improve the drainage capacity along Windy Hill Road at Richmond Branch. The existing three lane facility at Richmond Branch will be fully reconstructed to the same three lane facility with improved shoulders, from Indian Paint Brush to Purple Martin Avenue. Ditches will be reshaped and the drainage capacity at Richmond Branch will be increased by reshaping the channel and increasing the structure capacity to convey a ten year frequency. Structure railing will be provided and provisions for pedestrians will be considered. Construction will occur under traffic conditions. Anticipated services (tasks) to be performed include, but are not limited to, conducting appropriate environmental analyses; public participation; surveying; schematic and exhibit preparation; preparation of right-of-way documents; right of way acquisition; utility coordination; traffic control plans; drainage design; geotechnical engineering; structural engineering; development of plans, specifications and estimates, and construction phase services. In addition, the firm selected under this request will be expected to coordinate with the following entities as required:

Federal Emergency Management Agency (FEMA)

Any and all other relevant agencies.

Preference will be given to the firm which has demonstrated capabilities in successfully completing projects of similar scope and complexity and routinely exceed expectations in terms of work product quality and project delivery.

POSSIBLE SCOPE OF SERVICES REQUESTED

- A. PS&E will be prepared using Texas Department of Transportation (TxDOT) standard specifications and bid items.
- B. Compliance with federal, state and local regulations related to this type of project.
- C. Compliance with the U.S. Department of Justice ADA Standards for Accessible Design publication.
- D. Preparation of any status reports, submittals and documentation required by the owner and FEMA.

- E. Determination of required adjustment, removal or relocation of utilities which may interfere with proposed construction and notification of Owner prior to completion of design.
- F. Professional management services including establishment of a records keeping system; coordination of all activities among the Engineer and the City; processing financial draws for contract and reporting; and preparation of close-out report.
- G. Design professional must be capable of production plans on a computer aided design and drafting (CADD) system that meets the requirements of TxDOT.
- H. Right of Way acquisition and negotiation services.
- I. Any other activities considered as standard architectural and engineering services.

ADDITIONAL INFORMATION

A preliminary layout of proposed project limits and plan information for previous work performed on Windy Hill Road is available on the City's Website.

RFQ SCHEDULE

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	04/29/2016
Pre-submission Conference	05/12/2016 (11:00 am)
Deadline for questions/clarifications	05/20/2016 (5:00 pm)
Submittals	05/26/2016 (10:00 am)
City Council Approval	06/07/2016

SELECTION PROCESS

City staff will analyze and evaluate the submittals. Firms shall completely respond to all components of this RFQ or firm will not be considered. Interviews may be conducted as deemed necessary by City staff.

By submitting a response to this RFQ, firm accepts the evaluation process as outlined in the following section and acknowledges and accepts the determination of the "most qualified" firm may require subjective judgments by the City.

REQUIREMENTS FOR SUBMITTAL

The submittal shall be limited to ten (10) sheets front and back (20 sides), excluding resumes and excluding cover letter/transmittal letter.

Respondents shall carefully read the information in the following evaluation criteria and submit a complete submittal to all questions in this RFQ as formatted below:

Item 1: Qualifications and Availability (10%):

- a) Provide the following information:
 - Legal name of firm.
 - Location of office conducting the work.
 - Contact persons.
 - Date of firm formation.
 - Legal business description (Individual, Corporation, Joint Venture, etc.).
- b) Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City. Bi-weekly meetings may be required.
- c) Provide a statement of interest for the project including a narrative and unique qualifications as they pertain to this project.

Item 2: Proposed Staff (30%):

- a) Organizational chart for personnel who may work on this project including licensure information.
- b) Names and roles of key personnel proposed to work on this project and their primary office location.
- c) Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d) Provide staffing size by area of expertise.
- e) Provide current workload of prime firm.
- f) Provide staff availability to perform services.

Item 3: Project Experience (40%):

- a) Provide an overview and brief history of the firm.
- b) Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the principal and subconsultants, including:
 - Project name and location.
 - Name of Project Manager.
 - Services provided.
 - Description of the project. Date of completion or project status.
 - Client name and contact person.
 - History of accomplishing services within established time and budget.
 - Project photos are encouraged.

Item 4: Project Approach (20%):

- a) Explain how the firm will design the project.
- b) Describe any potential issues when receiving the assignment and the firm's approach to address those issues.
- c) Identify project leadership, reporting responsibilities and how the firm will interface with the City.
- d) Describe any opportunities to help expedite the project through either design or construction methods.

2. RESPONSE INSTRUCTIONS

The submittal must follow the format established within this RFQ. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

3. CONTACT WITH AGENCY EMPLOYEES

To ensure a fair and objective evaluation of all proposals, firms are required to submit all inquiries to the project contact noted in this RFQ.

4. COSTS OF PREPARATION AND SUBMISSION

Each firm shall bear responsibility for all costs incurred in order to prepare and submit their response to this RFQ.

5. PROPOSAL REVIEW

All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFQ, or within 180 days, whichever occurs first.

6. PRESENTATIONS

Firms may be required to make presentations and/or provide written clarifications of their responses at the request of the City.