

REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

**750,000 GALLON GARFIELD GROUND STORAGE TANK
REHABILITATION PROJECT**



February 2018

**CITY OF STEPHENVILLE
ENGINEERING DIVISION**

298 WEST WASHINGTON STREET
STEPHENVILLE, TEXAS 76401
(254) 918-1294

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1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice

The City of Stephenville (City) plans to enter into an agreement with a Professional Engineering Services firm and is seeking Statements of Qualifications (SOQ) from firms whose combination of resources, experience and expertise will provide capable and timely professional services to the City of Stephenville.

The City of Stephenville is always conscious and extremely appreciative of the respondent's efforts and time investment in the preparation of submittal information. The City will receive Qualification Statements at Stephenville City Hall until 5:00 pm on Tuesday, February 27, 2018. Information related to this solicitation, including any addenda, will be posted to the City's website at www.stephenvilletx.gov. For questions related to this RFQ, contact:

City of Stephenville

Eugene Calvert, P.E., PTOE, City Engineer or Nick Williams, P.E., CFM, Director Public Works
298 West Washington Street, Stephenville, TX 76401

Direct Phone: (254) 918-1201 or (254) 918-1223

Email: gcalvert@stephenvilletx.gov or nwilliams@stephenvilletx.gov

1.2 Purpose and Project Overview

This Request for Qualifications (RFQ) is issued by the City of Stephenville to obtain information about professional engineering firms interested in providing services to the city to prepare detailed technical specifications, provide bidding assistance and construction phase services for the rehabilitation of the Garfield Ground Storage Tank, a 750,000 gallon steel water storage tank, which is located at 800 North Garfield Avenue, Stephenville, TX 76401. The Evaluation Report of the "Garfield Tank" prepared by Tank Industry Consultants, Inc. on February 9, 2015 is available on the City's website.

<http://www.stephenvilletx.gov/>

1.3 RFQ Schedule and Package Submission

Provided below is the anticipated schedule of events.

Action	Date
Advertisement of RFQ:	Saturday, February 10 th and 17 th , 2018
Deadline for RFQ Inquiries:	Tuesday, February 20, 2018 at 5:00 PM
Response to RFQ Inquiries:	
DUE DATE & TIME FOR PROPOSALS:	Tuesday, February 27, 2018 at 5:00 PM
Proposal Evaluations:	Wednesday - Wednesday, Feb 28 – Mar 7, 2018 (anticipated)
Selection Announcement:	Tuesday, March 20, 2018 (anticipated)

SOQ's shall be enclosed in a sealed envelope or package, addressed to the City of Stephenville. The name/address of the firm and the RFQ Title, shall be placed on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the respondent to ensure that the SOQ package is received no later than the established due date and time at the proper location. SOQ's received after the due date and time will not be considered. The Public Works Executive Assistant's time will govern. SOQ's submitted by facsimile or other electronic means will not be accepted. ***To avoid delivery-related complications, please consider submitting your Qualifications Package at least one (1) hour prior to the deadline.***

Submit/Deliver to: City of Stephenville Engineering Department
298 West Washington Street, 2nd Floor
Stephenville, Texas 76401
Attn: City Engineer Eugene Calvert, P.E., PTOE

1.4 Changes to the Solicitation by Addenda

The City reserves the right to make changes to the RFQ by written addendum, which shall be issued to all those who have obtained the RFQ by pick-up or electronic or regular mail through the City of Stephenville Public Works Department. Addenda will also be made available on the City's website: <http://www.stephenvilletx.gov>

Respondents are advised to check the City's website regularly for addenda.

A prospective Respondent may request a change in the RFQ by submitting a written request to the address set forth above. The request must specify the provision of the RFQ in question, and contain an explanation of the requested change. All requests for changes to the RFQ must be submitted to or received by the City no later than Tuesday, February 27, 2018 at 5:00 p.m.

The City will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. Changes accepted by the City shall be issued in the form of an addendum to the RFQ.

All addenda shall have the same binding effect as though contained in the main body of the RFQ. Oral instructions or information concerning the scope of work or project are not binding.

No addenda will be issued later than the date set above, except an addendum, if necessary, postponing the date for receipt of qualifications, withdrawing the invitation, modifying elements of the qualification packet resulting from delayed process, or requesting additional information, clarification, or revisions of qualifications.

Each Respondent is responsible for obtaining all addenda prior to submitting a qualifications package. Receipt of each addendum (if issued) shall be acknowledged in writing as part of the submission packet.

1.5 Qualifications

Firms will be considered based on the following minimum qualifications being met:

1. Firms must be properly registered with the Texas Board of Professional Engineers.
2. Engineering services shall be provided only by organizations or individuals who are properly qualified to perform such work.
3. The firm must have been involved in the rehabilitation, remediation, or demolition of at least three (3) tanks with Lead Based Paint in the last five (5) years.
4. The organization shall have a licensed Professional Engineer, registered in the State of Texas, to oversee design, specifications, and evaluations of the tank.
5. Only firms who have completed tank design, specifications, and evaluation services and have at least ten (10) years of experience in the design and evaluation of water storage tanks shall be considered. Submit a list of all applicable tank projects within the last five (5) years.
6. Evidence of recent and past water tank rehabilitation, remediation, demolition, and construction projects shall be submitted. Respondents shall submit a list of all tank projects having lead based paints over the last five (5) years in which the firm has been involved.

1.6 Evaluation and Selection Criteria

All submitted SOQ's will be evaluated by an Evaluation Committee. The review of the SOQ will be based on the following selection criteria.

1. Criteria

A. Project Understanding

Provide a description of the Respondent's understanding of the project in general. Points will also be affected by the firm's identification of a general project approach demonstrating a clear understanding of the scope of this project.

B. Work Plan

Provide a well-defined work plan and detailed approach to this project. Points will be awarded based on the ability of each Respondent to provide a clear and concise work plan, schedule, and focused approach related specifically to this project.

C. Experience

Provide relevant and concise information regarding the experience of proposed project team – include concrete information demonstrating performance of the team members. Identify the experience/performance of key staff that will be assigned to this project. Points will be awarded based on the evaluation committee's perception of quality and relevance of sited experience, project team, key staff, and demonstrated performance. Points will be deducted from the Respondent's score if the committee feels the information provided is irrelevant to scope described in this RFP.

D. Quality of Response

The consultant shall provide a qualifications packet free of spelling, punctuation, and grammar mistakes. Each Respondent shall exhibit their ability to submit a quality proposal communicating a realistic approach, technical soundness, and enhancements to elements outlined in this Request for Qualifications. Points may be deducted in this category if the SOQ contains errors in spelling, punctuation, or grammar. Points may be affected by formatting and organizational mistakes in the SOQ. Clarity and realism in approach, technical soundness, and proposed enhancements to elements that are outlined in the RFQ may affect points in the category.

Scoring Overview	
Evaluation Criteria	%
Project Understanding	25%
Work Plan	25%
Experience	35%
Quality of Response	15%
Total	100%

The City will utilize an evaluation committee whose responsibilities will include performing independent evaluations of the qualifications package and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each SOQ. Interviews with individual firms may be held at the discretion of the evaluation committee. The City may obtain clarification or additional information with any firm in regards to a submission.

The City reserves the sole right to select the most qualified firm or firms on the basis of the best overall qualifications package deemed most beneficial and advantageous to the City.

Firms submitting qualifications will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of City of Stephenville City Council.

1.7 Selection Process

1. The evaluation committee will evaluate and rank each respondent's experience, technical competence, capability to perform, past performance of the respondent's team and members of the team, and other appropriate factors submitted. Cost-related or price-related evaluation factors will not be considered. Each respondent must certify that each engineer listed was selected based on a history of demonstrated competence and qualifications in the manner provided by Sections 2254.003 and 2254.004, Government Code. The City shall review the written responses and rank Respondents on demonstrated competence, qualifications, and responsiveness to the RFQ.
 - A. Section 2254.003 of the Government Code States:
"Sec. 2254.003. SELECTION OF PROVIDER; FEES.
 - (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - (1) on the basis of demonstrated competence and qualifications to perform the services; and
 - (2) for a fair and reasonable price.
 - (b) The professional fees under the contract may not exceed any maximum provided by law."
 - B. Section 2254.004 of the Government Code States:
"Sec. 2254.004. CONTRACT FOR PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR SURVEYOR.
 - (a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:
 - (1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
 - (2) then attempt to negotiate with that provider a contract at a fair and reasonable price.
 - (b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:
 - (1) formally end negotiations with that provider;
 - (2) select the next most highly qualified provider; and
 - (3) attempt to negotiate a contract with that provider at a fair and reasonable price.
 - (c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into."
2. The licensed Engineer member(s) of the firm will have full responsibility for complying with all legal requirements, including those of Chapter 1001, Subtitle A of the Texas Occupations Code (Regulation of Engineering and Related Practices).
3. The City may, but is not obligated to, request additional information regarding; demonstrated competence and qualifications, the feasibility of implementing project(s) as proposed, the ability of the respondent to meet schedules or other factors as deemed appropriate by the City.
4. The successful Respondent will enter into a Professional Services Agreement with the City. If mutual agreement of the scope of services and compensation cannot be reached, negotiations with the firm shall cease and the City will open negotiations with the next ranked firm.
5. Upon execution of an Agreement, the Respondent must show the ability to provide the City with any required insurance and/or bonding.

1.8 Respondent's Acceptance of Evaluation Methodology

WAIVER OF CLAIMS: Each Respondent, by submission of a response to this RFQ, waives any claims it has or may have against the City or its consulting engineers, and their respective employees, officers, members, directors and partners that are connected with or arising out of this RFQ, including, the administration of the RFQ, the RFQ evaluation, and the selection of qualified Respondents to receive a Request for Qualifications. Submission of qualifications indicates a Respondent's acceptance of the evaluation technique(s) and Respondent's recognition that some subjective judgments must be made by the City during the determination of qualifications. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluation rankings shall be made public in accordance with applicable law and waives any claim it has or may have, due to information contained in such evaluations.

1.9 Response Format

Interested firms must submit three (3) bound qualifications packets, and one (1) CD or USB-drive containing a digital copy of the complete qualifications package in a PDF format. Please begin the file name of the pdf copy with the Respondent's firm name.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the SOQ's be organized in the manner specified below. SOQ's are limited to a maximum of fifteen (15) single-sided numbered pages including the Table of Contents and Letter of Transmittal. Resumes, tabs/dividers, and the coversheet do not count toward the page limit.

SOQ's shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the City of Stephenville.

1.10 Response Content

Responses shall be arranged as follows:

1. **Coversheet: General Information**
Show the RFQ title, the name of the firm, address, telephone number(s), name of contact person, and date.
2. **Table of Contents**
Clearly identify the submittal contents by section and page number.
3. **Letter of Transmittal**
 - A. Briefly state the firm's understanding of the services to be performed and make a solid commitment to provide the services as specified.
 - B. Give the name(s) of the person(s) authorized to make representations for the firm, their titles, address(es), and telephone numbers.
 - C. The transmittal letter must be signed by a corporate officer or other individual with the authority to bind the firm. The letter must also be signed by the project manager.
4. **Contents**
 - Tab 1: Engineering Firm's Understanding of Project Needs.**
 - A. Discuss the firm's understanding of the project objectives and the anticipated work.
 - B. Describe the general project approach to deliver the Services in an effective, timely and professional manner.
 - C. Describe any support needed from City staff in order to execute the Services.

Tab 2: Engineering Firm's Specific Approach and Work Plan.

- A. Outline the project plans, specifications and services to be provided and how and when services are provided.
- B. Describe the firm's detailed project approach and a focused work plan for this specific project. The description should fully and completely demonstrate the firm's intended methodology for servicing project requirements.
- C. Describe the firm's project management and quality control procedures.

Tab 3: Qualifications, certifications, and abilities of key staff identified in the SOQ Package.

- A. Provide a description of the firm, including origin, background, current size, financial capacity, available resources, general organization, and firm headquarters. Identify the name and title of the person(s) authorized to enter into an agreement(s) with the City.
- B. Describe the firm's interest in this RFQ and the unique advantage the firm and team bring to the City of Stephenville.
- C. Provide an organizational chart to clearly identify the key members of the project team. Sub-consultants, if any, should be included. **Specifically identify the individual(s) who will serve as project manager(s) and as points of contact.** Provide the following information for the project manager(s) and key team members:
 - Name, title, licensures;
 - Office and Email Addresses, Phone Number(s)
 - Role in and name of similar past projects; and
 - Name of company employing project manager for each past project listed.
- D. Resumes may be submitted for each proposed key team member. Resumes do not count towards the page limit.
- E. State any possible conflicts of interest your firm or any key team member may have with performing work for the City of Stephenville.
- F. Discuss the team's ability to handle multiple concurrent projects in terms of resources, including equipment, staff availability, and scheduling capacity.

Tab 4: Experience of the firm providing similar services for similar projects.

- A. List a maximum of ten (10) relevant, similar projects, either currently in progress or having been completed **in the past five (5) years**, including any projects with the City, containing work demonstrating the skills and abilities of the key team members as follows:
 1. List only projects involving key team members or subcontractors proposed for this project.
 2. List projects in order by date with newest projects listed first and include the following:
 - a) Brief project description;
 - b) Owner's representative having knowledge of the firm's work. Include contact names, phone numbers, email and physical addresses;
 - c) Name(s) of key team member(s) involved; including any changes to the project team and/or key team member(s) after project initiation, and if the key team member(s) completed, or did not complete, the project. Include the project's current status if not yet completed. If experience for a key team member is listed from a previous employer, fully disclose with what firm the work was performed.
 - d) A list highlighting the skills demonstrated by key team member(s).
 - e) Identify if the project was involved in any construction claims, how any claims were resolved and what the role of the key team members were for resolution.
 3. For services that included construction drawings, discuss the percentage that the engineer's opinion of probable construction cost was within the initial bid award and final construction amounts. Include an explanation for differentials greater than (>10%) ten percent.

2 REPRESENTATIONS, CONDITIONS AND OTHER SUBMITTAL REQUIREMENTS

2.1 Duties and Obligations of Firms in the RFQ Process

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a response. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, error or inconsistency.

2.2 Addenda

In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the City's official website at www.stephenvilletx.gov.

Any requests for information or clarification shall be submitted in writing to the contacts listed in this RFQ by the deadline for questions.

2.3 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, or has a conflict of interest with an officer or employee of the City in connection with this RFQ.

2.4 Public Records

Upon receipt by the City, each response becomes the property of the City and is considered a public record. Responses will be reviewed by the City's evaluation committee.

2.5 Cost of Proposal Preparation

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree that the submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the City for costs and expense associated with preparing and submitting a response. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

2.6 Advertising

In submitting an RFQ, respondent agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Stephenville.

2.7 Financial Capacity; Insurance Requirements

The selected firm must have the financial capacity to undertake the work and assume associated liability. The selected firm(s) may be required to provide certificates of insurance evidencing coverage for professional liability in the minimum amount of \$1,000,000; auto liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; and workers' compensation insurance as required by Texas statutes.

2.8 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFQ (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City’s name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City grants the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the work in the agreement.

2.9 City Rights and Reservations

The City anticipates the selection of a firm, but reserves the right to request substitutions of any team member, including key staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including, but not limited to, experience, qualifications, abilities, resources, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as an agreement.

The City of Stephenville reserves the sole right to award an agreement or agreements to the most qualified firm(s) on the basis of best overall response deemed to be most advantageous to the City.

2.10 Professional Services Agreement

The contents of this RFQ and all provisions of the successful response as deemed responsive by the City of Stephenville may be incorporated, either in whole or in part, into a Professional Services Agreement and become legally binding when approved and executed by both parties.

Engineering services shall be performed in a prompt and professional manner and in accordance with the standards of the profession.

All work, unless otherwise specified, shall be completed to the satisfaction of the City Administrator, Director of Public Works, City Engineer or designee within the time periods allocated, as mutually agreed upon at the beginning of the assignment. The Engineer shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by the City.

2.11 References

List at least three (3) companies or governmental agencies (preferably municipalities) where the same or similar products and/or services as contained in this package were recently provided.

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

Exhibit A

Scope of Work / Specifications for 750,000 Gallon Ground Storage Water Tank Rehabilitation

GENERAL INFORMATION

All work accomplished under the contract shall be in accordance with the federal, state and local manuals, standards, guidelines, standard specifications and standard procedures. Although every effort has been made to fully describe the scope of services it is anticipated that changes may be required during the course of the project to accommodate input from the public, other agencies within the City and outside of the City. Changes to the scope of work that may be required to provide a complete project shall be negotiated and authorized by an amendment to the contract as they are identified. Any changes made to the proposed project team must be approved by written notice from the City.

I. Project 750,000 Gallon Ground Storage Water Tank Rehabilitation

This project includes the preparation of detailed technical specifications and construction phase services for the rehabilitation of the Garfield 750,000 Gallon steel storage water tank constructed in approximately 1960 and is located at 800 North Garfield Avenue, Stephenville, TX 76401.

Follow-up services may include, at the City's option, related construction phase services for on-site project representation, observation, review and documentation of the work progress.

II. SCOPE OF WORK

The work required of the Consultant shall include the following:

A. Detailed Technical Specifications

The prepared specifications shall address, but not necessarily be limited to, the following:

1. Identification of all applicable standards that must be adhered to in completing the work.
2. Specific identification and references to the steel surfaces requiring cleaning and painting.
3. Specific surface preparation requirements.
4. Specific coating systems and application methods.
5. Performance guarantees, warranties, and damages to be assessed for non-compliance.
6. Specification of containment, collection, and disposal procedures for both removed coating material and spent cleaning debris.
7. Proper compliance with environmental and worker protection regulations as required.
8. Procedures for verifying finish coat integrity, total film thickness, and final cure.

B. Bidding Phase Services

The Engineer shall assist the City in preparing the bid documents. Such administration duties shall include the following during the bidding phase: attendance at pre-bid conference and bid opening. Preparation of answers to contractor questions during bidding services prior to bid opening, preparation of a bid tabulation form, review of Contractor bid submittals, and recommendation of award.

C. Construction Phase Services

The Engineering firm shall perform Construction Phase Services to include contract administration duties during the course of the project as requested by the City. The following additional services may be requested, and shall be performed, during the construction phase: review Contractor's project submittals, laboratory or environmental reports, attendance at pre-construction conference, phone consultation, change order preparation, pay estimate review, mediation of Contractor disputes, on-call construction engineering support, etc.