

City of Raymondville, Texas
Request for Qualifications (RFQ)
For Professional Engineering Services

The City of Raymondville is requesting Statements of Qualifications from firms who can adequately demonstrate they have the resources, experience and qualifications to fulfill the role of City Engineering Consultant for various engineering requirements of the City of Raymondville.

Detailed specifications are on file at the City Manager's Office, located at 142 S. 7th Street, City Hall, Raymondville, Texas 78580. Questions regarding this Request for Qualifications notice may be directed to Tony Chavez, City Manager, Raymondville City Hall, 142 S. 7th Street, Raymondville, Texas (956) 689-2443.

Bidders must deliver sealed proposals to the Raymondville City Hall, Attn: Tony Chavez, City Manager, 142 S. 7th Street, City Hall, Raymondville, Texas, 78580, no later than 4:00 PM, Tuesday, January 24, 2023. Proposals will be opened at 5:15 PM, on Tuesday, January 24, 2023 at a regular meeting of the City of Raymondville Board of Commissioners, located at Raymondville City Hall, 142 S. 7th, Raymondville, Texas 78580.

Tony Chavez
City Manager

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City of Raymondville Request for Qualifications (RFQ) For Professional Engineering Services

The City of Raymondville is requesting Statements of Qualifications from firms who can adequately demonstrate they have the resources, experience and qualifications to fulfill the role of City Engineering Consultant for various engineering requirements of the City.

Program Description:

It is the City's intent to select one engineering consultant to execute the planning, design, and construction administration of projects within the City of Raymondville, under the direction and management of the City's Manager's Department.

The consultant will be responsible for successfully planning, designing, and constructing administration for projects within the City, by managing, directing, and coordinating engineering design efforts for projects as assigned. The selected firm/consultant will be responsible for the design, construction administration of individual projects, and will be selected in conjunction with the City in accordance with the City's Consultant Selection Process. The firm selected will be directly contracted with the City. **This contract will be for a two (2) year period.**

The City Manager's Office will be responsible for the coordination of the projects with other segments of the City of Raymondville, and other City Departments, other entities' projects, and all private utilities. The consultant(s) will also be responsible for acquiring approval and permits from all outside agencies and utilities, as necessary, for each project.

The City of Raymondville requires an engineering firm skilled in projects associated with compliance with the City's Code of Ordinances for zoning, site plan, subdivision and water quality. The Engineer will also represent the City in meetings regarding development issues and City public works projects within the City of Raymondville jurisdiction. The Engineer will work closely with the Public Works Department, which includes development, building and code compliance and in particular shall provide direct oversight of engineering elements being performed by City staff. In addition the Engineer shall provide technical expertise as needed, attend regularly scheduled City meetings and one monthly meeting with the City Manager to review work product, review development submittals and construction plans, engineering plans and other related engineering topics related to the ordinances of the City of Raymondville and attend City Council meetings, Planning and Zoning Commission meetings and developer meetings as requested by the City.

Other duties of the Engineer on an as needed basis may include overseeing the construction of the new public works projects, capital improvements planning, engineering plans review, design and construction of road improvements, planning and zoning, and other like activities.

To accomplish the goals of the City of Raymondville, the consultant must be able to execute extensive coordination with various regulatory agencies, public entities, and public and private utilities. Below is a list of currently identified existing entities that may need to be contacted or coordinated with. Other entities not listed may also need to be contacted or coordinated with.

- City of Raymondville Public Works Department
- City of Raymondville Planning Department

- City of Raymondville Building Department
- Willacy County Engineering Department
- Corps of Engineers
- Texas Department of Transportation
- Texas General Land Office
- Texas Water Development Board
- Texas Commission on Environmental Quality
- Texas Department of Agriculture
- U.S. Department of Agriculture – Rural Development
- U.S. Department of Economic Development
- U.S. Environmental Protection Agency
- Texas Gas Service
- Magic Valley Electric Coop and/or AEP – Electrical
- AT&T
- Various Pipeline Companies
- Union Pacific Railroad
- Verizon

Special Considerations:

Some assignments may require the use of funds from the TWDB or other Federal Agencies and may or will require the implementation of the Disadvantage Business Enterprise program requirements.

A. Any loan award is contingent upon release of funds from the Texas Water Development Board (TWDB).

B. This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to Minority Business Enterprise and Women-Owned Business Enterprise firms. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

CATEGORY	MBE	WBE
<i>CONSTRUCTION</i>	34.8%	6.7%
<i>SUPPLIES</i>	9.7%	5.2%
<i>EQUIPMENT</i>	7.2%	4.1%
<i>SERVICES</i>	16.1%	21.3%

Scope of Work:

1. Project Management Goals

- Manage multiple design and construction contracts to a coordinated and predictable outcome.
- Meet individual project goals within scope, budget, and schedule.
- Coordinate assigned projects with the City's other projects.
- Create an early warning system to allow problems to be addressed in a proactive manner.
- Provide consistency between projects by utilizing the City's Standard Details, Design Criteria Manual, Specifications, and Project Delivery Model.
- Reporting of Project progress and Project financials.
- Provide direct oversight of engineering elements being performed by City staff.
- Provide technical expertise as needed. Attend regularly scheduled meeting with the City Manager to review development submittals/plans and other engineering topics related to the Code of Ordinances of the City of Raymondville.
- Attend Council meetings, Planning & Zoning Commission meeting and meetings with developers as requested by staff.
- Provide design, engineering and project management for Public Works Project.
- Provide assistance with capital improvement planning.
- Provide recommendations and assistance with revisions to the City's Code of Ordinances related to matters involving engineering expertise.
- Any other plan reviews or services that are identified by the City on an ongoing basis.

2. Individual Project Engineering Services:

The City Manager will be responsible for managing and directing the consultant for individual projects. The consultant will work under contract with the City but will be managed and directed by the City Manager. The scope of services to be provided or managed by the City Manager for individual projects may include, but is not limited to:

- Site investigation/assessment
- Preliminary Engineering Report (PER)
- Public Involvement
- Design Phase, bid phase and construction phase services
- Survey and Geotechnical services
- Environmental services and environmental permitting
- Coordination with City of Raymondville Management, Public Works, and others as necessary
- Plans, Specifications, and Estimates (PS&E)
- Quality Assurance/Quality Control and Constructability Reviews
- Value Engineering
- Alternative Delivery Analysis and Recommendations
- Review and recommendation of contract size and phasing
- Obtaining all permits necessary to construct the project
- Preparing all right-of-way and easement parcel maps and metes and bound descriptions for acquisition
- Coordinating and scheduling the acquisition requirements with the City of Raymondville

- Coordinating utility relocation with all public and private utilities
- Preparation of contracting documents
- Construction Phase Engineering, including but not limited to, RFI responses, shop drawing and submittal reviews, claims review, and construction update meetings
- Ensure adherence to project schedules
- Milestone and Financial Reporting
- Document Management
- Construction Administration, Management, Inspection, and Materials Testing
- Project Close Out, Warranty work administration, and one-year inspection/project closeout

3. Desired Expertise of the Consultant:

It is anticipated that multiple design contracts will occur at the same time with various schedules and complexities. Critical to the success of the consultants assignments will be the selected consultant's ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, design teams, the public, contractors, etc., which will encourage an open and honest exchange of information and ideas throughout the entire process.

Specific discipline-dependent expertise, required as minimum qualifications for the consultants must include experience in the following areas:

- Water distribution and wastewater collection project design and construction.
- Wastewater lifts station design and construction for new facilities, upgrades, and rehabilitations
- Paving and drainage design and construction for new facilities, upgrades, and rehabilitations
- Building architectural design and construction for new facilities, upgrades, and rehabilitations;
- Managing, administering, and providing oversight for sub consultants and construction contracts
- Communicating, involving, and coordinating with many different groups
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, etc.)
- City of Raymondville standards, methods, and procedures
- Initiating interagency agreements
- Familiarity with the real estate acquisition processes
- Success in gaining environmental approvals

Engineering Consultants Agreement

The City manager will provide a scope of services for all Consultant assignments prior to entering into a Professional Services Agreement, which will establish the general scope of services, deliverables, and the agreed upon rates. The City Manager will negotiate the scope, schedule, and cost for individual "Agreements" for services on an assignment-by-assignment basis during the term of the Agreement.

Request for Qualifications

The intent of this notification is to have the various firms prepare a Statement of Qualifications (SOQ) for review by the City's Consultant Selection committee.

The City of Raymondville intends to make its selection from the firms that submit a SOQ package that consists of the following:

A. Basic Information

1. Specific information related to proposed project.
2. A letter of interest, not to exceed three (3) typewritten pages, describing why the firm is particularly well qualified to perform these services at this time and indicates the following:
 - a. An understanding of the anticipated assignments, services required, and approach to providing the services required
 - b. Identity of the proposed Project Manager or any Project Team
 - c. Sub-consultant usage if anticipated, including, but not limited to, land surveying, geotechnical, materials testing, and environmental sub-consultants
3. A list of not more than five (5) relevant programs/projects completed within the last 5 years.

B. Specific Information – The SOQ package should, at a minimum, address the following City of Raymondville concerns most usually associated with the selection of such firms:

1. Organization of the firm and the roles and responsibilities of all assigned personnel. The City of Raymondville reserves the right to approve all core staff and key personnel assigned to work on this contract.
2. Demonstrate relevant project examples of how your proposed personnel will be able to deliver Programs projects within scope, budget, and schedule. Include an Organizational Chart for the proposed Project Management.
3. Professional qualifications, education, experience and technical competence of the firm's key employees, as evidenced by resumes and experience records.
4. The firm's approach to Project Management. Describe all elements to your approach, including how your approach addresses contingencies that may arise during projects, how to resolve issues within the project team, and how your firms will manage the design.
5. Describe your Quality Assurance/Quality Control processes, including your tracking system(s) that will be used to monitor budget, schedule, and scope.
6. The firm's capabilities, specialized experience, and technical competence in Project Management, development of design requirement, designs, and construction of similar projects and public interface.
7. Past experience and satisfactory performance on Project Management/Design Projects contracts with public agencies, approval authorities, and private industry in terms of cost control, quality of work, and compliance with performance schedules.
8. Knowledge of the City of Raymondville area and the pertinent construction materials, vendor facilities, and standard practices.
9. Potential conflicts with current work by the individual firm on a case-by-case basis.
10. The firm's financial stability, including proof of insurance.
11. Information regarding the firm's involvement in litigation, as a plaintiff or defendant, over the last 5 years.

C. Project Management Experience – Provide a list of no more than five relevant programs completed in the last 5 years, which include the following information:

1. Program name, owner, and scope, number of projects, program duration, and program amount.

2. Individual projects completed including project name, design engineer with contact information, location, original and actual start and completion dates, description, estimate, and actual costs.
3. References – Owner’s name, representative and telephone number.

Three (3) copies of the SOQ package shall be submitted.

Selection Criteria

As a basis for evaluating the qualification of a consultant firm during initial short list development and the firm presentation (if requested), the following elements merit consideration:

1. The firm’s past experience in performing similar assignments for other public owners, and the overall reputation of the firm. (10 Points)
2. The depth of experience of the firm’s staff in the particular fields. (10 Points)
3. The firm’s ability to assign qualified staff that will be in responsible charge of the project(s) and will be able to complete the work within the time schedule required. (10 Points)
4. Location of the firm’s staff with respect to the general geographic area of the City of Raymondville. (5 Points)
5. Suggested project approach. (10 Points)
6. Previous experience on municipal programs and projects. (25 Points)
7. Previous experience on City of Raymondville projects. (5 Points)
8. Knowledge of local conditions. (15 Points)
9. References. (10 Points)

Selection Process Overview

The SOQ will be used to rank the respondents and determine a short list. In addition, the SOQ will be used for reference material throughout the selection process. Once a short list has been determined, a mandatory Pre-proposal meeting may be established for a briefing and to provide an opportunity for the short-listed firms to ask questions. Once the Pre-proposal Meeting has been completed, there may be an oral interview/presentation session scheduled. The presentation should demonstrate the firm’s experience in providing consultant(s) and Project Management for Utilities projects, including their experience in coordination with other projects and other entities.

Based on the SOQs and interviews (if requested), the Consultant Selection Committee will determine the most highly qualified firm on the basis of demonstrated competence, qualifications, previous project experience, specific project experience in League City and ability to perform.

After the selection process has been completed, a detailed scope of services will be developed between the successful firm and the City of Raymondville. Along with the scope of services the firm will submit applicable cost information (i.e. salary rates for various classifications of personnel, and indirect cost derivation, and a schedule of rates for other direct costs). The price proposal should substantially reflect the same composition and level of involvement as required to address the agreed Scope of Services.

If a mutually agreeable cost/price proposal cannot be negotiated, the City of Raymondville will formally end

the negotiation and proceed to select and negotiate with the next most highly qualified firm on the basis of demonstrated competence and qualification.

Submission Deadline

Qualification packages must be submitted no later than 4:00 p.m. on Tuesday, January 24, 2023 to the address listed below:

Raymondville City Hall
Attn: Tony Chavez, City Manager
142 S. Seventh Street
Raymondville, Texas 78580

Submissions must include the following on the exterior of the package:

RFQ: Professional Services Consultant
Due: 4:00 p.m., Tuesday, January 24, 2023

Inquiries regarding this Request for Qualifications must be submitted in writing or by email to Tony Chavez, City Manager's Office, to the following addresses: (1) if in writing: Raymondville City Hall, Tony Chavez, City Manager, 142 S. Seventh Street, Raymondville, Texas 78580; or (2) if by email: raycity@raymondvilletx.us, emailed requests must include the following reference on the email subject line: **RFQ Professional Services Consultant.**

NOTE: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or State agency, or other governing body. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City of Raymondville.

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the Consultant Selection Committee) to influence any employee or elected official of the City of Raymondville concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future City of Raymondville solicitations or contracts.