
Request for Qualifications for City Engineer

The City of Olmos Park Texas is seeking Statements of Qualifications for Consulting Engineering Services. The successful applicant must be a Registered Professional Engineer, have previous experience as a City Engineer and at least five (5) years' experience supervising commercial construction projects. The engineer selected will be required to attend meetings of and prepare briefings for the Olmos Park City Council, explaining complex constructions projects and proposals in non-technical terms easily understood by laymen. The engineer will advise the Planning and Zoning Commission as requested by the Commission. He or she will coordinate with city engineers to ensure engineering projects in areas contiguous to Olmos Park do not adversely impact the City. The engineer works directly with the City Manager but is responsible to the City Council. Please provide statement of qualifications and five professional references with your response. **Qualification statements are due no later than 2:00 pm on November 13, 2015**, to the Olmos Park City Hall, Attention: City Manager, 120 W. El Prado, San Antonio, TX 78212.

CITY OF OLMOS PARK REQUEST FOR PROPOSALS CITY ENGINEER

The City of Olmos Park is requesting proposals from qualified firms of professional engineers to perform the duties of City Engineer for the year ending December 31, 2016. The City Engineer is the chief engineering advisor to the City Council and City Manager. The Engineer is tasked through the City Manager and prepares engineering recommendations to the City Council for decisions. The Engineer supervises the repair and upkeep of the municipal infrastructure, prepares and advertises for engineering and construction projects for the City, supervises the bid process and recommends firms to the City Council to complete municipal construction and maintenance functions. The City Engineer attends City Council meetings as invited, prepares briefings for the City Council and answers Council questions.

To be considered, the applicant must be a registered Professional Engineer by the State of Texas, have at least five years previous municipal engineering experience, be able to relate complex engineering issues and projects simply, yet comprehensively to the City Council and an effective communicator. Preference may be given to engineers and engineering firms in the San Antonio area.

There is no expressed or implied obligation for the City of Olmos Park to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

GENERAL INFORMATION:

- * Type A General Law Municipality
- * Population approximately 2,300
- * City Owned Sewer System
- * Storm Water System Supervision

* 36 full-time employees, one part-time employee/5 departments (Administrative, Municipal Court, Police, Fire, Sanitation)

References. Provide a maximum of four municipal or governmental client references, contact persons, phone numbers, and a brief description of the related projects that your firm has completed which demonstrate your firm's commitment to the client's needs and total quality management.

Lead Engineer Resume and Available Resources. Include complete resume describing the qualifications, expertise and experience of the lead engineer assigned to serve as the City Engineer for Olmos Park. A minimum of 10 years of directly applicable experience in Municipal Engineering will be required for the successful firm. Available Resources and Engineer location shall be submitted and the selected firm will be required to notify the City within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Engineer's staff of personnel who may contribute to the discipline specialties for which the Engineer has been selected. The City also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature

Proposal Submission

Six (6) copies of the proposal must be received by the City before **2:00 pm on November 13, 2015**. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Olmos Park
Attn: Celia DeLeon, City Manager
120 West El Prado Drive
San Antonio, TX 78212

Disposition of Proposals

All materials submitted in response to this RFQ become the property of the City of Olmos Park. One copy shall be retained for the official files of the City and will become public record after award of the Contract.

Late Submissions

PROPOSALS NOT RECEIVED BEFORE THE DATE AND TIME SPECIFIED IN THE RFQ WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

Rejection of Proposals

The City of Olmos Park reserves the right to reject any or all proposals if determined to be in the best interest of the City.

Proposal Acceptance Period

Award of this proposal is anticipated to be announced on December 17, 2015, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

Confidentiality

The content of all proposals will be kept confidential until the selection of the Engineer is publicly announced as allowed under the Public Information Act. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information, except any information that the Respondent classifies as “confidential”.