

**CITY OF OLMOS PARK**  
**REQUEST FOR QUALIFICATIONS**  
for  
**Professional Engineering Services**

RFQ Issue Date: September 25, 2017

Contact Person:

Celia DeLeon, City Manager

Deadline for submission of Statements of  
Qualifications: **Friday, October 20, 2017 2:00PM**

**Late Submittals will not be accepted.**

Mail or deliver Statement of Qualifications to:

Celia DeLeon  
Olmos Park City Hall  
120 W. El Prado.  
San Antonio, TX 78212

## **Professional Engineering Services**

The City of Olmos Park, Texas (City) is a municipal corporation and political subdivision of the State of Texas. The City is governed by a Mayor and five (5) Council Members elected by the citizens of Olmos Park. The City Manager is authorized to issue this Request for Qualifications (“RFQ”). The City is seeking qualified firms and/or individuals who can adequately demonstrate they have the resources, experience and qualifications to provide the City with quality Engineering Services on City projects on an “as needed” basis. The Engineer firm will be appointed by and serve at the pleasure of the City Council.

### **CITY OF OLMOS PARK GENERAL INFORMATION:**

- \* Type A General Law Municipality
- \* Population approximately 2,300
- \* City Owned Sewer System
- \* Storm Water System Supervision
- \* 37 full-time employees, one part-time employee/5 departments (Administrative, Municipal Court, Police, Fire, Sanitation)

### **I. SCOPE OF SERVICES**

- A. **General Services:** The selected firm shall be capable of performing numerous disciplines such as general civil engineering, planning, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, or at a minimum have the ability to coordinate with firms that provide such services.
- B. **Environmental Services and Regulatory Agency Interactions:** Provide technical review of and answer inquiries relating to site, building, subdivision, improvement, land disturbance, floodplain development, and construction plans, and escrows relating to various projects proposed by applicants to be developed in the City, to ensure that such conform to City Codes and all State and Federal regulations.
- C. **CAD and GIS Capabilities:** 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:** Will be expected to attend periodic meetings of the City Council in addition to meeting with City Staff and developers.
- E. **Work Product:** The selected firm will be expected to provide the City with copies of all work products without limitation, to include reports, analyses, correspondence, plans, drawings, and any other document produced in connection with the relationship with the City in printed and electronic form as requested. 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 relationship with the City.

- F. Professional Engineer Requirement: 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.
- G. Public Sector Experience: The City of Olmos Park prefers firms that specialize in representing municipal/governmental entities.
- H. Responsiveness: Must commit to provide services to the City in a timely manner.

## **II. CITY ENGINEER**

If firm is appointed to serve as City Engineer, the selected Firm may be asked to do the following:

- A. Provide a wide variety of engineering services for the City including, but not limited to, civil, drainage, land development, surveying, traffic control, roads, floodplain analysis, construction inspections, and geographical information systems (GIS).
- B. Support the City in developing an Infrastructure Management Plan for Public Infrastructure.
- C. Provide assistance with grant applications for Civil Projects such as streets, transportations, drainage and City Facilities.
- D. On request of City Council or City Manager, prepare plans, specifications and estimates (PS&E) for Civil and/or Public Infrastructure Projects.
- E. Evaluate construction bids on City projects and make a Best Value recommendation to the City Council.
- F. Provide construction inspections on public infrastructure construction projects (developer and/or City funded).
- G. Provide construction management services on City funded infrastructure projects.
- H. Review preliminary and final plats and building plans for completeness and compliance with building codes, City ordinances, State and Federal Statutes and best engineering practices.
- I. Provide written engineering opinions regarding the approval/disapproval of preliminary and final plats and site plans which include factual supporting data in the form of checklists and/or guidelines which document the engineer's opinion.
- J. Provide technical support to City in reviewing and approving master development plans.
- K. Provide recommendations for planning and process improvements for drainage, storm water detention, erosion control, floodplain management and development fees.

- L. Provide engineering reports to City Council and City Manager on engineering issues upon request.
- M. Prepare and submit succinct quarterly progress reports addressing relevant engineering issues or recommendations to the City Manager for inclusion with the core report to City Council.
- N. Disclose to City in writing all contracts, engagements, deals, and real estate advisory services which in any way could be considered as conflicts, potential conflicts or awkward parallels to this scope of services. This condition is not intended to limit Contractors rights to engage in other business and personal activities not related to City.

### **III. SUBMITTAL REQUIREMENTS**

- A. A letter of transmittal. Include identification of the firm responding to the RFQ. Location of the headquarters office for the firm should be indicated, as well as the office where work for the City of Olmos Park will be performed.
- B. General Company Information. A brief description of the firm should be provided along with a list of major services offered by the firm. Include a summary demonstrating the firm's qualifications to satisfy all the technical and management areas identified in the "Duties and Responsibilities of the City Engineer" section above.
- C. Understanding of the Required Services. Discuss your firm's experience with the types of projects and services that the City intends to undertake, including your approach to all facets of design and development. Include special attributes of the firm, if any, that apply to this offering. Discuss the firm's ability to perform the work.
- D. Representative List of Projects. The list should include the project location, description, approximate project construction cost, year of construction, services provided by the firm for the project, and an owner contact name and phone number. List at least three projects and no more than four projects for this section.
- E. 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.
- F. 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.

- G. Additional Information. Include any other information your firm wishes to include in the proposals here; however, **do not exceed the maximum page limit of 20**.
- H. Signature Requirement. 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.
- I. 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.
- J. Modification/Withdrawal of Proposals. A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal before the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.
- K. Late Submission. **PROPOSALS NOT RECEIVED BEFORE THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.**
- L. Rejection of Proposals. The City reserves the right to reject any or all proposals if determined to be in the best interest of the City.

#### IV. SUBMITTAL DELIVERY

RFQ's shall be submitted to:

Celia DeLeon  
Olmos Park City Hall  
120 W. El Prado.  
San Antonio, TX 78212

Submit one (1) original and six (6) copies. Label submittal package as "**Professional Engineering Services**". RFQ's are due by **Friday, October 20, 2017 2:00 PM**. **LATE SUBMITTALS WILL BE REJECTED AS NON-RESPONSIVE.**

Questions shall be directed to Celia DeLeon, City Manager at [CDeleon@OlmosPark.org](mailto:CDeleon@OlmosPark.org) or (210) 824-3281 ext. 303 no later than October 6, 2017.

## V. SELECTION PROCESS

All responsive RFQ's received will be reviewed by the City Council. Weighted rating criteria are as listed below –

- Experience of Lead Engineer 25%
- Firm Qualifications 50%
- Similar Project Experience 20%
- Compliance with RFQ Components 5%

The City reserves the right to reject any and all RFQ's based upon its sole discretion and in the best interest of the City. The City reserves the right to interview respondents from a "short list" of eligible Firms or to select directly from qualified respondents that submit RFQ's. The final decision regarding the successful firm will be made solely by the City Council. The award will be made to the firm which, in the opinion of the City Council, presents the best combination of service and economic benefit.

## VI. ADDITIONAL COMMENTS

- A. Award of this proposal is anticipated to be announced on December 21, 2017, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.
- B. The City will not be responsible for any costs incurred by a firm in preparation of a submission to this RFQ.
- C. If selected, the contract will require the engineer to indemnify the City against all claims arising from the engineer's services in accordance with State law and will not require the City to indemnify the engineer. The contract will also provide that the City will own the Instruments of Service and the Work Product of the engineer upon payment for same and may be used by the City for any purpose without the consent of the engineer.

## VII. CONTRACT INFORMATION

The contract has no guaranteed minimum amount of work. The initial contract term shall be for one (1) year beginning on the 1st day of the month following contract award, with the option for four (4) additional one (1) year extensions by mutual agreement of the parties.

## VIII. LIMITS OF INSURANCE

The minimum insurance requirement will be general liability - \$1,000,000 each occurrence, \$2,000,000 in the aggregate; automobile liability - \$1,000,000; workers' compensation-statutory

limits; professional liability - \$2,000,000 each occurrence and \$2,000,000 in the aggregate. Unless an individual project requires more. The successful respondent(s) must provide the City with original certificates of insurance to include coverage specified within 10 working days from the date the City Council approves the award. Failure to provide these mandatory documents may result in disqualification of the proposal.

### **IX. CONTRACT NEGOTIATION PROCESS**

The highest-ranked Respondent as selected by City Council will be invited to enter into Contract negotiations with the City. If an agreement cannot be reached with the highest-ranked Respondent, the City shall notify the Respondent and terminate negotiations. The second highest Respondent may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Respondent should it be in the City's best interest.