

City of Lucas RFQ #037-25
Questions and Answers
Published 6/30/2025 - 1PM

Date	Requestor	Responder	Question	Answer
6/10/2025	Rodrigo Vizcaino <rvizcaino@lja.com>	Patrick Hubbard	We have been looking at the RFQ that just got submitted. We noticed there is a heavy inclination on past City experience (20%). The only thing LJA has was an inspection tied to the Osage Lane improvements on City's behalf as part of a residential construction project. However, LJA did not contract directly with the City. Would this counts as experience?	Importantly, there is no limit to the number of firms that can be included in the list of accepted firms. Our intent is to cast a wide net. The rubric is primarily intended as a guide for tailoring your statement of qualifications. You are invited to include any experience that you consider relevant.
6/10/2025	Xi Breeding <Xbreeding@Strandae.com>	Joe Hilbourn	I am a landscape architect and we interested in the trail, park, and landscape category under the RFQ. We will more than likely partner with other engineering firms as their sub-consultants. Is it recommended for us to submit landscape architecture as a single SOQ or to be submitted as sub-consultant under other engineering firms?	You could submit as a sub for an engineering firm, as an individual for just landscape, parks projects.
6/11/2025	Mary Boysen <mboysen@geotex-engineering.com>	Patrick Hubbard	Does the scope of this RFQ cover statement of qualifications for Geotechnical Engineering and Construction Materials Testing firms?	You are welcome to submit a response; however, geotechnical engineering is typically subconsulted in Lucas (I'm not aware of us ever having hired it directly) and Construction Materials Testing is usually hired by the contractor on specific projects or hired based on quotes for a list of inspection services on a project specific basis.
6/12/2025	Angela McGuire <AMcGuire@dunaway.com>	Patrick Hubbard	I have a question on the RFQ due July 3rd. It mentions a pre-submittal meeting June 26th at 10am. Will that meeting be held at the Lucas City Hall or will it be a virtual meeting?	This meeting will be in person at Lucas City Hall, 665 Country Club Road, Lucas Texas 75002. Participation is not mandatory and attendance is not part of the evaluation criteria.
6/13/2025	Cassandra Hanze <Cassandra.Hanze@cobbhendley.com>	Patrick Hubbard	On behalf of Cobb, Fendley & Associates, Inc., I am submitting the following questions regarding RFQ # 037-25 Professional Services for Engineering Design and Consulting Services. 1. Under section IV. Submittals, should submitting firms supply requirements 1 through 8 in the order they are listed, or may we change the order as long as all required information is provided? 2. Will the pre-submittal meeting be held only in person, or will there be an option to attend virtually? Thank you for your assistance with these questions. Please let me know if I can clarify anything further.	1. You may change the order if you so desire; however, each section has specific response limits so please be mindful of this when preparing your response. 2. This meeting will be in person at Lucas City Hall, 665 Country Club Road, Lucas Texas 75002. Participation is not mandatory and attendance is not part of the evaluation criteria.
6/13/2025	Thomas Caffarel <thomas.caffarel@cardinalstrategies.com>	Joe Hilbourn	Formal question for you. The scope reads that you are looking for a full service team. See below. "Provide a full-service engineering team for engineering design and/or contract documents suitable for bidding purposes." Can one submit qualifications for particular sections of desired categories? For instance, could one submit quals for only storm water?	"Can one submit qualifications for particular sections of desired categories? For instance, could one submit quals for only storm water?" Yes you can submit for any portion including storm water run off and please do
6/13/2025	Aldo Fritz <AFritz@TJKM.com>	Patrick Hubbard	Do you allow for an in person or even virtual meeting while an RFP is out? I would love to meet with Lucas city staff, learn more about the city and some of the initiatives y'all are working on. Not specifically related to the RFP but more just from general perspective.	We are hosting a pre-submittal meeting as identified in the RFQ. I recommend reviewing our Capital Improvement Plan (https://www.lucastexas.us/2023-comprehensive-capital-improvement-plan/) and Comprehensive Plan (https://www.lucastexas.us/documents/adopted-comprehensive-plan/) to get a sense of the community. I am happy to have a general discussion with you. Anything I discuss will largely come from one of those two plans.
6/13/2025	Aldo Fritz <AFritz@TJKM.com>	Patrick Hubbard	It seems like the city would like firms that can do a wide range of engineering services. Can we submit a proposal that focuses only on Traffic Engineering and Transportation Planning Services?	Yes, you can submit for just one specialization or multiple. Our goal is to cast the widest net possible and capture the best qualified professionals for any projects we may have in the next 3-5 years.
6/16/2025	Dharmesh Shah <dshah@lee-eng.com>	Joe Hilbourn	The RFP does not include traffic engineering services, except for Street Lighting. The RFP contains Engineering Studies. Do the engineering studies include traffic engineering studies as well?	Yes it does we look forward to seeing your statement of qualifications.
6/18/2025	Angela McGuire <AMcGuire@dunaway.com>	Patrick Hubbard	If our example projects meet both criteria of categories 1 and 2 in the RFQ (meaning they were for populations under 15 k and the projects had construction budgets under \$15 M) can we combine categories 1 and 2 and submit up to 3 pages of projects?	It would not disqualify you if you did, but I would prefer that you did not because it will make it more difficult to score. You can reference information from one section in another section.
6/18/2025	Brittany Carpenter <brittany.carpenter@cardinalstrategies.com>	Joe Hilbourn	I see there is a voluntary pre submittal meeting on June 26th at 10 am. Could you confirm if this will be in person or virtual, and provide the address or link?	The voluntary meeting will be in person. We look forward to seeing a statement of qualifications from Cardinal strategies.
6/19/2025	Danielle Holt <dholt@half.com>	Joe Hilbourn	Could you please confirm whether the voluntary pre-submittal meeting for the Professional Services for Engineering Design and Consulting Services RFQ (on June 26th at 10 am) will be held in person at 665 Country Club Road, or if it will be conducted virtually via Zoom or Microsoft Teams?	It will be held in person at 665 Country Club Road Lucas Texas, 75002

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6/24/2025	Maddy Soye <msoye@dunaway.com>	Patrick Hubbard	I would appreciate clarification regarding the formatting of project experience. Several of our past projects meet both criteria outlined in Sections 1 and specifically, they were completed in cities with populations under 15,000 and had construction budgets under \$15 million. Would you prefer that we list these projects once and indicate that they satisfy both criteria, or should we separate them into each respective section even if it results in some duplication? Is there a certain way you would like to see project experience formatted?	I would prefer that the sections be kept separate but you may wish to reference one section from within the other section without the need to describe it in both sections. I am flexible overall.
6/23/2025	Monica Mihajlovic <Monica.Mihajlovic@westwoodps.com>	Patrick Hubbard	Do any of the following elements count toward the required nine page limit: Front and back cover pages, Table of Contents page, Divider/tab pages between sections?	The table of contents, dividers and covers do not count as part of the page count.
6/24/2025	Monica Mihajlovic <Monica.Mihajlovic@westwoodps.com>	Patrick Hubbard	May we include a 1-page cover letter with our submittal? If so, does the cover letter count towards the nine page limit?	A cover letter is not part of the submittal documents; however, a resume is included as an attachment and a letter or summary could be included there as part of the resume.
6/25/2025	Aliza Levin <Aliza.Levin@sam.biz>	Patrick Hubbard	Is there a pre-submittal meeting tomorrow and could you send me the location details?	It is at Lucas City Hall, which is 665 Country Club Rd, Lucas, TX 75002.
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	What are the requirements for proof of insurance?	<p>The City of Lucas standard contract for professional engineering services contains the following section: Professional shall during the term hereof maintain in full force and effect the following insurance: (i) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$2,000,000.00 per occurrence for injury to persons (including death), and for property damage; policy of automobile liability insurance covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than \$500,000.00 combined single limit and aggregate for bodily injury and property damage; statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of Professional's employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and (iv) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$2,000,000.00 per claim and \$2,000,000.00 in the aggregate.</p> <p>(b)All policies of insurance shall be endorsed and contain the following provisions: (1) name the City, its officers, and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance and Professional Liability; and (2) provide for at least thirty (30) days prior written notice to the City for cancellation of the insurance; (3) provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance, except for Professional Liability Insurance. The Professional shall provide written notice to the City of any material change of or to the insurance required herein.</p> <p>(c)All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.</p> <p>(d) A certificate of insurance and copies of the policy endorsements evidencing the required insurance shall be submitted prior to commencement of services and upon request by the City.</p>
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	Is the number of pages the 9 as stated or up to the 10 as would be established if you added up the 9 sections?	(Correction from meeting response) The city will accept the pages as they are laid out by section, which results in up to 10 pages.
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	What is the required formatting of pages?	The formatting shall match language identified in the RFQ within reason. Some deviation may be acceptable as long as it does not seek to greatly deviate from the stated requirements.
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	Is a page counted as front and back or just one side?	One side.
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	What is the number of required references?	Refences shall be provided based on the page count defined in the RFQ document. No specific limit or minimum number is required unless otherwise stated in the RFQ document.
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	What are the rules for the alignment and creation of teams?	Respondents may define teams however they are best able to meet qualifications for one or more areas of service. A full team can be provided or a vendor can focus on one or more specialized areas. The intent of this RFQ is to cast a wide net and establish the best qualified professionals across a range of projects.
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	Are there specific software requirements expected of professional services vendors?	Lucas conducts all transfer of deliverables in common file types. Vendors are expected to provide any technology necessary to complete their works for themselves.
6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	Does Lucas have a list of the projects that would be covered under this RFQ?	Generally the list of projects is those found in the Comprehensive CIP available on the City of Lucas website. Related plans include the City of Lucas Comprehensive Plan also available on our website. Lucas also hires specialists for specific subject areas and maintains a contract for an on-call engineer to act as the city's City Engineer.

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6/26/2025	Pre-Submittal Conference Attendees	Patrick Hubbard	Advice for groups with limited work experience for the City of Lucas?	The intent of scoring experience with Lucas is to identify firms with good knowledge of the Lucas community and City of Lucas organization. If you lack speciifc experience with the City of Lucas organization as a vendor, development experience and experience in neighboring communities of the area will be given some consideration.