



**REQUEST FOR QUALIFICATIONS # 008-17
INSTRUCTIONS FOR SUBMISSION OF STATEMENTS OF QUALIFICATIONS FOR
ENGINEERING CONSULTING SERVICES WITH THE CITY OF LUCAS**

I. Introduction

The City of Lucas is accepting Statements of Qualifications (SOQ) from qualified firms to establish a list of approved firms to provide professional engineering services in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications. This SOQ provides interested firms with the information necessary to prepare and submit their qualifications for consideration.

The selected firms will be retained for a period of three years, with the option to renew for an additional two years at the discretion of the city, for a possible full term of five years. Projects ready for design during the three-year period will be assigned to a firm on the approved list by the City Engineer or designee. Upon assignment of a project, the firm will be requested to provide a proposal for review and approval by the City. A consulting fee will be negotiated based upon the design or study proposal. The project proposal shall include an Opinion of Probable Cost for construction of the project, if applicable.

II. Scope of Services

Provide a full-service engineer team for engineering design and/or contract documents suitable for bidding purposes. Construction project types may include, but are not limited to the following: roadway construction, roadway reconstruction, water infrastructure, wastewater infrastructure, storm sewer, transportation infrastructure, all-purpose trails, parks, lighting, and landscaping. Provide a full-service engineer regiment for infrastructure master plans, engineering studies, project scheduling, and cost estimating. Construction-phase services are included in the scope for each project type, as appropriate.

III. Insurance

All resonances must submit proof of insurance with the SOQ. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Upon selection, the City of Lucas shall be listed as an Additional Insured.

IV. Submittals

The SOQ is limited to seven sections with a total of nine pages plus attachments for resumes and proof of insurance. The minimum font size is 12 for the seven sections. The City may select multiple firms for each discipline depending on expected project needs during the next three to five years. For an SOQ to be considered responsive, the following information shall be included at a minimum in the following sections:

1. Qualifications and relevant project/study experiences of your firm in cities with populations less than 30,000. (One Page)
2. Qualifications and relevant project/study experiences of your firm with projects with a construction budget less than \$2,000,000 (Two Pages)
3. Reference contact information, including name, phone number, and address. The City reserves the right to check references from the list submitted. (Two Pages)
4. Length of time in business, business history, and description or details of quality assurance program information. (One Page)
5. If your firm has conducted business with the City of Lucas previously, please list the project(s). (One Page)
6. A list of specific services your firm is prepared to provide and ability to provide the services in a timely manner. (One Page)
7. A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the proposer or in which the proposer has been judged guilty or liable. (One Page)

Attachment A – Resumes for the proposed project manager and other key personnel. Team roles and responsibilities for the various disciplines of engineering shall be identified. Note that team leadership tenure may factor into firm selection. All team members must be in good standing with the respective Texas professional governing board (e.g., TBPE, TBPG). (Two Pages Per Resume)

Attachment B – Proof of Insurance

V. Evaluation Criteria

The selection of firms to be placed on the qualified firms list will be based on the evaluation criteria listed below. The City reserves the right to select an appropriate number of firms, as determined by the City, to meet the City's projected needs for the next three to five years. The decision by the City is final:

1. Qualifications and relevant project/study experiences of the firm in cities with populations less than 30,000 (25%)
2. Qualifications and relevant project/study experiences of the firm with projects with a construction budget less than \$2,000,000 (25%)
3. References (10%)

4. Business history and quality assurance (10%)
5. Experience with Lucas (20%)
6. Location (10%)

VI. Interviews and Presentations

Requests for interviews prior to the closing time and date will not be permitted. Interviews with selected firms may or may not be requested by the City after the closing date. Selection may be made strictly from the information provided in the SOQ. However, the City of Lucas reserves the right to conduct interviews with, and request presentations from any, all or some respondents.

VII. Submission

Facsimile submissions will not be accepted. Submission by email will be accepted if in PDF file format and must be submitted to lmaduro@lucastexas.us and shenderson@lucastexas.us.

Submissions mailed or hand delivered to city hall shall include the following: one bound original, one unbound copy, and one PDF digital copy. Submissions shall be in one package and marked plainly as:

CITY OF LUCAS
RFQ # 008-17
ENGINEERING CONSULTANT SERVICES
Purchasing Coordinator
LUCAS CITY HALL
665 COUNTRY CLUB ROAD
LUCAS, TX 75002-7651

All proposals shall be delivered to the address above no later than 2:00 P.M. on Friday, April 28, 2017. Submissions received after this time will not be opened and destroyed.

The City will coordinate all activities of the Professional Services contract that may result from this RFQ.

VIII. Questions

The City of Lucas requires all questions relating to this RFQ directed via email to Linezka Maduro, Purchasing Coordinator, at lmaduro@lucastexas.us by noon on Wednesday, April 26, 2017. No questions will be answered via the telephone.