



CITY OF PALMVIEW REQUEST FOR QUALIFICATIONS CITY ENGINEERING SERVICES

QUALIFICATION SUBMITTAL DUE DATE: August 13, 2024 @ 3:00 pm

RFQ Number 2024-01

City of Palmview: 400 West Veterans Blvd., Palmview, Texas 78572

PURPOSE AND OBJECTIVE

The City of Palmview, Texas ("City") is issuing this Request for Qualifications (RFQ) to solicit interest from qualified firms for city engineering services. The City intends to have the selected Firm function as the "City Engineer" to perform various engineering services on an as-needed basis for a period of one year, with potential renewal options.

SCOPE OF SERVICES

Basic Services: The selected engineering firm (Firm) shall provide the following consulting services:

1. Assist the City in developing and administering maintenance programs for roadways, bridges, and storm drainage facilities.
2. Assist the City in TCEQ compliance and reporting for storm water infrastructure.
3. Assist the City in preparation and administration of a Capital Improvements Plan.
4. Identify necessary capital improvement projects, contract for associated engineering design services, bid & award projects, and administer construction contracts.
5. Perform engineering reviews of civil plans submitted for new development and construction projects.
6. Perform engineering inspection services for new residential and commercial development as requested by City staff.
7. Prepare special studies and reports on a variety of subjects and activities for Mayor and City Council.
8. Attend City Council, Planning & Zoning Commission, and other City board and commission meetings as requested by City staff.

Additional Services: Provide basic or additional services as needed.

SUBMITTAL DEADLINE AND DELIVERY LOCATION

Sealed submittals must be received and time-stamped by 3:00 p.m. on August 13, 2024. Submittals must be submitted in person at the following location:

*CITY OF PALMVIEW
ATTN: CITY SECRETARY
400 West Veterans Blvd., Palmview, Texas 78572*

SUBMITAL METHOD

Six (6) hard copies.

The copies shall be sealed and clearly identified as 'RFQ #2024-01 - City Engineering Services'.

It is the sole responsibility of the Firm to ensure that the sealed submittal arrives at the specified location by the deadline.

Each proposal shall be signed by an individual authorized to act on behalf of the Firm.

All submittals become the property of the City of Palmview upon receipt and will not be returned.

POINT OF CONTACT

The City designates the following as its Point of Contact for this RFQ. All questions regarding this RFQ should be directed in writing to:

Rudy Flores
Planning Director
400 W. Veterans Blvd
Palmview, Tx 78572
rflores@cityofpalmviewtx.us
(956) 432-0300

PROPOSED SCHEDULE

Advertisement of RFQ - RFQ Deadline
July 26, 2024

Submittals due by
August 13, 2024 @ 3:00 p.m.

Evaluations Due
August 20, 2024

City Council Meeting for approval.....

August 20, 2024

STATEMENT OF QUALIFICATION REQUIREMENTS

The ideal Firm shall have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of key personnel assigned to this project are critically important. Please provide the following:

1. Introduction: Provide a cover letter and introduction including the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the statement of qualifications, its highlights, and the approach to engineering services.
2. Service Approach: a general description of the firm's approach to engineering services and a detailed task plan that addresses the scope of services.
3. Innovative Techniques or Methodology: A discussion of any innovative techniques or methodology that the firm will use that have a proven history of providing responsive and cost-effective results on similar studies.
4. Scope of Work and Schedule: Discuss each task outlined in the "Scope of Work" section above.
5. Qualifications & Experience: Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors if proposed.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFQ.
6. References: Identify at least two (2) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City Engineering services may also be submitted for consideration.
7. Additional Data: This section will be limited to five (5) pages. Responses may include any other

information the City Engineer deems essential to the evaluation of the statement of qualifications.

8. Summary of Insurance Coverage

9. Completed Form 1295

EVALUATION OF PROPOSALS

Submissions will be reviewed and evaluated by the Palmview City Council and/or City staff. The City reserves the right to reject any or all RFQ submittals and to conduct studies and other investigations, as necessary, to evaluate the RFQ submittal.

Evaluation Criteria	Description	Maximum Points
Introduction	Cover letter and introduction including firm's name, address, contact person's details (name, address, phone, fax, email). Executive Summary with an overview of qualifications and service approach.	10
Service Approach	General description of the firm's approach to engineering services and detailed task plan addressing the scope of services.	15
Scope of Work & Schedule	Detailed discussion of each task outlined in the "Scope of Work" section.	15
Innovative Techniques or Methodology	Discussion of innovative techniques or methodology with proven history of responsive and cost-effective results on similar studies.	10
Firm's Background & Experience	Firm's resources, experience and capabilities	30
References	At least two (2) similar clients, preferably municipal governments in Texas. Include agency name, project manager, phone number, and description of work performed.	10
Additional Data/Local knowledge	Up to five (5) pages of any other information deemed essential to the evaluation of the statement of qualifications.	5
Summary of Insurance Coverage	Summary of the firm's insurance coverage.	2.5
Completed Form 1295		2.5
	TOTAL:	100

RESERVATION OF RIGHTS

The City of Palmview reserves the right to:

1. Cancel this RFQ, in whole or in part, at any time before the execution of a contract without incurring any costs.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise the evaluation methodology.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm.
6. Require additional information from a firm.
7. Waive deficiencies in an RFQ submittal.
8. Disqualify any firm that changes its RFQ submittal without authorization.
9. Exercise any other right reserved or afforded to the City under this RFQ.