

**REQUEST FOR QUALIFICATIONS**  
**RFQ#2017-2018 - 006**

The City of Alice will solicit, and receive, Request for Qualifications (RFQ) from qualified Consultants and/or Engineering Firms interested in providing Professional Engineering Services for the Preliminary Design, Design, Land Acquisition, Bidding & Award, and Construction Phases, including an opinion of probable construction costs until Friday, January 26, 2018 at 4:00 p.m., for the Waterline Extension - Alice TxDOT Facility Project,

Submission of Statements of Qualifications

**Five (5) Copies of Statements of Qualifications shall be submitted in a sealed envelope, clearly marked:**

“Request for Qualifications: Waterline Extension - Alice TxDOT Facility Project.”

“Do not open in the Mail Room.”

**Mailed Statements of Qualifications shall be sent to:**

Diana L. Lopez, City Clerk

“Request for Qualifications: Waterline Extension - Alice TxDOT Facility Project.”, January 26, 2018 at 4:00 p.m.

City of Alice

Post Office Box 3229

Alice, Texas 78333-3229

**Hand-Delivered Statements of Qualifications shall be delivered to:**

Diana L. Lopez, City Clerk

“Request for Qualifications: Waterline Extension - Alice TxDOT Facility Project.”, January 26, 2018 at 4:00 p.m.

City of Alice

500 East Main Street, Room 202

Alice, Texas 78332

**Statements of Qualifications received after the stated deadline will not be considered and will be returned unopened.**

**SPECIAL INSTRUCTIONS**  
**LIMITATIONS**

**The City of Alice reserve the right to reject any and all Statements of Qualifications received in response to this RFQ, to negotiate with all qualified sources, or to cancel the RFQ in part or its entirety, if found to be in the best interest of the City of Alice.**

This RFQ does not commit the City of Alice to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a Statement of Qualifications in response to this request. Statements of Qualifications may be held for 60 days after opening without taking action.

The City of Alice must approve the firm selected to provide this service. The City of Alice shall authorize contract negotiations to begin without further discussion with the Consultant; therefore, each Statement of Qualifications should be submitted as completely as possible. The County of Jim Wells/City of Alice reserves the right to request additional data or oral discussions/presentations in support of the written Statements of Qualifications.

**Contracts may be awarded for this service on the basis of the best interest of the City of Alice, cost, content, and other factors being considered in the RFQ.**

**CONTACT PERSON/RFQ ADMINISTRATOR**

This RFQ is issued by the City of Alice. Inquiries involving the procedural matters, the scope of work, minimum qualifications, or response requirements of the RFQ should be submitted in writing or via e-mail to Rutilio P. Mora, P.E., City Engineer, City of Alice.

Rutilio P. Mora, P.E.  
City Engineer  
City of Alice  
P.O. Box 3229  
Alice, Texas 78333-3229  
Tel: 361.668.7272 Fax: 361.668.4407  
Email: [rmora@cityofalice.org](mailto:rmora@cityofalice.org)

**REQUEST FOR QUALIFICATIONS (RFQ)—Professional Engineering Services  
City of Alice, Texas— Waterline Extension - Alice TxDOT Facility Project**

The Request for Qualifications (RFQ) for the Waterline Extension - Alice TxDOT Facility Project shall include the following:

Statement of Qualifications Submittal—Attachment I  
Scope of Work—Attachment II  
Evaluation and Selection Criteria—Attachment III

Statements of Qualifications shall be presented in accordance with the specified requirements listed on pages 1 and 2 and those listed in Attachment I. Supplementary material such as exhibits, biographical information, and other documentation may also be submitted separately bound from the Statement of Qualifications.

Statements of Qualifications shall include consultants or engineering firms' Scope of Work as part of Attachment II.

Statements of Qualifications will be evaluated by City Staff in accordance with the evaluation and selection criteria specified in Attachment III. The consultant selection process will be followed by contract negotiations.

It is anticipated that the consultant and/or engineering firm selected should be ready to proceed on or about, March 19, 2018.

## ATTACHMENT I

### Statement of Qualifications Submittals

#### Request for Qualifications Format

The Statement of Qualifications is required to contain the following information and should be no more than 20 pages (excluding cover, title sheets, dividers, etc.).

#### Section 1 - Approach

- Provide an approach for completing the Scope of Work listed in Attachment II.
- Present project review and quality assurance program.
- Discuss any unique ideas/concerns relating to the project.
- Provide Permitting requirements.

#### Section 2 - Project Organization

Lead engineer and other principals to work on the project

- Names
- Address(s), both mailing and e-mail
- Telephone number(s), both office and cell
- Name of responsible corporate officer(s)

Sub-consultants

- Names
- Address(s), both mailing and e-mail
- Telephone number(s), both office and cell
- Name of responsible corporate officer(s)

Organization Chart

Brief description of responsibilities and summary resumes of key individuals, emphasizing experience directly related to responsibilities on this project, as well as any specialty certification/expertise, which demonstrates special qualifications related to this project. State each team member's responsibilities on this project.

#### Section 3 - Schedule

The respondent consultant/engineering firm shall be able to complete the Waterline Extension - Alice TxDOT Facility Project" by Friday, August 31, 2018. The Bidding process shall begin within four (4) weeks after that date.

#### Section 4 - Personnel Effort

Describe type of services by task.

#### Section 5 - Management Control Program

- Cost control method/system
- Schedule control method/system
- Proposed project status reporting system

## Section 6 - Experience and References

Project Manager(s) - Brief description of no more than five (5) projects similar to the work to be implemented, performed by the individuals proposed to be project manager(s).

Project Engineer - Brief description of no more than five (5) projects similar to the work to be implemented, performed by the individuals proposed to be project engineer(s).

Name, mailing & e-mail addresses, telephone number(s) of references for each of the five (5) projects listed above.

## ATTACHMENT II

### **Scope of Work:**

The Scope of Work shall provide all of the following:

- Water modeling of waterline extension.
- Preliminary and final design plans and specifications;
- Land Acquisition
- Permit Compliance with state and local agencies as applicable;
- Preparation of the Contractor bid documents;
- Bidding and Negotiation;
- Construction Review;
- Conduct all field testing and inspections throughout construction;
- Estimate of probable construction costs;
- The firm will also be expected to coordinate with the City staff, and the construction manager selected for the construction project;
- Meetings with state and local agencies to ensure all requirements are met
- Other special services as deemed necessary and appropriate.

## ATTACHMENT III

### **Selection and Evaluation Criteria:**

Selection of the Consultant/Engineering Firm will be based upon the proposal evaluation criteria:

1. Specialized Experience of the Engineer/Engineering Firm (40%)

This includes specialized experience directly relating to design work of Levee Recertification; demonstrated ability to complete the work within the required schedule and budget; quality control/assurance program, and the depth of in-house and sub-consultant support

2. Project Personnel (30%)

This includes the role, responsibility, commitment, and qualifications (including possession of applicable licenses and certifications) of key personnel and their respective experience in the areas assigned.

3. Approach to Work (25%)

This includes the approach to the project scope in **ATTACHMENT II**, the understanding of the project scope and schedule of work, and the interfacing of tasks.

4. Other Considerations (5%)

This includes references from other projects listed in **ATTACHMENT I**, Section 6, Experience and References.