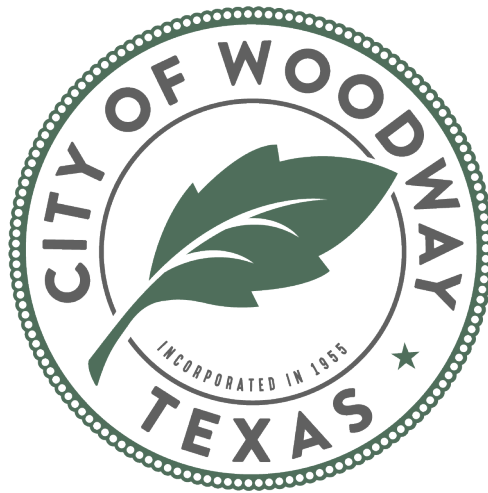


**REQUEST FOR QUALIFICATIONS**

**FOR PROJECTS REQUIRING PROFESSIONAL SERVICES IN THE**

**AREAS OF GENERAL ENGINEERING, PLANNING, SURVEYING,**

**ARCHITECTURAL, CONSULTATION AND PROJECT MANAGEMENT**



City of Woodway  
City Hall | 922 Estates Drive  
Woodway, Texas 76712  
(254) 772-4480

**DUE BY:**  
**JANUARY 12, 2021**  
**4:00 P.M. CST**

## **STATEMENT OF PURPOSE**

The City of Woodway, Texas (“City”) is requesting Statements of Qualifications from firms and individuals desiring to perform professional services in the areas of general engineering, planning, surveying, consultation and project management for the City of Woodway. Any firm desiring to provide any form of service that is subject to procurement under Title 10, Subtitle F, Chapter 2254, Subchapter A of the Government Code of Texas are invited to submit. A List of Qualified Engineering, Planning, Surveying, Architectural, Consultation, and Project Management shall be approved by the City Council.

## **SUBMISSION**

(1) original and five (5) copies of the qualification statements shall be addressed to:

Donna Barkley | City Secretary  
City of Woodway  
City Hall | 922 Estates Drive  
Woodway, Texas 76712

Proposals will not be accepted by email or facsimile. Questions or comments may be addressed to Mitch Davison, Director of Community Services by email at [mdavison@woodwaytexas.gov](mailto:mdavison@woodwaytexas.gov).

The City of Woodway, Texas encourages Disadvantaged Business Enterprises to participate. Woodway is an equal opportunity employment provider and does not discriminate on the basis of race, color, national, origin, gender, religion, age, or disability in employment or the provisions of services. Woodway reserves the right to accept or reject any or all submittals, to waive technicalities, and to take whatever action is in the best interest of the City of Woodway and its citizens.

## **SCHEDULE FOR PROPOSAL SUBMISSION**

The City will make every effort to adhere to the following schedule:

- |   |                   |
|---|-------------------|
| • City of Woodway Website Posting                     | December 4, 2020  |
| • Notice of RFQ in Official Newspaper                 | December 7, 2020  |
| • 2 <sup>nd</sup> Notice of RFQ in Official Newspaper | December 14, 2020 |
| • City Contact to Answer Questions                    | December 28, 2020 |
| • RFQ Due   | January 12, 2021  |
| • RFQ interview                                       | January 26, 2021  |
| • Alternative RFQ Interview                           | January 28, 2021  |

## **CITY OF WOODWAY**

Woodway, Texas is a unique community that couples’ historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 6.60 square miles.

## INTENT OF PROPOSAL

Woodway is the home of the Carleen Bright Arboretum and located in the vibrant heart of the greater Waco area! Woodway is a community that boasts breathtaking beauty; close proximity to premier shopping and numerous restaurant options; easy access to Lake Waco and located just seven miles from Baylor University and the Magnolia Silos. Woodway is also located halfway between Austin and Dallas. Woodway is in an advantageous position for cultural and economic development. With a current population of approximately 9,000 Woodway proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs.

The City of Woodway, Texas has upcoming projects for which various consulting services are needed that require more staff time or expertise than are currently available to handle the workload. The City desires to pre-qualify firms who are known for their expertise, customer service, quality of work, and cost effectiveness. Through this RFQ process, the City seeks to engage the services of consulting firms having the skills to assist with: civil engineering, geotechnical engineering, hydraulic and hydrologic engineering, surveying, traffic engineering and analysis, construction inspection and management, landscape architecture, land planning, and architecture.

The statement of qualifications and experience will be one part of the selection process utilized by the City of Woodway, together with the interview if the City chooses to conduct, to determine which firms will be selected for inclusion on a List of Qualified Architectural, Surveying, Planning, and Engineering Services to be approved by the City of Woodway City Council. **As services are required, the City will evaluate the qualifications statements and enter into negotiations with the highest qualified firm. The City may issue a project specific request for proposal for any project. Firms included on the approved list may also be invited to interview for a specific project.**

## PROJECT DESCRIPTION

The intent of this RFQ is to attract a diverse group of firms that are best suited for performing work in the professional service categories listed above. It is not necessary for a proposer to be able to perform all of the requested services itself. If the proposer does not provide the service in house it should identify the consultants that it generally uses for such service. Not providing a service in house will not be a disadvantage to a proposer as long as the proposer's identified consultants are acceptable to the City. Each firm will be selected based on their demonstrated expertise in each individual service. The number of firms selected will be dependent on the quality and number of submissions received during this RFQ process.

The statement of qualifications should demonstrate competency in one or more of the types of service categories listed below. This list summarizes the types of projects

anticipated through Woodway's improvement plans. This list is not meant to be inclusive and will change as needs arise.

### **Category 1: Civil and Environmental Engineering**

The selected Consultant(s) shall provide civil and environmental engineering services required to develop plans and other documents for permitting, bidding, and construction purposes. Plans may include demolition, grading and drainage, utility, and construction details. Other tasks may include third party review of current designs (public and private), on-site consultation, and AutoCAD assistance. Other related services may include utility infrastructure condition assessments, life-cycle/efficiency analyses, and environmental permitting. This category also includes consultants with experience working in critical habitats and other environmentally-sensitive areas. Experience working with the Texas Commission on Environmental Quality and the Texas Water Development Board is required.

### **Category 2: Geotechnical Engineering**

The selected Consultant(s) will provide geotechnical assessments including subsurface and laboratory studies. Geotechnical services may include, but are not limited to, compaction testing, concrete strength and materials testing, and bank stabilization recommendations. Services may also include retaining wall, pavement, and foundation design recommendations, as well as site inspections and monitoring.

### **Category 3: Hydraulic and Hydrologic (H & H) Engineering**

The selected Consultant(s) will provide services related to stormwater runoff, postconstruction controls, erosion control, drainage system modeling, detention pond sizing and design, as well as pipe and culvert design. The consultant must have demonstrated experience in Low Impact Development (LID) techniques, green infrastructure, and urban watershed management in wide-ranging soil and topographic conditions.

### **Category 4: Land Surveying**

The selected Consultant(s) will provide professional land surveying services related to construction surveying and layout, right-of-way verification, easement documents, rights-of-way documents, subdivision plats, and topographical surveys.

### **Category 5: Traffic Engineering and Analysis**

The selected Consultant(s) will provide traffic engineering and analysis services in support of project designs. Services may include signage and striping plans, traffic counts, congestion improvement studies, and traffic control plans. The Consultant may also provide traffic impact analyses (TIAs), review studies provided by other consultants, and recommend changes to the City's ordinances regarding traffic impact mitigation.

**Category 6: Construction Inspection and Management**

The selected Consultant(s) will provide construction management and inspection services to ensure projects are implemented and constructed in accordance with the project plans and specifications. The Consultant will work alongside City staff to manage and document construction activities, and will be responsible for all services necessary for the inspection, management, coordination, and administration of a project.

**Category 7: Land Planning and Landscape Architecture**

The selected Consultant(s) will provide services related to conceptual land use planning and site analysis.

The selected Consultant(s) may also provide design and management assistance for various capital improvement projects that require extensive public engagement and communication. The Consultant will develop conceptual and schematic designs that illustrate the project's intent, and provide engagement materials during public forums and open houses.

Services may also include the development of landscaping plans and specifications for various beautification and public parkland/open space development projects.

**Category 8: Architecture**

Woodway's Capital Improvement Program may include new city facilities. Feasibility studies may be needed to determine project scope, estimated project costs for inclusion in a future bond election, and other potential needs.

**SUBMITTAL REQUIREMENTS**

Each Statement of Qualifications shall include the following items (in order):

- A cover letter of no more than two pages
- Completed Interest Spreadsheet
- Table of Contents
- Company History and Overview
- Relevant Project Experience including project specific references
- References from municipalities
- Primary and Secondary Points of Contact including office location
- Synopsis of key personnel and project managers (discipline specific)
- Professional references that demonstrate a long-term relationship with clients
- Firm's overall approach to planning, organizing, and project management including communication procedures, quality control, and other similar factors.
- Any additional information that demonstrates the firm's available resources,

specialized experience, or other information

- Information and qualifications of consultants and subcontractors that firm regularly utilizes to perform its services
- Evidence of financial stability and insurance coverage, including professional liability coverage
- Information regarding involvement in litigation in last 5 years
- Conflict of Interest Disclosure as described in Section 176 of the Texas Government Code. – See attached.
- Form 1295 – Certificate of Interested Parties – See attached.
- Evidence of registration to practice in the state of Texas.
- Signature page of person with authority to commit firm to contracts (See format example below.)

## **GENERAL REQUIREMENTS**

Firms submitting their Qualifications SHALL NOT include any fee schedules or project cost estimates for services in their submittals. Upon selection of the most qualified provider in accordance with Texas Government Code § 2254.004, a contract shall be negotiated, including fair and reasonable fees, with the most qualified provider in accordance with Texas Government Code § 2254.003.

The award of a contract for the services shall be made to the responsible proposer whose Qualifications is determined to be the best and most qualified evaluated offer resulting from negotiations considering the evaluation set forth above in this Request for Qualifications.

Provide a section which represents a listing of liability coverage including any consultant team member's coverage. Identify any litigation, arbitration, and/or mediation related to design or construction services rendered in the past 10 years with indication of outcome.

DO NOT include in your proposal any information that you consider proprietary or confidential. Once an agreement is awarded the proposal will become a public record.

## **SELECTION PROCESS**

Selection of firms will follow the qualifications-interview process. From a review of the statement of qualifications and experience received, the City of Woodway intends to invite several firms to be interviewed prior to making any final selection of firms for future projects. If the City of Woodway desires to interview your firm, you will receive notification of the date and time of the interview by email.

The City will use an Evaluation Panel to evaluate the submittals. The statement of qualifications and experience will be one part of the selection process utilized by the City of Woodway, together with the interview if the City chooses to conduct, to determine which firms will be selected for inclusion on a List of Qualified Architectural, Surveying, Planning, and Engineering Services to be approved by the City of Woodway City Council.

## **EVALUATION CRITERIA**

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

### **Qualifications of Firm (25%)**

Qualifications of firm, specifically as they relate to similar projects that the Respondent is choosing to be considered for, i.e. water projects, sanitary sewer projects, street projects, drainage projects, traffic engineering, and surveying services.

### **Firm Experience on Similar Projects (20%)**

Related project experience of the firm(s) and the individuals who would be assigned to this Project. Pertinent professional experience of the project manager(s) and supporting staff that will be assigned to the proposed projects shall be included. The experience of any sub-consultants should be listed along with their experience.

### **Professional References that demonstrate long-term relationship with clients (20%)**

As previously stated, the City of Woodway is seeking to establish a relationship with multiple firms, who will serve as a member of the “Woodway Team” as the City plans for and addresses the anticipated significant growth and its impact on existing and future infrastructure. The City of Woodway operates with a lean staffing structure and seeks to establish a five-year relationship with firms who are interested in making a difference in the development of a community rather than participating in individual projects. Professional references should be provided that demonstrate firm’s on-going relationship with its clients that have made an impact on its past and/or future development.

### **Available Resources to Complete Project (20%)**

This criterion would show that the firm’s project load is sufficient to be able to handle additional projects. This criterion should also show that the firm has sufficient resources to design the projects, if required.

### **Project Approach (15%)**

This criterion relates to the logical sequence and organization to complete the design of projects as well as any innovative methods or concepts proposed as part of the design and construction of projects. Particular attention will be focused on methods utilized by the firms to provide excellent quality control and quality assurance as well as methods utilized to minimize unforeseen conflicts during the construction process. Ability to complete this Statement of Qualifications as requested will be reflected in this criterion.

**TOTAL 100 POINTS**

## **EVALUATION**

After evaluating all submittals, a List of Qualified Architectural, Surveying, Planning, and Engineering Services will be submitted for approval by the City of Woodway City Council. As services are required, the City will evaluate the qualifications statements and enter into negotiations with the highest qualified firm from the List of Qualified Architectural, Surveying, Planning, and Engineering Services. The City may issue a project specific request for proposal for any project. Firms included on the approved list may also be invited to interview for a specific project. A scope, duration, and terms and conditions will first be established. Upon agreement on the scope of services, the City will request a fee proposal. If an agreement is reached, the City will enter into a written contract with the selected firm. In the event an agreement cannot be reached, the City will terminate negotiations and enter into negotiations with the next most qualified firm. This procedure will continue until an acceptable agreement is reached with a qualified firm. A written contract is subject to the approval of the City Manager and City Council.

## **GENERAL INFORMATION**

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing responses to this request.

By submission of a statement of qualifications, each firm certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any local, state, or federal agency or other governing body.