

REQUEST FOR QUALIFICATIONS

CITY OF CONROE

2018-10

**OLD CONROE ROAD
DESIGN PROJECT**



**P.O. BOX 3066
CONROE, TEXAS 77305**

RESPONSES FEBRUARY 15, 2018

CITY OF CONROE PURCHASING DEPARTMENT

JANUARY 2018

CIT OF CONROE

Request for Qualifications (RFQ) For Engineering Design Services

The City of Conroe is requesting Statements of Qualifications (SOQ) from firms who can adequately demonstrate they have the resources, experience and qualifications to fulfill the role of Engineering Design Consultant for Old Conroe Road.

The respondent should select a team of professionals capable of providing the required service in an efficient manner in the best interest of the City of Conroe and that will provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants should be included in the response.

Project Description and Scope

The work to be performed by the Engineer shall consist of providing preliminary engineering services for development of a schematic design layout, environmental technical support document, public involvement, preliminary drainage study, traffic engineering and operations, and surveying and mapping. The proposed project consists of reconstructing, widening and extending the 2-lane facility/new location to a 4-lane divided or undivided facility from FM 1488 to LP 336 with a sidewalk. Project includes bridge structure crossing the West Fork San Jacinto River and Lake Creek. Additional right of way (ROW) will be required. The Engineer shall investigate alternative routes for the proposed facility, including costs for each alternative.

The Engineer shall complete the services to be provided by the Engineer according to the milestone work schedule established in the work authorization. The Engineer shall submit a written progress report to the State monthly indicating the actual work accomplished during the month, scheduled work to be accomplished for that month, and the estimated work to be accomplished for the coming month. The progress report will use a bar chart diagram to indicate the percentage complete of each task shown on the previous report and the percentage complete of each task. The Engineer is required to meet with the designated project manager or environmental coordinator on a monthly basis for progress tracking purposes unless prior agreement is made with State not to hold a meeting in any given month. The Engineer shall submit minutes of the meeting summarizing the events of the meeting within seven calendar days after each meeting.

The Engineer shall prepare a project work schedule. The work schedule must incorporate an allocation of time for stage reviews of the developing schematic design and the environmental documents by State personnel. The Engineer shall present the work schedule to the State personnel for review and acceptance, and provide assistance in interpreting the proposed work schedule.

The project may be funded by Federal Funds and is subject to the requirements of federally funded transportation projects. The design will be locally managed by the City with TxDOT reviewing and approving the preliminary design package.

From this RFQ, the City will select a Primary Design Firm for the project. The project is envisioned to have a Primary Design Firm under the direction and management of the City's Engineering Department. The Primary Design Firm will be responsible for the preliminary engineering services for development of a schematic design layout, environmental technical support document, public involvement, preliminary drainage study, traffic engineering and operations, and surveying and mapping of the overall project. In addition, the selected firm will be responsible for managing, directing, and coordinating a team of engineering firms they have selected for the project. The City has the option to include the overall Design Phase Services, PS&E package through the coordination with the City of Conroe and/or TxDOT, Bid Phase Services with a limited Construction Phase Services for request for information (RFI) and field changes. The Primary Design Firm will need to demonstrate how their team will meet the 15 percent Disadvantaged Business Enterprise goal for the project.

The Primary Design Firm will be responsible for the following:

Project Engineering Services

- Route and Design Studies (Function Code 110)
 - Schematic Design Work Outline
 - Schematic Design – General Task
 - Geometric Design Schematics
 - Schematic Design Project Deliverables

- Social, Economic and Environmental Studies and Public Involvement (Function Code 120)
 - Environmental Documentation
 - Technical Reports
 - Categorical Exclusion (CE) Content and Format
 - Public Involvement
 - Right-of-Entry (ROE)
 - Reference Documents

- Project Management and Coordination (Function Code 145)

- Field Surveying and Photogrammetry (Function Code 150)
 - Topographic Survey
 - Aerial Mapping
 - Horizontal and Vertical Control for Aerial Mapping

The above services will be provided in accordance with the standard TxDOT boilerplate engineering services contract.

To accomplish the goals of the project, the Primary Design Firm must be able to execute extensive coordination with various regulatory agencies, public entities, and public and private utilities. The following is a list of currently identified existing entities that may need to be contacted or coordinated with:

- City of Conroe Engineering Department
- City of Conroe Public Works Department
- Texas Department of Transportation
- Montgomery County
- United States Army Corps of Engineers
- FEMA
- CenterPoint Energy – Gas
- Entergy – Electrical
- AT&T
- Verizon
- Consolidated
- Phonoscope
- Various Pipeline Companies
- Sudden Link Cable
- Existing Property Owners

Desired Expertise of the Design Team

Critical to the success of the Project will be the Primary Design Firm’s ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, the design team, the public, contractors, etc., which will encourage an open and honest exchange of information and ideas throughout the entire process.

Specific expertise, required as minimum qualifications for the Design team, must include experience in the following areas:

- Transportation project schematic design and construction.
- Managing, administering, and providing oversight for a design team.
- Communicating, involving, and coordinating with many different groups.
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, etc.)
- City of Conroe engineering standards, methods, and procedures.
- TxDOT standards, methods, and procedures.
- Familiarity with the real estate acquisition processes.
- Success in gaining environmental approvals

Additional desired qualifications of the Design team include:

- Designing and managing a local roadway project funded with federal funding through the Transportation Improvement Program (TIP)
- Experience with local-letting of federally funded TIP projects.

Contract

The Primary Design Firm will be required to enter into a contract with the City of Conroe utilizing TxDOT’s standard boilerplate engineering contract.

Request for Qualifications

The intent of this notification is to have the Engineering firms prepare a Statement of Qualifications (SOQ) for review by the City's Consultant Selection Committee.

The City of Conroe intends to make its selection from the firms that submit a SOQ package that consists of the following:

- A. The Standard Form 330 (SF330) is a ***required submittal*** of all prime and sub-consultants included in the Statement of Qualifications. In addition, to the SF330 the following information is requested:
- (a) A letter of interest, signed by a principle of the professional firm, with a statement as to the availability of the firm to complete the work within the stated time period and a statement clarifying if the firm is submitting to be considered for each project or for only one of the projects. (limited to one page).
 - (b) A demonstration of the firms understanding of the project through an outline of their suggested approach to the project(s) (limited to three pages). For firms submitting for both projects, one additional page can be added to the project approach to provide space for addressing the particularities of each project.
 - (c) Evidence of the firm's ability to perform the work.
 - (d) Experience of the staff who ***would be assigned*** to the project team including sub-consultants. Provide name, location, and role, percentage of time devoted to the project, related experience, and team experience for each team member. (limit to two pages per team member)
 - (e) Three sample projects completed in the last three years, similar in scope to this project that best illustrates team capabilities (limited to 3 pages per project). An additional two projects can be submitted by firms submitting on both projects.
 - (f) References, including names and telephone numbers of previous clients with similar projects that can verify the quality of work performed.

Selection Criteria

As a basis for evaluating the qualifications of an Engineering firm during initial short list development and the firm presentations, the following elements merit consideration:

- a) The firm's past experience in performing similar assignments for other public owners, and the overall reputation of the firm.
- b) The firm's experience in developing plans for a TxDOT and locally-let projects using Federal funds which will be reviewed by the Texas Department of Transportation.
- c) The depth of experience of the firm's staff in the particular field.

- d) The firm’s ability to assign qualified staff that will be in responsible charge of the project and will be able to complete the work within the time schedule required.
- e) Location of project staff with respect to the general geographic area of the project.
- f) The consultant has, on past projects, demonstrated innovative concepts.
- g) Suggested project approach.
- h) Staffing capabilities.
- i) Previous experience on municipal projects.
- j) Previous experience on Conroe projects.
- k) Knowledge of local conditions.
- l) Demonstrate firm’s ownership in the project by addressing the following questions:
 - a. What is your firm’s philosophy on project “Ownership”?
 - b. How will you ensure that all assigned personnel will take “ownership” of the project?
 - c. Provide examples of taking “ownership” in projects that you have led. How did this result in a better, faster, less expensive project outcome?
 - d. Explain your firm’s Quality Assurance /Quality Control Policy. Is it a written policy?
 - e. What processes are in place to ensure the QA/QC Policy is followed?
 - f. Provide examples where your QA/QC Policy saved the client money by avoiding a significant mistake before the project was bid/under construction.
 - g. What action was taken to ensure the mistakes above were not repeated?

Selection Process Overview

The SOQs will be used to rank the respondents and determine a short list for each project. In addition, the SOQ will be used for reference material throughout the selection process. Once the short list has been determined, there may be an oral interview/ presentation session scheduled for the top firms. The presentation should demonstrate the firm’s experience in providing design services for similar Transportation projects, including their experience in coordination with other design firms, projects and entities.

Based on the SOQs and interviews the Consultant Selection Committee will determine the most highly qualified firm on the basis of demonstrated competence and qualifications for each project.

The selected Consultant will be required to fill out Debarment, Lower Tier Debarment and Lobbying Certifications per Texas Department of Transportation requirements.

After the selection process has been completed, a detailed scope of services will be developed between the successful firms and the City of Conroe. The price proposal generated should substantially reflect the same composition and level of involvement as presented in the Statement of Qualification.

If a mutually agreeable cost/price proposal cannot be negotiated, the City of Conroe will formally end the negotiation and proceed to select and negotiate with the next most highly qualified firm on the basis of demonstrated competence and qualifications.

Submission Deadline

If you are interested in your firm being considered for this project, please submit Six (6) copies of your SOQ to:

City of Conroe	Physical:	City of Conroe
Soco Gorjon, City Secretary		Soco Gorjon, City Secretary
P.O. Box 3066		300 W. Davis St.
Conroe, TX. 77305		Conroe, TX. 77301

Due Date: On or before 2:00 p.m. on February 15, 2018.

All statements shall be in a sealed envelope clearly marked **“RFQ Engineering Services for Old Conroe Road”**.

This RFQ is available for download on the City website www.cityofconroe.org. All existing project information, any changes to the RFQ and any changes to the submission time and date will be published. Submitting Firms accept sole responsibility for downloading all of the required documents required for the RFQ.

All SOQs submitted will remain confidential until the opening date and time when they will be opened and the names of the submitting firms read into the public record.

Any inquiries regarding the project or RFQ must be submitted in writing to:

Thomas E. Woolley, Jr.
Interim Director of Engineering
Office: 936-522-3100

NOTE: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City of Conroe.

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the Consultant Selection Committees) to influence any employee or elected official of the City of Conroe concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future City of Conroe solicitations or contracts.