

City of Wimberley

221 Stillwater, P.O. Box 2027, Wimberley, Texas, 78676
Phone: (512) 847-0025 - Fax: (512) 847-0422

Steve Thurber, Mayor - Cindy Anderson, Mayor Pro-Tem
Council Members - Bob Dussler, Mac McCullough, Pam Showalter, John White
Don Ferguson, City Administrator

November 19, 2015

The purpose of this letter is to advise you that the City of Wimberley has issued a Request for Qualifications ("RFQ") for engineering planning, design, and construction management phase services, associated with the reconstruction of the Hidden Valley Low Water Dam/Crossing in Wimberley. Attached is a copy of the RFQ for your review and consideration.

Statements of Qualifications, in response to the RFQ relating to the above-mentioned services, will be accepted at the Wimberley City Hall, 221 Stillwater, Wimberley, Texas, 78676, until **10 a.m. on Friday, December 4, 2015**, at which time they will be publicly opened and read aloud. Please be advised that submissions received after the time and date specified above will not be considered.

In the event you have any questions or need more information, please feel free to contact me at 512.847.0025.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Ferguson", written in a cursive style.

Don Ferguson
City Administrator

CITY OF WIMBERLEY, TEXAS

Hidden Valley Low Water Crossing/Dam Reconstruction Project

Request for Qualifications Engineering Planning, Design and Construction Management Phase Services

1.0 REQUEST FOR QUALIFICATIONS

1.1 General Information

The CITY OF WIMBERLEY, TEXAS (City) requests the submission of Statements of Qualifications (SOQ) for planning, design, and construction management phase services, associated with the *Hidden Valley Low Water Crossing/Dam Reconstruction Project*, that the City may undertake. This Request for Qualifications (RFQ) solicits information that will enable the City to determine the highest qualified Engineering Firm that may provide professional engineering services for the planning, design and construction management of the *Hidden Valley Low Water Crossing/Dam Reconstruction Project*.

1.2 Intent

The intent of the City is to hire an Engineering Firm to provide planning, design, and construction management phase engineering services via a two-step procurement process, with formal advertising and direct solicitation. The City will evaluate all Respondent's SOQs in Step One and may conduct interviews with short-listed Respondents in Step Two. At the conclusion of either Step One or Step Two of this process, the City will rank candidates by order of highest qualifications and first attempt to negotiate a fair and reasonable fixed price contract with the highest qualified Engineering Firm. If unable to negotiate a mutually acceptable contract, the City will terminate negotiations with the highest qualified Engineering Firm and begin negotiating with the next highest qualified candidate. If necessary, the City will repeat these steps until an acceptable contract is obtained. Complete procedures for procuring the Engineering Services are presented in Section 2.0 of this RFQ.

The City reserves the right to reject any and all qualification statements received in response to this public notice. The City reserves the right to short list respondents and base final selection rankings on personal interviews. The City reserves the right to conduct new project planning, design, and construction management phase engineering services selection procedures for this or future projects.

1.3 Standards

This RFQ is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations, Part

31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

State and Federal requirements are to be applicable to this Project, including requirements regarding procurement, cost and pricing data, solicitation of Minority and Women’s Business Enterprises (MWBE) and Equal Employment Opportunity (EEO). This procurement is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) and Women’s Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. It is the respondent’s responsibility to make a good faith effort in offering fair opportunity for participation in this project. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. Documentation of applicable efforts may be required. The current fair share goals for the State of Texas are as follows:

<i>MBE</i>	<i>Project Category</i>	<i>WBE</i>
12.94%	Construction	8.72%
7.12%	Equipment	5.39%
9.68%	Supplies	9.34%
10.84%	Services	5.72%

Small, Minority, and Women Business Enterprises (SMWBE) are encouraged to submit qualification statements for consideration, as are Small Business in a Rural Area (SBRA).

1.4 Project Schedule and Submittal Deadline

The project planning, design and construction management phase services contract is anticipated to be awarded Thursday, December 17, 2015 and the anticipated completion date is Tuesday, May 31, 2016. The anticipated overall duration of this service contract is approximately five (5) months with a tentative starting date of Monday, December 21, 2015. The contract may be extended at the mutual agreement of the parties.

The SOQ Package (See Section 2.2) must be submitted to the City by 10:00 A.M. local time on Friday, December 4, 2015. See Section 2.3 for mailing or delivery instructions.

1.5 Project Description

The proposed various future projects for the period of service may include, at the City’s determination and schedule, the following:

- 1.5.1 The planning, design and reconstruction of the *Hidden Valley Low Water Crossing/Dam* on the Blanco River (River) destroyed in the 2015

Memorial Day Weekend Flood. (See Attached Project Location Map). The length of the original Low Water Crossing/Dam structure was approximately 220 feet with travel width of approximately 20 feet and height varying from about 3.5 feet near the north first bank to about 7 feet at the lowest point (approximately 40' north of south bank) to about 5.5 feet near the south first bank. The upstream face of the original structure was sloped with four evenly spaced rectangular vertical drop weir boxes with transverse pipe outlets placed at the top of the rock River bottom. The size of the weir structures and outlet pipes are unavailable. The downstream face of the structure was a reinforced concrete vertical wall. Broken rock was stacked with rock rubble fill back of the wall with reinforced concrete cap and sloping upstream dam face. It is believed the Low Water Crossing/Dam was constructed in about 1950.

The intent of the project is to reconstruct a Low Water Crossing/Dam to provide the same pooled water surface elevation upstream, pass normal River flow below the top of the structure to enable vehicle travel across the top of the dam, provide a top elevation of the structure that does not alter the base flood elevation and have structural capability to remain stable with River rise elevation of not less than the 2015 Memorial Day Weekend Flood.

1.6 Public Record

All data and information submitted by the Engineering Firm in response to this RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001 – 552.026. The City does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Engineering Firm.

1.7 Cost of Preparing Statement of Qualifications Package

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be solely the responsibility of the prospective Engineering Firm.

1.8 Scope of Services

The Selected Engineering Firm shall provide timely and professional planning documents, geotechnical investigations, design surveys, construction plans and technical specifications and contract documents, construction staking, operations and maintenance manuals and other specific services as discussed below. It is the intent of this RFQ that a consistent quality of services is provided for all of the Project's components.

The scope of Planning, Design, and Construction Management Phase Engineering Services is expected to include:

- 1.8.1 Perform required surveying and data collection to define the River bottom and banks in area of crossing and identify the backwater impoundment area in the vicinity of the dam to determine and establish the normal pooled water elevation created by the original dam structure
- 1.8.2 Investigate and determine if geotechnical evaluation of the River rock bottom and earthen banks in area of structure is required for structural stability and, after authorization by Owner, recommend qualified firm(s) for such evaluation work and define and coordinate the required evaluation work including any geologic conditions that should be considered in the design.
- 1.8.3 Determine and document if permits are required by regulatory agencies for the reconstruction work within the River including the finished top elevation of structure and area of water impoundment. For any permits required, prepare permit application, all required submittals and responses to agency inquiries.
- 1.8.4 Prepare a preliminary design of the structure for review and approval by Owner. Upon such approval, this design will become the basis for the design of the structure. The preliminary design shall be in sufficient detail to show the type of structural design, normal River flow elevation, method for normal River flow conveyance, conveyance capacity, all appropriate dimensions and prepare an opinion of probable cost.
- 1.8.5 Prepare final construction plans, specifications and contract documents for the construction authorized by the City, in accordance with all State and Federal requirements, ready for public advertisement and bidding.
- 1.8.6 Prepare estimates for probable construction cost of the authorized construction.
- 1.8.7 Assist the City in the advertisement of the project for Bids.
- 1.8.8 Attend the bid opening and tabulate the bid proposal, analyze the responsiveness of the bidder(s) and make recommendations for awarding contract(s) for construction to the lowest responsive bidder(s).
- 1.8.9 Furnish the City with copies of approved contract documents including notices to bidders and proposal forms.
- 1.8.10 Prepare and coordinate approval of formal Contract Documents.
- 1.8.11 Perform construction phase administration including but not limited to conducting periodic field visits to assess construction progress, preparing and issuing routine change orders with the City's approval, and preparing

alternate designs and non-routine contract change orders that are necessary due to no fault of the Engineer upon approval of the City.

- 1.8.12 Provide field surveys and office computations for construction control staking, including the staking of bench marks and horizontal control references for the contractor to stake out work.
- 1.8.13 Review samples, catalog data schedules, shop drawings, laboratory, shop and mill tests of material and equipment and other data which the contractor submits. The Engineer will review and approve for conformance with the design concept, all shop drawings and other submittals as required by the Contract Documents to be furnished by contractors.
- 1.8.14 Obtain and review monthly and final estimates for payments to contractors, and furnish any recommended payments to contractors or suppliers to the City and assemble written guarantees which may be required by the Contract Documents.
- 1.8.15 Conduct, in the company of the City, a final inspection of the project for compliance with the Contract Documents and submit recommendations concerning project status of the City's final payment to the contractor. Prior to submission of recommendation for final payment on each contract, the Engineer will submit a certificate of substantial completion of work done under that contract to the City and others as required.
- 1.8.16 Revise the Contract Drawings (unless redrawing is required) from as-built drawings submitted by the contractor, to show the work as constructed. The Engineer will provide the City with one set of reproducible records (as-built) drawings and two sets of prints. Such drawings will be based on the resident project inspector's construction data and the construction records provided by the contractor during the construction.
- 1.8.17 Conduct, within one month of its expiration, in the company of the City, a warranty inspection of the project for compliance with the Contract Documents and submit recommendations concerning project warranty issues to the City and others as required.

2.0 INSTRUCTIONS AND PROCEDURES

2.1 Prohibition

Do not submit pricing information. If pricing information is submitted, the response to the RFQ will not be considered.

2.2 SOQ Package Preparation

The Qualification Package will include the following four (4) components and shall be numbered as shown:

- 2.2.1 One Page Transmittal Letter. The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.
- 2.2.2 Statement Concerning Insurance. Confirmation that the Engineering Firm will provide general liability insurance, worker's compensation and professional liability insurance for the project within 10 calendar days of any Notice of Award.
- 2.2.3 Statement Concerning Conflict of Interest. Those interests of the Engineering Firm that would impede with or interfere in the carrying out of duties and responsibilities of the position of Project Design Engineer are deemed conflicting. Utilize the attached Conflict of Interest Statement form.
- 2.2.4 Qualifications Statement. Use the format in Section 3.0, Statement of Qualifications – Format. No material shall be incorporated by reference only, nor should brochures, photos, or additional data be submitted. Any such material will not be considered in the evaluation process. The entire Qualification Package shall stand alone and include full responses to all RFQ instructions. The Qualification statement must not exceed 20 pages of 8 ½” by 11” paper.

Note: If the Engineering Firm is a Joint Venture firm, then documentation of its incorporation may be requested.

2.3 Submitting the SOQ Package

The Engineering Firm shall submit seven (7) copies of the Statement of Qualifications Package. Packages may be delivered by courier or mail. No faxes will be accepted. The Qualifications Statement Package should be in sealed envelopes which are clearly labeled and addressed as follows:

CONFIDENTIAL: STATEMENT OF QUALIFICATIONS FOR
ENGINEERING SERVICES ENCLOSED

City of Wimberley, Texas
221 Stillwater (physical address)
P.O. Box 2027 (mailing address)
Wimberley, TX 78676

Regardless of submission method, the submission deadline for SOQs is no later than 10:00 A.M., local time, Friday, December 4, 2015.

2.4 Evaluation Factors and Relative Importance

The following factors, in order of relative importance, will be used in identifying the highest qualified Engineering Firm:

- 2.4.1 The Engineering Firm's familiarity and previous project experience with the City.
- 2.4.2 Professional qualifications of the individual(s) (including subcontracted personnel) who will perform the work.
- 2.4.3 The Engineering Firm's performance record and experience (including subcontractors) with similar type projects, including those in environmentally sensitive areas.
- 2.4.4 The Engineering Firm's familiarity with the public infrastructure needs of smaller communities in the Greater Austin-San Antonio area.
- 2.4.5 The Engineering Firm's office locations.
- 2.4.6 The Engineering Firm's insurability and status of current work-related litigation or arbitration.
- 2.4.7 The Engineering Firm's equipment resources.
- 2.4.8 The Engineering Firm's subcontractors, (if applicable) and organizational structure.
- 2.4.9 The Engineering Firm's anticipated workload during period of engagement and availability of personnel.

2.5 Inquiries

If any Engineering Firms have any questions or need any additional information to clarify the intent of this RFQ, submit questions or requests in writing as set forth in this Section. The City will collect these questions and respond to all the RFQ Package holders in writing prior to evaluation.

Engineering Firms should not attempt to contact any individual from the City other than in the form provided in this Request for Qualifications. Should any Engineering Firms find discrepancies in, or omissions from the RFQ, or should the Engineering Firm be in doubt as to their meaning, the Engineering Firm shall notify Don Ferguson, the City Administrator, via fax at (512) 847-0422 or via

certified letter and confirm at (512) 847-0025. Request for clarifications will be received in writing up to ninety-six (96) hours of the submittal deadline. Answers to all such requests will be given in writing by the City to all prospective Engineering Firms no later than forty-eight (48) hours of the submittal deadline. Oral explanations or instructions will not be binding. Written request for clarifications may be sent to same address as shown for final SOQ Package submittal. Clarifications will be sent to all individuals or firms that have received the RFQ.

2.6 Evaluation Process

The City may call upon anyone they deem necessary to assist with the evaluation.

The City may obtain information from references.

The City may contact the Engineering Firms for the purpose of obtaining additional information or clarification during the evaluation period.

The City will evaluate each Qualification Package received, in accordance with the factors in Section 2.4, based on the contents of the SOQ package, any subsequent written clarifications required, and reference information obtained. The City will not consider any information or data incorporated by the Engineering Firm by reference or otherwise referenced, except it will consider reference information the City obtains from existing and prior clients of the Engineering Firm.

The City may rank and determine the highest qualified Engineering Firm based solely upon the evaluation of the Statement of Qualifications package, any subsequent written clarifications required, and reference information obtained.

If, based on the review of the Qualifications Packages the City deems it necessary to interview Engineering Firms in order to determine the highest qualified Engineering Firm, the City may identify two or more Engineering Firms to be interviewed using the procedure in Section 2.7.

2.7 Interviews

Should the City decide to conduct interviews, the City will develop a list of questions to be answered by each Engineering Firm interviewed, and provide additional instructions to be followed. These parties will be allowed one (1) week to prepare for the interviews. The City will rank and determine the highest qualified Engineering Firm upon completion of the interviews.

2.8 Notification of Selection

The City will notify the most qualified Engineering Firm in writing. Upon notification of selection by the City, the Engineering Firm shall submit a detailed cost proposal based on the proposed scope of work. Upon receipt of the proposal, the City and Proposer will attempt to negotiate scope and extent of work to be performed, time for full performance, compensation, and other terms. Final selection of the successful Engineering Firm will be contingent upon approval of the City Council.

3.0 **STATEMENT OF QUALIFICATIONS – FORMAT**

The information in the Engineering Firm’s Statement of Qualifications in this Package shall be presented either on these sheets or in the same order and sequence as outlined below.

3.1 Organization

Describe the Engineering Firm’s organization in accordance with the format below:

General:

3.1.1 Firm Name:

3.1.2 Address & Phone Number:

3.1.3 Texas Board of Professional Engineers Firm Registration Number:

3.1.4 Submittal is for: Parent Company Branch Office

3.1.5 Year Firm Established:

3.1.6 Former Firm Name(s):

3.1.7 Type of Ownership:

3.1.8 Name of Parent Company (if any):

3.1.9. Name of Principals and Titles:

Principal Name: _____
Title: _____

3.1.10 Office Locations, Number of Personnel in each Office and Types of Disciplines in each Office. Examples of Disciplines: Administrative, Draft persons, Computer Technicians, Civil Engineers, Construction Managers, Inspectors, Schedulers and other.

Office Location: _____
Employees: _____
Disciplines: _____

3.2 Key Personnel/Project Team

3.2.1 The Engineering Firm shall provide a brief profile for key personnel that will be assigned to this project. The information for each member of the Project Team must include the following: Name, Area(s) of Expertise, Years of Experience in that area(s), Professional Licenses(s), including registration number(s), (if applicable), TCEQ Licenses (if applicable), and experience with State and Federal Agencies (if applicable).

3.6 References

The City will contact references. In addition to the contact person(s) listed, the City may discuss the Engineering Firm's work performance with any current or former employee of the reference firm. References must include: Project Name & Location, Engineering Firm's role and responsibility, specific client contacts, list names(s) and phone number(s) of the City(s) representatives, name and phone number of Project Engineer, list name(s) and phone number(s) of Governmental Agency contact and brief description of the projects and Firm's duties.

3.7 Claims/Performance/Insurance/Bonding

3.7.1 If the Engineering Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.

3.7.2 If the Engineering Firm has ever been terminated from an assignment for non-performance, please briefly explain.

3.7.3 Name of Engineering Firm's General Liability, Workers Compensation and Professional Liability insurance carrier and agent's address and telephone number.

3.8 Joint Ventures/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or 25% or more of the assignment based on either cost or time is to be subcontracted, provide the company's name of the joint venture partner and/or subcontractor and the proposed work for which it is responsible. Joint venture partners and subcontractors responsible for 25% of the work as indicated above must provide a separate Qualification Package.

3.9 Submittal Shall Be Signed in Accordance With The Following Format:

Submitted By: (must be principal of the Firm)

Signature

Name (Typed)

Date _____

Title (Typed)

CONFLICT OF INTEREST STATEMENT

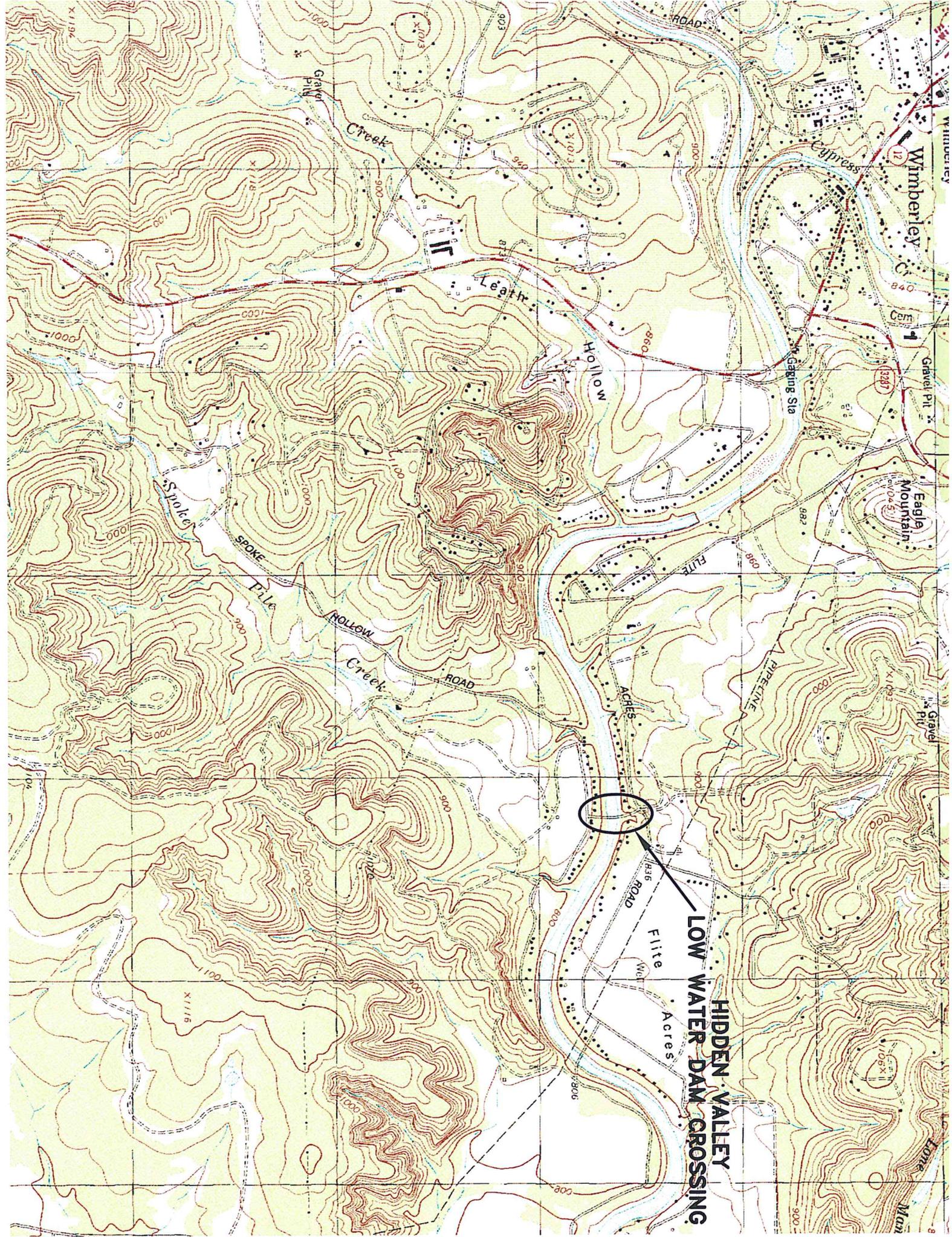
I certify that the following statement is true with respect to the Request for Qualifications for Engineering Planning, Design and Construction Management Services for the *Hidden Valley Low Water Crossing/Dam Reconstruction Project* for the City of Wimberley, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment;
2. No employee, officer, or agent of the City of Wimberley, Texas, or their immediate family members, has financial or other interest in this firm;
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment of the construction of this project;
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.

Signed by Principal of Firm

Name (Typed)

Title (Type)



**HIDDEN VALLEY
LOW WATER DAM CROSSING**