

**CITY OF BLANCO, TEXAS
REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR PLAN REVIEW**

1. REQUEST FOR STATEMENT OF QUALIFICATIONS:

The City of Blanco, Texas, hereinafter referred to as “the City”, is soliciting Statement of Qualifications from professional Engineering firms, hereinafter referred to as “the Applicant”, which have comprehensive experience in providing professional services as outlined in the SCOPE OF SERVICES section of this request. The Applicant awarded the contract is referred to herein as “the Firm.”

Statements of Qualifications are due at 4 p.m. on March 20, 2019. Statements of Qualifications will be opened by City Staff at which time will be read aloud. Statements received after the opening date and time will not be considered. Proposals will become public, as required by the Public Information Act, after the contract is awarded. At the discretion of the City, a short-list of Applicants may be requested to make a presentation at the April 9, 2019 council meeting of the City of Blanco.

Please submit a proposal of services and statement of qualifications to:

Wendy Patterson, City Secretary
City of Blanco
300 Pecan Street
Blanco, Texas 78606

2. OBJECTIVES AND BACKGROUND:

The City of Blanco is accepting proposals to perform professional engineering services to support in the review of plans, reports, and construction drawings and provide other associated services as requested by the City.

The professional engineering services requested will require the Firm to be licensed to practice engineering in the State of Texas and must also employ active Texas Registered Professional Engineers.

3. SCOPE OF SERVICES:

- a. The City will provide plans, maps, construction drawings and other materials to the Firm for engineering review and preparation of comments. The City will indicate the desired review schedule to the Firm.
- b. The Firm will perform the requested review of the materials and provide written comments to the City per the agreed upon schedule for each project.
- c. The Firm will coordinate directly with permit/plat applicants when requested by the City.
- d. The Firm will attend pre-construction meetings, construction meetings, and perform stormwater/drainage construction observation when requested by the City.

- e. The Firm will participate in litigation support when requested or required by law.
- f. The Firm will provide input and attend meetings related to the existing water quality ordinance and potential development of a revised water quality ordinance and potential development of a revised water quality ordinance. Up to five meetings are included in this scope of services.
- g. The Firm may from time to time be called upon to perform the following services:
 - (1) Attend meetings of the City Council and Planning and Zoning Commission when requested by the Mayor, City Secretary/Planning Coordinator; and/or
 - (2) Attend other public or private meetings involving engineering issues or Water Quality issues and other matters related to the duties performed.
- h. The Firm shall conduct business in good faith displaying professionalism and a courteous manner in dealings with the staff, citizens, and customers of the City.
- i. The Firm will report to Wendy Patterson, verbally or in writing, any conflicts between the Firm and any citizen or customer in the course of performing said duties and responsibilities.
- j. The Firm shall assign to the City a minimum of one (1) staff person as “Project Manager,” who is a Professional Engineer licensed to practice in the State of Texas. The Project Manager will be the City’s primary point of contact.
- k. The Firm shall maintain complete and accurate records of work performed for the City. The Firm shall manage both public and confidential records that the Firm obtains with the understanding that some records may be subject to state open records laws. The Firm shall comply with the City’s public information and records retention policies.
- l. Performs other related duties as needed.

4. COMPENSATION OF SERVICES:

The City intends to enter into a Professional Services Contract covering the period needed to perform the engineering services for plan review. Compensation for services rendered will be based on the agreed upon amount and type of fee negotiated between the City and the Firm.

5. NO PRE-SUBMITTAL CONFERENCE:

A pre-submittal conference will not be held.

6. EVALUATION, CRITERIA AND SELECTION PROCEDURES:

A. Evaluation Criteria:

Selection of the Firm will be based on a thorough evaluation of the qualifications of each Applicant. City staff and the City Engineer will rate the strength of the Applicants and proposed team-based experience and qualifications. The City will evaluate the submitted Statements of Qualification (SOQ’s) based on, but not limited to, the following criteria, with maximum possible points allowed for each:

- Knowledge of, and project experience in, Blanco and Central Texas. (15 Points)

- Firm's relevant experience with comparable, municipal planning and public works infrastructure. (30 Points)
- Proposed project staffing experience and availability. (25 Points)
- Relevant engineering and project management experience of proposed Project Manager including capability to timely deliver the requested services. (30 Points)

Total: 100 Points

The City reserves the right to request additional information or clarifications from any and all proponents and to allow corrections of errors or omissions. Location of business shall not be considered in selecting the engineering firm.

Optional: the short-listed Applicants (if any) may be requested to participate in an interview and provide a presentation that is worth up to an additional 25 Points. Any additional points earned will be added to the points the Applicant received in the first round of the evaluation.

Please provide the following information in the Applicant's Statement of Qualifications:

1. The staff and percent availability to handle the engineering services for plan reviews workload and the size of the engineering firm based on the need to know timing on design of construction plans.
2. The address of the Applicant's principal place of business and the name of the individual(s) who will act as the primary contact(s), along with their experience and qualifications.
3. A record of previous relevant experience in providing the prospective engineering services for plan reviews.
4. A list of references including names, addresses, and phone numbers of at least 3 municipal organizations where municipal services have been provided or are being provided.
5. Complete the attached Response Form.

B. Selection procedure:

1. The City will review all submissions in accordance with Sections 6 and 7 of this solicitation. It may decide to select the best and most qualified Applicant at this time or may decide to short-list selected qualified Applicants.
2. If the City decides to short-list Applicants, the short-listed Applicants will be notified in writing to participate in an interview with the City between March 21, 2019 and April 5, 2019.
3. After evaluations are complete, the City will rank the Applicants by the total score, with the highest total score reflecting the best and most qualified Applicant. The City will enter into negotiations for compensation and other relevant issues with the Applicant deemed the best and most qualified.
4. In the event the City is unable to negotiate a mutually acceptable contract with the selected Applicant, it reserves the right to terminate negotiations with the first choice and

enter into negotiations with the following choice, and so on until the City enters into a contract with a qualified firm.

7. GENERAL REQUIREMENTS:

- A. Independent Consultant: The selected Firm shall not be an employee or officer of the City. The Firm and Firm employees will act as independent contractors and acquire no rights or benefits offered to the employees of the City, its departments, or agencies.
- B. General Liability Insurance/Professional Liability: See Attachment “A” “City of Blanco Contractor Insurance Requirements.”

8. STATEMENT OF QUALIFICATIONS SUBMISSION:

- A. Statements of Qualifications must be addressed to Wendy Patterson, City Secretary, and received at the City offices at 300 Pecan Street, Blanco, Texas 78606 at or before: 4 p.m. March 20, 2019.

STATEMENTS OF QUALIFICATIONS RECEIVED AFTER 4 P.M. WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. NO EXCEPTIONS. NEITHER FAXED STATEMENTS OF QUALIFICATIONS NOR EMAILED STATEMENTS OF QUALIFICATIONS WILL BE ACCEPTED.

- B. Statements of Qualifications must be submitted in a sealed envelope clearly bearing the name of the Applicant and address and bearing the words: “ENGINEERING SERVICES FOR PLAN REVIEW RFQ”.
- C. The Applicant must submit one (1) original and five (5) copies of the Statement of Qualifications.
- D. Applicants are encouraged to verify that the City of Blanco agency contact, the City Secretary, has received Qualifications. Any Qualifications received after the deadline will not be accepted.

9. CONFLICT OF INTEREST:

A statement indicating the Applicant has no conflict of interest with the City of Blanco including any past or present employees or past or present elected officials of the City. **THE CIQ FORM MUST BE SUBMITTED WITH THE STATEMENT OF QUALIFICATIONS. THE FORM IS AVAILABLE HERE: HTTPS://WWW.ETHICS.STATE.TX.US/FORMS/CIQ.PDF. NO EMPLOYEE, OFFICER, OR AGENT OF THE CITY THAT HAS ANY INTEREST IN ANY VENDOR SHALL PARTICIPATE IN THE SELECTION OF THE VENDOR. THE SELECTED VENDOR SHALL COMPLETE AN AFFIDAVIT REGARDING PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL (TEXAS GOVERNMENT CODE CHAPTER 2270). THE SELECTED VENDOR MUST**

ALSO FILL OUT FORM 1295, AS REQUIRED BY THE TEXAS ETHICS COMMISSION, AND SUBMIT IT TO THE CITY. THE FORM MAY BE FOUND HERE:

[HTTPS://WWW.ETHICS.STATE.TX.US/WHATSNEW/ELF INFO FORM1295.HTM](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

10. AWARD:

The City reserves the right to reject any or all Applicants.

11. WRITTEN AGREEMENT:

The successful Applicant will be required to negotiate a written agreement with the City with provisions meeting the requirements in state and federal law.

12. REQUESTS FOR CLARIFICATION:

Should this solicitation fail to contain sufficient information in order for interested firms to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested firm may in writing request clarification from the City Secretary, no later than March 15, 2019. The interested firm shall email a copy of the written clarification request to City Secretary Wendy Patterson, at citysec@cityofblanco.com. Written requests from interested forms and written responses by the City will be provided to all Applicants.

13. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM:

The successful firm must agree to abide by regulations pertaining to Equal Employment as set forth in all applicable local, state, and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin and will agree to take appropriate measures to employ minority and women-owned businesses. A copy of all noted regulations can be obtained from the City of Blanco. Also, the City will make every reasonable effort to ensure that all are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

14. ADDITIONAL INFORMATION:

Contact with persons other than the City Engineer or City Secretary as provided in Section 12, above, may result in the disqualification of the submittal. In fairness to all Applicants, the City will not communicate with anyone representing a potential provider of services during the RFQ process, except (1) as contemplated under Section 12 hereinabove, (2) meetings and communications required to conduct business not related to the RFQ, and (3) possible personal presentations by Applicants after written submittals have been received and evaluated, if deemed necessary by the City.

In addition, the City reserves the right to contact any Applicant for purposes of obtaining clarification of a submission, as deemed necessary after responses have been opened and also as contemplated under Section 6.B., above.

15. COST OF DEVELOPING STATEMENTS OF QUALIFICATIONS:

All costs related to the preparation of the statement of qualifications and any related activities are the sole responsibility of the Applicants. The City assumes no liability for any costs incurred by the Applicants throughout the entire selection process.

16. DOCUMENT OWNERSHIP:

All submittals, including attachments and supplementary materials shall become, upon submission, property of the City of Blanco and will not be returned to the submitting Applicant.

Attachments:

- A. City of Blanco Contractor Insurance Requirements
- B. Response Form

ATTACHEMENT “A”

CITY OF BLANCO CONTRACTOR INSURANCE REQUIREMENTS

Firm providing goods, materials and services for the City of Blanco shall, during the term of the contract with the City of Blanco or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Blanco as additional named insured as to all applicable coverage.
2. Provide for at least thirty (30) days prior written notice to the City of Blanco for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Blanco for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact in Texas and rated at least “A” by AM Best or other equivalent rating service.

Certificate of Insurance: Certificates of Insurance evidencing all of the required insurance coverages shall be submitted with the Firm’s submission. Copies of any modifications, amendments, renewals, or terminations of any coverage shall be promptly submitted to the City. If the contract is extended by the City of Blanco, certificates of insurance evidencing all of the required insurance coverages shall also be provided to the City prior to the date the contract is extended.

Type and Amount of Insurance:

- Statutory Workers Compensation insurance as required by state law.
- Commercial General Liability minimum limits of \$500,000 per occurrence for bodily injury, personal injury, and property damage.
- Automobile Liability with a minimum of \$500,000 combined single limit;
- Professional Services Professional Liability Insurance with a minimum of \$1 million dollars per occurrence and \$1 million dollars aggregate.