

Request for Qualifications City Engineering Services

City of Umland, Texas

City of Umland
15 North Old Spanish Trail
Umland Texas, 78640

RFQ Release Date – Wednesday May 15, 2023

RFQ Due Date –2:00 pm, local time, Wednesday, May 31, 2023

Overview

The City of Umland is soliciting responses from firms with professional qualifications and experience in providing municipal engineering services. Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of engineering services. It is the City's intent to obtain engineering services on an on-call basis to act on behalf of the City of Umland in engineering related activities associated with City planning, infrastructure assessment, construction, inspection, and maintenance. The successful firm will provide a single person who will serve as the City's Principal Engineer, Engineer of Record, and primary contact. The span of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City with approval of the City Administrator.

For this Request for Qualifications (RFQ), the term City Engineer will be used hereafter to refer to the successful firm.

The City Engineer will be required to provide most of the engineering service requested at or through their own facilities. The city does not provide an office or technical support for the work of the City Engineer. Limited office space is available at the City of Umland city hall for occasional work or meetings as needed.

Background

The City of Umland lies within Caldwell and Hays Counties. Umland is approximately 22 miles south of Austin and is one of the rapidly growing cities in Central Texas. Umland is in an epicenter for economic development in Central Texas, and along a vast transportation corridor of SH 21, I-35, and SH 130.

Today, Umland is a general law city with a population of 1,000+. The City Council consists of the Mayor and five Councilmembers elected at-large, with members serving a staggered 2-year term

Scope of Services

Professional services may include research, analysis, and providing recommendations, planning, preliminary, intermediate, and final design of plans and specifications, procurement

management, construction management, and/or construction and materials inspections and testing in the areas identified below.

1. **Development Plan Review and Construction Inspection** – Generally referring to review of applications, plans, and plats submitted with relation to Subdivision; Zoning; and Environmental but may include review of any submissions and inspection of any projects related to the development process. Firms are encouraged to include member(s) with expertise in lighting; noise/sound; architecture; and native landscaping in addition to other review aspects of the City of Umland Code of Ordinances.
2. **Transportation Planning, Design, and Engineering** – Including, but not limited to thoroughfare planning and analysis; demand modeling; roadway and bridge design; Right-of-Way usage and allocation; Texas Department of Transportation, Capital Area Metropolitan Organization, and other State/Regional Transportation agencies’ policies, procedures, and funding mechanisms; serving in an advisory capacity to the City on policy and mechanisms for assessing development’s impacts on the transportation network; scoping and review of Traffic Impact Analyses and/or similar type analyses.
3. **Utility Permit Review:** Generally referring to review of applications and plans as submitted in relation to construction of utility infrastructure in the rights-of-way of the City of Umland per an existing franchise agreement or the construction in the rights-of-way ordinance.
4. **Stormwater** – Including, but not limited to serving in an advisory capacity to the City on water quality; drainage and floodplain management; best management practices; emerging technologies and regional policies; establishment and operation of stormwater utilities; related local, State, and Federal policies, programs, requirements, and funding mechanisms.
5. **Capital Improvement Programming** – Including but not limited to implementation and updates to the Capital Improvement Plan; recommendations on associated policies and procedures; establishment and implementation of Impact Fees. Manage capital and/or construction projects, including but not limited to preparing bid packages, managing the procurement process, and providing recommendation(s) for contract award; providing timely inspections and associated reports; evaluating third party reports, field alteration requests, review of contractor estimates for payment, recapitulation, and cost analysis; and preparing as-built drawings if and as requested.
6. **Small Area Planning including Market Analysis** – Including, but not limited to market-based sub-area master plans that consider existing and proposed land use and transportation infrastructure and include feasibility analysis based on public, private, and P3 funding strategies.

7. **Pedestrian and/or Bicycle Facilities** – Including, but not limited to the implementation of and update to a Hike & Bike Connectivity Plan; design of surface level, above-grade (e.g., bridge), and below grade (e.g., tunnel) facilities; requirements for State, Federal, and other types of grant funding; application of Texas Department of Licensing and Regulation and Americans with Disabilities Act requirements.

8. **Parks & Open Space; Landscape; and Urban Design** – Including, but not limited to master planning and design for a range of park types from passive to active; expertise in landscape architecture with emphasis on native plant palettes; principles of urban design; creation and design of public spaces and gathering places.

Elaborating on the nature of the tasks described above the consultant is expected to be able to:

- Be available for on-call questions from staff and meetings with and on behalf of staff, as directed and requested.
- Coordinate with and provide as directed all required documentation, reports, plans, renderings, and presentations to City staff, City Council, Boards and Commissions, the public, property owners, agencies, and businesses as required and requested.
- Coordinate and communicate with other entities, applicants, landowners, residents, and other involved parties, as directed, and requested.
- Ensure compliance with associated local, State, and Federal requirements and provide guidance associated with developing trends and/or changes to regulatory practices.
- Provide training to City staff upon request including, but not limited to, technical review guidance, project management, various construction administration activities, engineering related concepts, and other related objectives.

Response Content

Responses must adhere to the requirements outlined in this section. The original SOQ and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the Firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the statement of qualifications, its highlights, and the approach to engineering services.
2. **Service Approach:** A general description of the Firm's approach to engineering services and a detailed task plan that addresses the scope of services.
3. **Innovative Techniques or Methodology:** A discussion of any innovative techniques or methodology that the Firm will use that have a proven history of providing responsive and cost-effective results on similar studies.
4. **Scope of Services:** Discuss each task outlined in the "Scope of Services" section above.
5. **Qualifications:** Describe the Firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the Firm's background, qualifications, and ability to perform the scope of services required.
 - b. Provide a list and/or organizational chart of the Firm to identify the person(s) who

will be primarily responsible for contact with the city.

- c. Identify all key personnel, relevant qualifications and experience, and their level of effort toward completing all needed tasks.
6. Provide a brief outline of the firm's current workload, staffing, and explain process, time management, and communication for the work detailed in the Scope of Services.
7. References: Identify at least two (2) similar clients that the Firm currently provides service to, preferably municipal governments in Texas. For each client, include the name of the agency, project manager, phone number, and description of work performed. If provided, past City Engineering services will also be submitted for consideration.
8. Additional Data: This section will be limited to five (5) pages. Responses may include any other information the Firm deems essential to the evaluation of the SOQ.
9. Summary of Insurance Coverage
10. Completed Conflict of Interest Questionnaire
11. Completed Form 1295- Certificate of Interested Parties
12. Any proposed revisions to the City's Standard Professional Services Agreement, attached hereto.

Response Submittal

To be considered, please submit three (3) hard copies and one (1) electronic copy of your SOQ to:

City of Umland
Attn: City Administrator
15 North Old Spanish Trail
Umland, TX 78640

Responses received after the due date of **May 31, 2023, at 2:00 p.m.** local time will not be considered.

Questions regarding this request for qualifications may be directed to the City Administrator, City of Umland 15 North old Spanish Trail Umland, TX 78640 or by email at: City@uhlandtx.us

Review and Selection Procedure

City staff will evaluate each statement of qualifications and make a recommendation to the City Council. The following evaluation criteria and their respective weights will be used in selecting a City Engineer:

Evaluation Criteria	Points
Firm’s experience in the delivery of successful City Engineering Services to meet the defined scope of work	20
Qualifications	20
Service approach and methodology	30
Knowledge of local issues in the City of Uhland and the surrounding region	10
References: Two (2) required	10
Knowledge of applicable local, state, and federal regulations including but not limited to those regarding floodplain development, building codes, environmental quality, and drainage.	10

The City of Uhland reserves the right to reject all responses and to waive any informality in responses received.

Professional Services Agreement the City’s standard Professional Services Agreement (PSA) is included as Exhibit “__”. Any proposed changes to this PSA for discussion during negotiations must be submitted with the SOQ. Any proposed changes to the Agreement submitted after the acceptance of the SOQ will not be considered by the City and City reserves the right to reject the SOQ.

Insurance Requirements:

For the duration of the Contract, the City Engineer must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant’s regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

City Engineer shall maintain liability insurance in an amount of not less than \$1,000,000 per

occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by City Engineer.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the City Engineer's responsibility. Failure to comply could result in non-award of the contract.

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE CITY OF UHLAND TEXAS**

THE CITY OF UHLAND

15 North Old Spanish Trail
Uhland, Texas 78640
Telephone (512) 398-7399

The City of Uhland in accordance with Section 2254.004, Texas Government Code, is requesting qualifications for city engineering services. It is the policy of the City of Uhland to purchase services in accordance with Section 2254.004, Government Code. It is understood that the City of Uhland City Council reserves the right to arrive at such determination by whatever means deemed appropriate and shall be the sole judge in the matter. Instructions for Qualification Statements can be found on the City of Uhland Website at **CityofUhland.com** or by contacting the city via email at city@uhlandtx.us or by mail at the address listed above.

Request for Qualifications will be received by the City of Uhland at 15 North Old Spanish Trail Uhland, TX or by email at city@uhlandtx.us until **2:00 P.M., Local Time, Wednesday, May 31, 2023.**