



**RFQ #2022-0826-001**

REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
**NON-EXCLUSIVE**  
**PROFESSIONAL ENGINEERING CONSULTANTS**  
**SERVICES**

All proposals to be submitted on or  
before: 10:00 A.M. (CST) September 16, 2022

## **GENERAL**

The CITY OF SAN BENITO, seeks the services of qualified engineering consultants to provide Professional Engineering Consultants Services for the CITY OF SAN BENITO to support the proposed 5,600 LF La Palma federal funded Sidewalk project.

**PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND / OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.**

*The City of San Benito will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City of San Benito reserves the right to negotiate with any and all persons or firms. The City of San Benito also reserves the right to reject any or all RFQ(s), or to accept any RFQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the RFQ received, and to revise the process schedule as circumstances arise.*

## **TECHNICAL EXPERTISE**

**Interested firms or teams shall have extensive knowledge and expertise in the technical areas:**

- Street / Roadway construction, maintenance, and rehabilitation
- Sidewalk engineering design and specifications (Federal, State and City guidelines)

## **SELECTION PROCESS**

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the City. City of San Benito Staff will analyze and evaluate the Statements of Qualification (SOQ). The selection committee will rank the respondent's firms in order of the most qualified, based on demonstrated competence and qualifications to

Perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking respondent's firms.

### **Acceptance of evaluation methodology:**

By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section.

### **Item 1: Qualifications and Availability (15 pts):**

- a. Provide the following information:
  1. Legal name of firm
  2. Location of Office that will be conducting the work
  3. Contact Persons
  4. Date of firm formation
  5. Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)

- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of San Benito Public Works Director or designee.
- c. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.

**Item 2: Proposed Staff (25 pts):**

- a. Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their office locations.
- c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d. Provide staffing size by areas of expertise.
- e. Provide current workload of prime firm.
- f. Provide staff availability to perform services.
- g. Provide the Project Managers experience with similar Size/type projects.
- h. Provide the sub-consultants experience with similar size/type projects.

**Item 3: Project Experience (40 pts):**

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Provide verifiable examples of at least three (3) similar projects completed in the last ten (10) years by the primary firm and sub-consultants, including:

1. Project name and location
2. Services provided
3. Date of completion or project status
4. Final construction costs
5. Client name and contact person
6. History of meeting project schedules
7. History of accomplishing services within established budget, include planned vs. actual. Detail cost savings or cost increases.

**Item 4: Project Approach (20 pts):**

- a. Explain how the team will design the project. Are there multiple or alternate design options, etc.?

**Responsiveness to Request for Qualifications:**

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ.

Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City's needs.

**Three hard copies (limit 5 pages not including resumes) of the Statement of Qualifications are required. Provide a proposed project schedule.**

## **CONFLICTS OF INTEREST:**

The Texas Ethics Commission adopted the attached Conflict of Interest Questionnaire (Form CIQ) pursuant to Texas Local Government Code Chapter 176, as amended. For questions about these forms, please see the Texas Ethics Commission at:

<https://ethics.state.tx.us/forms/CIQ.pdf>

**Respondent shall answer each question in the attached Form CIQ in relation any City Elected Official, City Employees or City Attorney and submit a completed form with its Bid.**

## **Disclosure of Interested Parties**

Prior to entering into a contract that is voted on by the City Commission, respondent must submit a “Certificate of Interested Parties” Form, in accordance with Texas Government Code Section 2252.908, as amended. Within 30 days of receipt of the form, the City must submit a copy to the Texas Ethics Commission. The Certificate of Interested Parties form is attached.

## **Instructions, Requirements and Questions**

This section provides the instructions, requirements and question for RFQ (s) bidder. The City reserves the right to reject any RFQ that fails to meet these instructions.

### **RFQ Questions**

**Respondent may submit written questions via email to:**

**Manuel De La Rosa at**

**[mdelarosa@cityofsanbenito.com](mailto:mdelarosa@cityofsanbenito.com)**

## **RFQ Submittal**

- Not more than five pages, excluding a cover page.
- Cover letter (expression of interest)
- Submit three (3) bound hard copies. Deliver in a sealed box or envelope, clearly marked and addressed as follows:

### **Project Title:**

### **NON-EXCLUSIVE PROFESSIONAL ENGINEERING CONSULTANTS SERVICES**

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**City of San Benito**

**Attn: Manuel De La Rosa, City Manager  
401 North Sam Houston Blvd.  
San Benito, TX 78586**

- **RFQ must be received at the above address by 10:00 a.m. (CTS) on September 16, 2020.**
- **RFQs received after this time shall not be accepted by the City.**

The City of San Benito is an Affirmative Action/Equal Opportunity Employer. The City of San Benito reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.