

**TOWN OF PECOS CITY
REQUEST FOR QUALIFICATIONS
FY2019 ARCHITECTURAL, SURVEYING, AND ENGINEERING SERVICES**

The Town of Pecos City is requesting Statements of Qualifications from firms and individuals desiring to perform professional architectural, engineering, and surveying services for the City. Any firm desiring to provide any form of service that is subject to procurement under Title 10, Subtitle F, Chapter 2254, Subchapter A of the Government Code of Texas are invited to submit. The term of this Statement of Qualifications shall be two years and subject to renewal on an annual basis thereafter. Firms that choose not to submit will not be considered for projects during fiscal year 2019.

One paper copy and one electronic copy of the qualification statements shall be addressed to Seth A. Sorensen, P.E., Town of Pecos City, 110 E. 6th Street, Pecos TX 79772. Qualifications shall be clearly labeled and shall be received until 3 pm local time, on October 19, 2018.

Instructions for preparation of the SOQ may be downloaded from the City website at www.pecostx.com. Questions or comments may be addressed to Seth A. Sorensen, P.E. at the address above or by phone at 432-445-2421 or by email at ssorensen@pecostx.gov.

The Town of Pecos City encourages Disadvantaged Business Enterprises to participate. Pecos is an equal opportunity employment provider and does not discriminate on the basis of race, color, national, origin, gender, religion, age, or disability in employment or the provisions of services. Pecos reserves the right to accept or reject any or all submittals, to waive technicalities, and to take whatever action is in the best interest of the Town of Pecos City and its citizens.

**TOWN OF PECOS CITY
REQUEST FOR QUALIFICATIONS
FY2019 ARCHITECTURAL, SURVEYING, AND ENGINEERING SERVICES
INSTRUCTIONS FOR SUBMITTAL**

PURPOSE

The Town of Pecos City desires to prequalify professional service firms and individuals under Chapter 2254 of the Texas Government Code.

The Town of Pecos City is in the process of developing a city-wide capital improvement program, however multiple immediate needs have been identified. Examples of projects to be considered include wellfield expansion and wastewater plant expansions, construction of new roadways and street maintenance projects, park improvements, water distribution and sewer collection replacements/upgrades. As these plans continue to be developed and implemented, the City will require the professional services of firms to assist in carrying these projects from development to construction.

SERVICES REQUIRED

The statement of qualifications should address at least one of the following professional services listed below. This list is not all inclusive and demonstrates the expected list of professional services required by the City. Statements should include any and all professional services that the submitting firm would like to provide that are subject to evaluation and procurement under the Texas Government Code. The proposer is invited to draw on their knowledge of small municipality needs and provide information regarding their ability to perform a variety of professional services.

- Computer aided drafting specifically in Microstation and/or AutoCAD
- Geographic Information Systems
- Computer modelling of systems
- Boundary and topographic surveying
- Construction staking
- Right of way and land acquisition services; property ownership research
- Construction, building, and forensic inspections
- Architectural design of public facilities including police, fire, chemical, and administration
- Electrical design including SCADA, lighting, and backup power
- Mechanical design including HVAC
- Structural design
- Environmental investigations and permitting
- Geotechnical Studies
- Field Testing of Materials
- Data Acquisition
- Regulatory Compliance
- Civil and/or chemical engineering for public infrastructure
- Bid and Construction Phase Services
- Project Inspection
- Cost Estimating
- Value Engineering and alternative delivery method analysis
- Liaise with TCEQ, UPRR, TxDOT
- Public Involvement

PROJECTS

The statement of qualifications should demonstrate competency in one or more of the types of projects listed below. This list summarizes the types of projects anticipated through Pecos's improvement plans. This list is not meant to be inclusive and will change as needs arise.

- Water Distribution and Storage Projects including medium diameter transmission mains and elevated storage tanks
- Wastewater Collection including medium diameter trunk mains and lift stations
- Rehabilitation of water and wastewater systems including trenchless technologies
- Condition assessments including sanitary sewer evaluation surveys, equipment and structures, and pavements
- Modelling of water, wastewater, drainage, transportation, etc. systems
- Water Reuse
- Ground Water Hydrogeology and Well Assessments, water treatment
- Wastewater Treatment Plants Design, Construction, Operations
- Pavement Design, Construction and Rehabilitation
- Storm Drainage Evaluation, Design, Construction
- Parks Master Planning
- City-wide surveying benchmark/GPS network
- Master and Comprehensive Planning of a variety of City services

SUBMITTAL REQUIREMENTS

Each Statement of Qualifications shall include the following in no specific order:

1. A cover letter of no more than two pages
2. Table of Contents
3. Company History and Overview
4. Relevant Project Experience including project specific references
5. References from municipalities
6. Primary and Secondary Points of Contact including office location
7. Synopsis of key personnel and project managers (discipline specific)
8. Firm's overall approach to planning, organizing, and project management including communication procedures, quality control, and other similar factors.
9. Any additional information that demonstrates the firm's available resources, specialized experience, or other information
10. Information and qualifications of subcontractors that firm regularly utilizes to perform its services
11. Evidence of financial stability and insurance coverage (a copy of the firm's current certificate of insurance for professional liability must be submitted along with the proposal)
12. Information regarding involvement in litigation in last 5 years
13. Conflict of Interest Disclosure as described in Section 176 of the Texas Government Code.
14. DBE Certifications or commitment to Good Faith Efforts
15. Evidence of registration to practice in the state of Texas.
16. Signature page of person with authority to commit firm to contracts

GENERAL INFORMATION

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing responses to this request.

By submission of a statement of qualifications, each firm certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any local, state, or federal agency or other governing body.

The Town of Pecos City is subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code. Information that the respondent believes is confidential as proprietary information should be clearly marked as such with a detailed justification for a claim for confidentiality.

The Town of Pecos City encourages the use of certified minority and women business enterprises (MWBE). Respondents agree to use good faith efforts in its selection of subconsultants, as applicable, for projects that are awarded from this request for qualifications.

Lobbying or engaging in any conduct to influence City staff, City Manager, or City Council members will not be permitted or tolerated during this process and may result in disqualification of the firm from this solicitation and for a period of two years following.

The City reserves the right to request additional information or clarification and to permit the correction of errors and omissions contained therein. The City reserves the right to reject any and all proposals, to extend the RFQ deadline, and to waive any formalities in the selection.

EVALUATION

All submissions will be kept on file for a period of two years. As services are required, the City will evaluate the qualifications statements and enter into negotiations with the highest qualified firm. The City may issue a project specific request for proposal for any project. Candidates may also be invited to interview for a specific project.

A scope, duration, and terms and conditions will first be established. Upon agreement on the scope of services, the City will request a fee proposal. Fees shall be based on level of effort required for each specific project and not based on the construction cost. If an agreement is reached, the City will enter into a written contract with the selected firm. In the event an agreement cannot be reached, the City will terminate negotiations and enter into negotiations with the next most qualified firm. This procedure will continue until an acceptable agreement is reached with a qualified firm. A written contract is subject to the approval of the City Manager and City Council.