



**REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ 19-01**

**CITY OF WALLER, TEXAS**

**PEDESTRIAN FACILITIES**

**DESIGN & CONSTRUCTION PHASE SERVICES**

P.O. BOX 239  
WALLER, TX 77484

**RESPONSES DUE:**

May 3, 2019  
3:00 p.m. CDT

**ISSUED:**  
April 7, 2019

The City of Waller, Texas is requesting Statements of Qualifications (SOQ) from firms who can adequately demonstrate they have the resources, experience and qualifications to fulfill the role of Design and (limited) Construction Phase Consultant for the implementation of a sidewalk and streetscape design project. The project will connect the downtown Waller sidewalk and streetscape system with schools and housing.

The respondent should select a team of professionals capable of providing the required services in an efficient manner in the best interest of the City of Waller and that will provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants should be included in the response.

**Non-Mandatory Pre-Submittal Conference**

A pre-submittal conference will be held on Wednesday April 17, 2019, beginning at 10:00 a.m. CDT. The pre-submittal conference will be held at the offices of the City of Waller Economic Development Corporation at 1018 Saunders Street, Waller TX 77484. Attendance is not mandatory.

## **Project Description**

The scope of the Pedestrian Facilities Project includes the design of sidewalk and storm sewer improvements along Farr and Waller Streets. The project area is defined as follows:

### **Farr Street**

- East side (“of the Street”) - From Cherry Street to Waller Avenue
- East side – From Daugherty Street to Brazeal Street

### **Waller Avenue**

- South side - From FM 362 to Farr Street

### **See project map in Exhibit A**

The project will also include pedestrian signage and pavement markings. The project may include minor modifications to adjacent driveways in order to comply with Americans with Disabilities Act (ADA) and Texas Department of Licensing and Regulation (TDLR) standards within the stated limits of the project.

In order to implement the project description, the selected firm(s) may be responsible for the completion of the following: survey work, geotechnical services, drainage assessment, final design to include Plans, Specifications, and Estimates (PS&E), utility coordination, federal and state funding compliance, construction phase design services, and traffic control plans.

The project will be funded by a blend of federal and state transportation funding. As such, the project is subject to the requirements of federally funded transportation projects. The design will be locally managed by the City of Waller with TxDOT reviewing and approving the Plans, Specifications, and Estimate (PS&E) package.

From this RFQ, the City of Waller will select one firm or team of firms that have the technical capacity required to complete the project. The project is envisioned to have a Primary Firm under the direction and management of the City’s Economic Development Corporation. The Primary Firm will be responsible for the successful delivery of design, bid, and construction phase design services pertinent to the overall project.

The Primary Firm will be responsible for the following:

- The performance of all sub-consultants, delivery of all design phase, bid phase, and construction phase design services.
- The coordination of the project with other projects in the City of Waller, other City Departments, other entities’ projects, and all private utilities.

To accomplish the goals of the project, the Primary Design Firm must be able to execute extensive coordination with various regulatory agencies, public entities, and public and

private utilities. The following is a list of currently identified existing entities that may need to be contacted or coordinated with:

- City of Waller Public Works Department
- Texas Department of Transportation (TxDOT)
- Utility providers
- Waller County
- Harris County
- Various Pipeline Companies

## Scope of Work

### 1. Project Goals:

- Manage the design and provide construction phase design services so that a coordinated and predicted outcome is obtained.
- Meet project goals within scope, budget, and schedule.
- Coordinate the project with the City's other Capital Improvement Program (CIP) projects.
- Create an early warning system to allow problems to be addressed in a proactive manner.
- Utilize TxDOT Standard Details, Design Criteria Manual, Specifications, and Project Delivery Model.
- Meet all TxDOT and FHWA requirements for Federal funded projects.
- Meet TxDOT current letting schedule.
- Meet all TxDOT and federal requirements for locally-let projects.
- Twice Monthly Reporting of Project progress and Project financials.

### 2. Project Engineering Services:

The scope of services to be provided and managed by the Primary Design Firm for the project may include, but is not limited to:

- Site investigation/assessment
- Design phase, bid phase and construction phase design services
- Survey
- Geotechnical Report
- Coordination with City of Waller Project Management, Public Works, Engineering Staff, and others as necessary.
- Civil Design
- Traffic Engineering
- Drainage Study
- Drainage Design
- Plans, Specifications, and Estimates (PS&E)
- Quality Assurance/Quality Control and Constructability Reviews.
- Obtaining all permits necessary to construct the project
- Coordinating utility relocation with all public and private utilities.
- Preparation of contracting documents
- Ensure adherence to project schedules
- Milestone and Financial Reporting
- Document Management

The above services will be provided in accordance with the standard TxDOT boilerplate engineering services contract. In addition, all services will be completed in accordance with the standard TxDOT specifications.

### **3. Desired Expertise of the Design Team**

Critical to the success of the Project will be the Primary Design Firm's ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, the design team, the public, contractors, etc., which will encourage an open and honest exchange of information and ideas throughout the entire process.

Specific expertise, required as minimum qualifications for the Design team, must include experience in the following areas:

- Managing, administering, and providing oversight for a design team.
- Pedestrian facility project design and construction phase design services.
- Communicating, involving, and coordinating with many different groups.
- QA/QC experience and other project controls (scheduling, cost estimating, document control, general accounting, etc.)
- TxDOT engineering standards, methods, and procedures.
- Experience coordinating with contiguous property owners through all phases of project design and implementation.
- TxDOT standards, methods, and procedures.
- Success in gaining environmental approvals
- Designing and managing a local street project funded with federal funding through the Transportation Alternatives Set-Aside Program (TASA)
- Experience with TxDOT-letting of federally funded projects.

### **Contract**

The Primary Design Firm will be required to enter into a contract with the City of Waller utilizing a TxDOT standard boilerplate engineering contract that includes a 15% DBE goal.

### **Request for Qualifications**

The intent of this notification is to have the Engineering firms prepare a Statement of Qualifications (SOQ) for review by the City's Consultant Selection Committee.

The City of Waller intends to make its selection from the firms that submit a SOQ package that consists of the following:

- (a) A letter of interest, signed by a principal of the professional firm, with a statement as to the availability of the firm to complete the work within the stated time period.
- (b) A demonstration of the firms understanding of the project through an outline of their suggested approach to the project.

- (c) Evidence of the firm's ability to perform the work.
- (d) Experience of the staff who **would be assigned** to the project team including sub-consultants. Provide name, role, and percentage of time devoted to the project, related experience, and team experience for each team member. (limit to two pages per team member)
- (e) Up to three (3) sample projects completed in the last five years, similar in scope to this project that best illustrates team capabilities (limited to 3 pages per project).
- (f) A Quality Assurance/Quality Control (QA/QC) plan that outlines process and staff assignments related to task.
- (g) References (minimum of three), including names, telephone numbers, and email addresses of previous clients with similar projects that can verify the quality of work performed.
- (h) Documentation of how the required 15 (fifteen) percent Disadvantaged Business Enterprise (DBE) goal will be met.

## **Selection Criteria**

As a basis for evaluating the qualifications of an Engineering firm during initial short list development and possible firm presentations, the following elements merit consideration:

- a) The firm's past experience in performing similar assignments for other public owners, and the overall experience of the firm.
- b) The firm's experience in developing plans for locally-let projects using Federal funds which will be reviewed by TxDOT.
- c) The depth of experience of the firm's staff in the particular field.
- d) The firm's ability to assign qualified staff that will be in responsible charge of the project and will be able to complete the work within the time schedule required.
- e) The consultant has, on past projects, demonstrated innovative concepts.
- f) Suggested project approach.
- g) Previous experience on municipal projects.
- h) Previous experience on Waller projects.
- i) Knowledge of local conditions.
- j) Demonstrate firm's ownership in the project by addressing the following questions:
  - a. What is your firm's philosophy on project "Ownership"?
  - b. How will you ensure that all assigned personnel will take "ownership" of the project?
  - c. Provide examples of taking "ownership" in projects that you have led. How did this result in a better, faster, less expensive project outcome?
  - d. Explain your firm's QA/QC Policy. Is it a written policy?
  - e. What processes are in place to ensure the QA/QC Policy is followed?

- f. Provide examples where your QA/QC Policy saved a client money by avoiding a significant mistake before the project was bid/under construction.
- g. What action was taken to ensure the mistakes above were not repeated?
- k) The firm's ability to meet the required 15 (fifteen) percent DBE goal.

## **Selection Process Overview**

The SOQs will be used to rank the respondents and determine a short list for the project. In addition, the SOQ will be used for reference material throughout the selection process. Once the short list has been determined, there may be an oral interview/ presentation session scheduled for the top firms. The presentation should demonstrate the firm's experience in providing design services for similar transportation projects, including their experience in coordination with other design firms, projects and entities.

Based on the SOQs and interviews, the Consultant Selection Committee will determine the most highly qualified firm on the basis of demonstrated competence and qualifications for the project.

After the selection process has been completed, a detailed scope of services will be developed between the successful firms and the City of Waller. The price proposal generated should substantially reflect the same composition and level of involvement as presented in the Statement of Qualification.

If a mutually agreeable cost/price proposal cannot be negotiated, the City of Waller will formally end the negotiation and proceed to select and negotiate with the next most highly qualified firm on the basis of demonstrated competence and qualifications.

## Submission Deadline

If you are interested in your firm being considered for this project, please submit **six (6) hard copies** and **one digital copy** (flash drive) of your SOQ to:

Mail: City of Waller  
Cynthia Ward, City Secretary  
P.O. Box 239  
Waller, TX. 77484

Physical: City of Waller  
Cynthia Ward, City Secretary  
1118 Farr St.  
Waller, TX 77484

Due Date: On or before 3:00 p.m. CDT on May 3, 2019. Submittals received after the state date and time will not be considered.

All statements shall be in a sealed envelope clearly marked:  
**“Engineering / Architectural Services for Waller Pedestrian Facilities”.**

This RFQ is available for download at: <http://www.wallertexas.com/employment-opportunities.html>

All existing project information, any changes to the RFQ and any changes to the submission time and date will be published on the City of Waller website. Submitting Firms accept sole responsibility for downloading all of the required documents required for the RFQ.

All SOQs submitted will remain confidential until the opening date and time when they will be opened and the names of the submitting firms read into the public record.

Any inquiries regarding the project or RFQ must be submitted in writing to:

John Isom  
Project Manager/Director of City of Waller Economic Development Corp  
[jisom@WallerEDC.org](mailto:jisom@WallerEDC.org)

**All inquiries must be made prior to the question deadline, April 22, 2019 at 5:00 p.m. CDT. An addendum providing answers to all questions will be posted on or before April 24, 2019 at 5:00 p.m. CDT.**

NOTE: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City of Waller.

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the (SOQ) or other prescribed submissions and/or presentations before the Consultant Selection Committees) to influence any employee or elected official of the City of Waller concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future City of Waller solicitations or contracts.

## **Exhibit A**

