



Request for Qualifications

City Engineering Services

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Dr.

Rollingwood, TX 78746

RFQ Release Date – Monday, February 10, 2020

RFQ Due Date – Thursday, March 5, 2020

Overview

The City of Rollingwood 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 Rollingwood in engineering related activities associated with City planning, infrastructure assessment, construction 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 Council.

For the purpose of 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 Rollingwood Municipal Building for occasional work as needed.

Background

The City of Rollingwood is located directly adjacent to the city limits of Austin and Westlake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five Councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

Scope of Services

In preparing a response to this Request for Qualifications (RFQ), the City Engineer shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the City staff and the selected City Engineer.

1. General Services
 - a. The City Engineer shall be capable of performing numerous disciplines such as general civil engineering, planning, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, floodplain management, or at a minimum have the ability to coordinate with firms that provide such services.
 - b. The City Engineer will review and provide professional services for a variety of issues including plat review, right-of-way requirements (acquisitions, dedications, and

- easements), site development and subdivision plans, drainage and flood control, subdivisions and planned unit development agreements.
- c. The City Engineer shall manage capital projects with regard to engineering, budget and cost management, compliance with state and federal regulations, contract administration, construction management, construction engineering and inspection, and quality assurance and material testing.
 - d. The City Engineer shall recommend regulations and ordinances pertaining to engineering and development matters.
 - e. The City Engineer shall serve as the City's Flood Plain Manager and perform all required evaluations, recommendations, and reporting in that role.
2. Drainage Reviews
 - a. The City Engineer will perform all drainage reviews of site development within the City limits as required by and in compliance with the City's Drainage Criteria Manual and TCEQ regulations.
 3. Environmental Services and Regulatory Agency Interactions:
 - a. The City Engineer will provide technical review of and answer inquiries relating to site, building, subdivision, improvement, land disturbance, floodplain development, and construction plans, and escrows relating to various projects proposed by applicants to be developed in the City, to ensure that such conform to City Codes and all State and Federal regulations.
 4. CAD and GIS Capabilities
 - a. Must have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.
 5. Work Product, Reporting and Communication
 - a. The City Engineer will be expected to provide the City with copies of all work products without limitation, to include reports, analyses, correspondence, plans, drawings, and any other document produced in connection with the relationship with the City in printed and electronic form as requested. The City shall own all rights, title and interest, including all copyrights and intellectual property rights to all documents that are created in connection with the relationship with the City.
 - b. The City Engineer will be expected to attend periodic meetings of the City Council in addition to meeting with City Staff and developers.
 6. Professional Engineer Requirement
 - a. The selected firm must assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Texas.
 7. Other Considerations
 - a. The City Engineer will be expected to attend periodic meetings of the City Council in addition to meeting with City Staff and developers.
 - b. The City of Rollingwood prefers firms that specialize in representing municipal entities.
 - c. The City Engineer must commit to provide services to the City in a timely manner.

Response Content

Responses must adhere to the requirements outlined in this section. The original statement of qualifications 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 Work and Schedule:** Discuss each task outlined in the “Scope of Work” 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. Identify any sub-contractors proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFQ.
6. **References:** Identify at least two (2) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City Engineering services may also be submitted for consideration.
7. **Additional Data:** This section will be limited to five (5) pages. Responses may include any other information the City Engineer deems essential to the evaluation of the statement of qualifications.
8. **Summary of Insurance Coverage**
9. **Completed Conflict of Interest Questionnaire**
10. **Completed Form 1295**

Response Submittal

To be considered, please submit six (6) hard copies and one (1) electronic copy, on a USB drive, of your statement of qualifications to:

City of Rollingwood
 Attn: City Secretary
 403 Nixon Dr.
 Rollingwood, TX 78746

Responses received after the due date of March 5, 2020 at 4:00 p.m. will not be considered.

Questions regarding this request for qualifications may be directed to Ashley Wayman, City Secretary, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: awayman@rollingwoodtx.gov

Review and Selection Procedure

The City Council will evaluate each statement of qualifications and select a City Engineer. 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 of the Project Team	20
Service approach and methodology	30
Knowledge of local issues in the City of Rollingwood 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 Rollingwood reserves the right to reject any and all responses and to waive any informality in responses received.

Insurance Requirements:

For the duration of the contract, the service provider 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.

Service Provider 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 Service Provider.

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 service provider's responsibility. Failure to comply could result in non-award of the contract.