



Professional Services Statement of Qualifications

Statement of Qualifications No: 2019-77 Corridor
Statement of Qualifications Title: Request for Statement of Qualifications for Ferris Avenue/Hwy 77 Midtown Corridor Rehabilitation Project
Questions Deadline: Monday, February 25, 2019 @ 12:00pm (CT)
Statement of Qualifications Due: Monday, March 4, 2019 @ 2:00pm (CT)

Statement of Qualifications (SOQ) for the project specified will be received by the City of Waxahachie until the date and time as indicated above. Please submit in a sealed envelope one (1) original hard copy and one (1) digital copy of the SOQ on USB/Flash Drive. The City will not accept emailed or on-line submittals.

Delivery Address: City of Waxahachie
Attn.: City Secretary Office
401 South Rogers Street
Waxahachie, Texas 75165

Late submissions will not be considered. Responses must be submitted with the SOQ number and the respondent's name and address clearly indicated on the front of the sealed envelope. Additional instructions for preparing a response are provided within.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE.

For questions regarding this SOQ contact: Chelsey Gordon
Assistant to the City Manager
469-309-4007
cgordon@waxahachie.com

The City of Waxahachie appreciates your time and effort in preparing a response. **Please note that all responses must be received at the designated location by the deadline shown.** Responses received after the deadline will not be considered and will be returned unopened. Only the names of the firms submitting responses will be published on the Summary List of SOQ's received. No other information will be released by the City during the evaluation process or prior to selection.

**City of Waxahachie
Vendor Information Form
SOQ No. 2019-77 Corridor**

Title: SOQ for Ferris Avenue/Hwy 77 Midtown Corridor Rehabilitation Project

Company Information

Please complete the following and include with your submittal:

Company Name: _____

Principal Place of Business Address: _____

Principal Place of Business City, State, Zip: _____

Principal Place of Business Phone Number: _____

Principal Place of Business Fax Number: _____

Email Address: _____

City of Waxahachie
Request for Statements of Qualifications No. 2019-77 Corridor
Ferris Avenue/Hwy 77 Midtown Corridor Rehabilitation Project

I. Project Overview

The City of Waxahachie is accepting Statements of Qualifications from qualified firms to provide consulting and design services related to its Ferris Avenue Midtown Rehabilitation Project.

This project will include concept design services to address improved streetscaping, multi-modal connectivity, roadway cross-section modifications, aesthetic enhancements and conceptual landscaping design for the corridor.

The project limits include Ferris Avenue/Hwy 77 extending from McMillian Street to John Arden Drive. The section of roadway is under Texas Department of Transportation (“TXDOT”) jurisdiction and final design elements will require approval of this agency. TXDOT is currently in the final stages of designing the demolition, rerouting and reconstruction of the bridge extending to the south of this corridor. When complete, the bridge project will connect with the southernmost limits of this corridor project. This SOQ provides interested firms with the information necessary to prepare and submit their qualifications for consideration.

II. Scope of Services

The initial phase of this project will include concept design services only. Once the concept is presented and vetted by key stakeholders, the City’s intention would be to engage a firm to provide engineered drawings fit for bidding and construction. Complete scope of services will be negotiated upon firm selection.

III. Submittals

In order for your SOQ to be considered responsive, the following information should be included at a minimum:

- Qualifications and relevant project experiences of your firm.
- References contact information, including name, phone number, and address.
- Length of time in business.
- If your firm has done business with the City of Waxahachie before, list the project(s) and year(s) completed.
- Background data on the firm’s experience. Team roles and responsibilities for the project shall be identified.
- Specific services your firm will provide and your firm’s ability to provide the services in a timely manner.
- A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the proposer or in which the proposer has been judged guilty or liable.
- SOQ will be a maximum of 50 pages. The covers, table of contents, and divider sheets do not count as pages.

IV. Evaluation Criteria

All submittals will be based on the evaluation criteria listed below. The City reserves the right to select the appropriate firm to meet the City's projected needs for this project. The decision by the City is final.

- Experience (40%)
 - Organizational structure and senior leadership and length of time in business
 - Qualifications of key personnel adequate for the defined scope of service
 - Technical capabilities to meet the scope of work
 - Existing or previous experience with corridor planning
- Firm's overall ability to meet the City's objectives (40%)
 - Understanding of the scope of service
 - Number of experienced personnel available and dedicated to the project
 - Overall strategy to meet deadlines and coordinate with staff throughout the life cycle to complete the project in a timely manner.
 - Methodology and use of technology to carry out the project
- Location (10%)
 - Understanding of the scope of service
 - Location of the headquarters and the local office and its proximity to the City of Waxahachie.
 - The number of employees in the local office.
 - Days and hours of operation
 - Availability to meet with City staff to discuss the project and approach to providing regular project updates
- Past experience with the City (10%)
 - Previous experience working with the City of Waxahachie
 - Experience working with similar sized municipalities and or government agencies

V. Interviews and Presentations

In fairness to all firms, requests for interviews prior to the closing time and date will not be permitted. Interviews with selected firms may or may not be requested at the sole discretion of the City after the closing date. Selection may be made strictly from the information provided in the SOQ. However, the City of Waxahachie reserves the right to conduct interviews with and request presentations from any respondents.

VI. Submission

FACSIMILE, INTERNET OR EMAIL TRANSMITTALS SHALL NOT BE ACCEPTED.

Delivery of Qualification Statements: one (1) hard copy of the SOQ and one (1) digital copy on a USB/Flash Drive shall be included in one sealed package and marked plainly as:

SOQ No. **2019-77 Corridor**
Consulting and Design Services
Firm Name and Address

The completed Qualifications Package shall be delivered to:

City of Waxahachie
City Secretary Office
401 South Rogers Street
Waxahachie, Texas 75165

VII. Questions

The City of Waxahachie requires all questions relating to this SOQ be forwarded via email, to Chelsey Gordon, Assistant to the City Manager, at **cgordon@waxahachie.com** by **Monday, February 25 12:00 PM**. Please include the SOQ Number in the email subject line. No questions will be answered over the phone. Questions will only be accepted until the stated deadline. Responses to all question will be posted on February 27, 2019 at:

http://www.waxahachie.com/departments/city_secretary/public_notices.php