



Engineering Services Statement of Qualifications

Statement of Qualifications No: 2019-GS
Statement of Qualifications Title: Request for Statement of Qualifications for Professional Engineering Services for Various Projects
Questions Deadline: February 4, 2019 @ 12:00pm (CT)
Statement of Qualifications Due: February 19, 2019 @ 2:00pm (CT)

Statement of Qualifications (SOQ) for the materials or services 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: Cherise De Los Santos
Purchasing Manager
469-309-4165
cdelossantos@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.

A pre-response conference will be held on **Thursday, January 31 at 2:00 p.m.** in the City Council Chambers at 401 South Rogers Street Waxahachie, Texas 75168.

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

Bid Title: SOQ for Professional Engineering Services for Various Projects

Company Information

Please complete the following and include with your bid 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-GS
Professional Engineering Services for Various Projects

I. Introduction

The City of Waxahachie is accepting Statements of Qualifications from qualified firms to establish a list of approved firms to provide professional engineering services in accordance with the terms, conditions, and requirements set forth in this Request for Statements of Qualifications. This SOQ provides interested firms with the information necessary to prepare and submit their qualifications for consideration.

II. Scope of Services

Provide a full suite of professional engineering services for the design, bidding and construction of public infrastructures. For details, please see Exhibit A.

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.
- Provide quality assurance program information.
- If your firm has done business with the City of Waxahachie before, list the project(s) and year(s) completed.
- Background data on the firms experience. Team roles and responsibilities for the various disciplines of engineering shall be identified.
- Specific services your firm will provide and your firm's ability to provide the services in a timely manner.
- For a firm to be selected, it is not necessary for the firm to be proficient in all areas outlined on Exhibit A.
- 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.

V. Evaluation Criteria

The selection of firms to be placed on the qualified firms list will be based on the evaluation criteria listed below. The City reserves the right to select an appropriate number of firms, as determined by the City, to meet the City's projected needs for these services. 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 the defined scope of services and all areas outlined in Exhibit A
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- 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%)
 - 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 original and 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-GS**
Professional Engineering 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 Cherise De Los Santos, Purchasing Manager, at cdelossantos@waxahachie.com by **February 4, 2019** on **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 Wednesday, February 6, 2019 at:

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

EXHIBIT A

This document must be completed and included in the SOQ

Please check the items you are submitting for

MASTER PLANS

- Water Distribution System
- Wastewater Collection System
- Thoroughfare
- Storm Drainage

ROADWAY

- Roadway design
- Pavement design
- Storm Sewer design
- Franchise utility identification and coordination
- Signals and signage design
- Traffic analysis
- Traffic and Transportation Engineering
- Pavement Markings Design
- In-house survey
- CAD plans
- Contract administration
- Right-of-way Acquisition

STORMWATER

- Hydrologic evaluations
- Hydraulic evaluations
- Letter of Map Revisions (LOMR)
- Detention/retention ponds
- Channel design
- Bridge design
- Culvert design
- Stormwater Pollution Prevention Programs (SWPPP)
- Civil 3D Storm and Sanitary Sewer Analysis
- Storm CAD
- Traffic Studies
- 2D Stormwater Modeling

WATER

- Water main design
- Elevated Storage Tank Design
- Pump Station and ground Storage Tank Design
- Distribution system analysis
- Franchise utility identification and coordination
- In-house survey
- CAD plans
- Contract/construction administration

- ❑ Rehabilitation including pipelines, storage tanks and pump stations
- ❑ Right-of-way Acquisition

WASTEWATER

- ❑ Wastewater collection system design
- ❑ Lift Station and Force Main design
- ❑ Concrete protective coatings evaluation and selection
- ❑ Directional boring
- ❑ Micro tunneling
- ❑ Pipe jacking
- ❑ Tunneling
- ❑ Franchise utility identification and coordination
- ❑ In-house survey
- ❑ CAD plans
- ❑ Contract/construction administration
- ❑ Rehabilitation collection system and lift stations
- ❑ Pipe bursting
- ❑ Slip lining
- ❑ Replacement by other than open cut
- ❑ Right-of-way Acquisition

PROJECT COST ESTIMATING

- ❑ Completed plans
- ❑ Pre-design
- ❑ Project Scheduling

CONSTRUCTION SUPPORT AND ENGINEERING INSPECTION SERVICES

- ❑ Construction Support and Engineering Inspection Services

GEOTECHNICAL ENGINEERING AND MATERIALS TESTING

- ❑ Geotechnical Engineering and Materials Testing

HYDRAULIC MODELING FOR WATER AND WASTEWATER SYSTEMS

- ❑ Water
- ❑ Sewer
- ❑ Drainage