



**Town of Pantego**  
**1614 S. Bowen Rd.**  
**Pantego, TX 76013**

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **CAPITAL IMPROVEMENT PROJECTS - 2015**

**Professional Engineering Design Services**

#### **INTRODUCTION**

The Town of Pantego, TX (hereinafter referred to as the “Town”) invites Civil Engineers, Multi-Disciplinary Firms and any other qualified professionals, registered with the Texas Board of Professional Engineers, to submit qualifications to provide professional design engineering services for 2-waterlines, 1-sewer line replacement projects and 1-bridge rehabilitation project as identified in the Exhibit section (“A” & “B”) of this RFQ. The residential projects shall be referred to as “Wagonwheel waterline”; “Wagonwheel sewer line” replacements and “Wagonwheel Bridge” rehabilitation. The commercial district projects shall be referred to as “Pioneer Parkway Phase I-2015” for the water line replacement/upgrade to an 8-in line.

#### **BACKGROUND**

The purpose of these projects is to replace or repair aged, deteriorating and undersized infrastructure. Approximately seventy five percent of the proposed projects – Wagonwheel waterline, sewer line and the bridge serve a residential section of the Town, with the remaining twenty five percent, Pioneer Parkway Phase I-2015, serving the commercial district. The Wagonwheel sewer line has passed its useful life as vitrified clay pipe and is subject to structural deterioration, roots and Infiltration & Inflow problems that may cause recurrent sewer issues. The Wagonwheel waterline has a history of degrading condition, subject to increased repairs and residential water outages. The Wagonwheel Bridge, based on an independent engineering study, has been identified for rehabilitation which may include the abutment walls and roadway subsurface. The Pioneer Parkway Phase I-2015 project is to increase the fire flow capacity in the southeast commercial district of the Town along Pioneer Parkway by replacing an existing 6-in line with an 8-in line.

## **SCOPE OF WORK EXPECTATIONS**

The selected firm should anticipate the scope of work for this study & design will include consideration of the following:

- 1) Field Surveying and Data Collection
- 2) Alignment & Preliminary Design
- 3) Final Design – Drawings, Details and Construction Documents
- 4) Bidding Services
- 5) Construction Support Services - mainly consisting of periodic field visits, answering requests for information (RFI) from the contractors, approval of submittal data, assessing differing field conditions during construction and providing appropriate solutions to keep change orders to the minimum. Daily inspection of the construction will not be part of construction support services.

## **SUBMITTAL REQUIREMENTS FOR THIS RFQ**

Proposal should be limited to no more than twenty (20) single sided pages, requested selection criteria, design approach, qualifications, similar work experience, and references.

The proposal should be accompanied by a brief introductory letter stating the firm's interest in design of the projects. The introductory letter should be limited to no more than two single sided pages.

## **SELECTION PROCEDURE**

Subsequent to the deadline for acceptance of submittals for this RFQ, the Town will evaluate the submittals and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the Town) using the selection criteria indicated below. The Town will contact the firm with the highest ranked submittal to negotiate a contract fee. If an agreement cannot be reached with the top ranked firm, the Town will contact the firm with the next ranked submittal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached. After the selection has been made, the successful firm will submit a Professional Services Contract which concurs with the negotiated fees. The Contract will be submitted for approval by the City Council as an agenda item during the next scheduled Council Meeting.

## **SELECTION CRITERIA**

The Consultant selected for this project should have demonstrated experience in Civil engineering design specific to the projects referenced in this RFQ. Selection shall be based on including but not limited to the following:

1. Consultant's understanding of the Town's desires and general approach to the projects;
  - Elaborate on the process that will be utilized to design and coordinate these multiple and sequential projects;
  - Describe how coordination with Town staff will occur;
  - Propose methodology for maintaining cost control;
  - The Consultant's resources and responsiveness to short notice needs;
2. Consultant's experience with projects of similar complexity;
3. Qualifications of the Consultant's staff being assigned to this project;
4. Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules;
5. Completeness of the work elements included in the RFQ;

## **SUBMITTAL DEADLINE**

Three (3) bound copies and one digital (PDF) copy of the proposal should be forwarded to the attention of: **City Secretary's Office, Town of Pantego, 1614 S. Bowen Rd, Pantego, TX 76013 by 5:00 p.m. on Thursday, February 12, 2015.**

The Town reserves the right to waive any irregularities or reject any and all proposals.

Any submittal received after the specified date and time will automatically be rejected and will not receive any further consideration by the Town. Postmarks will not be accepted.

## **QUESTIONS ON RFQ**

All questions regarding this solicitation should be directed by email to Scott Williams, Director of Public Works, at [swilliams@townofpantego.com](mailto:swilliams@townofpantego.com). Questions may be submitted through 1:00 p.m., Thursday, February 12, 2015.

## **RFQ RESPONSE COST**

The Consultant shall be fully responsible for all costs associated in the development and submittal associated with all responses to this RFQ. The Town of Pantego assumes no contractual or financial obligation as a result of issuance of this RFQ.

## **OWNERSHIP OF RESPONSES**

All responses and associated materials received shall become the property of the Town of Pantego.