

**REQUEST FOR QUALIFICATIONS  
CITY OF DICKINSON, TEXAS**



**ENGINEERING AND SURVEYING SERVICES  
REQUEST FOR QUALIFICATIONS #0911-04**

**RFQ SUBMITTAL DEADLINE:  
DECEMBER 22, 2009 at 10:00 AM**

**REQUEST FOR QUALIFICATIONS #0911-04  
SCHEDULE SUMMARY**

Monday	November 30, 2009	RFQ Documents Released and 1 <sup>st</sup> Legal Advertising for RFQ
Wednesday	December 9, 2009	2 <sup>nd</sup> Legal Advertising for RFQ
Tuesday	December 15, 2009	Last day for inquiries and clarifications
Tuesday	December 22, 2009 10:00 am	Deadline for Submission of Proposals
Tuesday	January 12, 2010	City Council Award of RFQ

Note: This schedule is preliminary and may be modified at the discretion of the City.

**REQUEST FOR QUALIFICATIONS #0911-04  
ENGINEERING AND SURVEYING SERVICES**

The City of Dickinson, Texas is requesting Statements of Qualifications (SOQ) from firms and/or individuals who can adequately demonstrate they have the resources, experience and qualifications to provide the City with quality Engineering and Surveying Services for neighborhood street reconstruction and drainage work.

**PROPOSALS MUST BE SUBMITTED IN QUINTUPPLICATE AND MUST BE RECEIVED BY THE CITY SECRETARY OF THE CITY OF DICKINSON, 4403 STATE HIGHWAY 3, DICKINSON, TEXAS 77539, NO LATER THAN 10:00 A.M. ON TUESDAY, DECEMBER 22, 2009. NO PROPOSALS WILL BE ACCEPTED AFTER THAT DATE AND TIME. ALL PROPOSALS RECEIVED AFTER THAT DATE AND TIME WILL BE CONSIDERED UNRESPONSIVE.**

RFQ documents may be downloaded from the Purchasing Page of the City of Dickinson's website at [www.ci.dickinson.tx.us](http://www.ci.dickinson.tx.us) or obtained in person at Dickinson City Hall, 4403 State Highway 3, Dickinson, Texas 77539. Minority and small business vendors or contractors are encouraged to submit proposals on any and all City of Dickinson projects.

All proposals submitted for City consideration must be clearly marked on the outside of the sealed envelope with the words "REQUEST FOR QUALIFICATIONS #0911-04, Engineering and Surveying Services", Attention: Carol McLemore, City Secretary, and must contain the name of the company submitting the proposal. Responding firms must submit five (5) complete sets of the RFQ submission for consideration. **FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.**

It is understood that the City of Dickinson reserves the right to negotiate all elements that comprise the submission and to accept or reject part or all of any submission. The City reserves the right to reject any or all proposals and waive any or all irregularities or to proceed otherwise when in the best interest of the City. Proposals shall be valid for a period of sixty (60) days from the submission deadline.

All questions regarding this RFQ should be submitted in writing to Julie M. Johnston, City Administrator, City of Dickinson, by mail to 4403 State Highway 3, Dickinson, Texas 77539, by facsimile to (281) 337-6190, or by email to [jjohnston@ci.dickinson.tx.us](mailto:jjohnston@ci.dickinson.tx.us). Questions regarding this RFQ must be received at the City Administrator's Office no later than 5:00 p.m. on Tuesday, December 15, 2009.

1<sup>st</sup> Advertisement: Galveston Daily News, November 30, 2009

2<sup>nd</sup> Advertisement: Galveston Daily News, December 9, 2009

## **REQUEST FOR QUALIFICATIONS #0911-04 ENGINEERING AND SURVEYING SERVICES**

The City of Dickinson, Texas is requesting Statements of Qualifications (SOQ) from firms and/or individuals who can adequately demonstrate they have the resources, experience and qualifications to provide the City with quality Engineering and Surveying Services for neighborhood street reconstruction and drainage work.

### **Scope of Work**

The engineering services required may include, but may not be limited to, the development of the complete project scope and time-line; preliminary engineering and environmental assessment; route selection; engineering design; preparation of project construction plans, specifications, and contract bid documents; advertising project bids; attending and leading project status, pre-bid, bid opening, and pre-construction meetings; contract administration and close-out; and providing project "As-Built" drawings in hard-copy mylar and digital format.

Surveying services required may include, but may not be limited to, courthouse and field research; the establishment of retrievable project horizontal and vertical control; in-the-field horizontal and vertical data acquisition; right-of-way surveying and mapping; construction surveying; "As-Built" surveying; and parcel boundary surveying with attendant provision of parcel drawings and metes and bounds descriptions.

The City may select one or more firms for work under this Request for Qualifications (RFQ). The scope of the professional services work in this RFQ may not include all City professional engineering and surveying work. If determined to be in the best interest of the City, the City may award work to firms, for undefined projects, that were not awarded work under this RFQ. The contracts for this RFQ shall be awarded on a case-by-case basis.

### **Submittal Requirements**

1. Proposals shall be prepared in 8 ½" x 11" format. All proposal pages (excluding cover, transmittal letter, and dividers) shall be consecutively numbered. Proposals shall not exceed twenty (20) pages in length.
2. Proposals shall contain the following:

#### **INCLUDE ONLY INFORMATION REQUESTED BELOW:**

- A letter of transmittal not exceeding one (1) page.
- Completed Response Form, Supplemental Information and Conflict of Interest Questionnaire.
- Section1- General Company Information
  - Number and expertise of employees in the local office and company wide.
  - Length of time headquarters and local office open.
  - Corporate headquarters location (if applicable).
  - Type of firm (corporation, limited partnership, etc.)
  - Describe the kinds and amounts of insurance your firm carries.

- Section 2- Project Understanding  
Discuss your firm's experience with the types of projects that the City intends to undertake, including your approach to all facets of its design. Include special attributes of the firm, if any, that apply to this project. Discuss the firm's ability to perform the work.
- Section 3- Design Team  
Discuss the make-up of the design team to be assigned to this project including any sub-consultants to be used. Provide a discussion of the direct experience and qualifications your design team members have as related to this project. Provide resumes for project manager and project design engineer. Provide an organizational chart identifying the prime consultant's project manager and key team members.
- Section 4- Representative List of Projects  
List a minimum of three (3) recent representative projects that your design team members have completed that show directly related project experience. Include the project name, location, date, the team members' assignments and a brief discussion of how it relates to this project. Provide a direct client contact for each project.

Similarly, list five related projects that your firm has completed. Some or all of these may be the same as above.

- Section 5- References  
Provide a maximum of five reference clients, contact persons, phone numbers, and a brief description of the related projects that your firm has completed which demonstrate your firm's commitment to the client's needs and total quality management.
  - Section 6- Other  
Include any other information your firm wishes to include in the proposals here; however, do not exceed the maximum page limit of 20.
3. All proposals submitted for City consideration must be clearly marked on the outside of the sealed envelope with the words "REQUEST FOR QUALIFICATIONS #0911-04, Engineering and Surveying Services", Attention: Carol McLemore, City Secretary, and must contain the name of the company submitting the RFQ. Responding firms must submit five (5) complete sets of the RFQ submission for consideration. **FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.**
  4. Late statements will not be accepted. Each firm is responsible for insuring responses to this RFQ have been delivered by date, time and location specified.
  5. All questions regarding this RFQ should be submitted in writing to Julie M. Johnston, City Administrator, City of Dickinson, by mail to 4403 State Highway 3, Dickinson, Texas 77539, by facsimile to (281) 337-6190, or by email to [jjohnston@ci.dickinson.tx.us](mailto:jjohnston@ci.dickinson.tx.us). Questions regarding this RFQ must be received at the City Administrator's Office no later than 5:00 p.m. on Tuesday, December 15, 2009.
  6. By submitting a response to this RFQ, each firm unequivocally acknowledges that he/she has read and fully understands this RFQ and has asked questions and received satisfactory answers from the City regarding any provision of this RFQ with regard to which clarification was desired.

## **Evaluation Procedure**

Proposals will be reviewed by a Selection Committee and appropriate City staff. The Committee reserves the right to request additional information from consultants submitting proposals.

Award selection will be made to the firm(s) offering the response that best meets the needs of the City. Each proposal will be evaluated based upon the following weighted factors:

- |                                  |     |
|----------------------------------|-----|
| ➤ Design Team Qualifications     | 25% |
| ➤ Similar Project Experience     | 35% |
| ➤ Knowledge of City of Dickinson | 35% |
| ➤ Compliance with RFQ Components | 5%  |

The City may select a firm from this evaluation, or a short list of firms may be prepared. If short listed, interviews of these firms may be requested by the Selection Committee. Included at this point will be an evaluation of references.

Final selection of the firm with which to negotiate will be by Selection Committee recommendation.

The City of Dickinson reserves the sole right to evaluate the Qualifications Statements submitted; to waive any irregularities therein; or to reject any and all firms that submitted Qualification Statements, should it be deemed in the City's best interest.

The Request for Qualifications will not require a cost proposal from the respondents. Further, this Request for Qualifications is not to be construed as a contract or a commitment of any kind; nor does it commit the City of Dickinson to pay for any costs incurred in the submission of a qualification statement or for any cost incurred prior to the execution of a formal contract.

Except for the submission of written questions or in response to requests or inquiries from the City of Dickinson, firms shall refrain from contacting members of the Selection Committee, City Council, consultants, or other staff with respect to this RFQ or the selection process.

## **INSTRUCTIONS TO RESPONDERS**

**READ THIS ENTIRE DOCUMENT CAREFULLY AND FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS STATED HEREIN. THE INSTRUCTIONS AND CONDITIONS APPLY TO ALL RFQS/PROPOSALS AND BECOME A PART OF THE TERMS AND CONDITIONS OF ANY RFQ/PROPOSAL SUBMITTED AND ANY AGREEMENT ENTERED INTO SUBSEQUENT THERETO, UNLESS EXCEPTION IS TAKEN IN WRITING BY RESPONDER WHEN SUBMITTING RFQ.**

### **1. RFQS, PREPARATION AND SUBMITTAL**

Responders must submit five (5) complete sets of the sealed RFQ/written quote/proposal to the City Secretary prior to the response due date and time as described in the Request for Qualifications. Failure to submit the necessary five (5) complete sets may result in the RFQ being declared unresponsive to specification and may not be further evaluated.

All submittals must be written in ink or typed. Submittals written in pencil or erasures are not acceptable. However, mistakes may be crossed out, corrections inserted and initialed in ink by the person signing the RFQ submission. No oral, telegraphic, telephonic, e-mailed or facsimile RFQs will be considered. All submittals must be submitted in a sealed envelope. Responders must provide all documentation required with the RFQ response. Failure to provide this information may result in rejection of RFQ. For additional instructions related to RFQ Preparation, please see the General Conditions of bidding contained herein.

### **2. DELIVERY OF SUBMITTALS**

Submittals received prior to the deadline will be kept securely unopened. Submittals received after the time specified in the Request for Qualifications shall be considered late and shall be returned unopened. The person whose duty it is to open the submissions will decide when the specified deadline time has arrived. No responsibility will be attached to an officer of the City for the premature opening of a RFQ not properly addressed and identified. No oral, telegraphic, telephonic, e-mailed or facsimile submittals will be considered.

### **3. SIGNATURES**

All RFQ responses are required to be signed by an authorized representative of the responding entity. RFQ responses received unsigned will result in the RFQ being declared unresponsive to specification and may not be further evaluated.

### **4. SUBMITTAL ALTERATION/WITHDRAWAL**

Submittals cannot be altered or amended after the submission deadline. The signer of the submittal, guaranteeing authenticity, must initial any interlineations, alteration, or erasure made before submission deadline. Submissions may be withdrawn by written request signed by the Responder prior to the submission deadline; however, such written request must be received by the City in the normal course of business and prior to the submission deadline. Negligence on the part of the Responder in preparing the submission represents no right for withdrawal after the response is opened. No submissions may be withdrawn for a period of sixty (60) calendar days after opening of the responses.

## **5. DISQUALIFICATIONS OF RESPONDERS**

Responders may be disqualified and their proposals not considered for the following reasons, including, but not limited to:

- Reason for believing collusion exists between Responders.
- The Responder is an interested party in any litigation against the City.
- Failure to comply with any of the requirements contained herein.
- Lack of signature by an authorized representative on the RFQ Form.
- Responder is indebted to the City.

## **6. PROTESTS**

All protests regarding the RFQ solicitation process must be submitted in writing to the City within five (5) working days following the deadline for submissions. This includes all protests relating to advertising of RFQ notices, deadlines, and all other related procedures under the Texas Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications.

This limitation does not include protests relating to Selection Committee recommendations as to award of this RFQ. Protests relating to Selection Committee recommendations may be directed to the City Administrator within five (5) days of the Selection Committee recommendation memo. Unless otherwise provided by law, all Selection Committee recommendations will be made available for public review prior to consideration by the City Council.

## CITY OF DICKINSON CONTRACTOR INSURANCE REQUIREMENTS

Contractors providing good, materials and services for the City of Dickinson shall, during the term of the contract with the City or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City, its officers, agents, representatives, and employees as additional insureds as to all applicable coverage with the exception of workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of insurance: A certificate of insurance evidencing the required insurance shall be submitted with the contractor's RFQ or response to proposal. If the contract is renewed or extended by the City, a certificate of insurance shall also be provided to the City prior to the date the contract is renewed or extended.

### Type of Contract

### Type and amount of Insurance

#### Special Events

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including coverage for advertising injury and products coverage

Statutory Workers compensation insurance as required by state law

(If the contractor serves alcoholic beverages) Liquor Liability with a minimum of \$1 Million Dollars per Occurrence and \$2 Million Aggregate.

(If high risk or dangerous activities) Umbrella Coverage or Liability Excess Coverage of \$ 2 Million Dollars

(If automobile or limousine service is involved even if volunteers)

Automobile Liability with a minimum of \$1 Million Dollars combined single limit.

#### Public Works and Construction

General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate,

including advertising injury, products coverage and (XCU) Explosion, collapse and underground (If high risk or dangerous activities) Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars Statutory Workers compensation insurance as required by state law

Professional Services

Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate.

(If size or scope of project warrant)

Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

## RESPONSE FORM

**RESPONDER:**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Federal EID #/SSN #: \_\_\_\_\_

### REFERENCES

Each Responder is to provide a minimum of three (3) verifiable business references for which the Responder has performed work.

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Brief description of project. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Brief description of project. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Brief description of project. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUPPLEMENTAL INFORMATION

Please provide the following information for contract development.

Is your firm:

- 1. Sole Proprietorship     YES     NO
- 2. Partnership             YES     NO
- 3. Corporation             YES     NO

If company is a sole proprietorship, list the owner's full legal name:

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If company is a partnership, list the partner's full legal name(s):

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If company is a corporation, list the full legal name as listed on the corporate charter:

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Is this firm a minority, or woman-owned business enterprise?

NO     YES    If yes, specify () MBE    () WBE

Has this firm been certified as a minority/woman-owned business enterprise by any governmental agency?     NO     YES

If yes, specify governmental agency: \_\_\_\_\_

Date of certification: \_\_\_\_\_

## CONFLICT OF INTEREST QUESTIONNAIRE

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>	<b>FORM CIQ</b>
<p>This questionnaire is being filed in accordance with Chapter 176 of the Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with the City of Dickinson and the person meets the requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the City Secretary of the City of Dickinson not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>
<p>Date Received:</p>	
<p><b>1. Name of person who has a business relationship with the City of Dickinson.</b></p>	
<p>2. <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the City Secretary not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p><b>3. Name of local government officer with whom filer has employment or other business relationship.</b></p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Name of Officer</p> <p>This section must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of questionnaire?</p> <p style="text-align: center;">Yes _____ No _____</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not from the City of Dickinson?</p> <p style="text-align: center;">Yes _____ No _____</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;">Yes _____ No _____</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<p>4.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Signature of person doing business with the government entity</span> <span>Date</span> </p>	