

# REQUEST FOR QUALIFICATIONS (RFQ) RFQ E13-19

## ENGINEERING SERVICES FOR LARGE DIAMETER WATER MAIN PROJECTS

### SELECTIONS S08 AND S09

The City of Houston intends to select a professional engineer to provide engineering services for the projects listed below related to surface water transmission. The City reserves the right to have the selected engineer contract directly with the Program Manager. If so, the selected engineer shall execute an engineering services agreement developed by the Program Manager and approved by the Director. The work to be performed under the supervision of the Program Manager shall consist of the following general activities:

- Perform Phases II and limited III Professional Engineering services for the projects listed below.
- Manage consultant staff; direct and control work; establish quality control/assurance, coordinate and control procedures; and furnish the necessary technical and support staff to accomplish assigned projects.
- Maintain and update the schedule of assigned project.
- Timely identify required additional property and rights-of-way; and if requested by the Director, have a qualified surveyor prepare the necessary documents for acquiring the property or right-of-way.
- Support Program Manager in providing construction bidding services for assigned projects.

To qualify for selection, the submitting firm must be registered in Texas and have a professional engineer (also registered in Texas) who can sign and seal the work to be performed under the contract.

To be considered for evaluation, firms shall submit a specific statement of qualifications (SOQ) in the manner described below and may not submit more than one response to this RFQ. **Any firm submitting an SOQ that does not conform to all the requirements of this RFQ will be subject to disqualification.**

1. One hard-copy SOQ, including the entire submittal package (items 1-6, below), and
2. One (1) CD-ROM according to the following instructions:
  - The CD-Rom label clearly shows the firm name and the RFQ number.
  - Only one PDF file on the CD-Rom, with the entire submittal package (items 1-6, below) included within that PDF file. The PDF file shall follow the below naming convention.
    - “<RFQ Number>\_<Firm Name>.pdf”
    - Example: “E13-19\_ABC Services.pdf”

Every submittal will be reviewed and rated for accuracy and completeness, but **the following specific errors are cause for disqualification:**

- **Including on the project team a sub-consultant that is a member of more than ten (10) teams for this RFQ,**

- **Qualifications (see below) are on more than eight (8) pages.**

The submittal shall include the following:

1. A transmittal letter of interest notifying the City of Houston of the submitter's intent to be considered for these professional services.
2. A one-page letter from each sub-consulting firm proposed in the submittal indicating that firm's desire to be included and indicating a general statement of the scope of services that the sub-consultant will perform if the submitting firm is selected. **A firm cannot be a sub-consultant on more than 10 teams.**
3. A copy of the submitting firm's response to questionnaire pertaining to "Conflict of Interest". Local Government Code Chapter 176 requires firms seeking to do business with the City of Houston ("City") to file a Conflict of Interest Questionnaire with the City Secretary. The current Conflict of Interest Questionnaire is available for downloading on the website of the Texas Ethics Commission: <http://www.ethics.state.tx.us/forms/CIQ.pdf> *If nobody in the company has a business relationship with the City (as defined in Section 176.001 (1-a) in the Local Government Code), write "N/A" in Section 1 and leave the remainder of the form blank.*
4. A copy of the submitting firm's current on-file Department of Public Works and Engineering's *Standard Form for Engineering and Related Services* ("PWE100"). Firms are still responsible for the formal submission of updated PWE100s according to the instructions at the following location: [http://www.publicworks.houstontx.gov/notices/pwe\\_100\\_form.html](http://www.publicworks.houstontx.gov/notices/pwe_100_form.html)
5. A fully completed Pay or Play POP-1A form, which can be found at the following location: <http://www.houstontx.gov/obo/popforms.html>. The City of Houston's Pay or Play (POP) Program as authorized by Ordinance 2007-534 and Executive Order 1-7 will be included as part of the professional services contract.
6. The remainder of the submittal document (Qualifications) shall follow the below parameters:
  - A. Format of Qualifications:
    - Not exceed TEN single-sided 8<sup>1/2</sup>x11 pages
    - Landscape orientation
    - Font: 11pt Arial
    - Line Spacing: 1.5
  - B. Content of Qualifications:
    - Specific technical capabilities of the firm(s) for the project;
    - Prime Firm's prior and applicable experience in accomplishing the design of large diameter water transmission mains projects (24-inch and larger and exceeding 4,000 LF) which were placed in service in the last 10 years;
    - Confirmed timeliness on accelerated schedules involving similar type projects requiring rights-of-way acquisition;
    - Demonstrated ability to find cost saving/cost effective and sustainable solutions;
    - Specific qualifications of project manager and key staff intended to be assigned on the projects. Include current office location and professional registration(s) of these individuals. Also include three (3) references for the proposed project manager attesting to similar water transmission experience occurring in the last five (5) years;

- Identification and qualifications of sub-consultants proposed to be used on the project, and
- Demonstrated knowledge of local conditions, especially knowledge relevant to project scope;
- Demonstrated ability to fulfill M/WBE goals.

A committee appointed by the Director of Public Works and Engineering will review the submittals and recommend the most highly qualified submitting firms for selection.

A pre-submission meeting will be held from 2:00 – 3:00 PM on Monday, June 18, 2012 in the George R. Brown Convention Center, Rooms 360A,B,D,E to discuss this and other solicitations.

Deadline: Packages shall be submitted as described above in a sealed envelope with the RFQ number and firm name clearly identified on the outside of the envelope. They shall be addressed to the City of Houston, Department of Public works and Engineering, 611 Walker, 15th floor, Attention: Mr. Ravi Kaleyatodi, P.E., Senior Assistant Director, Houston, Texas 77002 and **will be received until 2:00 P.M. on July 9, 2012**. Any submissions received after this time will not be considered.

#### **Selection No. S08**

##### **S-000900: 24-inch water line along Fuqua and Telephone from Monroe to Mykawa.**

- **Project Location:** The project alignment is along Fuqua and Telephone Rd. from Monroe Rd. to Mykawa. Key Map 574 V, 575 S, T & U.
- **Scope:** This project consists of designing approximately 15,000 L.F. of 24-inch water line, possibly including evaluation and plans for the reconstruction of concrete roadway, storm drainage and wastewater.
- **Anticipated Milestones:**  
Initiation of engineering: FY13  
Initiation of construction: FY14

#### **Selection No. S09**

##### **S-000900: 24-inch water line along Cullen from IH-610 to Airport.**

- **Project Location:** The project alignment is along Cullen Blvd. from IH-610 to Airport Blvd. Key Map 533 V & Z, 573 D & H.
- **Scope:** This project consists of designing approximately 11,500 L.F. of 24-inch water line, possibly including evaluation and plans for the reconstruction of concrete roadway, storm drainage and wastewater.
- **Anticipated Milestones:**  
Initiation of engineering: FY14  
Initiation of construction: FY15