



**Request for Qualifications (“RFQ”)  
and Technical Proposal**

**Storm Sewer and Street Impact Fee Studies**

City of Houston  
Public Works & Engineering Department

**RFQ # MN-2011-01  
February 4, 2011**

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## **Purpose of RFQ**

The purpose of this Request for Qualifications (RFQ) is to solicit qualified Engineering Consultants to work with the Department of Public Works and Engineering (PWE) to conduct Impact Fee Studies. The studies will analyze the costs associated with providing access and expansion to the City's storm drainage system and roadway infrastructure for implementation of Storm Sewer and Street Impact Fee Programs. The outcome of the studies will establish of impact fee rate structures that adequately address costs associated with such access and expansion.

### **I. Background**

The City of Houston Department of Public Works and Engineering is seeking consulting services to evaluate storm sewer and street impact fees and fee setting methodologies for the City's storm drainage and roadway infrastructure systems. PWE is currently responsible for maintaining more than 3,500 miles of storm sewer, 3,000 miles of roadside ditches, 75 miles of off-road ditches, 160,000 inlets and manholes, 14 stormwater detention basins and 12 stormwater pump stations. PWE owns and maintains over 6,000 centerline miles of roadway infrastructure spanning an area exceeding 600 square miles. The City does not currently collect storm drainage or roadway infrastructure impact fees for new development affecting this infrastructure.

PWE does currently assess and collect water and wastewater impact fees. In accordance with State law, PWE requests an evaluation and analysis every four to five years that examines the water and wastewater rate and impact fee setting assumptions based on changes in operating and maintenance costs, allocation methodology for both capital and operating costs, customer classes and consumption patterns. In 2010, the City of Houston amended the City Charter to include in Article IX, Section 22(b)(i) that development impact fees for drainage and Streets would begin in fiscal year 2012.

The Impact Fee Studies will be used to develop a recommended Storm Sewer and Street Impact Fee Program. It will standardize cost allocation methodology for

adjusting storm sewer and street impact fee rate structures on a fiscal year basis. The studies will interpret land use models and capital improvement plans to update Impact Fee program rate structures and will project fiscal year forecasts of storm drainage and roadway infrastructure capacity needs over a ten year period. It will also review Impact Fee revenue reporting for classifying revenue by types (commercial, residential etc.) and will project fiscal year forecasts of revenue over a ten year period.

## **II. Scope of Work**

The consultant will study applicable laws and regulations governing impact fee programs and other appropriate guiding principles and precedents with the goal of establishing a consistent and objectively based fee structure that meets needs of the City of Houston. Research all aspects of Impact Fee rate calculations to be in compliance with all provisions of Chapter 395 State of Texas Local Government Code. The consultant shall:

1. Collect and review all available data on Land Use Assumptions and Capital Improvement Plans. Identify existing storm drainage and roadway infrastructure capacity, level of usage and commitment of usage.
2. Analyze Land Use Assumptions, Capital Improvement Plans, and existing storm drainage and roadway infrastructure capacity to determine impact of development types (residential, commercial and industrial) on storm drainage and roadway infrastructure capacity projected for 10 fiscal years of growth and need.
3. Analyze possible fee structure(s) for Storm Sewer and Street Impact Fees. Analyze the storm drainage and roadway infrastructure capacity 10 year growth and need fiscal projections as they relate to potential Impact Fee rates. Determine rate schedules accordingly.
4. Review Impact Fee revenues reporting revenue by types (commercial, residential etc.) and project fiscal year forecasts of revenue over a ten year period.

5. Produce comprehensive Impact Fee Program reports which include fiscal year projections over a ten year period. The reports are subject to review and recommendations from the Department of Public Works and Engineering.

### **III. Submittal Requirements**

#### **1. Proposal Deadline**

Request for Qualifications are due on March 22, 2011 by 2 p.m. (CST). RFQs may be hand delivered or mailed to:

City of Houston  
Public Works & Engineering Dept.  
611 Walker – 18<sup>th</sup> Floor  
Houston, Texas 77002  
713-837-0366

Mailed proposals must be received in the Public Works mail room no later than March 22, 2011.

#### **Pre-Proposal Meeting**

A Pre-Proposal meeting will be held on Friday, March 11, 2011 at 10 a.m. in the Garden Level Auditorium at 611 Walker. All applicants are encouraged to attend this important meeting and should leave sufficient time to pass through building security to arrive for the meeting.

Technical questions will be addressed only at the pre-proposal meeting and should be emailed to Deputy Director, PDSD at [mark.loethen@houstontx.gov](mailto:mark.loethen@houstontx.gov) prior to the pre-proposal meeting. No questions will be received after that time.

#### **2. Public Information Notification**

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be non-propriety and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1, et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney

General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential”. Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.

### **3. Format of Proposal**

Suggested format for your firm’s proposal submission is outlined in the following section.

Special Notice: The Firm’s Proposal should **NOT EXCEED 18 pages** in length, and must be organized in loose-leaf notebooks and include the following content:

#### **a) Report Cover**

The cover clearly displays the title of the RFQ:

**City of Houston  
Public Works & Engineering Department  
Request for Qualifications  
RFQ # MN-2011-01  
Submitted By: [Name of Firm]  
Submittal Date: \_\_\_\_\_**

#### **b) Table of Contents**

#### **c) Tabbed Dividers**

Each proposal should have tabbed dividers separating each of the following **6 sections** and matching the following headings:

##### **1) Divider #1: Firm Information**

- Firm name, address, telephone/fax numbers, and e-mail addresses. Firm web address if available.
- Registration Number of the firm with the Texas Board of Professional Engineers
- Primary contact person.
- Structure of firm, i.e., sole proprietorship, partnership, or corporation.
- Size of firm.
- Years the firm has been in business.
- Names of principals in firm.
- Organizational description.
- Description of firm's philosophy.

**2) Divider #2: Letter of Interest**

The first page following the divider shall be a letter stating the firm's interest in being considered for this RFQ. The letter should provide a summary of:

- Your firm's background in working with Large City government, counties or State in the area of rate design, studies and modeling. Including details of services rendered.
- Letter must be signed by a partner or principal of the firm

**3) Divider #3: Evidence of Past Work**

Provide evidence of previous rate studies work in:

- Large City (population of 500,000 or more), County or State environments.
- Minimum of three (3) municipal client references evidencing similar engagements with contact information.
- Two (2) copies of a completed storm drainage or street Impact Fee Study.
- Work documentation

**4) Divider #4: Qualifications of Personnel**

Studies are primarily an engineering effort and contracted firm must be able to provide professional engineering services. Other team members may provide support via other disciplines. Provide brief resumes of personnel to be involved in the assignments assuming that the services of the firm are engaged. Resume must clearly state

professional credentials and previous experience in the areas discussed above.

- The experience of the assigned personnel to this engagement in the area of impact fees study/evaluation projects similar to this. Experience should detail level of effort, rate models, qualifications, identification of key personnel and educational qualifications, affiliations, published articles and awards.
- Summarize areas of expertise, experience and skill levels
- Explanation of each person's role, responsibilities, organizational and management functions.

Provide information on all firms proposed as sub-contractors or project team partners for the studies. Identify the anticipated work assignment for each firm and demonstrate the capabilities of the firm and specifically assigned individuals to complete the assignments. Personnel identified in the proposal must be available to be assigned to the project.

**5) Divider #5: Project Plan & Schedule**

The submission should set forth a draft work plan, data requirements, timetable from inception to completion, including an explanation of the methodology to be followed to perform the services required. The submission shall include a proposed schedule for the project with major milestones and time allocations for public meetings and hearings as required by state law.

**6) Divider #6: MWBE Sub-Contracting**

The submission should demonstrate an understanding and the intent for compliance with the City's MWBE requirements. Demonstration of compliance with MWBE requirements on prior assignments is requested.

## **IV. Evaluation and Selection Process**

The purpose of this submission is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake a storm drainage and street impact fee study for the City in conformity with the requirements of this RFQ. The selection of best qualified will be made to the respondent offering the response, which best represents to the City of Houston as determined by Department of Public Works Cross Functional Selection Panel the required capability to accomplish the scope of work. The committee representatives will include Engineering, Finance, Infrastructure Planning and Operations Personnel. The criteria used in the selection process will be the sole discretion of the City.

The City will evaluate the qualifications of the respondents through the Selection Panel, immediately following the application deadline. Statements of Qualifications and other information submitted by the respondents in support of their applications will be thoroughly reviewed by the Selection Panel and will recommend the most highly qualified firms for selection. The City may develop a short list of the respondents of interest and may arrange to interview them, before making a final selection. The City may require additional information after the review of the initial information received. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

PWE intends to further solicit and enter into negotiations with the best qualified respondents in order, concluding with the successful completion of negotiations and award of a contract.