

**NOTICE
REQUEST FOR QUALIFICATIONS
RFQ No. 2016-24**

The City of Rosenberg (City) is seeking an engineering consultant to prepare engineering drawings and specifications for the **North Side Waterline Improvements Phase IV**. The project area benefiting from these improvements is located within the limits bounded by Elm Street to the west, Walnut Street to the south, 8th Street to the east and the Brazos River to the north. The consultant will determine all existing conditions, prepare (with cost estimates) all drawings and documents for bidding and construction as well as coordinate the process through project completion with the City and Fort Bend County Community Development Department. This shall also include but not be limited to environmental documentation and clearance, public involvement, all necessary environmental mitigation, and other necessary items as required.

This project is funded by the City of Rosenberg and The U.S. Government, Community Development Block Grant Program (CDBG).

Three (3) copies of the completed Qualification Statement must be received by the Program Director of the City of Rosenberg no later than 2:00 p.m., WEDNESDAY, October 26, 2016. Two (2) copies are to be bound and one copy to be free of binding along with an electronic format i.e. CD, etc. The City of Rosenberg Annex is located at 2220 4th Street, Rosenberg, Texas 77471-0032. Qualification Statements should be directed to the attention of Melissa Peña, Program Director, and clearly marked, ***“North Side Water Line Improvements Phase IV– Engineering RFQ No. 2016-24, “Do not open in mail room”***.

NOTE: It is not necessary to re-list data already on the SF 254 and SF 255 forms but all information must be current and correct.

Pursuant to Texas Government Code 2252.908, the successful respondent must be able to provide The City of Rosenberg with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City’s inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission’s website at <https://www.ethics.state.tx.us>.

The City of Rosenberg requests that you submit your statement of qualifications by **2:00 p.m., October 26, 2016**, to:

**Melissa Peña, Project Director
City of Rosenberg
P.O. Box 32
2220 4th Street
Rosenberg, Texas 77471-0032**

To obtain a copy of the Request for Qualifications, or if you should have any questions or require additional information, please contact Melissa Peña, Program Director at (832) 595-3500 or email at melissa.pena@rosenbergtx.gov. The Request for Qualifications is also available at the City of Rosenberg website: www.rosenbergtx.gov.

The City reserves the right to reject and/or accept all submittals as it so deems is in its best interest.

Linda Cernosek, City Secretary, TRMC

North Side Waterline Improvements – Phase III Engineering Consultant Services



From the desk of
Melissa Peña
Program Director

REQUEST FOR QUALIFICATIONS – RFQ No. 2016-24

PROPOSAL DUE: 2:00 p.m., WEDNESDAY, October 26, 2016.

The City of Rosenberg (City) is seeking an engineering consultant to prepare engineering drawings and specifications for the North Side Waterline Improvements – Phase IV. The project area benefiting from these improvements is located within the limits bounded by Elm Street to the West, Walnut Street to the South, 8th Street to the East and the Brazos River to the North. The consultant will determine all existing conditions such as easements, prepare preliminary drawings (with cost estimates) for approval, prepare all drawings and documents for bidding and construction, and coordinate the process through project completion with the City and Fort Bend County Community Development Department.

The City of Rosenberg is located approximately 35 miles southwest of Houston, in Fort Bend County. Incorporated in 1883, Rosenberg operates under a council-manager form of government, and is approximately 37 square miles in land area with 70 square miles of ETJ. The community is culturally diverse and has a population of over 37,860. Rosenberg is a full-service city, having 265 employees and a budget of \$67.5 million.

This is a federally-funded project through the U.S. Department of Housing and Urban Development (HUD) as a Community Development Block Grant (CDBG) Project. The City will administer the design and construction.

CRITERIA FOR PROPOSAL ACCEPTANCE

A contract will be awarded by the City to only a responsible firm or individual. In order to qualify as responsible, a prospective consultant must meet the following criteria as they relate to this request for proposal:

1. Have the necessary experience, organization, and technical skill in the field of engineering design;
2. Have the adequate technical and financial resources for performance;
4. Have a satisfactory record of performance in designing new, reconstruction, and remodeling development projects;
5. Reasonableness of the approach in terms of the stated project objectives and description;
6. Encourage and provide equal opportunities of employment for qualified women and members of all minority groups.

PROJECT DESCRIPTION

The City of Rosenberg desires to have designed, bid and inspected the construction of waterline Improvements – Phase IV that will fall within, and benefit the area, located by the limits bounded by Elm Street to the West, Walnut Street to the South and 8th Street to the East and the Brazos River to the North. The estimated total cost of the project is \$398,200.00.

Other components of the construction job involve but are not limited to, the following:

1. Remove and replace concrete and/or asphalt.

Additionally, the consultant will be expected to:

1. Submit company's proposal;
2. Meet with the City Project Director and Utility Director, if requested;
3. Attend City Council meeting(s), if recommended for a consulting contract;
4. Negotiate a contract for services to be performed.

PROJECT OBJECTIVES

The City's objectives in obtaining the engineering documents include:

1. Develop engineering plans and specifications for water line improvements;
2. Prepare documents for bidding;
3. Address the reconstruction of existing pavement;
4. Provide necessary inspections throughout construction as required;
5. Maintain proper records to assure the City will be reimbursed from CDBG.

CONTENTS OF PROPOSAL

The consultant's proposal shall contain the following information: Any proposal submitted without all of the information requested below will be considered as non-responsive. A maximum of seventy (70) pages as thirty-five (35) double sided sheets, is requested.

- A. Submit one (1) copy of information on the firm in the form of a corporate resume, including SF 254 and SF 255 or SF 330 Forms.
- *B. Submit one (1) copy of current project activities of a similar nature with client names being undertaken by your firm (including dollar amount and contact persons).
- *C. Submit any other pertinent information on the firm's ability to carry out the contractual responsibilities; including such things as equipment, use of sub-contracts, and special knowledge of the project area or activity being considered.
- *D. Provide a list of persons, and their classification, who will be assigned to this job.
- *E. Provide a resume of all employees who will be assigned to this project, including a listing of projects having similar work.
- F. Provide a detailed scope of work on how you propose to handle this type of construction. The scope of work should contain categories for initial site investigation, submission of preliminary plan (construction drawings) for review, correction of revisions which result from said

review, easement drawings, legal descriptions, technical specifications, and meetings as may be required.

- G. Provide a list of subcontractors to be employed (if known) and whether these firms are minority or female owned.
- H. Submit one (1) copy of the Certification for Contracts, Grants, Loans and Cooperative Agreements (Appendix).
- I. The proposal shall be signed by an individual authorized to bind the consultant, and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day (or more) period. It must include the name, title, address, and telephone number of individuals with authority to negotiate, and contractually bind the company, and also who may be contacted during the period of proposal evaluation.
- J. The consultant must submit a statement of the firm's equal employment opportunity policy.

***NOTE:** It is not necessary to re-list data already included on the SF 254 and SF 255 or SF 330 forms.

CONTRACT PRICE

At the time of the negotiation of the contract, a payment schedule will be agreed upon between the City of Rosenberg and the consultant. Complete payment will be tied to the successful completion of all work elements in the consultant's proposal, to the City's satisfaction.

PROPOSAL RESPONSE

Three (3) double sided copies of the completed Qualification Statement must be received. Two (2) copies are to be bound and one copy to be free of binding along with an electronic format i.e. CD, flash drive, etc.

Statements of Qualifications must be received by 2:00 p.m., October 26, 2016, by the Program Director of the City of Rosenberg at the following address:

**Melissa Peña, Program Director
City of Rosenberg
P.O. Box 32
2220 4th Street
Rosenberg, Texas 77471-0032**

Proposals should be clearly marked on the envelope, as follows:

"North Side Waterline Improvements – Phase IV– RFQ #2016-24"
"Do not open in mail room"

NOTE: It is not necessary to again list data already on the SF 254 and SF 255 forms.

LIMITATIONS

1. All reports, pertinent data, and materials shall be the sole property of the City of Rosenberg, and may not be used or reproduced in any form without the explicit written permission of the City. All proposals submitted in response to this request for proposal become the property of the City of Rosenberg.
2. All documents submitted, as part of the proposal will be deemed confidential during the evaluation process. Following award of a contract, if any, all proposals shall become public documents.
3. This request for proposal does not commit the City of Rosenberg to award a contract, to pay any cost incurred in the preparation of a proposal to this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified proposers, or to cancel in part or in its entirety the request for proposal, if it is in the best interest of the City to do so.

The Project Coordinator may require the candidate selected to participate in negotiations concerning contract price or the nature and extent of technical services to be provided. The results of such negotiations shall be incorporated into the contract between the City of Rosenberg and the proposer.

GENERAL INFORMATION

1. Melissa Peña, Program Director, of the City of Rosenberg, will serve as Project Coordinator. Mrs. Peña may be contacted at the address below. Her phone number is 832.595.3500 and fax is 832.595.3501. E-mail address is melissa.pena@rosenbergtx.gov.
2. In order to ensure fair and objective evaluation, all questions related to this request for qualifications should be addressed to the Project Coordinator. Contact with any other City employee or elected official is prohibited without prior written consent of the Project Coordinator. Candidates directly contacting other City employees or elected officials, without prior written consent, will risk elimination of their proposal from further consideration.
3. The prospective consultant must represent himself/herself solely by the written proposal. All key consultant personnel to be involved in the project will be expected to attend oral presentations or interviews that are scheduled, if any.
4. No proposal cost will be reimbursed under the contract.

APPENDIX

**Certification for Contracts, Grants, Loans
and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making for entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ date of _____, 2016.

By _____
(signature)

(typed or printed name)

(title, if any)

Covered Action: COMMUNITY DEVELOPMENT BLOCK GRANT
(type and identity of program, project or activity)