

**INFORMATION SHEET
REQUEST FOR QUALIFICATIONS FOR
ENGINEERING AND ARCHITECTURAL SERVICES**

The City of Hidalgo is seeking to enter into a professional service contract with a registered architectural/engineering firm for a Safe Routes to School Project awarded to the City of Hidalgo from the Texas Department of Transportation (TxDOT).

PROJECT LOCATION: City of Hidalgo, Texas

PROGRAM GOALS: Implementation of a Safe Routes to School Program project. The City of Hidalgo will construct approximately 10 miles of 5- foot wide concrete sidewalks to develop an off-street transportation system for students attending the Hidalgo and Valley View Independent School districts.

SCOPE OF WORK: Details of the scope of work for this project are included on Exhibit A and B. The engineering contract will encompass all project related engineering services, including but not limited to the following:

- Design survey.
- Preliminary and final design plans and specifications.
- Other special engineering services as needed.

STATEMENT OF QUALIFICATIONS: We are seeking to contract with a competent architectural/engineering firm, registered to practice in the State of Texas that has experience in the following areas:

- Locally funded public works projects;
- Federally funded construction projects;
- Public transportation-related projects; and
- Projects located in the general region of the state.

PORPOSED COST OF SERVICES: Compensation for services will be in a lump sum contract for all services contracted in accordance with accepted practice and applicable program guidelines. Should your firm be selected, the fee will be negotiated with the City. The amount of compensation will be per applicable TxDOT guidelines. The City of Hidalgo will not use competitive bidding procedures as criteria for entering into such a contract, as this would violate the Texas Government Code, Chapter 2254, as amended.

CONTRACT DURATION: It is anticipated that the duration of the engineering contract may be for 12 months or up to time required.

EVALUATION CRITERIA: The firm who is deemed the most qualified shall be recommended to be awarded the contract. This is subject to the firm meeting the reasonable, responsive and responsible tests, according to federal procurement procedures. The proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience	60
Work Performance	20
Capacity to Perform	20
Total	100

1. Experience of Proposing Firm (60 points): The type of experience desired: public construction management, past experience with locally funded public works construction projects, state and/or federally funded local works construction projects, and public transportation projects. The submitting firm must supply a list of three individual clients for which similar work was accomplished to serve as reference regarding the success and capabilities of the firm's past services.
2. Work Performance (20 points): Performance to serve as reference(s) regarding the success and capabilities of the firm's/person's past services will be assessed. Performance may include completing project activities on schedule, completing work within budget, and quality of work similar to that proposed. Proposals should reflect the prospective firm's understanding of the problems involved and the approach for implementation of the TxDOT program. The selected firm will be required to show proof of professional liability insurance coverage.
3. Capacity to Perform (20 points): Capacity will be evaluated in the terms of number and type of staff to be assigned tasks, staff experience, and staff time availability. The prospective firm must provide a proposed timeline for submission to TxDOT of preliminary plans at 25%, 50%, 75% and 95% completion, anticipated bidding schedule, and duration of construction. The prospective firm shall supply a list of staff personnel, including subcontractors, to be utilized in carrying out the contract, and resume on each individual expected to be assigned to the project. A Professional Engineer is required to participate as a lead manager on the project.

Submissions should be limited to 10 pages, using 8.5" by 11" single-sided paper with 12-point font. Including attachments, the document should not be more than 17 pages. Five copies of the document should be supplied to the City.

AWARD

The City reserves the right to negotiate with any and all architectural/engineering services firms that submit qualifications, per the Texas Professional Services Procurement Act, as amended and the Office of Management and Budget Circular No. A-102. Responding architectural/engineering services firms will be notified if an oral presentation is necessary.

The engagement process is summarized as follows:

- a) Requests for Qualifications (RFQs) will be published as legal notices in the local paper (The Monitor) and the City website.
- b) The City will open and review submissions.
- c) Review Committee will score/rank qualifications according to the qualifications rating sheet criteria and prepare a recommendation to the City Council. Proposals and ranking

will be submitted and recommended to the City Council for consideration at the next regularly scheduled City Council meeting after the scoring meeting.

- d) At the next regularly scheduled City Council meeting, Council will instruct the City Manager to begin negotiations with the highest scoring firm and will authorize the Mayor to execute an agreement following successful negotiation. Proposing firms will not be required to attend the City Council meeting.
- e) Following successful negotiations, the Mayor and engineer execute agreement and exchange documents. If the negotiations with the highest scoring firm are not successful, the City Manager will conclude negotiations with that firm and contact the next highest scoring firm and begin negotiations with that firm.

The City of Hidalgo will ensure that a qualified consultant is obtained through an equitable selection process and the prescribed work is properly accomplished in a timely manner at a reasonable cost. We are an Affirmative Action/Equal Opportunity Employer and reserve the right to reject any and all proposals, extend the RFP deadline, and/or to waive formalities in our selection.

AFFIRMATIVE ACTION – EQUAL OPPORTUNITY

Disadvantaged Business Enterprise – It is a policy to award a fair share of contracts to small business concerns and businesses owned or controlled by socially and economically disadvantaged individuals. Affirmative steps will be taken to assure that these businesses are utilized when possible as sources of suppliers, equipment, and professional services. The City of Hidalgo is an Affirmative Action/Equal Opportunity Employer.

SUBMISSION

Responses must be submitted to the City of Hidalgo – City Hall, 704 E. Texano Drive, Hidalgo, Texas 78557, and received no later than 3:00 p.m., Tuesday, March 9, 2010. A total of five (5) copies of the Request for Qualification (RFQ) package must be submitted to the City of Hidalgo for review.

WITHDRAWAL OR DECLINE SUBMISSION

After careful consideration has been given to this request, should your firm find it necessary to decline submission, it is requested that such a denial be forwarded to the aforementioned address.

CONTACT FOR INFORMATION

Direct requests for additional information relating to this request for qualifications to: Sonia Resendez at (956) 843-2286.