



CITY OF CASTLE HILLS TEXAS

# REQUEST FOR QUALIFICATIONS MUNICIPAL ENGINEERING SERVICES

## PROPOSED AWARD SCHEDULE

December 6, 2017	Issue Request for Qualifications
December 20, 2017	Deadline for Questions
January 16, 2018	SOQs Submittal Deadline
January 23, 2018	Initial Evaluations Complete and results are passed to City Council for review at the January 23, 2018 City Council Work Session.
January 30, 2018	Interview Prospective Firms
February 13, 2018	City Manager presents recommendations to City Council who selects firm and authorizes City Manager to negotiate contract.
March 2, 2018	Contract Negotiation and Execution Deadline
March 13, 2018	Council Approves Contract(s)

*When Location and Service Really Matter - Castle Hills*

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## **TABLE OF CONTENTS**

<b>I.</b>	<b>Introduction and Purpose of the Request</b>	<b>3</b>
<b>II.</b>	<b>General Information</b>	<b>3</b>
<b>III.</b>	<b>Scope of Services</b>	<b>4</b>
<b>IV.</b>	<b>Submission of Statement of Qualifications</b>	<b>5</b>
<b>V.</b>	<b>Statement of Qualifications Requirements</b>	<b>6</b>
<b>VI.</b>	<b>Evaluation and selection</b>	<b>7</b>
<b>VII.</b>	<b>Proposed Award Schedule</b>	<b>8</b>
<b>VIII.</b>	<b>Reservation of Rights and Contract Requirements</b>	<b>8</b>

**CITY OF CASTLE HILLS  
MUNICIPAL ENGINEERING  
SERVICES REQUEST FOR  
QUALIFICATIONS**

**I. INTRODUCTION AND PURPOSE OF REQUEST**

The City of Castle Hills located in Bexar County, hereinafter referred to as “the City”, is soliciting Statement of Qualifications from engineering firms, hereinafter referred to as “the Firm” or “City Engineer”, which have five (5) years or more of comprehensive experience in providing municipal engineering services as outlined in the SCOPE OF SERVICES section of this request.

On an on-going basis and as subject to contract renewal terms as defined by the City, the City intends to have the Firm selected function as the “City Engineer” to review proposed commercial and residential development plans in order to determine compliance with applicable laws and ordinances implemented or adopted by the City, and also to function as a consultant to the City in development matters. The City further intends to have the Firm design and/or monitor the construction of municipal projects, including roadway/street, water, storm water, and drainage as well as a variety of other projects. The services requested will require the Firm to be licensed to practice engineering in the State of Texas and must also employ Professional Engineers licensed in the state of Texas. The City reserves the right to select an engineer other than the designated City engineer on a specific project basis as determined by the City Council to be in the best interest of the City.

**II. GENERAL INFORMATION**

The City of Castle Hills is a small community incorporated in 1951 of 4,300 people and covering 2.5 square miles. The city is located within metropolitan San Antonio, Texas. The city boundaries are Jackson-Keller Road on the south, Lockhill Selma Road on the north, Blanco Road on the east and the T&NORR tracks on the west.

Castle Hills is governed by an elected Mayor and a five-member City Council elected to two-year overlapping terms. The firm selected would work extensively with the Public Works and Administration Departments. The City’s annual total budget is approximately \$7.2 million.

The City has the following departments: Administration, Public Works, Police, and Fire. The City is serviced by the San Antonio Water System for water and wastewater. The City’s electric utility is provided entirely by CPS. A number of storm water runoff (drainage) challenges exist within the City.

The City Council appoints the City Manager to serve as the City’s Chief Administrative Officer. The City Manager is responsible for the day-to-day operation of the City, including oversight of contracts and contracted staff.

### III. SCOPE OF SERVICES

Castle Hills is searching for a firm that will provide professional contracted services for engineering. The City Engineer will not be an employee of the City of Castle Hills for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and the Texas Unemployment Compensation Act. The general work elements are outlined below.

- A. **Plan Review Services:** The selected consulting City Engineer will provide technical review of, and answer inquiries relating to, site plans, subdivision plans, improvement plans, land disturbance plans, and construction plans relating to projects proposed by applicants to be developed in the City to ensure conformance to codes adopted by the City, as well as state and federal laws.
- B. **City Project Design Services:** The selected consulting City Engineer must have the capability to design a full array of public works type projects including transportation infrastructure systems and stormwater management systems in a manner that is functional and cost effective. The selected consulting City Engineer must be able to provide structural / engineering guidance and any necessary design work for municipal structures.
- C. **Environmental Services and Regulatory Agency Interactions:** The selected consulting City Engineer shall be well-versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Texas Department of Transportation, Texas Department of Agriculture, Texas Water Development Board, Texas Commission on Environmental Quality, Edwards Aquifer Authority, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, United States Environmental Protection Agency. The selected consultant will serve as the city floodplain administrator and prepare the Municipal Separate Storm Sewer System (MS4) permit as well as ensure all other timely submittals are made as mandated by the agencies listed above.
- D. **Grant Assistance:** The selected consulting City Engineer shall, as requested, complete or assist in the completion of grant applications for City projects.
- E. **Surveying, Easements and Related Services:** The selected consulting City Engineer shall have the capability of performing or subcontracting boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.
- F. **CAD and GIS Capabilities:** The selected consulting City Engineer shall have computer-aided drafting and geographical information system capabilities upon request.
- G. **Meeting Attendance and Participation:** The selected consulting City Engineer may be expected to attend a variety of City meetings, including, but not limited to, planning and zoning meetings, council meetings, meetings of affected property owners, and meetings with city staff and developers.

- H. **Work Product:** The selected consulting City Engineer will be expected to provide the City with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the City in printed form, as well as in electronic form to include portable document format and the root file(s).
- I. **Assignment of Professional Engineer:** The selected consulting City Engineer shall assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Texas.
- J. **Responsiveness:** The selected consulting City Engineer must commit to provide services to the City in a timely manner, without unreasonable delays.
- K. **Proximity:** The selected consulting City Engineer must be located within reasonable proximity to the City of Castle Hills to ensure meeting attendance, meeting coordination and the conveyance of documents when sent via courier.

#### IV. SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)

- A. All proposals shall be submitted to and all other correspondence shall be directed to:  
City of Castle Hills  
Attention: Minerva Gonzales, City Secretary  
209 Lemonwood Drive  
Castle Hills, TX 78213  
  
Phone: (210) 293-9681  
Fax: (210) 342-4525  
Email: [mgonzales@cityofcastlehills.com](mailto:mgonzales@cityofcastlehills.com)
- B. All proposals must be received no later than 4:00 P.M., on Tuesday, January 16, 2018. Ten (10) copies of all proposals must be provided. The copies shall be sealed and clearly identified with 'City Engineer' by the submittal deadline. Neither verbal nor electronic submittals will be accepted or considered valid.
- C. Each proposal shall be signed by the principals of the firm.
- D. All SOQs become the property of City of Castle Hills upon receipt and will not be returned to the submitter.
- E. Any cost or expense incurred by the FIRM that is associated with the preparation or selection process of the SOQ shall be borne solely by the FIRM.
- F. Inquiries and Interpretations:

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the City staff as an addendum and faxed or mailed to all parties recorded by the City as having received a copy of the RFQ. All such addenda issued by the City prior to the time that proposals are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its Qualifications.

Only those inquires the City replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

G. Point of Contact

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

City of Castle Hills  
Attn: Mr. Curt Van De Walle, City Manager  
209 Lemonwood Drive  
Castle Hills TX 78213  
Phone: (210) 293-9673  
Fax: (210) 342-4525  
Email: [cm@cityofcastlehills.com](mailto:cm@cityofcastlehills.com)

Respondents or their agents are prohibited from lobbying members of the Castle Hills City Council members or its staff or consultants on this project. Failure to comply with this clause shall be grounds for rejection of their RFQ as non-responsive.

H. Firms are prohibited from contacting any City employee (other than the City Secretary or City Manager), the Mayor, or any City Council representative for the purpose of lobbying to secure this agreement. All requests for information shall be made to the City Manager.

**V. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS**

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

- A. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.
- B. A description of the candidate firm, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals, biography of the individual who will be assigned as primary representative to the City, etc.
- C. A statement indicating how the candidate envisions being able to provide services to the City of Castle Hills and a demonstrated understanding of the high expectations of the City and its residents.
- D. A statement detailing how the firm and its staff are qualified to complete tasks related to the Scope of Services
- E. An organizational chart identifying team members and their areas of responsibility. A description of the history of the firm and description of the personnel in the proposing office.

- F. The names and resumes of the professional staff who will be assigned to this community with a statement committing the aforementioned staff to Castle Hills.
- G. Listing of current and relevant projects relation to similarities of Castle Hills.
- H. List of current municipal and related clients for engineering services.
- I. Information regarding the candidate firm's current and projected workload and its ability to meet project schedules and be available for Castle Hills staff.
- J. Five references (past or current clients). Firms shall provide contact information for at least five municipal client references specifying entity name, address, services provided, contact person, and telephone number.
- K. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2010, to present.

## **VI. EVALUATION AND SELECTION**

### **A. Qualification-Based Selection Process**

Professional services are procured in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the City Council based upon qualifications submitted in response to this RFQ.

The City Manager, with the assistance of the City's consultant and staff, will evaluate Qualifications based on requirements described in Section V. All qualifications will be evaluated with the highest qualified Respondents being selected to attend a formal interview. The interview will allow the invited Respondents to further discuss their qualifications with City Staff and to respond to questions from the staff. The City Manager shall make a selection recommendation to City Council in a public meeting. If accepted by City Council the City Manager will negotiate a contract and return to City Council for award of a contract. The City of Castle Hills reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.

### **B. Selection of the firms to be interviewed shall be based on the following criteria:**

- 1) Firm's Ability. The ability of the firm to provide quality municipal engineering services at a reasonable cost.
- 2) Firm's Experience. The firm's experience with and expertise in municipal engineering services as listed in the Scope of Services.
- 3) Primary Experience. The experience and qualifications of the firm's staff that will have primary contact with Castle Hills staff.

- 4) Timeliness. The firm’s commitment to delivering work on time and within budget.
- 5) Avoidance. The firm’s demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
- 6) Commitment. The extent of involvement by the firm’s key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City’s infrastructure.
- 7) References. The extent to which pervious clients have found the firm’s services acceptable.
- 8) Location. Geographical location in relation to the City of Castle Hills.
- 9) Familiarity and experience with TxDOT, SAWS, CPS, Bexar County, San Antonio and other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.

**VII. PROPOSED AWARD SCHEDULE**

Key project planning schedule milestones are:

<b>Date</b>	<b>Activity</b>
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**VIII. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS**

- A. The City reserves the right to select one or no firm in response to this RFQ.
- B. The firm, if selected, will be the firm whose SOQ is deemed most advantageous to the City, as determined by City Council.
- C. The City will require the selected firm to execute a contract, in a form substantially similar to the Attached in Exhibit “B”, to be negotiated with the City, no more than fourteen (14) calendar days after the City gives notice of award. Contract documents are not binding on the City until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected firm and commence negotiations with another firm.



D. This RFQ does not commit the City to enter into a Contract, award any services related to this RFQ.

E. Firm will be required to execute a Conflict of Interest Disclosure.

CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Castle Hills not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

IF QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

F. Independent Contractor: Firm agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is and shall be deemed to be an independent contractor(s), responsible for its respective acts or omissions, and that the City shall in no way be responsible for firm's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

G. Insurance

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:

1. Worker's Compensation – Statutory requirements and benefits.
2. Employers Liability - \$100,000.
3. Broad form Comprehensive General Liability - \$1,000,000 Combined Single Limit coverage,
4. Automobile Liability - \$500,000 Combined Single Limit.
5. Professional Liability/Errors and Omissions Coverage

The City of Castle Hills is to be named as additional insured on the Comprehensive General Liability and Automobile Liability policies and this is to be so noted applicable Certificates of Insurance. The Certificates shall be delivered to the City of Castle Hills prior to the commencement of work.