



**CITY OF POTEET, TEXAS**

**REQUEST FOR QUALIFICATIONS**

**FOR**

**Engineering Services**

**RFQ# 22-004**

**PUBLISHED DATE: JANUARY 24, 2022**  
**RESPONSE DUE DATE: FEBRUARY 24, 2022**

Interested vendors must submit a RESPONSE PACKAGE of one (1) original and six (6) copies, to Kerry McCollough, City Secretary, City of Poteet, City Hall, 491 Avenue H, Poteet, Texas 78065 by no later than 3:00 P.M. (CST), February 24, 2022.

**REQUEST FOR QUALIFICATIONS  
POTEET, TEXAS  
ON CALL ENGINEERING  
SERVICES**

1. REQUEST FOR STATEMENT OF QUALIFICATIONS:

The City of Poteet, 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.

2. OBJECTIVES AND BACKGROUND:

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 an “On-Call Engineer” and review proposed commercial, industrial, and residential development plans to determine compliance with applicable laws and ordinances implemented or adopted by the City and also function as a consultant to the City in regards to matters of development. The City also intends to occasionally have the Firm design and/or monitor the construction of municipal projects, including roadway/street, water, wastewater, storm sewer, and drainage as well as a variety of other projects.

The services requested will require the Firm to be licensed to practice engineering and land surveying in the State of Texas and must also employ Professional Engineers and Professional Land Surveyors.

3. SCOPE OF SERVICES:

The City of Poteet is requesting statements of qualifications for municipal engineering services to provide professional engineering services on an as-needed basis in the capacity of consulting City Engineer. The services requested include, but are not limited to, development plan review, planning (including comprehensive plans), design, providing improvement bond costs, preparing construction documents, construction administration, providing input at public meetings, answering inquiries posed by City staff and officials, and designing public works projects. The qualified firm shall also be capable of providing other services such as surveying, architectural design, geotechnical analyses, construction management, environmental reviews, or at a minimum have the ability to coordinate with firms or recommend firms that provide such services.

No minimum amount of work is guaranteed and the relationship with the selected firm shall be nonexclusive so as to allow the City to use other firms as the City deems necessary or appropriate. The City’s expectation is that the selected firm provide a full range of professional services to assist in successful completion of a variety of municipal public works and land development type projects.

The selected firm may also be expected to assist the City Council and Staff in evaluation of development projects relative to City ordinances and rules and presenting findings at public meetings.

The selected engineering firm will report to the City Administrator’s Office. On a monthly basis, at no charge to the City of Poteet, the City Engineer will provide the City Administrator with a written report describing projects the firm is working on, along with an updated status report for each project.

Following is a partial list of services to be required of the selected firm:

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, construction plans and escrows relating to projects proposed by applicants to be developed in the City to ensure that such conform to codes adopted by the City.

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, water and sanitary sewer systems, and stormwater management systems, in a manner that the infrastructure is functional and cost effective. The selected consulting City Engineer must be able to provide structural / engineering guidance 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 the Texas Department of Transportation, the Texas Commission on Environmental Quality, the U.S. Army Corps of Engineers, the Federal Emergency Management Agency, and the Federal Highway Administration.

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 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 will have computer-aided drafting and geographical information system capabilities upon request. The selected City Engineer will provide CAD submittals in Microstation format.

G. Meeting Attendance and Participation:

The selected consulting City Engineer will be expected to attend a variety of City meetings, including, but not limited to, 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, drawings and any other documents produced in connection with the consulting relationship with the City in printed form, as well as in electronic form, as requested.

I. Professional Engineer Requirement:

The selected consulting City Engineer must 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 Poteet to ensure regular meeting attendance, meeting coordination and the conveyance of documents when sent via courier.

4. COMPENSATION FOR SERVICES:

The City intends to enter into a Professional Services Contract covering a period of three (3) years, including annual reviews with the City Engineer. Compensation for services rendered will be based upon a time-expended basis on City projects, on either a time expended basis with a maximum amount value, or on a lump sum basis depending on the type, complexity and/or funding source of each project.

5. PRE-SUBMITTAL CONFERENCE:

A pre-submittal conference will not be held.

6. EVALUATION CRITERIA AND SELECTION PROCEDURES:

A. Evaluation Criteria:

Selection of the successful engineer will be based on qualifications and rates. City staff will rate the strength of the engineering firms and proposed team-based experience and qualifications.

Please provide the following information in the firms' Statement of Qualifications:

1. The staff and percent availability to handle the City workload and the size of the engineering firm.
2. The address of the Engineer's principal place of business and the name of individual(s) who will act as the primary contact(s), along with their experience and qualifications.

3. A record of previous relevant experience in providing City Engineering Services including design/construction services for municipal public works projects and regulation compliance projects.
4. A list of references including names, addresses, and phone numbers of at least 3 municipal organizations where municipal services have been provided or are being provided.

B. Selection procedure:

1. The City's appointed selection committee for this solicitation will review all submissions in accordance with Section 7 of this solicitation. The City may decide to select the best and most qualified firm at this time or may decide to short-list selected firms.
2. If the City decides to short-list firms, the short-listed firms will be notified in writing to participate in an interview with the City (date, time, and location of the interviews, if needed, will be determined at a later date).
3. The City will enter into negotiations with the best and most qualified firm for compensation and other relevant issues.
4. In the event the City is unable to negotiate a mutually acceptable contract with the best and most qualified firm, it reserves the right to terminate negotiations with the first choice and enter into negotiations with the second most best and qualified firm.

7. GENERAL REQUIREMENTS:

A. Independent Consultant:

The selected City Engineer shall not be an employee of the City. The City Engineer will act as an independent consultant and acquire no rights or benefits offered to employees of the City, its departments, or agencies.

B. General Liability Insurance – as required by the City of Poteet

C. Professional Liability – as required by the City of Poteet

8. STATEMENT OF QUALIFICATIONS SUBMISSION:

- A. Statements of Qualifications must be delivered to the City offices at 491 Avenue H, Poteet, TX, 78065 at or before:

3:00 PM on February 24, 2022

STATEMENTS OF QUALIFICATIONS RECEIVED AFTER 3:00 PM WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. NO EXCEPTIONS.

FAXED STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED

EMAILED STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED

- B. Statements of qualifications must be submitted in a sealed envelope clearly bearing the name of the firm and address.
- C. The applicant must submit one (1) original and six (6) copies of the statement of qualifications.

9. CONFLICT OF INTEREST:

A statement indicating the engineering firm has no conflict of interest with the City of Poteet, including any past or present employees or past or present elected officials of the City, must be submitted with the statement of qualifications.

10. AWARD:

The City reserves the right to reject any and all statements of qualifications. The City also reserves the right to waive any irregularity, informality, or technicality in the statements of qualifications in the City's best interest. If terms cannot be mutually agreed upon, the City may elect to enter into negotiations with another firm or may elect to cancel the solicitation with notification to submitting firms.

11. WRITTEN AGREEMENT:

The successful City Engineer will be required to enter into a written agreement with the City in a form acceptable to the City.

12. OMISSIONS:

Should this solicitation fail to contain sufficient information in order for the engineering firm to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, the engineering firm may obtain written clarification from the City at least 24 hours prior to the required time and date for statement of qualification submission. The engineer/firm shall include a copy of the written clarification with its submission.

13. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM:

The successful engineer must agree to abide by regulations pertaining to Equal Employment as set forth in all applicable local, state, and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin and will take appropriate measures to employ minority-owned businesses. A copy of all noted regulations can be obtained from the City of Poteet. Also, the City will make every effort to ensure that all are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

14. ADDITIONAL INFORMATION:

For additional information regarding any part of this solicitation or the requirements requested thereof, contact Kim Davis, City Administrator at [Kdavis@poteetexas.gov](mailto:Kdavis@poteetexas.gov)

Contact with persons other than those shown, may result in the disqualification of the submittal. In fairness to all Respondents, the City will not meet in person with anyone representing a potential provider of services during the RFQ process. This does not exclude meetings required to conduct business not related to the RFQ, nor possible personal presentations after written submittals have been received and evaluated, if deemed necessary by City.

The City reserves the right to contact any individual or firm that submits a response for purposes of clarification or other discussion as deemed necessary after responses have been opened.

15. COST OF DEVELOPING STATEMENTS OF QUALIFICATIONS:

All costs related to the preparation of the statement of qualifications and any related activities are the sole responsibility of the Firm. The City assumes no liability for any costs incurred by the Firm throughout the entire selection process.

16. DOCUMENT OWNERSHIP:

All submittals, including attachments and supplementary materials shall become, upon submission, property of the City of Poteet and will not be returned to the submitting Firm.