

Request for Proposal
Engineering Consultant for
Public Works and Building Services Departments

Melissa Byrne Vossmer
City Manager

August 21, 2017

MAYOR AND CITY COUNCIL

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Oscar Adame, Mayor Pro Tem
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Request for Proposal
Engineering Consultant for City of Ingleside

RFP's will be received on
Monday, September 18, 2017 at 4:00 P.M.

RFPs must be in the City of Ingleside's possession on or before the aforementioned date and time (no late Responses to the RFPs will be accepted).

Respondents reading the "Request for Proposals" in the newspaper and/or on the webpage are advised to contact Kimberly Sampson, City Secretary at (361) 776-2517 to receive the RFP or may obtain copies of the same by visiting City Hall at the following address:

2671 San Angelo St.
Ingleside, TX 78362
City of Ingleside, Texas

Request for Proposal

Engineering Consultant for Public Works and Building Services Departments

The City of Ingleside, Texas (the “City”) is accepting proposals from qualified firms for the purpose of entering into a contract for general Municipal Engineering duties, design work, preparation of plans, specifications, cost estimates, working with other consultants, and contract documents for various types of Municipal growth, upgrade and rehabilitation projects. Work also includes, but is not limited to, application plan reviews for site developments, subdivision construction plans, platting, As-Builts, transportation impact statement analysis, construction (site) inspections to verify that plans are being completed consistent with approved plans and applicable city, state, and federal regulations.

1. **Information about the City of Ingleside, TX**

The City of Ingleside is located in and around the crossroads of US Highway 361 and FM 1069 in San Patricio County on the North shore of Corpus Christi Bay. Ingleside is 20 miles northeast of Corpus Christi. Ingleside is a community of approximately 10,000 in population and is experiencing significant development and growth from the industrial activity in and around the Port of Corpus Christi. As a coastal community with tremendous access to beaches, natural wildlife, boating and fishing and a host of other outdoor activities, Ingleside has an impressive quality of life with wonderful parks and an excellent school district as an area to live and raise a family.

The City of Ingleside purchases treated water from the San Patricio Municipal Water District. The City operates and maintains three elevated water towers, two ground storage tanks, two pump stations, 160 fire hydrants and 140+ miles of water lines. The system currently serves 3,000+ water meters. The water system currently does not serve all properties inside the corporate city limits.

The City of Ingleside operates and maintains one wastewater treatment plant with a capacity of 1.23 million gallons per day, treating over 300 million gallons annually. There are sixteen lift stations and 100+ miles of sewer in the City. The wastewater system does not currently serve all property inside the corporate City limits.

2. **Project Background and Scope of Services**

The City of Ingleside is experiencing an increase in growth as well as a need for infrastructure maintenance, upgrades and developments. Current city staff needs assistance to meet this increased work load and perform other duties as required. The Consultant will provide expert assistance to the City in a myriad of specialized and comprehensive engineering services including but not limited to the following on an as-needed basis: All work will be performed under the executed contract through a Task Order(s) in support of the services requested.

2.1. Specifying, Designing, Constructing, Inspecting and Maintaining

- Wastewater Treatment
- Water & Wastewater Networks
- Pump Stations
- Lift Stations
- Effluent Distribution Systems
- Drainage Systems
- Sidewalks
- Lighting
- Traffic Impact Analysis
- Street Improvements
- Park and Recreation Facilities
- Storm Water Detention, Infiltration & Water Quality
- Storm Water Collection and Conveyance
- Erosion Control

2.2. Civil Engineering Services

- General City engineering
- Traffic and transportation engineering

2.3. Planning

- Capital Improvement Projects, land use planning and site selection
- Design Services including project inspections, park and trail design, road and street design, utility design and coordination
- Site Planning
- Feasibility Studies
- Land Acquisition and Analysis
- Water and Wastewater Rate Studies
- Master Planning for water, sewer, streets and drainage.

2.4. Surveying

- Geographic Information Systems (GIS)
- Boundary surveys
- Platting and Plat Review

- Site studies/Surveying/Mapping
- Acquisition of Easements

2.5. Construction

- Observation, management, testing and documentation
- Shop Drawing Review
- Site Grading
- Inspections
- Project Management

2.6. Project funding

Grant applications, funding sources and financial packaging relating to TWDB, TXDOT, Texas Parks and Wildlife and alike sources.

2.7. Plan reviews and inspections

- Plan reviews, including but not limited to, site development permit applications, subdivision construction plan applications, platting applications, As-Built applications from an engineering perspective.
- Review of engineering related documents, including but not limited to, traffic impact analysis statements, and calculations related to drainage and water flows submitted by applicants.

2.8. Outside document knowledge and use of technology

- Expected to maintain knowledge and professional understanding of associated outside accepted documents as part of the subdivision and infrastructure design portions of the City Code. Including but not limited to the Construction Standards, Streets and Drainage in Subdivisions, TXDOT Road Standards and the Texas Manual for Uniform Traffic Control Devices.

3. **Intent.** The primary intent and goal of this solicitation is to select and enter into a professional services contract with experienced, registered engineering firm(s) to provide as-needed specialized municipal engineering, surveying and construction services, and project engineer review in a broad area of technical disciplines to supplement staff in the implementation of various Municipal Projects. The proposer is encouraged to develop a more detailed or appropriate scope of work that it believes will ensure more successful completion of work.

3.1. **Firm Profile.** A description of the consulting firm, its history and the services offered; who would be the main points of contact with the City.

- 3.2. References.** A list of five (5) municipal references. Include the name, address, contact person, telephone, facsimile numbers, and email addresses.
- 3.3. Length of Submittal.** The proposal submitted should not exceed sixty (60) pages (front and back counts as two pages).
- 3.4. Proposed Contract.** Provide a standardized engineering contract between your firm and a municipality. This does not count towards the length of submittal requirement in subsection 3.3.
4. **Evaluation Criteria.** The proposals received will be evaluated based on the following criteria:
- Project Approach/Project Management Plan (0 – 35 points): **35%**
 - Understanding of Request for Proposal scope of work – 5 points
 - Proposed approach – 10 points
 - Detailed work plan for the proposed project – 10 points
 - Interaction and coordination – 5 points
 - Knowledge of City work and previous project experiences with City – 5 points
 - Key Personnel Qualifications & Experience (0-30 points): **30%**
 - Project Manager – 5 points
 - Project Manager’s past performance on recent Municipal projects – 5 points
 - Project personnel and roles, including lead process engineer & Project Team – 10 points
 - Staff/Project manager availability, commitment to the project, and staff location – 5 points
 - Project team member’s ability to meet on short notice at City offices. – 5 points
 - Presentation to Selection Committee and Review (0-35 points): **35%**
 - Quality, clarity of presentation – 15 points
 - Team support on project understanding and questions – 10 points
 - Adequacy of response to City related questions – 10 points

All proposals will be reviewed and evaluated by the following members of the Selection Committee:

Melissa Byrne Vossmer, City Manager Carey Dietrich, Interim Building Services Director
Donald Paty, Public Works Director Director of Infrastructure Services
To be Named Civil Engineer

The City reserves the right to evaluate each proposal on a separate and individual basis and to invite selected firm(s) to make personal presentations to staff, City committees and/or City Council. The City further reserves the right to reject any and all proposals submitted, or accept a proposal deemed most advantageous to the City. Also, the City reserves the right to select and award desired services to one or more firms.

5. **Submission of Proposals.** To be considered, one unbound original and four (4) copies of sealed proposals must be received by Monday, September 18, 2017 at 4:00 P.M. Proposals shall be submitted in complete sets inside a sealed envelope, clearly marked on the outside as “**Engineering Consultant for Public Works and Building Services Departments Request for Proposal.**”

Proposals may be:

Hand Delivered to:

Kimberly Sampson
City Secretary
City Hall
2671 San Angelo
Ingleside, TX 78362

Mailed to:

Kimberly Sampson
City Secretary
City Hall
P.O. Drawer 400
Ingleside, TX 78362

- 5.1 Proposals submitted by facsimile transmissions or email will not be accepted. Late proposals will not be considered under any circumstances and will be returned unopened to the proposer.
 2. Proposals must be signed by a duly authorized official(s) of the proposer, having authority to legally and contractually bind the proposer. Unsigned proposals will not be considered by the City and will be returned to the proposer.
 3. If your firm is selected by the Committee to be one of the recommended finalists for consideration by the City Council (see subsection 8), the City will require additional copies of your original proposal to the Committee. There can be no changes to this proposal from what the Committee originally reviewed at the time of deadline submittal. Any changes will result in automatic disqualification from Council consideration.
6. **City Contact.** All questions regarding this RFP should be directed to the following individual: Melissa Byrne Vossmer, City Manager at 361-776-2517.
 7. **Proposed Calendar of Events.** The following is a proposed calendar of events for the Consultation selection. Dates are subject to change.

Description of Events	Date Completed
RFP issued and distributed	Monday, August 21, 2017
Non-mandatory pre-submittal conference to be held in Council Chambers at City Hall, 2671 San Angelo	Wednesday, September 6, 2017
RFP due date	Monday, September 18, 2017
Selection Committee analyzes, evaluates, and rates proposals.	Monday, October 16, 2017
Top five (5) Firms invited to give presentation to Selection Committee in order to review and finalize evaluation criteria	October 23 – October 27, 2017
Presentation of final evaluation results and recommendations and Selection by City Council.	November 14, 2017
Implementation of selected Firms(s)	December, 2017

8. General Terms and Conditions.

8.1. There is no expressed or implied obligation for the City to reimburse responding firms or individuals for any expenses incurred in preparing proposals to respond to this request.

8.2. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

8.3. The City will evaluate RFPs and make a selection based on the firm's technical ability, experience, and ability to perform the work. The City of Ingleside reserves the right to refuse and/or reject any or all RFP's and to waive any or all formalities or technicalities.

9. **Compensation.** Upon determination of an appropriate scope of work via a Task Order, compensation will be negotiated with the selected Consultant(s). If a mutually acceptable Agreement for services cannot be developed with the selected Consultant(s), the negotiations with this Consultant(s) shall end and the second most qualified Consultant(s) will be contacted and negotiations with this Consultant(s) shall begin. This process will continue until a mutually agreeable Agreement is developed with a qualified Consultant(s).

10. **Confidentiality of Documents**. All proposals submitted will be deemed confidential during the evaluation process. Proposals will not be available for review by anyone other than the City personnel and/or authorized agents or representatives of the City. After all proposals shall become public documents, available for public view upon written request.

Thank you for your interest.