



CITY OF LEON VALLEY

***REQUEST
FOR
QUALIFICATIONS***

***ENGINEERING AND CONSTRUCTION
MANAGEMENT SERVICES FOR
EVERS ROAD BRIDGE***

MAY 2016

REQUEST FOR QUALIFICATIONS (RFQ)

The City of Leon Valley is soliciting qualifications from licensed engineering firms to provide engineering, design, surveying, historical, archeological, environmental, and construction management services for the demolition of a low water crossing and the construction of a bridge structure in the 6400 block of Evers Road, to reduce the effects of the numerous flooding events. The City of Leon Valley is entering into an agreement with the Texas Department of Transportation (TXDOT) to receive reimbursement funds.

Qualifications for these services will be accepted until **10:00 a.m. on Tuesday, June 7, 2016**, in the office of the Purchasing Agent at the City of Leon Valley Municipal Building located at 6400 El Verde Road, Leon Valley, Texas 78238. The project is expected to take approximately seventeen (17) months to complete. For more information, please contact Rhonda Hewitt, Purchasing Agent at (210) 684-1391 x 222, or by email at r.hewitt@leonvalleytexas.gov.

Project Summary: To engineer, design, and provide construction management for the demolition of a low water crossing and the construction of a bridge and related components, in the 6400 block of Evers Road, to replace the existing low water crossing at Huebner Creek. The bridge shall be constructed so as to prevent Evers Road from being closed to through traffic up to a 5 year flooding event.

Evers Road serves as a transportation corridor for vehicles, pedestrians, and bicyclists through the City of Leon Valley. The bridge over Huebner Creek along this road must be designed so as to comply with all federal, state and local regulations pertaining thereto, so that a construction contract for the project can be developed for ultimate letting, in compliance with Texas Department of Transportation (TXDOT) and Federal Highway Administration (FHWA) regulations and procedures.

The selected Firm shall have experience in the design of bridges, hydraulics, floodplain/way development, developing construction schedules, construction cost estimates, erosion control, utility design, environmental studies, public involvement, permitting, and coordination with state and federal resource agencies, as they relate to the project.

Proposed Design and Engineering Duration: Length of services for project design and engineering shall be approximately eight months (8) months. The actual construction management portion of the project should be approximately nine (9) months. Evers Road is to remain open to two way travel at all times during this construction.

1. DEFINITIONS AND ACRONYMS

The following definitions and acronyms are used in this RFQ:

- “AASHTO” means the American Association of State Highway and Transportation Officials
- “City” means the City of Leon Valley.
- “DOJ” means the Department of Justice
- “FEMA” means the Federal Emergency Management Agency
- “FHWA” means the Federal Highway Administration
- “Firm” means the firm selected from this RFQ.
- “Proposer” means a firm submitting a proposal in response to this RFQ.
- “TDLR” means the Texas Department of Licensing and Regulation
- “TMUTCD” means the Texas Manual on Uniform Traffic Control Devices
- “TXDOT” means the Texas Department of Transportation

2. BACKGROUND

Over the past several years, the City has experienced an increase in the number of times the Evers Road low water crossing at Huebner Creek was closed due to flooding. The majority of these flood events were minor, but the repeated flooding has caused damage to the crossing and numerous hours of employee response and overtime. The City of Leon Valley applied for funding through the San Antonio Metropolitan Planning Organization’s (MPO) call for projects that meets the criteria for Category 7 Surface Transportation-Metropolitan Mobility (STP-MM) funding. The project was recommended for funding by the Transportation Policy Board.

3. GENERAL PROJECT DIRECTION

The plan should include the demolition of the existing low water crossing and the construction of a new bridge across Huebner Creek that is capable of withstanding these flooding events. The new bridge is not expected to manage a 100 year flood event, but should be able to manage typical flood events.

The selected firm should engineer, design, and provide construction management for the demolition of the existing low water crossing at Huebner Creek and the construction of a new bridge across the creek, in the 6400 block of Evers Road, which will meet the requirements of AASHTO, TDLR, TXDOT, DOJ, FEMA, and U.S. Army Corp of Engineers criteria.

Facilities will conform to AASHTO, TMUTCD, and TXDOT’s planning and design guidelines for bridge type structures, including dimensions, materials, slopes, accessibility, and railings. The design should include a decorative covering or coating along the sides, pedestrian sidewalks, lighting, and restoration of vegetation. All items should be of

vandal-resistant construction. All work must be performed in compliance with applicable federal, state, and local regulations.

The design and engineering portion of the project is being funded by the City of Leon Valley. Construction costs will be funded through a reimbursement program from the FHWA, through TXDOT, as an 80/20 share, with the City bearing the 20% portion of costs.

4. CONSULTING CONTRACTS – PROHIBITION OF FOLLOW-ON CONTRACTS

No person, firm, or subsidiary thereof who has been awarded an engineering services contract may submit a bid for, nor be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the engineering services contract.

5. CLARIFICATION OF THE SPECIFICATIONS AND REQUIREMENTS

Requests for clarification regarding this RFQ must be submitted in writing to Rhonda Hewitt, Purchasing Agent, at the City of Leon Valley, 6400 El Verde Road, Leon Valley, Texas 78238, or by email at r.hewitt@leonvalleytexas.gov.

6. PROPOSED TIMELINE

Event	Date
RFQ Due No Later Than 10:00 a.m.	June 7, 2016
Evaluations Complete	June 14, 2016
Council Authorizes City Manager to Negotiate a Contract	June 21, 2016

Responders are prohibited from contacting the City during the selection process to make inquiries about the progress of this selection process. Such contact may result in disqualification. Respondents will be contacted when appropriate.

7. CONTRACT TERM

The City expects the design and engineering of the bridge to be completed within eight (8) months; however, additional time may be considered, depending on the complexity of the project.

8. SUBMITTING QUALIFICATION

The Firm must submit one (1) original and five (5) copies of the qualifications to the City. Packages must be sealed and be clearly marked on the outside with the firm's or agency name and address and the following written information:

RFQ
Engineering and Construction Management Services for Evers Road Bridge
10:00 a.m., Tuesday, June 7, 2016

Qualifications packages must be delivered to:

Rhonda Hewitt, Purchasing Agent
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Qualifications are due no later than 10:00 a.m. on Tuesday, June 7, 2016. Submissions received after this time will be rejected and returned unopened.

9. ORGANIZATION AND FORMAT

Package must be organized with the headings shown below. Each heading should be separated by tabs or otherwise clearly marked. The RFQ must contain:

- A. Request for Qualifications Signature Cover Page
- B. Introduction
- C. Response to General Qualifications Requirements
- D. Qualifications of Engineering Firm
- E. Experience on Similar Projects (emphasis on past five (5) years)
- F. Experience with Local Government Projects Through TXDOT
- G. Available Resources to Complete Project
- H. Corporate History, Stability, and Contact Information
- I. References

10. INTERVIEWS

Interviews may be conducted with the top scoring firms or agencies. If interviews are held, the City will schedule a time and location for each interview and notify respondents accordingly.

11. SELECTION AND AWARD PROCESS

A. Selection Process

From a review of the statements of qualifications received, the City intends to rank selected firms or agencies as soon as possible. If the City desires to interview your firm, you will receive notification, either by telephone, email, or regular mail of the date and time of the interview. The City may use a selection committee to evaluate the submittals. The statement of qualifications received will be part of the selection process utilized by the City, together with a potential interview.

The City Manager will negotiate with the preferred Respondent on contract conditions. If a contract cannot be successfully negotiated with the Respondent of choice, in the opinion of the City Manager, negotiations will proceed with the second choice Respondent until a mutually agreed upon contract can be negotiated.

B. Evaluation Criteria

The criteria used to evaluate the Responses will include, but not be limited to, the following (weighted values provided in Paragraph G):

- Qualifications of Engineering Firm - Qualifications of Respondent in executing projects, and qualifications related to collaborating with design partners in constructability and Value Analysis in this delivery method. Give name and address of submitting organization and State in which incorporated or chiefly located. Identify a designated contact in your organization and list a telephone number, a fax number, and an e-mail address.
- Experience on Similar Projects (emphasis on past five (5) years) - Related bridge and floodway development experience, successful TXDOT Local Government Projects, as well as completed and ongoing projects of the firm(s) and individuals who would be assigned to this Project.
- Understanding of Project - Illustrate the Respondent's understanding of the scope of work and related project activities. Describe the Respondent's involvement in similar projects concerning functional requirements, development, and project planning. Describe the Respondent's involvement in projects that included transportation agencies. Be specific and identify project dates and results.
- Available Resources to Complete Project - This criterion would include personnel, resources, and methodologies commonly used by the Respondent that might be applicable to the project categories. The proposal must identify specific staff to be committed to this project. Describe their experience as it is related to

the following qualifications and indicate what their role(s) in the project will be. Key personnel will need to meet the following qualifications:

- Work experience within the last five (5) years in the design of City of San Antonio, or other municipal or county bridges, including AASHTO, TMUTCD, and ADA, TDLR, TXDOT, DOJ criteria
- With environmental and archeological preservation
- With FEMA and the Corp of Engineers criteria
- With TXDOT Local Government Projects programs
- Corporate History and Stability - This criterion includes the historical stability of the Proposer, its corporate structure and longevity, its history involving litigation or arbitration with owners and subcontractors, and a statement of any liquidated damages that have previously been withheld by public owner clients of the Proposer on projects in the last five (5) years.
- References - Provide Company Name, Contact Name, Title, Address, Telephone Number, and email address.
- Overall Responsiveness to the RFQ

C. Schedule Adherence

Respondents shall indicate their ability to begin work on this project within thirty (30) days of contract award. The Respondent's history in completing all deliverables on schedule should be documented.

D. All Information True

Respondent represents and warrants to the City that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City, shall be removed from consideration.

E. Contract Negotiations

This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

F. No Obligation

The City of Leon Valley reserves the right to reject any and all responses and to waive any irregularities.

G. Evaluation Criteria Weight

All submittals will be evaluated based on the following criteria:

CRITERIA	WEIGHT
General Quality and Adequacy of Response	25%
<ul style="list-style-type: none">• Completeness and Thoroughness• Understanding of the Project• Responsiveness to Terms and Conditions	
Organization, Personnel, and Experience	40%
<ul style="list-style-type: none">• Qualifications of Personnel• Experience of Personnel• Experience of Firm• Familiarity with the design and construction of bridges, hydrology, FEMA, DOJ, TMUTCD regulations, and TXDOT Local Government Projects policies and procedures	
Technical Approach - Quality of Package Provided	35%
<ul style="list-style-type: none">• Approach to Problem Analysis• Clarity and Organization in Concept Development• Quality and Quantity of Services to be Rendered• Proposed Schedule	

12. PROJECT OVERSIGHT

Throughout the course of the project, the Respondent will work with City staff, which will review all materials developed by the Respondent and provide project oversight.

13. PROJECT DELIVERABLES

- A. Project schedule;
- B. Status reports;
- C. Project meetings;
- D. Environmental study, utility review, and project clearance;
- E. Presentation and attendance at public meetings;
- F. TXDOT approvals; and
- F. Project Plans, Specifications, and Estimates.

14. RESPONDENT RESPONSIBILITIES

The Respondent is responsible for Federal and State Unemployment Insurance coverage and Standard Workers' Compensation Insurance coverage.

15. REPLACEMENT PERSONNEL

Replacement of the selected Respondent's Project Manager shall require pre-approval from the City. If the City determines that the Project Manager is unable to perform satisfactorily or communicate effectively, the City may cause their immediate removal from the contract. Replacement personnel shall have comparable qualifications and be provided at the contracted rate. Any request by the selected Respondent or the City to replace the Project Manager shall be done in writing. A resume for the proposed replacement shall be submitted to the City for approval. If the selected Respondent's Project Manager is removed and the City did not initiate the request, the Respondent has five (5) working days to provide a replacement.

16. CITY OF LEON VALLEY RESPONSIBILITIES

The City will provide guidance and coordination, utility and building record drawings, and other City historical and archival information.