



City of Leon Valley  
Request for Qualifications (RFQ)

Consulting Professional  
Engineering Services

May 2023

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Consulting Professional Engineering Services**

Sealed RFQ's, one (1) original, two (2) copies, and one (1) electronic copy (in PDF format) on flash drive shall be delivered to the City of Leon Valley, Public Works Department Director, 6400 El Verde Rd, Leon Valley, TX 78238, at or before: **10:00 am on June 30, 2023**, at which time the RFQ's will be publicly opened. RFQ's received after the opening date and time will not be considered.

The City of Leon Valley, Texas, hereafter called the "city," is requesting sealed written RFQ's for furnishing engineering services for performing all Work required for the City of Leon Valley.

All responses must be clearly marked in the Subject line with the following: "Consulting Professional Engineering Services."

Requests for RFQ documents may be obtained free of charge through the City's website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov).

Questions regarding the RFQ shall be directed to:

Melinda Moritz  
Public Works Director  
City of Leon Valley  
(210) 681-1232  
Email: [m.moritz@leonvalleytexas.gov](mailto:m.moritz@leonvalleytexas.gov)

Questions must not be directed to other City of Leon Valley council, commission, committee, or staff members. Clarification requests will not be accepted by telephone. All responses to clarification requests will be provided to all proponents in writing by email and publication on the City's website. Questions pertaining to this RFQ must be received no later than seven (7) calendar days prior to the closing date. The City of Leon Valley is soliciting proposals from individuals to provide a wide variety of engineering services. Individuals are invited to submit qualifications for the provision of these services. To be considered, RFQ's must address each of the requests for information stated below.

**City of Leon Valley  
Request for Qualifications (RFQ)  
Consulting Professional Engineering Services**

**1. Overview**

The City of Leon Valley, Texas is soliciting the services of interested qualified consulting engineering firms to provide a wide variety of professional engineering services. The RFQ should include/address the following factors:

- Statement of qualifications;
- Work experience;
- Capacity to perform the proposed tasks;
- Technical expertise;
- Ability to meet schedules;
- Proximity to the area of the work;
- Familiarity with the area of the work;
- References – list of past/current clients, etc.

**2. Scope of Services**

The selected firm will provide professional engineering services, including, but not limited to the following areas:

- a. Street, Stormwater, and Drainage Capital Improvements
- b. Stormwater and Utility Rate Analysis.
- c. Leon Valley Water and Sewer System-Operations, Maintenance and Capital Improvements
- d. Building and Site Plan, Plat, and Zoning Review
- e. Construction Plan Review
- f. Surveying – performing boundary, improvements, and/or topographical surveys as may be required. Perform construction staking as may be required during design or construction phases.
- g. Federal, State, and County Funded Projects – must be familiar with writing grant applications, providing standard elements data, and environmental data associated with such grants.
- h. Design Phase Services – prepare plans, project manual, and engineer's Opinion of Probable Cost which comply with applicable Federal, State, local regulations, and or County standards.

- i. Engineering Documents – shall be delivered for City review and comment at the 30%, 60%, 90%, and 100% unsealed stages of completion. Complete and detailed engineering documents are required for the bidding and construction of proposed improvements. Final engineering documents shall include topographic and boundary surveys where required, geotechnical investigation, environmental assessment and environmental clearances, identification of utility conflicts, required utility adjustments and replacements, coordination with utility companies, and determination of ROW/easement acquisition metes and bounds and sketch.
- j. Bid and Construction Administration Services – respond to questions during advertisement and bid prepare required addenda during bid. Assist in evaluating bids, tabulating bids, and making recommendations for construction contract award. Prepare conformed construction documents and drawings per addenda. Review and respond to shop drawings, submittals, Request for Information, change order proposals, and all other construction items. Conduct specialty site visits as necessary to assure general construction conformance with contract documents, assist in final walk through and punch list, prepare record drawings per contractor redlines.
- k. Project Management Services – regulatory agency coordination and submission of associated required submittals for proposed projects for the duration of the project. Conduct regular scheduled meetings for duration of projects, including meeting agenda, minutes, and action items. Perform Quality Assurance/Quality Control for the duration of the projects.
- l. General Services: The selected firm shall be capable of performing numerous disciplines such as general civil engineering, planning, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, or at a minimum have the ability to coordinate with firms that provide such services.
- m. Environmental Services and Regulatory Agency Interactions: Provide technical review of and answer inquiries relating to site, building, subdivision, improvement, land disturbance, floodplain development, and construction plans, and escrows relating to various projects proposed by applicants to be developed in the City, to ensure that such conform to City Codes and all State and Federal regulations.
- n. CAD and GIS Capabilities: Must have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.
- o. Meeting Attendance and Participation: Will be expected to attend periodic meetings of the City Council in addition to meeting with City Staff and developers.

- p. **Work Product:** The selected consultant will be expected to provide the city with copies of all work products without limitation, to include reports, analyses, correspondence, plans, drawings, and any other document produced in connection with the consulting relationship with the city in printed and electronic form as requested. The City shall own all rights, title, and interest, including all copyrights and intellectual property rights to all documents that are created in connection with the consulting relationship with the City.
- q. **Professional Engineer Requirement:** The consultant 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.
- r. **Public Sector Experience:** The City of Leon Valley prefers firms that specialize in representing municipal entities.
- s. **Responsiveness:** Must commit to provide services to the city in a timely manner.

No minimum amount of work is guaranteed, and the relationship with the selected firm shall be non-exclusive to allow the City to use other firms as deemed necessary or appropriate. The contract with the City of Leon Valley would not begin until January of 2024 and would consist of a one-year contract with the ability to renew for two years.

### 3. RFQ Submission Requirements

- a. Overview of the firm summarizing the scope of services to be rendered, firm history, experience of the firm and key personnel, equipment, and facilities;
- b. Identification of the staff person assigned to work with the City of Leon Valley;
- c. Special expertise regarding development codes, regulatory agency regulations,
- d. Active client list;
- e. List of any active or resolved lawsuits or legal inquiries; and
- f. Summary of insurance coverage for the firm.

### 4. Evaluation of Criteria

#### a. Qualifications/Experience of the Firm, Individuals, and Sub-contractors, and Project Manager 35 pts

##### 1. Provide the following information:

- Legal name of firm and the TBPE Firm number
- Location of Office that will be conducting the work
- Contact Persons
- Date of firm formation
- Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)

2. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business.

3. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake projects, reporting responsibilities, and how the firm will interface with the City of Leon Valley's staff. Regular weekly, biweekly or monthly project meetings will be required, depending upon the project.

4. Provide a statement of interest including a narrative describing the benefits that the city will realize in selecting the RFQ's firm, including the firm's specific expertise and unique qualifications, capabilities, specialized experience, best practices, or other factors that distinguish the firm from other firms.

b. References 10 pts

Provide references with recent experience in similar types of work.

c. Technical 35 pts

- Proposed approach and methodology
- Understanding of the scope of work
- Brief description of the scope of services provided
- Date of completion or project status
- Any computer software and versions used
- Client name and contact person

d. Project Approach 20 pts

1. Explain how the firm will assess and approach the project(s).
2. Briefly describe anticipated roles and responsibilities of the city and the firm in these projects.
3. Provide an example of a typical project schedule.

4. Deliverables

One (1) original, two (2) copies, and one (1) electronic copy (in PDF format) on flash drive shall be provided for review and must be valid for a minimum of sixty (60) days following submission. RFQ's must be provided in a sealed envelope and clearly marked **Consulting Professional Engineering Services**. Packets will be accepted by Melinda Moritz, Public Works Director, 6400 El Verde Road, Leon Valley, TX 78238, until 2:00 p.m., Tuesday, June 30, 2023. Packets received after this time will be returned unopened.

Any questions may be directed to Melinda Moritz at [m.moritz@leonvalleytexas.gov](mailto:m.moritz@leonvalleytexas.gov) or at (210) 681-1232, ext. 203. The City of Leon Valley reserves the right to reject any or all responses.