**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE CITY OF HILL COUNTRY VILLAGE, TEXAS**

**THE CITY OF HILL COUNTRY VILLAGE**

116 Aspen Lane

San Antonio, Texas 78232

Telephone (210) 494-3671

The City of Hill Country Village, in accordance with Section 2254.004, Texas Government Code, is requesting qualifications for engineering services to provide enough information to the City of Hill Country Village to help it make decisions about proceeding with a maintenance and repair plan for streets and drainage infrastructure the city may undertake; therefore, proposals must be good for a period of not less than one (1) year. It is the policy of the City of Hill Country Village to purchase services in accordance with Section 2254.004, Texas Government Code. It is understood that the City of Hill Country Village City Council reserves the right to arrive at such determination by whatever means deemed appropriate, and shall be the sole judge in the matter.

Request for Qualifications will be received by the City of Hill Country Village until  **5:00 P.M., Wednesday, May 4, 2016** and publicly opened and acknowledged at  **10:00 AM. Thursday, May 5, 2016** in the City of Hill Country Village City Hall located at 116 Aspen Lane, San Antonio, Texas 78232.

**A. SCOPE OF REQUIRED INFORMATION**

The City of Hill Country Village requests Qualification Statements in accordance with the instructions in this document, for professional Engineering services to provide enough information to the City of Hill Country Village to help it make decisions about proceeding with a maintenance and repair plan for streets and drainage infrastructure.

It is the City of Hill Country Village’s intent that the Engineering Provider will be involved for the full duration of the project including the design development, preparation of construction and bidding documents, and construction administration phases of the project. However, following the design phase and cost estimate, the continuing contract will be contingent upon funding.

**Phase I**

Proposers will submit Qualifications. The City of Hill Country Village will determine which Proposer(s) submitting are most qualified from the listed criteria.

Chosen Proposer(s) may be invited to make a presentation to the committee chosen by the City of Hill Country Village City Council. At that time, the City of Hill Country Village Committee will discuss, in further detail, the plans, building and proposed projects. The City of Hill Country Village City Council will also answer any questions the Proposer might have.

**Phase II**

The City of Hill Country Village will then select the most highly qualified proposer and negotiate a contract with that proposer. If the City cannot reach a contract with the most highly qualified proposer, the City will formally end negotiations and attempt to negotiate a contract with the next most highly qualified proposer.

**B. CONDITIONS OF THE PROPOSAL**

The following instructions apply to all Request for Qualifications and become a part of terms and conditions of any proposal submitted to the City of Hill Country Village City Hall, unless otherwise specified elsewhere in this Request for Qualifications. All Proposers are required to be informed of these Terms and Conditions and will be held responsible for having done so:

1. Definitions: In order to simplify the language throughout this proposal, the following definitions shall apply:

a. THE CITY OF HILL COUNTRY VILLAGE - Same as City.

b. CITY COUNCIL - The elected officials of The City of Hill Country Village, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

c. CONTRACT - An agreement between the City and a Supplier to furnish supplies and/or services over a designated period of time.

d. FIRM - A Proposer of this request.

e. CITY - The government of The City of Hill Country Village, Texas and its authorized representatives.

f ENGINEERING PROVIDER – A firm or organization providing

engineering services.

g. PROPOSAL – A Proposer’s Qualification Statement.

h. QUALIFICATION STATEMENT – Proposer’s written response presenting their qualifications of competency, experience, knowledge, and resources necessary to provide architectural and engineering services for the described work.

i. REQUEST FOR QUALIFICATIONS (RFQ) – That portion of this

document soliciting a Qualification Statement from the engineering

Provider.

2. Upon acceptance and approval by the City Council, this proposal effects a working contract between the City of Hill Country Village and the successful Engineering firm for the period designated.

3. **Proposals must be received at City Hall prior to the time and date specified.**

4. The City reserves the right to accept or reject in part or in whole, any proposals submitted, and to waive any technicalities deemed to be in the best interest of the City.

5. The City of Hill Country Village shall not be responsible for any verbal communication between any employee of the City and any potential Proposer. Only written qualifications will be considered.

6. The City of Hill Country Village reserves the right to reject any proposal that does not fully respond to each specified item.

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7. The Proposer must include Employer Identification Number for the proposal to be valid.

8. Should there be a change in ownership or management, the contract shall be canceled unless a mutual agreement is reached with the new owner to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

9. The City may cancel this contract at any time for any reason, provided a thirty days written notice is given.

10. Proposals cannot be altered or withdrawn after receiving time without written approval of the City Council.

11. Proposals will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a Proposal be considered if submitted to any other person or department other than specifically instructed department.

12. Proposals shall include full firm name, mailing address and telephone number and be manually signed by an authorized Proposer.

13. It is our policy not to furnish proposal results over the phone. Proposal results will be posted on the City of Hill Country Village website and at City Hall after it is awarded by the City Council.

14. This Proposal will be made a part of any resulting contract entered into by the

City.

15. It is the intent and purpose of the City of Hill Country Village that this RFQ permit competitive Proposals. It shall be the Proposer’s responsibility to advise the City of any language, requirement, or any combination thereof, inadvertently restricts of limits the requirements stated in this RFQ to a single source. Such notification must be submitted in writing and must be received by the City of Hill Country Village City Hall no later than five (5) business days prior to the Proposal closing date. A review of such notification will be made.

**C. SPECIAL PROVISION**

1. Questions regarding the Proposal shall be directed to the City Administrator, Frank Morales (210) 494-3671, fmorales@hcv.org.

2. Completed proposals shall be submitted to the City of Hill Country Village, 116 Aspen Lane, San Antonio, Texas 78232 by  **5:00 P.M. Wednesday, \_May 4, 2016.**

The Proposal is invalid if not deposited at the designated location prior to the above time and date, or advertised extension thereof.

3. All proposals shall be submitted in accordance with the instructions herein.

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| 4. |  | There is no expressed or implied obligation for the City of Hill Country Village to reimburse responding service providers for any expenses incurred in preparing Proposals in response to this request. |
| 5. |  | During the evaluation process, the City of Hill Country Village reserves the right, in the best interest of the City, to request additional information or clarification and to request a meeting with the Proposer. |
| 6. |  | At the public opening, there will be no disclosure of contents to competing Proposers, and Proposals will be kept secret during the negotiation process. Except for trade secrets and confidential information which a Proposer may identify as proprietary, all proposals will be open for public inspection after the contract has been awarded. |
| 7. |  | The contract shall be awarded to the responsible Engineering Provider whose Proposal is determined to be the best as a result of negotiations and considering the relative importance of qualifications and other factors set forth in the Request for Qualification. |
| 8. |  | All Proposals deemed to be qualified will be given fair and equal consideration, and discussions may be conducted with these ENGINEERING Providers. Oral negotiations shall be confirmed in writing prior to contract award. However, the contract may be awarded without presentations and conferences. |
| 9. |  | Proposal shall be clear, concise, and in conformance with requirements listed herein. |

**D. ADDENDA AND MODIFICATIONS**

1. Any changes, additions or clarifications to the RFQ will be made by numbered addenda.

2. Any Proposer in doubt as to meaning of any part of these requirements may request an interpretation thereof from the City Administrator. At the request of the Proposer, or in the event the City Administrator deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the City Hall. Such addendum will be sent to all Proposers receiving the original RFQ and will become a part of the Proposal package, having the same binding effect as provisions of the original Proposal. No verbal explanation or interpretations will be binding. In order to have a request of interpretation considered, the request must be submitted in writing and must be received by City Hall no later than five (5) business days prior to the Proposal opening date.

3. All addenda, amendments and interpretations of this solicitation shall be in writing. The City of Hill Country Village shall not be legally bound by any amendment or interpretation that is not in writing. Only information supplied by the City in writing or in this RFQ should be used in preparing Proposal responses.

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All contact that a Proposer may have had before or after receipt of this RFQ with any individuals, employees or representatives of the City, and any information that may have been read in any news media or seen or heard in any communication facility regarding this Proposal should be disregarded in preparing Proposal responses.

4. The City does not assume responsibility for receipt of any addendum sent to

Proposers.

5. A copy of all addenda issued must be signed and returned with your Proposal.

**E. EXAMINATION OF DOCUMENTS AND REQUIREMENTS**

1. Each Proposer shall carefully examine all RFQ documents and be thoroughly familiar with all requirements prior to submitting a Proposal.

2. Before submitting a Proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of the RFQ. Failure to m a k e s u c h investigations and examinations shall not relieve the Proposer of the obligation to comply, in every detail, with all provisions and requirements of the RFQ.

**F. PROPOSAL SUBMITTAL**

1. All Proposals must include this document and any subsequent addenda. One (1) original and three (3) e l e c t r o n i c copies of your Proposal must be submitted in the specified form and the Proposer must sign and date their Proposals in the space provided. The original must be clearly marked “ORIGINAL” on the front cover.

2. The City of Hill Country Village is exempt from Federal Excise, State Sales and Transportation taxes. Tax exemption certificates will be executed by the City Administrator upon request.

3. Any information regarding warranties and/or maintenance agreements pertaining to said Proposal item(s) are to be included in the Proposal response.

4. Normal payment terms are no later than thirty (30) calendar days after Administration Department office receives the invoice.

5. All Proposals, responses, inquiries or correspondence relating to or in reference to this RFQ, and all reports, and other documentation submitted by Proposers shall become the property of the City of Hill Country Village when received.

**G. TRADE SECRETS, CONFIDENTIAL INFORMATION AND THE TEXAS PUBLIC INFORMATION ACT**

1. The City of Hill Country Village, Texas is subject to the Texas Publication

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Information Act, Chapter 552, Texas Government Code. Proposals submitted to

The City of Hill Country Village, Texas in response to this RFQ are subject to release by the City as public information. If the Proposer believes that the Proposal response, or part of it are confidential, as proprietary information, he must specify that either all or part is accepted, and provide specific and detailed justification for its claim of confidentiality. Vague and general claims to confidentiality are not acceptable. All Proposals or parts of the Proposals which are not marked as confidential will be considered public information after a contract has been awarded. The successful Proposal may be considered public information even though parts are marked confidential.

2. The City of Hill Country Village, Texas assumes no responsibility for asserting legal arguments on behalf of Proposers. Proposers are advised to consult with their legal counsel concerning disclosure issues resulting from this proposal process and to take precautions to safeguard trade secrets and other proprietary information.

3. Marking your entire Proposal CONFIDENTIAL/PROPRIETARY is not in conformance with the Texas Public Information Act.

**H. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**

1. The City of Hill Country Village hereby notifies all Proposers that in regard to any contract entered into pursuant to this RFQ, Disadvantaged Business Enterprises (DBE’s) will be afforded equal opportunities to submit Proposals and will not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration of an award.

**I. CONFLICT OF INTEREST**

1. The Proposer shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Hill Country Village.

2. By signing and executing this Proposal, the Proposer certifies and represents to the City the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient’s decision, opinion, recommendation, vote or any other exercise of discretion concerning this Proposal.

3. With the exception of interviews and other contacts initiated by the City of Hill Country Village relevant to the selection process, Proposers, their employees or representatives, are prohibited from contacting any official or employee of the City of Hill Country, except the City Administrator, in regard to this RFQ from the issuing date of the RFQ until the date the City of Hill Country Village City Council meets to consider award of the Proposal. Any such contact will be grounds for rejection of the vendor’s proposal.

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**J. PROPOSAL AWARD**

1. The City of Hill Country Village, at its sole discretion, reserves the right to reject any or all Proposals, reject any particular item on a Proposal, and to waive immaterial formalities and to accept the offer most advantageous to the City.

2. All Qualification Statements are evaluated for compliance with the RFQ. Failure to comply with the listed Conditions of Proposals may result in disqualification of the Proposal.

3. Consistent and continued tie Proposals on any commodity could be cause for rejection of Proposals and investigation by the Attorney General to determine possible Anti-Trust violations.

4. Any contract made, or purchase order issued, as a result of this RFQ shall be entered into in the State of Texas and under the laws of the State of Texas. In connection with the performance of work, the Proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal, State and local laws, regulations and executive orders to the extent that the same may be applicable. Proposer further understands and agrees that venue shall be in the City of Hill Country Village, Texas.

5. NO INDIVIDUAL OR ANY USING DEPARTMENT HAS THE AUTHORITY TO LEGALLY AND/OR FINANCIALLY COMMIT THE CITY OF HILL COUNTRY VILLAGE TO ANY CONTRACT, AGREEMENT OR PURCHASE ORDER FOR GOODS OR SERVICES, UNLESS SPECIFICALLY SANCTIONED BY THE REQUIREMENTS OF THIS INVITATION FOR PROPOSAL.

**K. INSURANCE**

Before commencing work, the successful firm shall be required, at his own expense, to furnish the City of Hill Country Village City Hall with evidence showing insurance coverage, meeting the minimum levels set forth below, to be in force throughout the term of the contract:

Please state the limits of each policy you have in effect:

A. Professional Liability (in a combined single limit)………………………..$ 1,000,000

B. Workers Compensation………………………………………………….. ….Statutory

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C. Comprehensive

Bodily Injury…………….$300,000 …………………………..$500,000

each person each occurrence

Property Damage………...$100,000…………………………..$300,000

each occurrence aggregate

The City of Hill Country Village is to be named as ***additional insured*** on Comprehensive Coverage.

Each insurance policy to be furnished by the successful party shall include, by endorsement to the policy, a statement that a notice shall be given to the City of Hill Country Village by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

Bid Bond – Not required

Performance/Payment Bond – Not required

**L. RANKING CRITERIA**

The evaluation of professional qualifications of the Proposers will be based on the following criteria:

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| --- | --- | --- | --- |
| 1. | Reputation stability and past experience | | 15 points |
| 2. | Process of planning and project management | | 10 points |
| 3. | Quality of firm’s work |  | 20 points |
| 4. | Municipality related building projects | | 20 points |
| 5. | Firms proposed personnel |  | 10 points |
| 6. | Ability of contractor to meet contract time, schedule | |  |
|  | and budget |  | 10 points |
| 7. | Ability to oversee construction |  | 15 points |
|  |  | TOTAL | 100 POINTS |

**M. ENGINEERING SERVICES SELECTION EVALUATION INFORMATION**

The Proposer shall provide a response to each of the following items to receive consideration in the evaluation of qualifications for providing Engineering services for a variety of projects within the City of Hill Country Village.

Please provide the following information for the Engineering firm in the sequence and format prescribed by this questionnaire. If the firm is a joint venture, provide information for all firms. Supplemental materials providing additional information may be attached, **but the information requested below is to be provided in this format**.

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1. **General Information**

1.1 Name of firm

1.2 Address

1.3 Phone and Fax

1.4 Form of Business organization (corporation, partnership, individual, joint venture, other)

1.5 Year founded

1.6 Primary individual to contact regarding this response

2. **Organization**

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name?

Under what other former names has our organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President’s name, Vice President’s name(s), Secretary’s name, Treasurer’s name.

2.4 If your organization is a partnership, answer the following: Date of

organization, Type of partnership (if applicable), Name (s) of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, Name of Owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. **Experience**

3.1 List five (5) related projects designed by your firm. For each project, provide the name and type of project, size in square feet, location (city or town), completion date, names and phone numbers of the owner.

3.2 Describe how you propose to integrate the design team and how they will interact with the owner/user.

3.3 Provide a complete list of all projects currently in progress or completed by your firm within the last three years.

3.4 Has your organization filed any lawsuits or requested arbitration with

regard to construction contracts within the last five years?

3.5 Has your organization been in litigation in the last five years? Is any

litigation currently pending? If so, describe.

3.6 What percentage of your work is for repeat clients?

4. **Process of Planning and Project Management**

4.1 Describe your organization’s management plan and concepts for working with the owner during design and construction.

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4.2 Describe your organization’s methods of estimating costs.

4.3 Describe your plan for assuring that the project design meets the owner’s

requirements.

4.4 Describe your procedures and objectives for reviewing the design and construction documents for quality control/constructability and providing feed back to the owner.

4.5 Describe your firm’s start up and close out procedures for this project.

4.6 Describe how you will evaluate factors pertaining to the long-term durability and life cycle cost of the project. What is the owner’s involvement in this process?

5. **Firms Proposed Personnel**

5.1 Identify, by name, the specific project architect, mechanical engineer, electrical engineer, structural engineer, and any other major consultant. (Prior to contracting with a design firm, the City of Hill Country Village reserves the right to interview any of the project personnel assigned to the work.)

5.2 It is anticipated that the design firm shall not reassign the project architect

or listed engineer without prior approval of the owner.

6. **Schedule and Budget Control**

6.1 Describe, in detail, the project scheduling system or methodology you propose to use in this project.

6.2 Identify all key steps, phases, milestones, approvals and project meetings you anticipate in a proposed schedule for the project.

6.3 For the projects listed in response to question 3.1 above, provide a list of

the project costs indicating the initial estimate, the original bid amount, the negotiated bid amount (if any) and the final closeout cost.

6.4 Do the firms use specialty/engineering consultants?

6.5 Are the consultant fees included in the basic architectural service provided by the firm?

6.6 Describe how you propose to control the quality of construction.

7. **Uniqueness**

7.1 In 300 words or less, explain why you believe your organization is uniquely qualified to provide design services for the City of Hill Country Village. Include any other information, which you feel would be helpful in the selection of your firm in this project.

**N. CONTRACT**

Please include your proposed contract.

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**O. CERTIFICATION OF PROPOSAL**

The undersigned affirms that they are duly authorized to execute this Proposal, that this Proposal has not been prepared in collusion with any other Contractor, and that the contents of this Proposal have not been communicated to any other Contractor prior to the official opening.

Signed By: Title:

Typed Name:

Company Name: Phone No.

Mailing Address: Street City State Zip

Employer Identification Number:

CORPORATE SEAL IF SUBMITTED BY A CORPORATION END OF REQUEST FOR QUALIFICATION

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