



PROFESSIONAL CONSULTANT SERVICES

REQUEST FOR QUALIFICATIONS (RFQ)

MAY 2023

INTRODUCTION AND BACKGROUND

The City of Keller is in search of the most qualified firms to provide professional expertise and consultant services for infrastructure projects and related services that will be needed in the next twenty four (24) months. Interested firms are encouraged to review the current Capital Improvement Program for upcoming projects at <https://www.cityofkeller.com/home/showpublisheddocument/27671/638096798490770000> . When selecting firms to provide services with the listed service categories for upcoming City of Keller projects, the City will utilize submitted Statements of Qualifications (SOQ) received in response to this Request for Qualifications which will be maintained in an unranked alphabetical order by firm. If changes within the firm necessitate re-submittal, this may be done at any time.

GENERAL REQUIREMENTS

The City of Keller is requesting SOQ's from interested firms to provide professional consulting services for a variety of infrastructure projects. Firms wishing to be considered must submit a digital copy only to the following location:

<https://www.dropbox.com/request/c6ulo8WJvCzLJQp8t8wk>

Qualified firms must have staff with all relevant licenses and certifications for the professional services to be provided.

Should your firm wish to be considered for more than one service category, provide the qualifications for each service category as described in the Submittal Instructions with each service category clearly defined. SOQ content must be completed in accordance with the submittal instructions. Failure to comply with the instructions may result in rejection of the submitting firm.

SERVICE CATEGORIES

Construction Management – Capital Improvement Projects
Construction Inspection – Capital Improvement Projects
Construction Inspection – Development Projects
Geotechnical Engineering / Materials Testing
Traffic Study and Modeling
Traffic Engineering
Street and Roadway Design
Wastewater Infrastructure Engineering
Water Infrastructure Engineering
Storm Water Infrastructure Engineering
Development Review
Project Management
Land Surveying
Land Acquisition

Construction Management – Capital Improvement Projects

Provide a resident project representative for transportation, wastewater infrastructure, water infrastructure and storm water infrastructure construction projects. Inspect and document contractor's work, prepare pay requests and change orders and respond to construction claims as required. Services may include professional communication as a liaison with the general public, property owners, sub-contractors, utilities, other governmental agencies and other involved parties. Preference may be given to those firms with Texas Department of Transportation local government project procedures.

Construction Inspection – Capital Improvement Projects

Provide a resident construction inspector for transportation, wastewater infrastructure, water infrastructure and storm water infrastructure construction projects. Inspect and document contractor's work to ensure compliance with project construction plans and specifications. Manage and coordinate with contractors on methods, sequence and public safety during construction. Ensure materials and workmanship conform to City specifications and standards during construction. Coordinate testing of materials during construction. Coordinate with various City staff as necessary. Interact with the public and respond to general and property owner project related questions and concerns.

Construction Inspection – Development Projects

Provide a resident construction inspector for the public asset portion of development projects. Inspect and document contractor's work to ensure compliance with project construction plans and specifications. Manage and coordinate with contractors on methods, sequence and public safety during construction. Ensure materials and workmanship conform to City specifications and standards during construction. Coordinate testing of materials during construction. Coordinate with various City staff as necessary. Interact with the public and respond to general and property owner project related questions and concerns.

Geotechnical Engineering / Materials Testing

Provide professional services for the investigation of soil and rock properties and make recommendations on the use of those materials for structures associated with wastewater, water, transportation and storm drain improvements. Services may also include conducting and/or documenting results of field sampling, inspecting and performing standardized laboratory tests on construction materials in accordance with ASTM, AASHTO or other applicable procedures.

Traffic Study and Modeling

Provide professional services in the analysis of traffic operation, analysis of traffic flows, travel demand modeling and traffic simulation. Modeling and simulation requires knowledge of specialized transportation modeling software. Services may include review of third party studies.

Traffic Engineering

Provide professional services in the design of traffic signals, traffic control plans, intelligent transportation systems, pavement markings, traffic calming and signing.

Street and Roadway Design

Provide professional services in the design construction plans, specifications and bid documents for streets and roadways. Services may include right of way/easement acquisition, subsurface utility engineering and franchise utility coordination.

Wastewater Infrastructure Engineering

Provide professional services for the design of construction plans, specifications and bid documents for new collection systems and rehabilitation of existing wastewater collection systems with mains 18 inches in diameter and smaller. Services may include right of way/easement acquisition, subsurface utility engineering, franchise utility coordination and service area analysis.

Water Infrastructure Engineering

Provide professional services for the design of construction plans, specifications and bid documents for new distribution systems and rehabilitation of existing water distribution systems with mains 20 inches in diameter and smaller. Services may include right of way/easement acquisition, subsurface utility engineering, franchise utility coordination and hydraulic analysis. Services may also include providing relevant information for City staff to update, run simulations of and calibrate the city's existing water system model.

Storm Water Infrastructure Engineering

Provide professional services for the design of construction plans, specifications and bid documents for new collection systems and rehabilitation of existing storm water collection systems. Services may include right of way/easement acquisition, subsurface utility engineering, franchise utility coordination and drainage area analysis.

Development Review

Provide professional services for the review of zoning change requests, preliminary plans, site plans, subdivision plats, construction and development plans for compliance with capital improvements needs and appropriate local standards, ordinances and accepted practices. Services may include assisting with the preparation of briefings for the City Council and Planning and Zoning Commission on development related projects.

Project Management

Provide professional, technical and/or administrative staff to augment City forces for the purposes of performing program/project management, project submittal reviews, consultant management, coordination, project reporting, development of processes and procedures and other related project delivery support duties. Preference may be given to those firms that have staff whom have performed project delivery duties as a consultant serving a municipality or whom have previously been a municipal employee. A final decision will be made on how staffing will be handled at the time the professional services scope is determined for a project.

Land Surveying

Provide professional services in the establishment of boundaries, alignments and limits of rights-of-way and easements. Services may include boundary resolution, identifying and addressing ownership issues within the scope of the surveyor's authority, the preparation of legal descriptions and exhibits of the area surveyed and acquisition areas, preparation of right-of-way plans, records of surveys and the measurement of contours and of fixed works to include horizontal/vertical ground control.

Land Acquisition

Provide professional services for acquiring rights-of-way and easements for city projects. Services may include title research, value findings, coordination and negotiations with property owners and document filing with the county.

SUBMITTAL INSTRUCTIONS

The Statement of Qualifications (SOQ) shall be submitted in a digital format (PDF) that includes the following: One cover letter (include a brief summary of the service categories being submitted), organizational chart(s) and 3 – 5 pages per service category. Resumes are excluded from the page count limitation. Interested firms are requested to submit one copy of their SOQ as described below:

- A. One cover letter, not to exceed one page – listing all service categories addressed. Please include contact name, telephone number, address and email address;
- B. Organizational chart – one per service category may be included if necessary;
- C. Qualifications – all areas are to be addressed in the order listed below:
 - Relevant experience with similar projects. A list of at least three projects completed by your firm in the last five years, which are similar to those described by the service category. For each project listed, provide a brief description of the project, its location, date of completion and the cost of construction including the percentage of any change orders. The name, address and telephone number for a project reference that is familiar with each must be provided.
 - Relevant experience with current projects. A list of projects similar in nature to the service category in which your firm is currently engaged. For each project, give a brief description of the project, location, anticipated completion date and cost. The name, address and telephone number for a project reference that is familiar with each must be provided.
 - Key personnel. Identification of the key personnel who will have direct responsibility for the required services, indicating their areas of assigned responsibility, total years of experience, the amount of time they have been employed with the firm submitting the SOQ and their role in delivering any projects listed under relevant experience with similar past or current projects. Provide a one-page resume for each key person listed.
 - Please comment on your firm's ability to withstand a loss to key personnel.

- Special expertise in techniques of problem analysis and resolution applicable to similar projects.
- Ability to coordinate service category work with private, local, state and federal agencies.
- Sub-consultant information should be included where relevant.

As funding becomes available and needs arise within a service category, SOQ's will be reviewed by City Staff and evaluated on the following:

- Adherence to the requirements of this RFQ.
- Experience with similar projects.
- Experience and qualifications of the firm and personnel assigned to the project(s).
- Special expertise.
- Ability to coordinate with outside agencies.
- Overall quality of the SOQ in terms of clarity and information conveyance.
- References.

Please direct questions regarding this RFQ to the person indicated below. Effective the date of this RFQ, any contact with City employees or officials directly and/or indirectly, other than this designated contact may result in disqualification of the firm for further consideration.

Chad Bartee, P.E.
City Engineer
817-743-4082
cbartee@cityofkeller.com

SOQ's will be accepted until 2:00 pm on June 7th, 2023.

SELECTION PROCESS

The City will maintain a list of firms that have submitted SOQs. No pre-qualification list will be developed. The SOQ List will be used to select qualified firms for projects. Depending on the type of project, consultants will be selected based on one of the following methods or as otherwise determined by the City Engineer to be in the City's best interest:

1. A firm may be selected for a project and invited to attend a pre-project meeting interview. If the pre-project meeting is favorable, a detailed scope and fee will be negotiated with the firm; or

2. Two or more firms may be selected to participate in a presentation/interview process for a project. Selected firms will be informed in writing and will be provided a draft statement of work and the parameters for the presentation/interview process. If the City decides to continue with the project at the conclusion of the presentation/interview process, a detailed scope and fee will be negotiated with the top-ranked firm.

GENERAL COMMENTS

1. The nature of this selection process is to find the best qualified firm for the project(s).
2. As projects requiring professional services are identified, the initial selection of a firm or firms will be based on the SOQ submitted. City staff will evaluate SOQ's within service categories relevant to the identified project.
3. The City reserves the right to evaluate SOQ submittals, to waive irregularities and/or reject any and all submittals, should the City deem it to be in its best interest.
4. Ultimately, a professional services agreement will be awarded to the most qualified firm determined to be the most advantageous to the City.
5. Qualifications, experience and presentation/interview performance will be considered as elements of the selection process at the sole discretion of the City.
6. If a detailed scope and fee cannot be reached with the selected/top-ranked firm, negotiations will be terminated with the top-ranked firm and negotiations with the next-ranked firm will commence upon approval of the City Engineer.
7. The City's selection decision is not subject to recourse action.
8. This RFQ does not commit the City to award an agreement or to pay for any costs incurred by successful or unsuccessful consultants for participating in the selection process.