

**CITY OF BENBROOK
REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES**

I. GENERAL

The City of Benbrook is requesting Statements of Qualifications (SOQ's) from firms who can adequately demonstrate they have the resources, experience and qualifications to provide professional services including design, surveying and geotechnical testing for the development of drawings and specifications for multiple drainage projects over the next few years.

Interested firms shall submit one original and two copies of their SOQ. The SOQ shall be no more than 43 single sided 8-1/2 inch x 11 inch pages with a minimum of 12-point font. The SOQ must be submitted prior to 2:00 p.m., Monday, January 19, 2015 in a sealed envelope clearly marked as **City of Benbrook Drainage Engineering SOQ** and sent to:

Bennett Howell, PE, CFM
Director of Public Services
City of Benbrook
911 Winscott Road
Benbrook, Texas 76126

Late statements will not be accepted. Each firm is responsible for ensuring responses to this RFQ have been delivered by date, time and location specified. Bidders are responsible for insuring all answers to questions are reviewed prior to submittal.

Except for the submission of written questions or in response to requests or inquiries from the City of Benbrook, firms shall refrain from contacting members of the Selection Committee, City Council, consultants, or other staff with respect to this Request For Qualification (RFQ) or the selection process.

By submitting a response to this RFQ, each firm unequivocally acknowledges that he/she has read and fully understands this RFQ, and has asked questions and received satisfactory answers from the Director of Public Services regarding any provisions of this RFQ with regard to which clarification was desired.

All responses submitted become the property of the City of Benbrook and are subject to the Texas Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by firm as such. All confidential information should be specifically and conspicuously marked as such in red. The City of Benbrook will follow all requirements and procedures in the Texas Public Information Act when responding to requests for disclosure of documents.

DISCLOSURE OF CERTAIN RELATIONSHIPS: Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Benbrook no later than the 7th business day after the date the person

becomes aware of facts that require the statement to be filed as defined in Section 176.006, Texas Local Government Code. A person commits an offense if the person violates Section 176.006, Texas Local Government Code. An offense under this section is a Class "C" misdemeanor. A copy of the law is available at:

<http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. The forms for reporting are available at: http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. If required, send completed forms to the City of Benbrook City Secretary's Office located at 911 Winscott Road, Benbrook, Texas 76126.

II. EVALUATION

The Request for Qualifications will be evaluated using a point system (100) on the following categories.

A. Firm Qualifications (40)

1. Background/Qualifications of the Firm/Team (25)
2. Availability and dedication to the City of Benbrook projects (5)
3. Contract requirements and Response to Disclosure Requirements (5)
4. Clarity and brevity of the response and requested information included and thoroughness of response to the requirements (5)

B. Technical Qualifications (60)

1. Qualifications of key personnel adequate for requirement (10)
2. Verifiable relevant experience (20)
3. Understanding of the project (10)
4. Creativity and thoroughness of proposed approach and/or methodology to providing services (20)

It is understood that the City of Benbrook reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interest of the City of Benbrook. Receipt of any Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing bidders and kept secret during the negotiation/evaluation process. However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by bidder as such. All confidential information should be clearly marked in red.

Once Qualification Statements are reviewed, a recommended ranking will be compiled by the Selection Committee appointed by the Deputy City Manager. Interviews may be conducted with the most qualified firms. Additional information may be required at that time. Negotiations will begin with the firms determined to be most qualified. The Selection Committee will recommend the final selections and the City Council will approve the proposed contracts. There are five proposed projects and the City may award multiple projects to the same firm.

Some or all of the firms considered for selection may, at the sole discretion of the City, be required to appear for oral interviews. The oral interviews, if required, shall be conducted to solicit information to enable the committee to evaluate the capability of the

applicable firms to provide the specific services. The City of Benbrook will notify the firms of the schedule, order and procedure for the presentation, including the content, time limits, use of handouts or visual aids, etc. The oral presentations shall be scored by the Selection Committee. Notwithstanding the foregoing, the City of Benbrook emphasizes that it may elect to forego oral presentations for all or some projects. Consequently, all SOQs shall be comprehensive and clear on their face, and no firm should rely upon the opportunity to present additional or clarifying information at a later time.

Upon conclusion of the selection process, the City of Benbrook will attempt to negotiate contracts for the provision of services with the most qualified firms. If a satisfactory contract cannot be reached for each project, negotiations will end with that firm and negotiations will begin with the second most qualified firm for each project. The Selection Committee will make the final selection and the City Council will approve the proposed contracts.

Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, if any, or during the phase of the selection process shall be borne by the Respondent.

III. SCOPE OF SERVICES

The intent of this solicitation is to obtain professional services of qualified firms to work with the City of Benbrook to perform the required engineering, surveying and geotechnical services required for multiple drainage projects to be completed during the next few years. The projects covered under this solicitation include:

Year	Project Name
2015	Sundown Drive Drainage
	Plantation West Creek Erosion
2016	Chapin Road Cross Culvert Replacement
	Van Deman Drive Drainage
2017	Timberline Erosion

The Engineering Firm will prepare construction plans, cost estimates and specifications for the proposed project. The plans will include all necessary specifications and drawings for a contractor to bid and construct the project. The plans will include roadway improvements, grading plans, drainage plans, paving, signing, striping and others as the project requires. The City of Benbrook will provide a set of standard bid documents in Word format to be used as a guide. In addition, erosion and sediment control plans will be prepared to complete the storm water pollution prevent plan. The City of Benbrook will be responsible for bidding the projects.

A general scope of work for each of the five projects is shown below but the actual scope of work may be revised based on conversations with selected firm and the City of Benbrook during contract negotiations. The City of Benbrook is fully committed to following NCTCOG's iSWM policies and procedures and expects the selected engineering firm to incorporate iSWM policies and procedures on each of these projects.

For this SOQ, ENGINEER is a representative of the Engineering Firm under contract to complete a specific project. CITY is a representative of the Public Services Department.

PHASE 1 - PROJECT START-UP AND COORDINATION

A. Preliminary Conferences with City

The ENGINEER shall attend a preliminary conference with authorized representatives of the CITY regarding the scope of Project so that the plans and specifications that are to be developed hereunder by the ENGINEER will result in providing facilities which conform to the CITY's requirements and budgets.

B. Coordination with Outside Agencies

The ENGINEER will coordinate with outside agencies necessary for the successful completion of the Project.

C. Utility Coordination

With information provided by the CITY about and information obtained from franchise utility companies, the ENGINEER will indicate existing utilities on the plan sheets. The ENGINEER shall attend utility coordination meetings with authorized representatives of the CITY, franchise utility companies and Benbrook Water Authority.

D. Monthly Status Reports

The ENGINEER will provide the CITY with monthly status reports that include status summaries for the Project schedule, budget, easement acquisition, and critical issues.

PHASE 2 - PRELIMINARY DESIGN

A. Preliminary Construction Plan Drawings

The ENGINEER shall prepare preliminary construction plan drawings showing the design survey, approximate location of existing underground utilities and drainage facilities, proposed pavement reconstruction and drainage improvements. The preliminary drawings shall include the following:

1. Plot of existing topographic features, including pavement and utilities, on (11 inch x 17 inch) plan and profile sheets.
2. Prepare drainage studies following City Standards and NCTCOG iSWM procedures.
3. Prepare plan and profile drawings of existing and proposed roadway and drainage improvements.
4. Roadway cross sections on 100-foot intervals and driveway cross sections, as needed.

5. Prepare Geotechnical report, pavement repair design and slope stability design, as needed.
6. Provide typical roadway sections and channel sections, as needed.
7. Erosion Control Plan.
8. Stormwater Pollution Prevention Plan.
9. Determine necessary easement acquisition.

B. Preliminary Construction Plan Submittal

The ENGINEER shall provide copies of preliminary construction plan drawings for review by the CITY and for submission to utility companies and other agencies for the purposes of coordinating work with existing and proposed utilities. Preliminary submittals to the CITY will be made at the design schematic (proposed easement requirements and alignments), 30% and 60% stages.

C. Preliminary Opinion of Probable Construction Cost

ENGINEER shall also submit a preliminary opinion of probable construction cost with the preliminary plans submittal. ENGINEER shall assist CITY in selecting feasible and/or economical solutions to be pursued.

D. Preliminary Design Review Meeting

ENGINEER shall meet with CITY or the CITY's representative to discuss review comments for the Preliminary Design submittal. The CITY shall direct the ENGINEER in writing to proceed with Final Design.

PHASE 3 - FINAL DESIGN

A. Final Construction Drawings and Project Manual

Final Construction Plan Drawings and Project Manual (Specifications and other construction contract documents) shall be prepared and three (3) copies will be submitted to CITY for review. This shall be considered the 90% submittal.

1. Incorporate CITY review comments into final design.
2. Develop any necessary additional design details.
3. Develop phasing plan to maintain traffic during construction, if necessary.
4. Develop final quantities and prepare summary sheets. Prepare an opinion of probable construction cost based on the final design.
5. Review standard CITY specifications and prepare a description of each bid item for inclusion in the Project Manual.

B. Final Design Review Meeting

ENGINEER shall meet with CITY to discuss review comments of the 90% Design submittal. The CITY shall direct ENGINEER in writing to proceed with completion of the Final Design.

C. Design Completion

Following CITY approval of the 90% submittal, ENGINEER shall prepare Final Construction Plan Drawings and Project Manual (each shall be sealed, dated and signed by the Licensed Professional Engineers responsible for the design) and submit hard copy two (2) sets of documents and one (1) electronic version to the CITY. This shall be considered the 100% submittal.

D. Final Opinion of Probable Construction Cost

ENGINEER shall submit a final opinion of probable construction cost with the final design submittal.

E. Agreements and Permits

The ENGINEER shall complete all forms/applications to allow the CITY to obtain the necessary agreements and/or permits normally required for a project of this size and type. The ENGINEER will be responsible for coordinating with the agency issuing the agreement and/or permits and will make any revisions necessary to bring the plans into compliance with the requirements of said agency, including but not limited to highways, railroads, water authorities, Corps of Engineers and other utilities.

PHASE 4 – BIDDING

A. Notice to Bidders

The ENGINEER shall review a copy of the Notice to Bidders (Bid Advertisement) prepared by the CITY to use in the specifications.

B. Distribution of Bid Documents to Prospective Bidders

The ENGINEER shall provide 10 hard copies and one electronic version of the plans and specifications to the CITY to distribute to prospective bidders. The CITY shall create additional copies of the plans and specifications if needed.

C. Bidding Assistance and Addenda

The ENGINEER shall respond to prospective bidder's questions and prepare and issue addenda to the bid documents to plan holders if necessary.

D. Bid Opening and Recommendation of Award

The ENGINEER will assist CITY in the analysis of the bids received. The

ENGINEER will also review the qualification information provided by the apparent low bidder and present findings to CITY. The ENGINEER will recommend award of contract or other actions as appropriate to be considered by CITY. Prequalification of all prospective bidders and issuing a list of eligible bidders prior to the bid opening are not part of the services provided by ENGINEER.

PHASE 5 – CONSTRUCTION ASSISTANCE

A. Pre-Construction Conference

The ENGINEER may be requested to assist the City during a Pre-Construction Conference to review lines of communication and selected requirements of the Construction Contract.

B. Shop Drawing Review

The ENGINEER shall review shop, catalog and erection drawings submitted by the Contractor for compliance with design concepts. The ENGINEER shall review laboratory, shop, and mill test reports on materials and equipment submitted by the Contractor for compliance with the Construction Contract.

C. Site Visits, Inspection and Testing

The ENGINEER shall periodically visit the Project site as construction proceeds to observe and report on the progress and the quality of the executed work. The ENGINEER will review and provide comment on inspection and / or testing reports as necessary. The CITY shall be responsible for inspecting the projects on a daily basis.

D. Instructions to Contractor and Change Orders

The ENGINEER shall provide necessary interpretations and clarifications of Contract Documents, review proposed Change Orders and make recommendations as to the acceptability of the work, at the request of the CITY.

E. Contractor's Payment Estimates

The ENGINEER shall prepare or review monthly estimates for payment to construction contractor. The payment estimates shall include appropriate certifications.

PHASE 6 – COMPLETION

A. Final Inspection

The ENGINEER shall attend one (1) final inspection with representative(s) of the CITY and the Contractor.

B. Contractor's Final Payment Estimate

The ENGINEER shall prepare or review final estimate of payment to the Contractor. The payment estimate shall include appropriate certifications.

C. Certificate of Completion

If requested by the CITY, the ENGINEER shall prepare Certificate of Completion.

D. Record Drawings

The ENGINEER shall prepare record drawings from information submitted by the Construction Contractor and Inspector. Two (2) 11 inch x 17 inch black and white paper copies and one (1) digital .pdf file copy shall be furnished to the CITY or as otherwise approved by the CITY's Project Manager. CITY may use such plans in any manner it desires; provided; however, that the ENGINEER shall not be liable for the use of such plans for any Project other than the Project described herein.

SCOPE OF WORK

ADDITIONAL SERVICES TO BE PROVIDED BY THE ENGINEER

The Engineer may provide the following services on an as-needed basis.

Construction Inspection

The ENGINEER will provide on-site resident inspection during the course of the project. The ENGINEER is expected to be onsite during all critical aspects of the project and on a daily basis as required to ensure the work is meeting the plans and specifications.

Easement Document Preparation

The ENGINEER shall determine the easement, easement and land acquisition needs necessary for the construction of the Project. If applicable, the ENGINEER shall determine apparent ownership of such land from tax records and furnish the CITY with the necessary sketches and prepare necessary descriptions for acquiring the easement, easement and/or land acquisition for the construction of the Project. Sketches and descriptions are to be presented in a form suitable for direct use in obtaining the easement, land, permits and licensing agreements. The ENGINEER will furnish four (4) copies of each document prepared.

Easement Acquisition Assistance

ENGINEER, in performance of its easement related duties, will obtain title insurance, an initial appraisal and an appraisal review from sub-consultants. ENGINEER will analyze the title, study the appraisal, prepare the offer package accordingly and either acquire all needed easements or file the appropriate paperwork with the courthouse for condemnation. The ENGINEER will provide the easement acquisition services.

IV. QUALIFICATION STATEMENTS

Submittals shall take the form of a bound 8-½ inch by 11 inch report in portrait orientation with a Table of Contents and all pages numbered in sequence. Binding must allow reports to lay flat when opened and may be either wire or GBC (no 3 ring binders). Response to this RFQ should be limited to the following page limitations (single sided) and format in order to simplify evaluation. Section dividers do not count in the page limitations. Minimum font type or font size on graphics and charts shall be 10 point. Type size for text shall be 12 point. Each section (A & B) shall be clearly identified and tabbed. Respondents shall not submit pricing in this package.

A. Firm – Only one Section A is required for this RFQ, no matter the number of projects covered in this submittal.

1. Cover Page and Table of Contents (2 pages).
2. Executive Summary to include name, address, email and telephone number of the firm submitting the proposal, a summary of the firm's interest in this service and the name of one or more individuals authorized to represent the consultant in its dealings on a contractual basis (1 page).
3. Company/Team qualification information that demonstrates ability to fully represent the City for the specified services (3 pages).
4. A statement concerning the firm's ability to comply within dedicated and accelerated schedules upon direction of the City of Benbrook Department of Public Services. A statement concerning your firm's commitment to the City of Benbrook and how services will be prioritized in the best interest of the City of Benbrook (1 page).
5. A description of what information will be required during negotiations to finalize the contract with your firm. Indicate if your firm will require a Master Agreement and if so, include a sample (1 page). The sample agreement will not count toward the page count limitations.
6. Disclosure:
 - a. Any respondent to this RFQ shall disclose all potential conflicts of interest or representation of any firm that could be involved in the proposed program and acknowledgement of compliance with Section 176.001 of the Texas Government Code as required herein (1 page). The disclosure section of this RFQ must be addressed specifically in your response, even if no conflicts exist. Disclosure of Certain Relationship forms, if required, shall be submitted to the City of Benbrook City Secretary and not submitted with your response (1 page).
 - b. Respond to each of the following (2 pages total):
 - i. Disclose and describe any litigation that your firm may be, or has been, involved in during the last five (5) years.
 - ii. Identify if your firm has had any contracts terminated due to non-performance during the last five (5) years.

- iii. Identify any adverse actions against your firm sanctioned by any regulatory authorities during the last five (5) years.

B. Technical Qualifications per Project – each project must be clearly identified in the solicitation. A firm can submit for one or more projects.

1. Names and qualifications of Team key personnel who will participate in providing services and their individual responsibilities. An organization chart and required qualification documentation shall also be included. All proposed subcontractors shall be included (2 pages).
2. Verifiable experience on similar size and complexity of projects including a detailed list of responsibilities and summary of accomplishments per identified client. Include projects that incorporated NCTCOG's iSWM procedures. List only projects completed within the last 2 years and provide the name and location of each project, the client, a contact person and phone number (2 pages).
3. A narrative describing the approach and/or methodology to be taken by your firm to represent the interests of the City of Benbrook during each project. Documentation should include the overall approach as well as the proposed methodology by identified tasks. Include project specifics, identified challenges, the incorporation of green solutions, iSWM techniques, and any other information to show the Selection Committee that your firm has a full understanding of the project (3 pages).

Project Descriptions

1. Sundown Drive (Exhibit 1): Stormwater along Sundown Drive tops the curb at the intersection of Sundown Drive and Sunnyvale Drive and flows into one or more homes located on the south side of Sundown Drive. Water also collects in the roads creating dangerous driving conditions. The project consists of constructing storm drain inlets along Sundown Drive, Sunnyvale Drive and Twilight Drives to collect the storm water and pipe it in an underground system to the channel located west of Twilight Drive. No easements are anticipated for this project.
2. Plantation West Creek Repairs (Exhibit 2) – There are two locations along Plantation West Creek in need of repairs. The first location is at the bridge at Chapin Road. The Texas Department of Transportation is tasked with inspecting each bridge in the state every two years. During the last inspection, it was found that there was scouring occurring at the bridge supports that need to be corrected before scouring causes major structural problems with the bridge. The replacement cost for this size bridge is approximately \$300,000. The second location is at the crossing of the creek over Dawn Drive. The bank is eroding to the point where it could undermine a wingwall of the cross culvert at Dawn Drive and is scouring a very large tree that, if it fell, it would damage overhead power lines and possibly a nearby home. Both projects would include armoring the banks to reduce the erosion.

3. Chapin Road Cross Culvert Replacement (Exhibit 3): During recent inspections, deterioration of the corrugated metal pipe was found in the flowlines and the roofs of the pipes. The structural integrity of the pipes will continue to decrease as the corrosion increases, eventually leading to the point of the road surface being damaged and ultimately fail. This project would include replacing the existing double 48-inch corrugated metal arch pipe cross culvert with a reinforced concrete box cross culvert system and correct the downstream erosion issues.
4. Van Deman Drive (Exhibit 4): The home on the southwest corner of Chapin Road and Van Deman Drive floods repeatedly even during light rains. There are no curb inlets at the intersection of Chapin Road and Van Deman Drive/Renzel Road. The storm water flowing down Renzel Boulevard in Fort Worth from the north travels at a velocity great enough to cross Chapin Road, endangering the intersection along with homes in the area. The proposed project includes the construction of curb inlets at the intersection and a storm drain line and outfall the water in the barrow ditch along Chapin Road west of Van Deman Drive. A drainage easement is anticipated for this project.
5. Timberline Erosion (Exhibit 5): Timber Creek runs behind several homes in the 1800 block of Timberline Road. The creek has eroded the backyards of several homes. One property has significant erosion to the point that much of backyard has eroded, a shed is endangered and over time the home will become endangered. The proposed project would armor approximately 500 feet of stream bank. Various armoring solutions will be evaluated during the design process but will include green solutions as well as hard armoring solutions. The project will require approval from the U. S. Army Corps of Engineers.

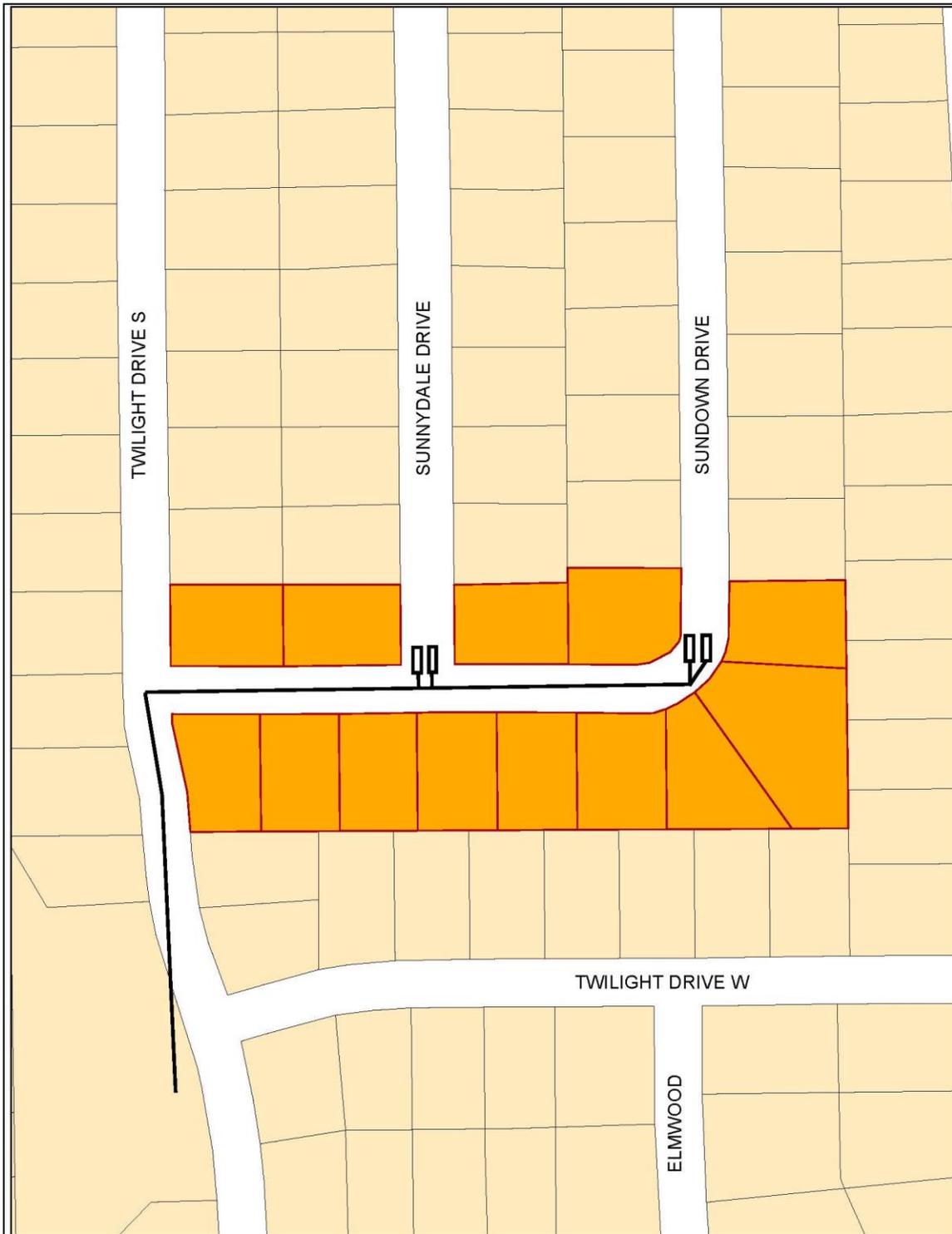
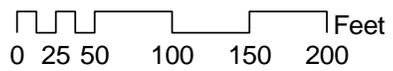


Exhibit 1 Sundown Drive



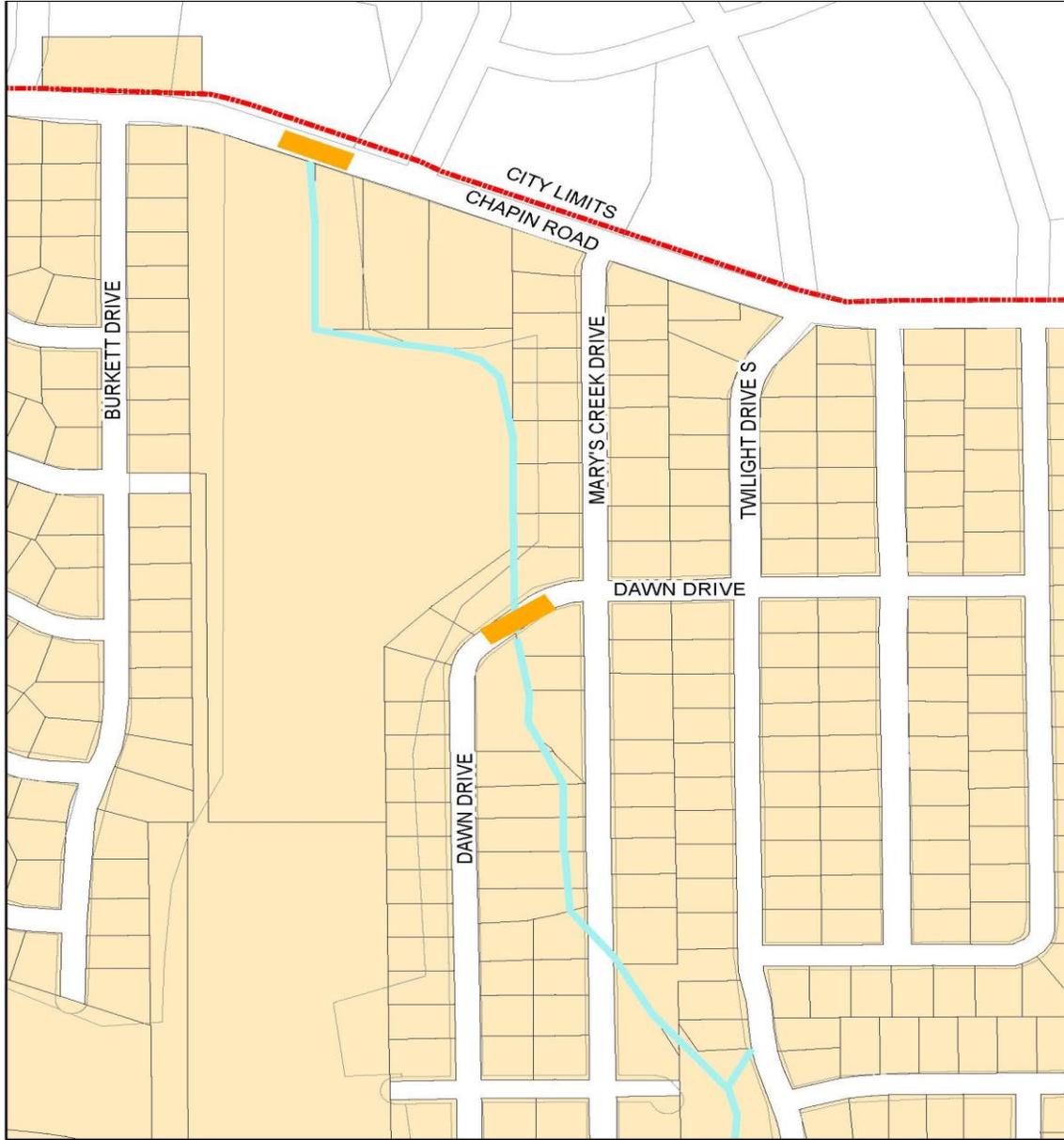


Exhibit 2 Plantation West Creek Repairs

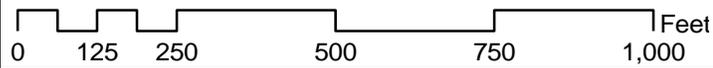
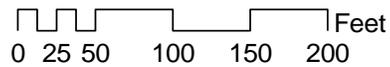




Exhibit 3 Chapin Road Cross Culvert



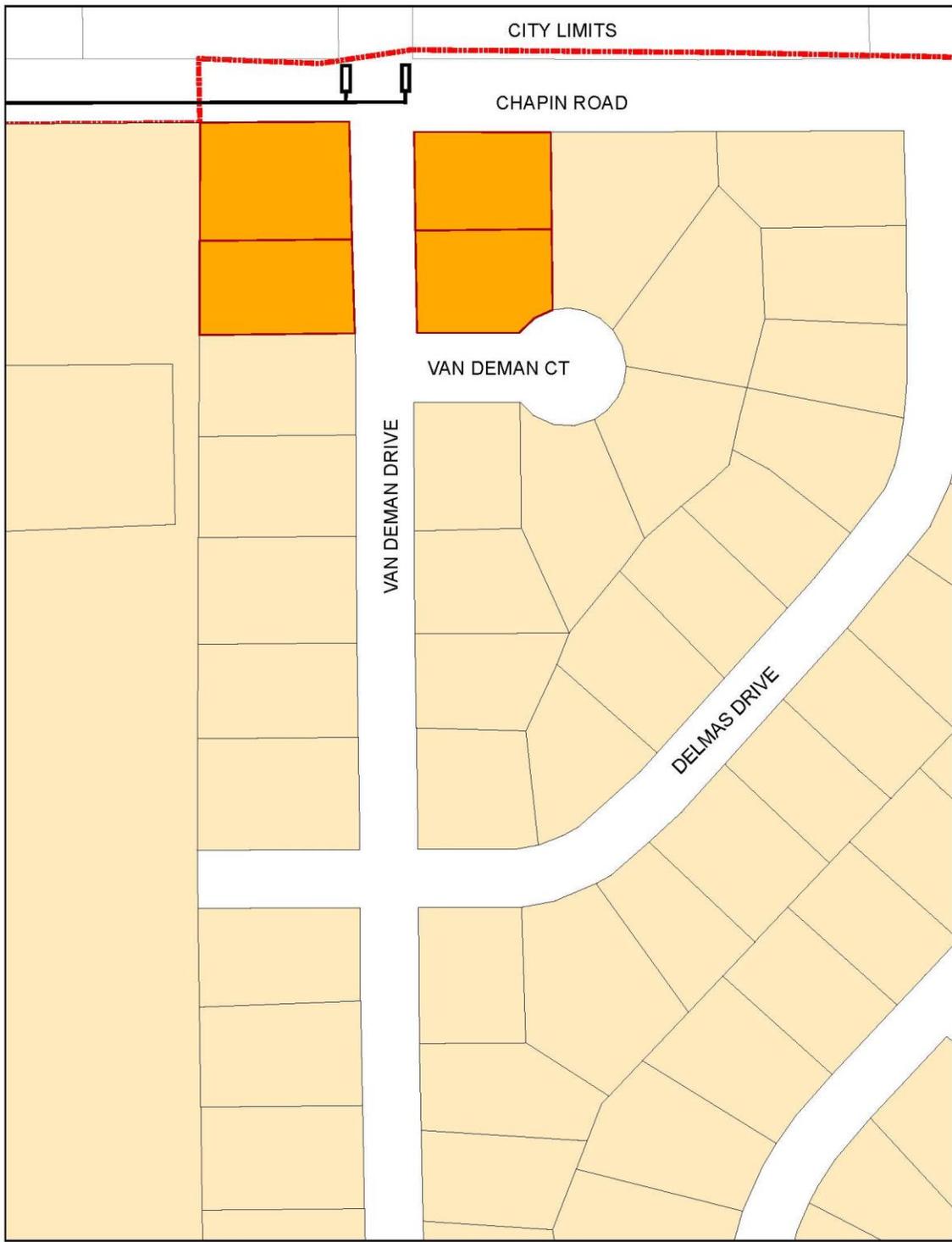
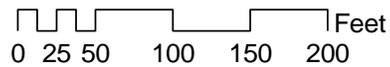


Exhibit 4 Van Deman Drive



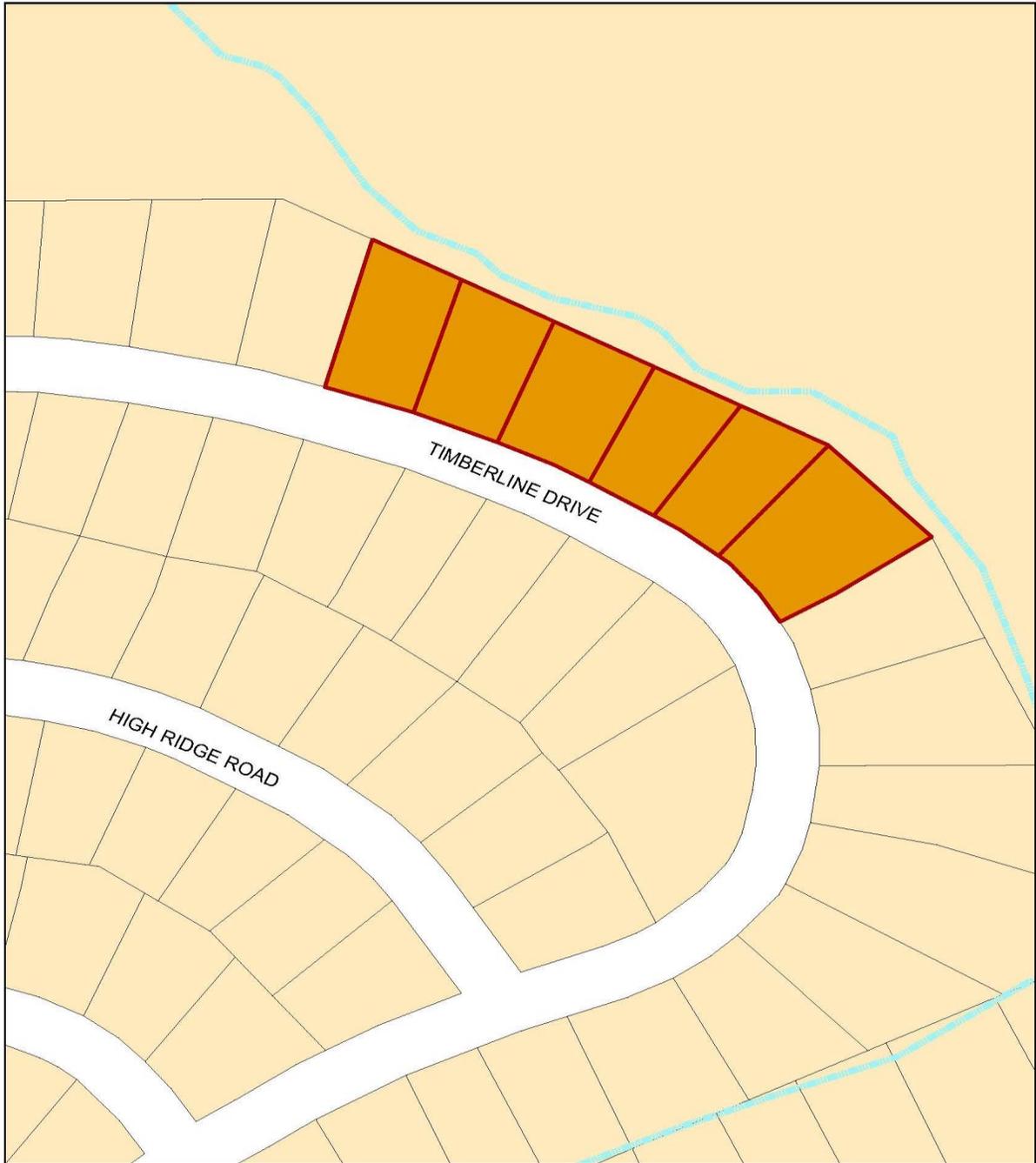


Exhibit 5 Timberline Drive Erosion Control

