



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ 23-01

CITY OF WALLER, TEXAS

**WALLER-TOMBALL ROAD AND TAYLOR STREET
SIDEWALK IMPROVEMENTS**

**DESIGN AND LIMITED CONSTRUCTION PHASE CONSULTANT
SERVICES**

P.O. BOX 239
1218 FARR ST
WALLER, TX 77484

RESPONSES DUE:

July 14, 2023
5:00 p.m. CDT

ISSUED:
June 5, 2023

The City of Waller, Texas is requesting Statements of Qualifications (SOQ) from Architecture / Engineering (A/E) firms who can adequately demonstrate they have the resources, experience, and qualifications to fulfill the role of Design and (limited) Construction Phase Consultant for the Waller-Tomball Road and Taylor Street Sidewalk Improvements (Project).

The respondent should select a team of professionals capable of providing the required services in an efficient manner in the best interest of the City of Waller and that will provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants should be included in the response. SOQs are due on July 14, 2023. Please visit <http://www.wallertexas.com/employment-opportunities.html> for the full RFQ.

Pre-submittal Conference

A pre-submittal conference will be held on Tuesday, June 20, 2023, at 10:00 a.m. CDT. The pre-submittal conference will be held at Waller City Hall at 1218 Farr Street, Waller TX 77484. Attendance is not mandatory.

Project Description

The Scope of Work (SOW) for the Project is to provide design and limited construction phase services for pedestrian connection improvements along Waller Tomball Road and Taylor Street between FM 2920 and Saunders Street. The Project area is defined as follows:

Waller Tomball Road

- From the west side of FM 2920
- To the east side of Field Store Road

Taylor Street

- From the east side of Field Store Road
- To the west side of Saunders Street (connecting to existing sidewalk on southwest corner)

See Exhibit A for Project Location

The Project shall consist of pedestrian improvements within existing rights-of-way along approximately 3,465 linear feet of the corridor noted above. Improvements shall include 6-ft-wide sidewalks, a prefabricated pedestrian bridge, crossing signage and pavement markings, and incidental roadway work necessary for installation of the proposed improvements. The incidental work includes driveway, street paving, stormwater, and landscaping items to ensure compliance with Americans with Disabilities Act (ADA), Public Rights-of-Way Accessibility Guidelines (PROWAG), and City of Waller Subdivision Design Standards within the stated limits of the project. The TxDOT Advance Funding Agreement construction estimate is \$1.2 million.

The selected firm(s) shall be responsible for the completion of the following: survey work, geotechnical services, drainage assessment, final design to include Plans, Specifications, and Estimates (PS&E), utility coordination, federal and state funding compliance, and limited construction phase design services.

The Project is funded by a blend of federal and state transportation funding. As such, the project is subject to the requirements of federally funded transportation projects. The design will be locally managed by the City of Waller with Texas Department of Transportation (TxDOT) reviewing and approving the PS&E package.

From this RFQ, the City of Waller will select one firm or team of firms that have the technical capacity required to complete the Project. The Project is envisioned to have a Prime Consultant under the direction and management of the City's Economic Development Corporation (EDC). The Prime Consultant will be responsible for the successful delivery of all design services pertinent to the Project.

The Prime Consultant will be responsible for the following:

- The performance of all sub-consultants to accomplish the delivery of all design phase documents and services;

- The coordination of the Project with other projects in the City of Waller, other City Departments, other entities' projects, and all private utilities; and
- The provision of limited construction phase design services, such as responses to RFIs and revisions to plans for required changes.

To accomplish the goals of the Project, the Prime Consultant must be able to execute extensive coordination with various regulatory agencies, public entities, and public and private utilities. The following is a list of currently identified existing entities that may need to be contacted or coordinated with:

- City of Waller Public Works Department
- TxDOT
- Utility providers
- Waller County
- Harris County
- Various Pipeline Companies

Scope of Work

1. Project Goals:

- Complete the design and provide construction documents so that the desired outcomes are obtained within prescribed scope, budget, and schedule
- Coordinate the Project with the City's other Capital Improvement Program (CIP) projects
- Implement Quality Assurance / Quality Control (QA/QC) procedures that allow problems to be addressed in a proactive manner
- Utilize TxDOT Standard Details, Design Criteria Manual, Specifications, and Project Delivery Model
- Meet all TxDOT and federal requirements for local-let project
- Routine reporting of Project progress and financials

2. Project Engineering Services:

The scope of services to be provided and managed by the Prime Consultant for the Project may include, but is not limited to:

- Site investigation/assessment
- Design and limited construction phase services
- Survey and Geotechnical Report
- Coordination with City of Waller Project Management, Public Works, Engineering Staff, and others as necessary
- Civil and Bridge Design
- Drainage Study and Design (drainage study intended to address mitigation required due to additional impervious surfaces)
- Plans, Specifications, and Estimates (PS&E) submittals at appropriate intervals
- QA/QC and Constructability Reviews

- Approvals and permitting necessary for construction
- Coordinating utility relocation with all public and private utilities
- Document Management

The following services are being provided by others and are excluded from this scope of services:

- Environmental review, approval, and permit

The above services will be provided in accordance with the standard TxDOT boilerplate engineering services contract. In addition, all services will be completed in accordance with the standard TxDOT specifications.

3. Desired Expertise of the Design Team

Critical to the success of the Project will be the Prime Consultant's ability to facilitate partnering between its design team and owner representation, TxDOT, the public, and others, and encourage open and honest exchange of information and ideas throughout the design phase.

Specific expertise, required as minimum qualifications for the Prime Consultant, must include experience in the following areas:

- Managing, administering, and providing oversight for a design team
- Pedestrian facility project design and construction phase design services
- Communicating, involving, and coordinating with many different groups
- QA/QC experience and other project controls (scheduling, cost estimating, document control, general accounting)
- TxDOT engineering standards, methods, and procedures
- Experience coordinating with contiguous property owners through all phases of project design and implementation
- Designing and managing a local street Federal-aid project funded through the Transportation Alternatives Set-Aside Program (TASA)
- Experience with TxDOT letting of federally funded projects

Contract

The Prime Consultant will be required to enter into a contract with the City of Waller utilizing a TxDOT standard boilerplate engineering contract that includes a 17% DBE goal.

Request for Qualifications

The intent of this notification is to have the A/E firms prepare a Statement of Qualifications (SOQ) for review by the City's Consultant Selection Committee.

The City of Waller intends to make its selection from the firms that submit a SOQ package that consists of the following (see list below for any relevant page limits):

- a) A letter of interest, signed by a principal of the professional firm, with a statement as to the availability of the firm to complete the work within the stated time period.
- b) A demonstration of the firms understanding of the project through an outline of their suggested approach to the project.
- c) Evidence of the firm's ability to perform the work.
- d) Experience of the staff who **would be assigned** to the project team including sub-consultants. Provide name, role, percentage of time devoted to the project, related experience, and team experience for each team member. (limit two pages per team member)
- e) Up to three (3) sample projects completed in the last five years, similar in scope to this project that best illustrates team capabilities (limited to 3 pages per project).
- f) A Quality Assurance / Quality Control (QA/QC) plan that outlines process and staff assignments related to task.
- g) References, including names and telephone numbers of previous clients with similar projects that can verify the quality of work performed.
- h) Documentation of how the required seventeen (17) percent Disadvantaged Business Enterprise (DBE) goal will be met.

Selection Criteria

As a basis for evaluating A/E firms submitting SOQs during initial short list development and subsequent firm interviews, the following elements merit consideration:

- a) The firm's experience in performing similar assignments for other public owners and the overall reputation of the firm.
- b) The firm's experience in developing plans for local-let projects reviewed by TxDOT using Federal funds.
- c) The depth of experience of the firm's staff in disciplines noted in the SOW.
- d) The firm's ability to assign qualified staff that will be in responsible charge of the Project and will be able to complete the work within the time schedule required.
- e) The consultant has, on past projects, demonstrated innovative concepts.
- f) Suggested project approach and staffing.
- g) Previous experience on other municipal and/or City of Waller projects.
- h) Knowledge of local conditions.
- i) Demonstration of the firm's degree of ownership of projects, including:
 - 1) The firm's project ownership philosophy and how it ties in with the proposed approach for this Project;

- 2) Previous examples of taking ownership of projects that resulted in a better, faster, or less expensive project outcomes;
 - 3) The firm's QA/QC policy and procedures put in place to ensure the job is done right the first time;
 - 4) Previous examples of the QA/QC policy preventing or avoiding costly errors or omissions during design or construction; and
 - 5) Actions was taken to integrate lessons learned into the firm's QA/QC procedures.
- j) The firm's ability to meet the 17 percent DBE goal:
- 1) No format specified – incorporate DBE utilization into SOQ as requested above;
 - 2) Prime status may be used to meet the DBE goal;
 - 3) Provide information on any DBEs, including name, TxDOT Unified Certification Program (TUCP) information, and tasks each DBE will perform
 - 4) Good faith effort statement, including a detailed account of efforts made, may be provided if the DBE goal cannot be achieved

Selection Process Overview

The SOQs will be used to rank the respondents and determine a short list for the project. In addition, the SOQ will be used for reference material throughout the selection process. Once the short list has been determined, there may be an interview or presentation scheduled for the top two to three firms. The presentation should demonstrate the firm's experience in providing design and construction phase services for similar transportation projects, including their experience in coordinating with other design firms, projects, and entities.

Based on the SOQs and interviews, the Consultant Selection Committee will determine the most highly qualified firm on the basis of demonstrated competence and qualifications for the Project.

After the selection process has been completed and a selected Prime Consultant identified, a detailed Scope of Services will be developed jointly between the successful firm(s), the City of Waller, and TxDOT. The price proposal generated should substantially reflect the structure, approach, and level of effort as presented in the SOQ.

If a mutually agreeable cost/price proposal cannot be negotiated, the City of Waller will formally end the negotiation and proceed to select and negotiate with the next most highly qualified firm on the basis of demonstrated competence and qualifications.

Submission Deadline

Firms interested in being considered for this project shall submit six (6) hard copies and one digital copy (flash drive) of their SOQ to:

City of Waller
Attn: Cynthia Ward, City Secretary
P.O. Box 239
1218 Farr St.
Waller, TX 77484

Due Date: On or before 5:00 p.m. CDT on July 14, 2023.

All statements shall be in a sealed envelope clearly marked:
“Engineering / Architectural Services for Waller Tomball Road and Taylor Street Sidewalk Improvements”.

This RFQ is available for download at: <http://www.wallertexas.com/employment-opportunities.html>.

All existing project information, any changes to the RFQ and any changes to the submission time and date will be published on the City of Waller website. Submitting Firms accept sole responsibility for downloading all of the required documents required for the RFQ.

All SOQs submitted will remain confidential until the opening date and time when they will be opened and the names of the submitting firms read into the public record.

Any inquiries regarding the project or RFQ must be submitted in writing to:

John Isom
Project Manager/Director of City of Waller Economic Development Corp
jisom@WallerEDC.org

All inquiries must be made prior to the pre-submittal conference.

NOTE: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City of Waller.

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the (SOQ) or other prescribed submissions and/or presentations before the Consultant Selection Committees) to influence any employee or elected official of the City of Waller concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future City of Waller solicitations or contracts.

Exhibit A

PROJECT LOCATION MAP

TxDOT:		Federal Highway Administration:	
CSJ #	0912-00-663	CFDA No.	20.205
District #	12-Houston	CFDA Title	Highway Planning and Construction
Code Chart 64 #	44300		
Project Name	Waller-Tomball Road and Taylor Street Sidewalk Improvements	AFA Not Used For Research & Development	

**ATTACHMENT B
PROJECT LOCATION MAP**



