



## City of Wharton

120 E. Caney Street ° Wharton, TX 77488  
Phone (979) 532-2491 ° Fax (979) 532-0181

November 4, 2017

Re: Request for Qualifications for Engineering Services

Dear Sir or Madam:

Attached is a copy of the City's Request for Statement of Qualifications for Engineering services which will lead to the possible award of a contract to provide the City services for the administration, design, and construction contract management of needed during and after all forms of natural disaster. Services shall include development of all required planning phase documents, environmental permitting and documents, surveys, design, permits, construction plans, specifications, contract documents, estimates, construction contract administration, coordination with FEMA, and coordination with the Owner. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the City. The city seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein. The submission requirements for this proposal are also included on the attached Request for Statement of Qualifications (RFQ) form. Firms and/or individuals should have past experience with FEMA programs. Please submit a statement of qualifications to:

Paula Favors, City Secretary  
120 East Caney Street  
Wharton, Texas 77488  
*979-532-2491 ext. 225*

The deadline for submission of proposals is November 20, 2017 at 10:00 am. The City of Wharton reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and related Texas procurement law, and the Uniform Grant and Contract Management Standards.

Sincerely,

CITY OF WHARTON

By:

Tim Barker  
Mayor

**CITY OF WHARTON PUBLIC NOTICE  
REQUEST FOR  
STATEMENT OF QUALIFICATIONS  
FOR ENGINEERING SERVICES**

The City of Wharton is soliciting Statement of Qualifications from interested qualified professionals to provide the design, and construction contract management of projects for the City of Wharton needed during and after all natural disasters. Services shall include development of all required planning phase documents, environmental permitting and documents, surveys, design, permits, construction plans, specifications, contract documents, estimates, construction contract administration, coordination with FEMA, and coordination with the Owner.

Request for Statement of Qualifications packets may be obtained from the City Secretary at the address shown below or located on the City of Wharton website under the Community Development Department. Please submit your statement of qualifications for these proposed services to:

Paula Favors  
City Secretary  
City of Wharton  
120 East Caney Street  
Wharton, Texas 77488

If your firm is interested in being considered for Engineering Services for the City, proposals must be received no later than 10:00 am (local time) November 20, 2017, at the office of the City. Six (6) copies of the proposal must be sealed and clearly marked:

“Statement of Engineering Services Qualifications  
For  
City of Wharton, Texas”

The City of Wharton is an Affirmative Action/Equal Opportunity Employer.

The City of Wharton seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

CITY OF WHARTON

By:

/s/ Paula Favors \_\_\_\_\_  
Paula Favors  
City Secretary

Published in the Wharton Journal Spectator Saturday, November 4, 2017 and Saturday, November 11, 2017.



**CITY OF WHARTON, TEXAS**  
**ENGINEERING SERVICES**  
**REQUEST FOR**  
**STATEMENT OF QUALIFICATIONS**

**A. GENERAL**

The City of Wharton, Texas seeks the services of qualified engineering consultants for the administration, design, and construction contract management of needed during and after all forms of natural disaster. Services shall include development of all required planning phase documents, environmental permitting and documents, surveys, design, permits, construction plans, specifications, contract documents, estimates, construction contract administration, coordination with FEMA, and coordination with the Owner.

A summary of the current project is as follows: The City of Wharton experienced severe flooding from the Colorado River in 2016. Floodwater overtopped the river's banks creating wide-spread flooding, specifically, the City's Nan Ya Lift Station, located .6 mile north of the Colorado River, inside the Nan Ya Plastics Corporation's compound. The Nan Ya Lift Station is a critical facility. Although the lift station was functional after the floodwater receded, the weight of flood water appears to have caused damage to the slab on which the lift station sits. The slab sections shifted and separated approximately .167ft within a 10ft X 10ft area.

**B. SCOPE OF WORK**

Interested firms or teams shall have experience with Public Works Facility projects. They shall also have extensive experience, knowledge, and expertise in the technical areas of wastewater rehabilitation design, water system utility design, water tankage rehabilitation design, environmental regulations, survey collection, coordination with state and federal resource agencies, contract management, and construction phase services. The current scope of work is to include, but not be limited to:

1. The City of Wharton will utilize contract services, labor, material and equipment, to complete the permanent repairs to the Nan Ya Lift Station, to restore it to pre-disaster conditions.
2. Remove/dispose of and re-pour, to include water tight expansion joints 10ft X10ft X 1.292ft = 129.2CF/27 = 4.8CY area of damaged cement slab, around the lift station.
3. The void underneath the station will be filled with unclassified common earth, 10ft X 10ft X .292ft = 29.2CF/27 = 1.1CY

**C. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS AND EVALUATION CRITERIA**

Each firm shall submit a complete Statement of Qualifications (SOQ) that addresses all items and questions in this RFQ as set forth below:

**1. General Information and Qualifications (10 pts)**

- a. Provide the following information:
  - Legal name of firm;
  - Location of Office that will be responsible for these projects;
  - Contact Persons;
  - Date of firm formation.
- b. Discuss the firm's availability and commitment to the City and its projects; the firm's principal(s)

and assigned professionals who will undertake this project; and how the firm will interface with the City of Wharton's staff.

- c. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project. Discuss why the firm is uniquely qualified to provide the engineering services sought by the City.

## **2. Proposed Staff (20 pts)**

- a. Organizational chart for personnel who are to work on these projects (identify any services to be provided by sub consultants).
- b. Names and roles of key personnel proposed to work on these projects and their office locations. Discuss the firm's ability to be on-site on a priority basis when needed or requested by the City.
- c. Provide the Project Manager's experience with projects of a similar size and nature, particularly for similar sized Cities.
- d. Discuss previous experience of key personnel focusing on projects of a similar size and nature, particularly for similar sized cities.
- e. Include resumes for all key personnel showing previous experience on similar projects.
- f. Provide current workload of key personnel proposed to work on these projects.

## **3. Specific Experience with FEMA and City of Wharton Projects (20 points)**

- a. Discuss the firm's experience with previous FEMA funded projects. Include a discussion of the type of projects and demonstrate an understanding of the various procedural requirements of funding under the FEMA program including sub consultant acquisition, planning phase services, environmental requirements, design phase, and construction phase services.
- b. Discuss the firm's experience with projects for the City of Wharton. Describe the projects, services provided, give dates of the projects, identify project manager for the project and staff who provided the services, and identify if any of those personnel will be assigned to these projects.

## **4. Representative Project Experience (30 pts)**

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Provide verifiable examples of at least three (3) similar projects completed by the prime firm, including:
  - Project name and location;
  - Client name and contact person;
  - Description of the project demonstrating how it is similar to these projects;
  - Services provided;
  - Date of completion or project status.

## **5. Project Approach (20 pts)**

- a. Explain how the team will design the project.
- b. Identify any alternative design options.

- c. Demonstrate a knowledge of any normal design challenges for these types of projects and how they will be addressed in order to produce a successful project.
- d. Provide a proposed project schedule.

**D. RESPONSIVENESS TO REQUEST FOR QUALIFICATIONS**

Qualifications shall be prepared, providing a concise description of the firm’s ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City’s needs as they relate to the particular funding programs being used. **DO NOT INCLUDE COST INFORMATION** with the qualifications.

**E. SELECTION PROCESS EVALUATION CRITERIA**

The City of Wharton selection committee/staff will analyze and evaluate the SOQs. The selection committee will rank the firms in order of the most qualified, based on responsiveness to each item, demonstrated competence, and qualifications to perform the services and will score each SOQ according to the scoring criteria.

**F. CONTRACT TERMS AND NEGOTIATION SCHEDULE**

Upon authorization by City Council, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. Pursuant to Chapter 2254 of the Texas Government Code (Professional Services Procurement Act), if a satisfactory contract cannot be negotiated with the most highly qualified Provider, the City shall formally end negotiations with that Provider, select the next most highly qualified Provider, and attempt to negotiate a contract with that Provider at a fair and reasonable price. The City shall continue the process described herein to select and negotiate with Providers until a contract is entered into.

This RFQ does not commit the City to pay for any direct or indirect cost incurred in the preparation and presentation of a response. All Proposers shall pay their own cost incurred in preparing for, traveling to and attending interviews, if any. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.

**G. SUBMITTALS AND DEADLINE**

Six (6) copies of the proposal must be delivered in a sealed package clearly marked as follows:

**“Statement of Engineering Qualifications  
For  
City of Wharton, Texas”**

They shall be addressed and delivered to the following:

CITY OF WHARTON  
PAULA FAVORS, CITY SECRETARY  
City of Wharton  
120 East Caney Street  
WHARTON, TEXAS 77488  
(979) 532-2491

If your firm is interested in being considered, proposals must be received no later than 10:00 am (local time) November 20, 2017, at the office of the City. Any submittal received after such date and time will not be considered. Electronic submissions (including faxes) are not allowed and will not be considered.

**H. ADDITIONAL CONDITIONS**

This contract is contingent upon release of funds from FEMA. Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be funded in part by FEMA. RFQ's are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

This contract includes goals for Minority and Women’s Business Enterprise participation. The Environmental Protection Agency (EPA) has approved the following Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) “fair share goals”. EPA policy does NOT mandate that the fair share goals be achieved but does mandate that a documented good faith effort be made toward achieving the goals.

	<u>MBE</u>	<u>WBE</u>
<b>CONSTRUCTION</b>	<b>12.94%</b>	<b>8.72%</b>
<b>SUPPLIES</b>	<b>9.68%</b>	<b>9.34%</b>
<b>EQUIPMENT</b>	<b>7.12%</b>	<b>5.39%</b>
<b>SERVICES</b>	<b>10.84%</b>	<b>5.72%</b>

Engineering services providers are required to comply with EPA’s good faith effort policy when awarding sub-agreements for construction, supplies, equipment, and services.

The City of Wharton is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.

# Engineer RFQ Rating Sheet

Name of Respondent \_\_\_\_\_

Date of Rating \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

## 1. General Information and Qualifications (10 pts)

- a. Provide the following information:
  - Legal name of firm;
  - Location of Office that will be responsible for these projects;
  - Contact Persons;
  - Date of firm formation.
- b. Discuss the firm's availability and commitment to the City and its projects; the firm's principal(s) and assigned professionals who will undertake this project; and how the firm will interface with the City of Wharton's staff.
- c. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project. Discuss why the firm is uniquely qualified to provide the engineering services sought by the City.

## 2. Proposed Staff (20 pts)

- a. Organizational chart for personnel who are to work on these projects (identify any services to be provided by sub consultants).
- b. Names and roles of key personnel proposed to work on these projects and their office locations. Discuss the firm's ability to be on-site on a priority basis when needed or requested by the City.
- c. Provide the Project Manager's experience with projects of a similar size and nature, particularly for similar sized Cities.
- d. Discuss previous experience of key personnel focusing on projects of a similar size and nature, particularly for similar sized cities.
- e. Include resumes for all key personnel showing previous experience on similar projects.
- f. Provide current workload of key personnel proposed to work on these projects.

## 3. Specific Experience with FEMA and City of Wharton Projects (20 points)

- a. Discuss the firm's experience with previous FEMA funded projects. Include a discussion of the type of projects and demonstrate an understanding of the various procedural requirements of Equivalency funding under the FEMA program including sub consultant acquisition, planning phase services, environmental requirements, design phase, and construction phase services.
- b. Discuss the firm's experience with projects for the City of Wharton. Describe the projects, services provided, give dates of the projects, identify project manager for the project and staff

who provided the services, and identify if any of those personnel will be assigned to these projects.

**4 . Representative Project Experience (30 pts)**

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Provide verifiable examples of at least three (3) similar projects completed by the prime firm, including:
  - Project name and location;
  - Client name and contact person;
  - Description of the project demonstrating how it is similar to these projects;
  - Services provided;
  - Date of completion or project status.

**5. Project Approach (20 pts)**

- a. Explain how the team will design the project.
- b. Identify any alternative design options.
- c. Demonstrate a knowledge of any normal design challenges for these types of projects and how they will be addressed in order to produce a successful project.
- d. Provide a proposed project schedule.

**TOTAL SCORE**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> General Information & Qualifications	10	_____
<input type="checkbox"/> Proposed Staff	20	_____
<input type="checkbox"/> Specific Experience with TWDB and COW Projects	20	_____
<input type="checkbox"/> Representative Project Experience	30	_____
<input type="checkbox"/> Project Approach	20	_____
<b>Total Score</b>	<u>100</u>	<u>_____</u>



# City of Wharton

## Title VI Assurance

The City of Wharton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (8 State. 252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.