

RESOLUTION NO. 2015-12-17A

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF OVERTON, TEXAS
AUTHORIZING THE ISSUANCE OF
REQUEST FOR QUALIFICATIONS (RFQ)
FROM FIRMS THAT CAN ADEQUATELY
DEMONSTRATE THEY HAVE THE
RESOURCES, EXPERIENCE AND
QUALIFICATIONS TO FULFILL THE ROLE
OF ENGINEERING CONSULTANT TO THE
CITY.**

WHEREAS, The City of Overton is committed over the next several years to use all available financial and human resources to improve a variety of major deficiencies that have been identified in its infrastructure network; and

WHEREAS, The City is looking for an Engineering firm to assist in assessing the current condition of its infrastructure and developing a capital improvement plan that will correct the maximum number of deficiencies found, within a reasonable amount of time and within the financial capabilities of the City; and

WHEREAS, the Capital Improvement Program will emphasize projects that promote compliance with state regulatory agencies, improve delivery of services to the citizens of Overton and maximize the useful life of infrastructure features through implementation of systematic maintenance programs;

WHEREAS, implementation of the program requires the professional services of an Engineering firm that is qualified in all fields that are contained in the Program; and

WHEREAS, the services of such a firm are required to be solicited on an open and competitive basis through a widely distributed "Request for Qualifications(RFQ): and

WHEREAS, such an RFQ has been developed and is available for issue;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS:

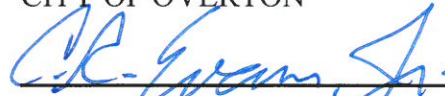
SECTION 1: THAT the RFQ that is attached and incorporated in this Resolution for all purposes, Exhibit A, is authorized to be issued and distributed as widely as possible as soon as practicable, to solicit proposals from highly qualified engineering firms.

AND IT IS SO RESOLVED.

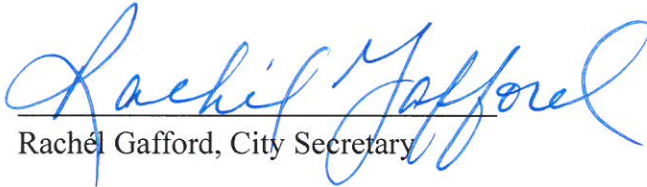
APPROVED AND ADOPTED by the City Council of the City of Overton, Texas on this 17th
day of December, 2015.

CITY OF OVERTON

By:


C.R. Evans Jr., Mayor

ATTEST:


Rachel Gafford, City Secretary



APPROVED AS TO FORM AND LEGALITY:



Blake Thompson, City Attorney

EXHIBIT A



City of Overton, Texas Request for Qualifications (RFQ) For Professional Engineering Services

The City of Overton is requesting Statements of Qualifications from firms that can adequately demonstrate they have the resources, experience and qualifications to fulfill the role of Engineering Consultant to the City for an initial period of three years. The scope of work will include assisting the City in development of a comprehensive ongoing capital improvement and maintenance program and once defined, provide engineering design and construction supervision services for each improvement project as it is scheduled.

Program Description:

The City of Overton is committed over the next several years to use all available financial and human resources to improve a variety of major deficiencies that have been identified in its infrastructure network. The City is looking for an Engineering firm to assist in assessing the current condition of its infrastructure and developing a capital improvement plan that will correct the maximum number of deficiencies found, within a reasonable amount of time and within the financial capabilities of the City. The Program will emphasize projects that promote compliance with state regulatory agencies, improve delivery of services to the citizens of Overton and maximize the useful life of infrastructure features through implementation of systematic maintenance programs.

It is the City's intent to select an engineering consultant firm to execute the planning, design and construction management of all projects funded by water/sewer revenue, general fund revenue, loans and bond funds as are feasibly available. Supervision of the work of the Consultant will be provided by the City Manager and Public Works Superintendent.

The selected Engineering Consulting firm will be responsible for successfully planning, designing and supervising construction of the projects defined in the Program.

Project Management Team (PMT):

The Project Management Team will consist of the City Manager, Public Works Superintendent and a designated Lead Engineer or representative from the selected firm. The PMT will be responsible for the approval process and coordination of projects with other offices including City Council, Boards and Commissions of the City of Overton, other City Departments, other entities' projects and all private utilities. The Consultant will also be responsible for acquiring approval and permits from all outside agencies and utilities, as necessary, for each project.

To accomplish the goals of the Utilities Program, the Consultant must be able to execute extensive coordination with various regulatory agencies, public entities, and public and private utilities. Below is a list of currently identified existing entities that may need to be contacted or coordinated with. Other entities not listed may also need to be contacted or coordinated with.

- City of Overton Public Works Department
- City of Overton Utilities (Water/Sewer) Department
- Rusk County Engineering Department
- Texas Department of Transportation
- Center Point Energy - Gas
- Oncor - Electric
- Swepeco – Electric
- Century Link Communications
- Verizon - Communications
- Various Pipeline Companies
- Union Pacific Railroad

Scope of Work:

1. Project Management Team (PMT) & Program Management Goals:
 - Manage multiple design and construction contracts to a coordinated and predictable outcome.
 - Meet individual project goals within scope, budget, and schedule.
 - Coordinate the program's projects with the City's other CIP projects.
 - Create an early warning system to allow problems to be addressed in a proactive manner.
 - Report Programs/Project progress and financial status.

2. Individual Project Engineering Services:

The PMT will be responsible for managing and directing design teams for individual projects. These design teams will work under the umbrella contract of the Consultant

Engineer with the City but will be managed and directed by the PMT. The scope of services to be provided for individual projects may include, but is not limited to:

- Site Investigation/Assessment
- Preliminary Engineering Report (PER)
- Public Involvement
- Design Phase, bid phase and construction phase services
- Survey and Geotechnical services
- Environmental services and environmental permitting
- Coordination with City Overton Project Management, Public Works and Utilities Staff and others as necessary.
- Plans, Specifications, and Estimates (PS&E)
- Quality Assurance/Quality Control and Constructability Reviews
- Value Engineering
- Alternative Delivery Analysis and Recommendations
- Review and recommendation of contract size and phasing
- Obtaining all permits necessary to construct the project
- Preparing all right-of-way and easement parcel maps and metes and bound descriptions for acquisition
- Coordinating utility relocation with all public and private utilities
- Preparation of contracting documents
- Construction Phase Engineering, including but not limited to, RFI responses, shop drawing and submittal reviews, claims review, and construction update meetings
- Ensure adherence to project schedules
- Milestone and Financial Reporting
- Document Management
- Construction Administration, Management, Inspection, and Materials Testing
- Project Close Out, Warranty work administration, and one-year inspection/project closeout

3. Desired Expertise of the Consultant:

It is anticipated that multiple design contracts will occur at the same time with various schedules and complexities. Critical to the success of the Program will be the selected consultant's ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, design teams, the public, contractors, etc., which will encourage an open and honest exchange of information and ideas throughout the entire process.

Specific discipline-dependent expertise, required as minimum qualifications for the consultants must include experience in the following areas:

- Water distribution and wastewater collection project design and construction.
- Wastewater lift station design and construction for new facilities, upgrades, and rehabilitations
- Paving and drainage design and construction for new facilities, upgrades, and rehabilitations
- Managing, administering, and providing oversight for design and construction contracts
- Communicating, involving, and coordinating with many different groups
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, etc.)
- Initiating interagency agreements
- Success in gaining environmental approvals

Engineering Consultant's Agreement:

The selected firm will negotiate a General Services Agreement with the City to provide General Engineering Services while acting as technical advisor to the City on all engineering related matters. A member of the selected firm will be appointed to represent the firm on the Project Management Team. The General Services Agreement will define and make allowances for work performed by this representative as a member of the PMT.

The PMT will provide a scope of services and terms of reference for each individual project that is identified including the initial Infrastructure Assessment Review. Management of each of the projects identified and defined by the PMT will be handled as Task Orders to be executed by the selected firm as directed by the PMT. The City Manager and the selected firm's representative will negotiate the scope, schedule, and cost for individual "Task Orders" for services on an assignment-by-assignment basis during the term of the Agreement. Final authorization for Commencement of work under any "Task Order" is subject to approval of the governing authority that is providing funding for the project.

Request for Qualifications:

The intent of this notification is to have the various firms prepare a Statement of Qualifications (SOQ) for review by the City's Engineering Consultant Selection Committee, made up of two City Council members, two members of the Overton Economic Development Board (OEDC) and two members of the Overton Municipal Development District Board (OMMD).

The City of Overton intends to make its selection from the firms that submit a SOQ package that consists of the following:

A. Basic Information

1. Specific information related to proposed Programsproject.

2. A letter of interest, not to exceed three (3) typewritten pages, describing why the firm is particularly well qualified to perform these services at this time and indicates the following:
 - a. An understanding of the anticipated assignments, services required and approach to providing the services required.
 - b. Identity of the proposed Project Manager or any Project Team
 - c. Sub-consultant usage if anticipated, including, but not limited to, land surveying, geotechnical, materials testing, and environmental sub-consultants
3. A list of not more than five (5) relevant programs/projects completed within the last 5 years.

B. Specific Information- The SOQ package should, at a minimum, address the following City of Overton concerns most usually associated with the selection of such firms:

1. Organization of the firm and the roles and responsibilities of all assigned personnel. The City of Overton reserves the right to approve all core staff and key personnel assigned to work on this contract.
2. Demonstrate relevant project examples of how your proposed personnel will be able to deliver projects within scope, budget, and schedule. Include an Organizational Chart for the proposed Project Management.
3. Professional qualifications, education, experience and technical competence of the firm's key employees, as evidenced by resumes and experience records.
4. The firm's approach to Project Management. Describe all elements to your approach, including how your approach addresses contingencies that may arise during projects, how to resolve issues within the project team, and how your firms will manage the design.
5. Describe your Quality Assurance/Quality Control processes, including your tracking system(s) that will be used to monitor budget, schedule, and scope.
6. The firm's capabilities, specialized experience, and technical competence in Project Management, development of design requirement, designs, and construction of similar projects and public interface.
7. Past experience and satisfactory performance on Project Management/Design Projects contracts with public agencies, approval authorities, and private industry in terms of cost control, quality of work, and compliance with performance schedules.
8. Knowledge of the City of Overton area and the pertinent construction materials, vendor facilities, and standard practices.
9. Potential conflicts with current work by the individual firm on a case-by-case basis.
10. The firm's financial stability, including proof of insurance.
11. Information regarding the firm's involvement in litigation, as a plaintiff or defendant, over the last 5 years.

C. Project Management Experience – Provide a list of no more than five relevant programs completed in the last 5 years, which include the following information:

1. Program name, owner, scope, number of projects, program duration and program amount.
2. Individual projects completed including project name, design engineer with contact information, location, original and actual start and completion dates, description, estimated and actual costs.
3. References – Owner's name, representative and contact information.

Three (3) copies of the SOQ package shall be submitted.

Selection Criteria:

As a basis for evaluating the qualification of a consultant firm during initial short list development and the firm presentation (if requested), the following elements merit consideration:

1. The firm's past experience in performing similar assignments for other public owners, and the overall reputation of the firm.
2. The depth of experience of the firm's staff in the particular field.
3. The firm's ability to assign qualified staff that will be in charge of the project(s) and will be able to complete the work within the time schedule required.
4. Location of the firm's staff with respect to the general geographic area of the City of Overton.
5. The consultant has, on past projects, demonstrated innovative concepts.
6. Suggested project approach.
7. Previous experience on municipal programs and projects.
8. Previous experience on City of Overton projects.
9. Knowledge of local conditions.
10. References.

Selection Process Overview:

The SOQ will be used to rank the respondents and determine a short list. In addition, the SOQ will be used for reference material throughout the selection process. Once a short list has been determined, a Pre-proposal Meeting may be established for a briefing and to provide an opportunity for the short-listed firms to ask questions. Once the Pre-proposal Meeting has been completed, there may be an oral interview/presentation session scheduled. The presentation should demonstrate the firm's experience in providing consultant(s) and Project Management for Water and Sewer, Street, Drainage and other Public Works Infrastructure Projects including their experience in coordinating with other projects and entities.

Based on the SOQs and interviews (if requested), the Consultant Selection Committee will determine the most highly qualified firm on the basis of demonstrated competence, qualifications, previous project experience, specific project experience in Overton and ability to perform.

After the selection process has been completed, a detailed scope of services will be developed between the successful firm and the City of Overton. Along with the scope of services the firm will submit applicable cost information (i.e. salary rates for various classifications of personnel, and indirect cost derivation, and a schedule of rates for other direct costs). The price proposal should substantially reflect the same composition and level of involvement as required to address the agreed Scope of Services.

If a mutually agreeable cost/price proposal cannot be negotiated, the City of Overton 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 qualification.

Term:

The term of the Agreement will be three (3) years with an option for another two (2) upon satisfactory completion of the first three year term.

Submission Deadline:

Qualification packages must be submitted no later than 5:00 p.m. on Thursday January 14th, 2015 to the address listed below:

City of Overton, Texas
Attn: City Manager
1200 S. Commerce St.
Overton, TX 75684

Submissions must include the following on the exterior of the package:

RFQ # 12-01
Professional Engineering Consultant
Due: 5:00 p.m. CST Thursday January 14th, 2015

Inquiries regarding this Request for Qualifications must be submitted in writing or by email to Charles Cunningham, City Manager to the following addresses: (1) If in writing: Charles Cunningham, City Manager, City of Overton Texas, 1200 S. Commerce Street, Overton, TX 75684; or (2) if by email: ccunningham@ci.overton.tx.us. Emailed requests must include the following reference on the email subject line: RFQ # 12-01.

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 State agency, or other governing body. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City of Overton.

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the Consultant Selection Committee) to influence any employee or elected official of the City of Overton 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 Overton solicitations or contracts.