

City of South Padre Island

Request for Statement of Qualifications

The City of South Padre Island (City) seeks qualified engineering firms to submit Statements of Qualifications (SOQ's) to provide engineering services related to the Gulf Boulevard Improvements Project and for various street reconstruction and maintenance projects including the complete reconstruction of East Huisache Street. The selected provider will perform all work necessary for:

1. The design of roadway, parking and pedestrian improvements on Gulf Boulevard from north of Sunset to south of Gardenia. The work on Gulf Boulevard is divided into two phases.
 - a. Phase 1 will be comprised of, but not limited to, preliminary engineering, design field survey and schematic development.
 - b. Phase 2 will be comprised of, but not limited to, final engineering, drainage design, subsurface utility location, and the development of Plans, Specifications and Estimates, (PS&E).
2. The design and PS&E for street reconstruction and maintenance projects including:
 - a. Spot repairs for portions of Gulf Boulevard outside the limits listed above.
 - b. Spot repairs for portions of Laguna Boulevard
 - c. Spot repairs on West Campeche Street
 - d. Spot Repairs on West Acapulco Street
 - e. Spot repairs on East Morningside Drive
 - f. Complete reconstruction of East Huisache Street

For the purpose of addressing project understanding and approach, the City is requesting that the SOQ focus on the schematic design and PS&E for Gulf Boulevard and for the reconstruction of East Huisache Street.

General Scope:

The project may include revisions to previously constructed parking and pedestrian improvements along Gulf Boulevard. Challenges that must be considered include:

- Existing driveway encroachments within the right-of-way
- Varying floor elevation levels adjacent to the right-of-way line
- Utilities within the right-of-way
- Texas General Land Office rules requiring storm water drainage to the west to the Laguna Madre Bay.

Selection Requirements:

The proposed team must demonstrate that a professional engineer registered or licensed in Texas will sign and seal the work to be performed on the contract.

For purposes of executing an engineering contract and doing work with the City, the prime provider must be registered with the Texas Board of Professional Engineers.

The proposed project manager must be registered in the State of Texas by the SOQ due date shown in this Notice.

The selected prime provider must perform a minimum of 30% of the actual contract work.

Certification Requirements:

Due to the specific nature of the proposed improvements, TxDOT precertification requirements will be utilized for this project. The prime provider, any subconsultants and their employees shown on the organization chart must be precertified by TxDOT for the various work categories expected on this project.

TxDOT Work Categories and the % of Work per Category expected on project:

3.1.1 Route Studies & Schematic Design – (Minor Roadways) (25%)

4.1.1 Minor Roadway Design (40%)

7.1.1 Traffic Engineering Studies (5%)

8.1.1 Signing, Pavement Marking and Channelization (5%)

9.1.1 Bicycle and Pedestrian Facility Development (10%)

10.2.1 Basic Hydraulic Design (5%)

14.1.1 Soil Exploration (2%)

14.2.1 Geotechnical Testing (2%)

14.3.1 Transportation Foundation Studies (1%)

15.1.1 Survey (2%)

15.2.1 Design and Construction Survey (3%)

Major Work Categories:

In addition to the precertification requirements for the work categories listed above, the SOQ must specifically address the team's capabilities and experience in the following major work categories:

4.1.1 Minor Roadway Design

8.1.1 Signing, Pavement Marking and Channelization

9.1.1 Bicycle and Pedestrian Facility Development

10.2.1 Basic Hydraulic Design

Selection Criteria:

The City will evaluate SOQ's using the following criteria:

- Project understanding and approach (40%)
- The project manager's experience with similar projects (40%)
- Similar project-related experience of the task leaders responsible for the major work categories identified in this Notice (20%)

Selection Procedure:

Providers selected for the short list are established using the team's SOQ score.

Providers advancing to the short list may participate in an interview but will not be required to submit a written proposal. If the City determines interviews are not necessary, a selection can be made based on the highest ranked shortlisted SOQ. If the City determines that interviews are necessary, the prime provider's project manager must be present for and participate in the interview or the provider will be dropped from further consideration.

Attendance for interviews is limited to the following individuals: The task leaders of the major work categories identified in the SOQ must attend the interview with the project manager. Each attendee must be identified in the SOQ organization chart. Interviews, if required, will be evaluated, and the interview score will be the basis for the contract award. Interviews, if required, will be scheduled May 16th and 17th, 2013.

Statement of Qualifications Requirements:

The Statement of Qualifications (SOQ) is limited to seven (7) 8½ x 11 inch pages, single sided. The minimum acceptable font size is 12 point.

The SOQ must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.

Submit seven (7) duplicate original SOQ's with attachments. Each SOQ must contain a complete set of attachments.

The SOQ must include the following:

- The name of the prime provider's project manager
- Information showing the team's project understanding and approach; the project manager's experience with similar projects; similar project-related experience of the task leaders responsible for the major work categories; information supporting any additional selection criteria; and other pertinent information addressed in this Notice. For each similar project referenced, identify either the project manager's or the task leader's specific role(s) and work contributed.
- Verification in the form of a statement that the proposed team individuals are currently employed by either the prime provider or a subconsultant.
- Verification in the form of a statement that the prime provider (firm or the joint venture members) is registered with the Texas Board of Professional Engineers. If not applicable to your firm, please provide an explanation.

Required Letter of Interest Attachments: The following documents are considered in addition to the maximum pages allowed for the SOQ.

- A one (1) page attachment identifying subconsultants and their qualifications that are to be used on the project.
- A one (1) page letter from each subconsultant indicating their desire to be included and a statement indicating the general scope of services they will perform if the prime provider is selected.

- A copy of the prime provider's response to the questionnaire pertaining to "Conflict of Interest" submitted to the City Secretary. Local Government Code Chapter 176 requires firms seeking to do business with the City to file a Conflict of Interest Questionnaire with the Texas Ethics Commission's website at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. The completed Conflict of Interest Questionnaire will be posted on the City's website. It is the provider's responsibility to submit the latest version of the Conflict of Interest Questionnaire form as promulgated by the Texas Ethics Commission.
- An organization chart limited to one (1) 8 ½ x 11 page containing the names of the prime provider and any subconsultants' task leaders proposed for the team and their contract responsibilities by work category. Task leaders must be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, e-mail, and telephone number of the prime provider and all subconsultants proposed for the team. The organization chart must be prepared with a minimum font size of 10 point, but not more than 12 point. To allow for scanning and legibility, it is preferred that an Arial, or a similar type font be used. The organization chart is not included in the seven (7) page SOQ, it is considered an Attachment
- The client reference attachment is limited to one (1) page and must contain at least three (3) client references for the prime provider's project manager. The client reference must be an individual who is, or was, actively involved in a contract for which the proposed project manager is, or was, responsible. The client reference must have, or have had, a contract management role, such as project manager or work authorization manager, responsible for managing the proposed project manager's work. Client references will be evaluated only if your firm is short-listed. The client reference page is not counted as part of the seven (7) page SOQ. It is considered an attachment.
- The attached form showing precertification information for task leaders.

Deadline Date and Time:

A Pre-submittal meeting with interested firms will be held on Monday, April 22, 2013 at 1:00 PM CT in the City Council Chambers at the City's Municipal Complex located at 4601 Padre Boulevard, South Padre Island, TX 78597 to discuss this solicitation. Participation is not mandatory. The number of attendees is limited to one (1) person per firm.

Seven (7) copies of the SOQ notifying the City of the Provider's intent to be considered for these professional services shall be addressed to the City of South Padre Island Public Works Director, 4601 Padre Boulevard, South Padre Island, TX 78597. SOQ's may be submitted by mail or hand delivery but must be received by 3:00 p.m. CT, Thursday, May 2, 2013. Late submittals / submittals received after this time will be considered non-responsive and dropped from further consideration. It is the provider's responsibility to make certain the delivery was made by the deadline. SOQ's must be submitted in a sealed envelope, clearly marked "2013 Street Improvements Project".

Questions:

Questions should be submitted in writing no later than April 25, 2013 directed to Marcy Newman, P.E., Public Works Director via email at MNewman@mySPI.org

Contract Information:

Contract execution is expected by June 2013.