

**REQUEST FOR QUALIFICATIONS**  
**For Professional Services to the Bulverde Public Works Department**

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**SECTION 1 – GENERAL INFORMATION**

**1.1 Purpose**

The City of Bulverde is a municipal corporation and political subdivision of the State of Texas. The City is governed by a Mayor and Five (5) Council Members elected by the citizens of Bulverde. The City Council has authorized the issuance of this Request for Qualifications.

The City of Bulverde Public Works Department is soliciting qualifications from Consultants to provide engineering and planning services for development of certain amenities in the City Park located on Bulverde Lane.

General Submission Information

The City of Bulverde intends to award a single contract for consultant services. The proposal should address the Consultant's capabilities for performing all aspects of the project development process, including adherence to Federal Funding requirements and other regulations (FEMA, EAA, etc.), while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

**1.2 General Terms**

Consultant will coordinate all work product with the City's Public Works Director, John Nowak, P.E.

Consultant will be available evening/weekend times as may be necessary or appropriate from time to time in order to accomplish goals and expectations of the City.

Contract must disclose City in writing all contracts, engagements, deals, and real estate advisory services which in any way could be considered as conflicts, potential conflicts or awkward parallels to this contract and scope of services. This condition is not intended to limit Contractors rights to engage in other business and personal activities not related to City.

City will conduct monthly reviews of performance and report to the appropriate City staff and City Council on status of relationship, tasks, funds, etc.

City will not provide any benefits, local mileage reimbursement, performance bonus, or additional compensation of any kind, above the flat-fee contracted amount, which will be paid in monthly installments at the end of each calendar month.

This Request for Qualifications (RFQ) is intended to solicit services outlined in the following Scope of Services Section 3. Respondents may joint venture with other firms or sub-contract portions of the scope of services in order to best meet the scope of services. The proposed Contract, subject to annual funding, is for a one-year term with up to three (3) one year extensions, subject to Council approval.

### **1.3 Questions**

Any RESPONDENT requiring clarification of information contained in this RFQ may mail, hand-deliver or send via facsimile to John Nowak no later than 4:00 p.m. on Friday August 18, 2010 a request for clarification of one or more components of the Requests for Qualification. Verbal or telephone inquiries will not be accepted.

Requests for clarification must be sent to:

John Nowak, P.E., Public Works Director  
30360 Cougar Bend  
Bulverde, TX 78163  
[nowakj@ci.bulverde.tx.us](mailto:nowakj@ci.bulverde.tx.us)  
(830) 438-3612

A response to all requests for clarification will be prepared by the City and mailed or faxed, if a fax number is provided by the Respondent, no later than August 23, 2010.

### **1.4 Preparation Costs**

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2 – RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**

Respondents should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Respondents should become carefully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

### **2.2 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within **thirty (30) calendar days**, although all offers must be completed and irrevocable for **sixty (60) days** following the submission date.

## 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced as allowed under the Public Information Act. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information, except any information that the Respondent classifies as "confidential".

## 2.4 Proposal Format

Responses to the Request for Qualifications must be typewritten or computer generated. Handwritten Responses to the Request for Qualifications will not be accepted. Statements, with or without attachments (i.e., resumes, copies of previous work, reports, etc.), should not be greater than 20 pages (8 1/2 x 11). Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFQ. Emphasis should be placed on:

- Conformance to the RFQ instructions
- Responsiveness to the RFQ requirements
- Overall completeness and clarity of content

## 2.5 Signature Requirements

**All proposals must be signed.** An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission

**Five** (5) copies of the proposal must be received by the City before **4:00 PM on Friday, August 26, 2010**. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Bulverde  
Attn: John Nowak, P.E., Public Works Director  
30360 Cougar Bend  
Bulverde, TX 78163

## 2.7 Disposition of Proposals

All materials submitted in response to this RFQ become the property of the City of Bulverde. One copy shall be retained for the official files of the Public Works Department and will become public record after award of the Contract.

## **2.8 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal before the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## **2.9 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in the RFQ is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## **2.10 Late Submissions**

PROPOSALS NOT RECEIVED BEFORE THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

## **2.11 Rejection of Proposals**

The City of Bulverde reserves the right to reject any or all proposals if determined to be in the best interest of the City.

## **SECTION 3 – SCOPE OF WORK**

### **3.1 Project Scope**

This project will provide surveying and engineering design services for development of certain amenities at the City Park. The park is a twelve (12) acre parcel located on the west side Bulverde Lane, south of Bulverde Road (see attached exhibit). The property is located in the 100-yr floodplain and in the Edwards Aquifer Recharge Zone.

### **3.2 Scope of Professional Services**

- A. Survey and review the project site to establish baseline conditions.
- B. Develop a conceptual plan for the site containing practice playing fields for youth baseball and football, restrooms, open air pavilion, playground equipment, barbeque pits, drinking fountains, an additional parking lot along Bulverde Lane, and other amenities. Develop a drainage plan for the site and practice field areas. Conceptual plan will need to be reviewed by the Parks

Committee and approved by the City Council. Consultant will be required to make presentations during various meetings during the review and approval process.

1. Baseball practice field shall consist of a typical baseball field with 300-foot foul lines, a backstop, infield, turf outfield, and outfield fence.
  2. Football practice field shall consist of a turf area at least large enough to accommodate a regulation playing field suitable for playing youth football, with the ability to mark the boundary and yard lines.
  3. Limited bleachers for each practice field area will also be provided.
- C. Design the practice fields, parking lot, pavilion, restrooms, playground equipment, barbeque pits, and other amenities. During design, consultant shall investigate options for the selected amenities to ensure compliance will all applicable regulations, including but not limited to, FEMA, TCEQ, EAA, City of Bulverde, and funding sources. Design shall also take into account durability, ease of maintenance, and ability to withstand floodwaters as the project is located in the “floodway.”
- D. Assist/advise City Staff, City Council, and/or the Park Committee as requested concerning the conceptual plan and design process. Consultant may also be asked to assist in securing funding for construction of the amenities.
- E. Perform periodic inspections during construction of the public infrastructure to ensure compliance with the approved construction plans.

### **3.3 Project Development Schedule**

Due to the inconsistent nature of securing grant funding, the overall project schedule can't be fully determined. The selected consultant will enter into a contract with the City of Bulverde which shall contain specific milestones. Other elements in the overall contract scope may be delayed due to funding constraints. It is anticipated that the survey and conceptual plan be completed by December 17, 2010. Consultant must have adequate resources to complete this work within this time frame.

## **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding resumes, title page, index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½ " x 11" sheet of paper.

The submittal shall include a provision under Section 4.4.D – Available Resources and Consultant Location for notifying the Department within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant’s staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

**4.1 Title Page (1 Page)**

Show the RFQ number and project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

**4.2 Letter of Transmittal (Limited to 2 Pages)**

- A. Identify the RFQ project or contract for which proposal has been prepared.
- B. Briefly state your firm’s understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

**4.3 Table of Contents (1 Page)**

Clearly identify the materials by Section and Page Number.

**4.4 Proposal Narrative (Limited to 10 Total Pages)**

**A. Firm Experience (0-30 Points)**

- 1. Detail the firm’s experience in the same manner or similar areas of expertise, stability, and its adaptability to providing the required services for small task projects.
- 2. Identify your firm’s performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.
- 3. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided. Attached is the Reference Form which must be used.

**B. Project Manager (0-10 Points)**

Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

**C. Key Project Staff and Subconsultants (0-20 Points)**

Identify key project staff, task leaders, and subconsultants expected to provide services on behalf of the firm, along with their availability. Resumes, maximum of two (2) pages, should be included for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially City, should be noted.

**D. Available Resources and Consultant Location (0-15 Points)**

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

**E. Project Methodology and Approach (0-25 Points)**

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on Project Manager's role in scoping tasks with the City and working with key staff or task leaders.

**F. Total Possible Score (100 Points)**

**SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS**

**Qualitative Rating Factor**

Firms will be ranked using the following qualitative rating factors for each RFQ criterion:

- 1.0 Outstanding
- 0.8 Excellent
- 0.6 Good
- 0.4 Fair

- 0.2 Poor
- 0.0 Unsatisfactory

The rating factor for each criterion category will be multiplied against the points available to determine the total points for that category.

A committee of individuals representing the City of Bulverde will perform evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Bulverde reserves the right to award Contract(s) solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

**CITY'S RIGHT TO REJECT ANY OR ALL RESPONDENTS:**

The City reserves the right to reject any or all Responses to the RFQ and/or to waive any irregularities and/or to accept any proposal and/or to combine any Responses to the RFQ. The City further reserves the right to reject a company's proposal if more than one proposal is received from the company or if it is found that collusion exists amongst Respondents. All Responses to the RFQ and Statement of Interest submitted shall be valid for a period of not less than one hundred and twenty (120) days. The City reserves the right to negotiate modifications to Responses to the RFQ and Statement of Interest with any Respondent and to select the Respondent which, in the City's sole opinion, is the most beneficial to the City.

**SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked Respondent(s) may be invited to enter into Contract negotiations with the City of Bulverde. If an agreement cannot be reached with the highest-ranked Respondent, the City shall notify the Respondent and terminate negotiations. The second highest Respondent may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Respondent should it be in the City's best interest.

**REFERENCES**

1. References: List three persons or firms with whom you have provided similar services identified in this Request for Qualifications during the past three years. If firms are used, give the department and/or person who may be contacted.

**Reference No. 1**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

**Reference No. 2**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

**Reference No. 3 -**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

FOR: \_\_\_\_\_

(Name of Firm Submitting Qualification Statement)

# Bulverde City Park Location

