



**REQUEST FOR QUALIFICATIONS
FOR
CIVIL ENGINEERING SERVICES**

TOWN OF WESTLAKE, TX

TABLE OF CONTENTS

PART ONE-	General Requirements	page 4
PART TWO-	Scope of Work	page 5
PART THREE-	Evaluation Factors and Award	page 7
PART FOUR-	Proposal Format	page 8

REQUEST FOR QUALIFICATIONS (RFQ)

The Town of Westlake is soliciting Statement of Qualifications for qualified Engineering Firms to provide comprehensive Civil Engineering Services to the Town of Westlake, TX and act as the Town's Engineer. The RFQ intends to create a list of qualified firms from which a final consulting firm(s) will be chosen. A complete copy of the Request for Qualifications is available to view and download at www.westlake-tx.org.

Submissions of statements will be received at Town Hall, Town of Westlake, 1500 Solana Blvd., Building 7, Suite 7200, Westlake, TX 76262 until **5:00 p.m. CDT on February 10, 2023**. Any Proposals received after the closing time will not be accepted for consideration and will be returned unopened.

All submissions must be clearly marked on the outside with the following: **“RFQ - TOWN of WESTLAKE Civil Engineering Services”**.

Questions and inquiries regarding the Request for Qualifications shall be directed to:

Ron Ruthven, Planning and Development Director
Town of Westlake
1500 Solana Blvd.
Building 7, Suite 7200
Westlake, TX 76262
(817)490-5739
rruthven@westlake-tx.org

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
CIVIL ENGINEERING SERVICES
TOWN OF WESTLAKE, TX**

PART 1 – GENERAL REQUIREMENTS

1.0 PURPOSE AND COMMUNITY PROFILE:

The TOWN of WESTLAKE (“TOWN”) is soliciting Statement of Qualifications for qualified Engineering Firms (“Firm”) to provide comprehensive civil engineering and consultant services to the TOWN of WESTLAKE, TX and act as the Town’s Engineer. The RFQ intends to create a list of qualified firms from which a final consulting firm(s) will be chosen.

Nestled in the DFW Metroplex on the border of Tarrant and Denton counties, Westlake contains 6.9 square miles with a residential population of approximately 2,000 people, and a daytime population of approximately 18,000 people. Westlake is a Platinum Level Scenic City and home to several corporate campuses with globally recognized designs including Deloitte University, the Solana development, Fidelity Investments, Charles Schwab corporate headquarters, and the Entrada mixed-use development.

Named the most affluent community in the country by Forbes magazine in 2011, Westlake continues to move forward in the vision inspired by its founders. As a premier, knowledge-based community, Westlake is one of the most sought-after communities for residents, businesses, and visitors alike.

2.0 SUBMISSION OF QUALIFICATIONS:

- 2.1 The qualifications must be received at the address specified below prior to the deadline. The TOWN will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received at a different department of the TOWN

The TOWN will receive qualifications at the time and location described below.

February 10, 2023 – 5:00 p.m. (CDT)

Ron Ruthven, Planning and Development Director
Town of Westlake
1500 Solana Blvd.
Building 7, Suite 7200
Westlake, TX 76262

- 2.2 Submit one (1) electronic version of the statement of qualifications on a flash drive.
- 2.3 Submit one (1) hard copy of the statement of qualifications.
- 2.4 Qualifications received via mail after the deadline will be returned to the respondent unopened. Hand-delivered qualifications will not be accepted after the deadline.
- 2.5 The TOWN will not acknowledge or consider qualifications that are delivered by telephone, facsimile (fax), or electronic mail (email).
- 2.6 Properly submitted qualifications will not be returned to respondents.
- 2.7 Qualifications must be enclosed in a sealed envelope (box or container) addressed to the point-of-contact person; the package must clearly identify the submittal deadline, the solicitation title, Consultant's name, and return address.
- 2.8 TERM OF CONTRACT: This contract shall be in force upon acceptance by the town manager for a period to be determined commencing the official notice to proceed. Extension to the contract period, if applicable, is subject to consultant performance and the availability and appropriation of funds and will be at the same awarded contract unit prices and under the same terms and conditions as specified herein.

PART II – SCOPE OF WORK

- 1.0 TOWN of WESTLAKE is seeking the services of qualified engineering firms to provide comprehensive civil engineering and consulting services on an as-needed basis and serve as the Town's Engineer.
- 2.0 Civil engineering services to be provided may include but are not limited to:
 - 2.1 Engineering review of development proposals and applications, civil construction plans, and building permit applications.
 - 2.2 Preparation of plans and specifications for construction projects varying in complexity. Services may include preliminary plans and cost estimates, necessary fieldwork, drafting, design, surveying, bid assistance, construction inspection, project management, preliminary reports, and identification of alternatives; the Engineer will also secure all necessary permits for the project.

- 2.3 Preparation of specialized engineering studies on a variety of subjects including, but not limited to, structural design and structural analysis of buildings, bridges, drainage studies, construction feasibility studies, and traffic impact analyses.
- 2.4 Construction administration and engineering including, but not limited to, review and approval of material submittals, daily construction observation as needed, documentation, and coordinating contractor's work.
- 2.5 Surveying activities including, but are not limited to, topographic survey, title search, easement legal description preparation, construction staking, and cut-sheet preparation.
- 2.6 Provision of various geographic information system (GIS) services.
- 2.7 Engineering or project management services may include, but not be limited to, roadways, sanitary sewer, storm sewer, water mains, street paving, sidewalks, bridges, drainage projects, building repairs, stormwater detention pond design, lift station design, and road design drainage studies, in accordance with TOWN standards and procedures.

Possible projects could include:

- a. Detention ponds;
 - b. Structural engineering for trail bridges;
 - c. Road engineering projects;
 - d. Projects identified in the Parks, Recreation and Open Space Master Plan;
 - e. Projects identified in the TOWN of WESTLAKE Comprehensive Plan 2020; and
 - f. Thoroughfare projects.
 - g. Projects listed on the Town Capital Improvements Plan
- 2.8 The consultant may perform various topographical surveying tasks as requested for the preparation of civil engineering construction plans. Services may include, but not be limited to, the gathering of topographical survey data, and providing digital submissions. It is understood that the final work product will be a complete survey that will contain all known site features and will be ready for use as a base drawing for final engineering plans.
 - 2.9 Services may include construction supervision and full-time inspection services on all construction work on which this task is assigned to the consulting engineer. Sufficient personnel as agreed upon by the TOWN shall be assigned to the construction project to assure that each element of the project is constructed in keeping with the plans and specifications approved by the TOWN. Activities task will be dedicated to verifying that all materials provided, and work performed is in conformance with the project plans and specifications.

- 2.10 The Engineering Firm shall furnish its inspectors with equipment and materials and any incidentals necessary to properly perform their work.
- 2.11 The Engineering Firm, at its own expense, may enter contracts with joint contractors, sub-consultants, or employ additional personnel to the extent deemed necessary for the required work. The firm acknowledges that such contracts made with these sub- contractors are not contracted by the TOWN.
- 2.12 The TOWN does not guarantee that any or all of the sample of services listed will be completed. Each project is subject to the availability of funds.

PART III - EVALUATION FACTORS AND AWARD

- 1.0 This RFQ provides the information necessary for respondents to prepare and submit statement of qualifications for consideration by the TOWN. The TOWN may make a “most qualified” selection based on written qualifications received.
- 2.0 The Statement of Qualifications shall be a maximum of 30 printed pages and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, and Execution of Offer does not count as printed pages.
- 3.0 Statement of Qualifications shall be prepared simply, economically, and in order of stated criterion, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the TOWN's needs.
- 4.0 The TOWN will not compensate respondents for any expenses incurred in qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit qualifications at their own risk and expense.
- 5.0 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind may be subject to rejection by the TOWN.
- 6.0 The TOWN makes no representations of any kind that an award will be made as a result of this RFQ. The TOWN reserves the right to accept or reject any or all qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the TOWN's best interest.

- 7.0 Failure to comply with all requirements contained in this RFQ may result in the rejection of the qualifications.
- 8.0 The TOWN of WESTLAKE, at its sole discretion, expressly reserves the right to request any additional information from a Respondent that is deemed relevant to this RFQ. All responses in the qualifications will be reviewed for accuracy, and Respondent(s) may be required to provide additional information in support of those qualifications. Respondents should focus on their areas of strength and areas of expertise.
- 9.0 Recommendation for award is contingent upon the successful negotiation of final contract terms.
- 10.0 The TOWN reserves the right to evaluate all proposals, to reject any or all statement of qualifications, and solicit again at a later date. The TOWN may waive any irregularities in the proposal or negotiate variances from specifications and make awards that are in the best interests of the TOWN.
- 11.0 The contract award, if issued, shall be made to the Consultant whose proposal, in the TOWN's sole discretion, furthers the TOWN's best interests. No award shall be made until all necessary investigations have been made to determine the eligibility and responsibility of the Consultant under consideration and the proposal's validity. The contract award shall be made by the town manager.
- 12.0 After the TOWN's contract award, the TOWN will provide the Consultant with contract document requirements. After proper contract execution, the Consultant shall return all required documents to the TOWN within fourteen (14) calendar days. If the Consultant fails to return an executed contract to the TOWN within the required time, the TOWN has the right to cancel the award and contract.

PART IV – PROPOSAL FORMAT

Any Engineering Firms responding to this solicitation shall identify and provide complete background information on the entity itself, as well as on key personnel to be directly involved in this project. All statement of qualifications must meet the following minimum criteria to be considered responsive. Any qualifications not meeting these minimum criteria may be considered non-responsive, and their proposal may be rejected. Documentation must be formatted as follows and verify the following statements:

1.0 Transmittal Letter

- 1.1 Legal name of the company as registered with the Secretary State of Texas.
- 1.2 Address of the office that will be providing services.

- 1.3 Date of the proposal.
- 1.4 The name of the contact person who will be responsible for answering contractual questions with respect to the proposal.
- 1.5 Type of operation (individual, partnership, corporation, joint venture, etc.).
- 1.6 A statement explaining why the Proposer believes itself to be best qualified to do the required work. Include a description of the key differentiators that make your company and offerings stand out from your competitors.
- 1.7 The letter of transmittal shall be signed in permanent ink by a corporate officer or other individuals who have the authority to bind the firm. The name and title of the individuals(s) signing the proposal shall be clearly shown immediately below the signature.

2.0 Table of Contents

- 2.1 Both physical and electronic versions should include a Table of Contents.
- 2.2 Physical form must have tabs dividing the sections.

3.0 Criterion One – Firm’s Statement of Experience and Professional Qualifications Relevant to the RFQ:

- 3.1 Provide a summary of the Company’s statement of professional qualifications.
- 3.2 Provide resumes giving the experience and expertise of the professional engineers, project managers, and other key staff members that will be involved in the TOWN’s project/service, including their experience with similar projects, the number of years with the firm, and the number of years in their areas of expertise. Project manager and all project team members may not be substituted or changed throughout the term of the agreement without the written approval of the TOWN.
- 3.3 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project/service. Indicate the estimated percentage of time individuals will be involved in the project.

4.0 Criterion Two – Firm’s Performance on Past Projects/Services relevant to the RFQ:

- 4.1 Provide at least three (3) similar projects and/or services your company has been awarded. List the projects/services in order of priority, with the most relevant project/service listed first. Provide the following information for each contract:

- a. Entity's name and address;
- b. Contact person name, phone number, and email address;
- c. A brief overview of the work and a short description of the services;
- d. The service dates performed under the contract; and
- e. Entity's name and representative who served as the day-to-day liaison during the project/service period, and their contact information.

5.0 Criterion Three: Firm's Capacity to Undertake the Project/Service and accomplish in the Required Time:

- 5.1 Provide a statement on the availability and commitment of your firm and its principal(s), assigned project managers, and project team to undertake the Project/Service.
- 5.2 Describe the number of concurrent projects/services the project team is currently responsible for during this time period that may interfere with this project/service.
- 5.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact, both in organizational and directional terms.
- 5.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a contract with the TOWN.
- 5.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 5.6 Does any family, business, or financial relationship exist between your firm and any TOWN employee, officer, TOWN Council or committee member? If so, please explain.
- 5.7 Provide a claims history under professional malpractice insurance for the past five (5) years for the firm, and any team members proposed to provide professional engineering service.

6.0 Criterion Four: Project/Service Approach and Costs:

- 6.1 Describe how the Consultant's approach will meet the particular needs in a comprehensive professional civil engineering service contract, with an emphasis on the ability to perform the required services. Describe the methods used in the performance of the civil engineering task.

- 6.2 Describe the method for management of overall project/service cost, schedule, quality assurance, quality control, and maintaining cost control.
 - 6.3 Commitment to availability of personnel assigned to the contract for task order work on short notice.
 - 6.4 Describe how the team will report the status of projects/services to TOWN staff.
- 7.0 Client References:** Provide at least three (3) client references of similar work for other government agencies. The TOWN of WESTLAKE reserves the right to contact listed clients at any time during the Request for Proposal Process.