



Request for Qualifications

City Engineering Services

City of Crandall, Texas

110 S. Main
P.O. Box 277
Crandall, TX 75114

RFQ Release Date – Thursday, December 21, 2023
RFQ Due Date – 2:00 pm, local time, Wednesday, February 7, 2024

Overview

The City of Crandall is soliciting responses from firms with professional qualifications and experience in providing municipal engineering services. Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of engineering services. It is the City's intent to obtain engineering services on an on-call basis to act on behalf of the City of Crandall in engineering related activities associated with City planning, infrastructure assessment, construction, and maintenance. A successful firm will provide a single person who will serve as the City's Principal Engineer, Engineer of Record, and primary contact. The span of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City with the approval of the City Manager.

For the purpose of this Request for Qualifications (RFQ), the term City Engineer will be used hereafter to refer to the successful firm.

The City Engineer will be required to provide most of the engineering service requested at or through their own facilities. The city does not provide an office or technical support for the work of the City Engineer. Limited office space is available at the City of Crandall Municipal Building for occasional work or meetings as needed.

Background

The City of Crandall is in western Kaufman County with an estimated population of 4,700 residents. Crandall is conveniently located 30 miles east of Dallas, 11 miles south of Terrell, and 12 miles west of Kaufman. Crandall is surrounded by creeks, live oaks, and abundant wildlife; Crandall is amid the northern Blackland Prairie. It has the best of two worlds - a peaceful rural setting with starlit skies at night and a residential neighborhood intertwined with an 18- hole golf course.

Crandall is a Type A, General Law City with a Mayor-Council form of government, with a City Manager that serves as the administrative head of the city. The City Council consists of the mayor and five Councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tem.

Scope of Services

In preparing a response to this Request for Qualifications (RFQ), the City Engineer shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the city staff and the selected City Engineer.

Please note that the use of the singular term "City Engineer" in this RFQ should not be interpreted as an offer of exclusivity. The City may choose to select multiple firms to provide engineering services (*i.e.*, have multiple firms constituting the "City Engineer") and assign individual tasks based on the what is in the best interests of the City for a specific project.

1. General Services
 - a. The City Engineer shall be capable of performing numerous disciplines such as general civil engineering, water and wastewater infrastructure studies, planning and design, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, floodplain management, or at a minimum have the ability to coordinate with firms that provide such services.
 - b. The City Engineer will review and provide professional services for a variety of issues including plat review, right-of-way requirements (acquisitions, dedications, and easements), site development and subdivision plans, drainage and flood control, subdivisions, and planned unit development agreements.
 - c. The City Engineer shall manage capital projects with regard to engineering, budget and cost management, compliance with state and federal regulations, contract administration, construction management, construction engineering and inspection, and quality assurance and material testing.
 - d. The City Engineer shall recommend regulations and ordinances pertaining to engineering and development matters.
 - e. The City Engineer shall serve as the City's Flood Plain Manager and perform required evaluations, recommendations, and reporting in that role.
2. Drainage Reviews
 - a. The City Engineer will perform drainage reviews of site development within the City limits as required by and in compliance with TCEQ regulations.
3. Environmental Services and Regulatory Agency Interactions:
 - a. The City Engineer will provide technical review of and answer inquiries relating to site, building, subdivision, improvement, land disturbance, floodplain development, and construction plans, and escrows relating to various projects proposed by applicants to be developed in the City, to ensure that such conform to City Code of Ordinances and all State and Federal regulations.
4. CAD and GIS Capabilities
 - a. The City Engineer must have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.
5. Work Product, Reporting and Communication
 - a. The City Engineer will be expected to provide the city with copies of all work product, without limitation, to include reports, analyses, correspondence, plans, drawings, and any other document produced in connection with the relationship with the City in printed and electronic form as requested. The City shall own all rights, title, and interest, including all copyrights and intellectual property rights to all documents that are created in connection with the relationship with the City.
 - b. The City Engineer will be expected to attend periodic meetings of the City Council in addition to meetings with City Staff and developers and, when required, the City Attorney.
6. Professional Engineer Requirement
 - a. The City Engineer must assign to the City a minimum of one (1) staff person who is a

Professional Engineer licensed to practice in the State of Texas.

7. Other Considerations
 - a. The City Engineer will be expected to present materials during periodic meetings of the City Council.
 - b. The City of Crandall prefers firms that specialize in representing municipal entities.
 - c. The City Engineer must commit to providing services to the city in a timely manner.

Response Content

Responses must adhere to the requirements outlined in this section. The original statement of qualifications and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. Introduction: Provide a cover letter and introduction including the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the statement of qualifications, its highlights, and the approach to engineering services.
2. Service Approach: A general description of the firm's approach to engineering services and a detailed task plan that addresses the scope of services.
3. Innovative Techniques or Methodology: A discussion of any innovative techniques or methodology that the firm will use that have a proven history of providing responsive and cost-effective results on similar studies.
4. Scope of Work and Schedule: Discuss each task outlined in the "Scope of Services" section above.
5. Qualifications: Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required.
 - b. Provide a list and/or organizational chart of the firm to identify the person(s) who will be primarily responsible for contact with the city.
 - c. Identify all key personnel, relevant qualifications and experience, and their level of effort toward completing all needed tasks.
6. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines.
7. References: Identify at least three (3) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City Engineering services may also be submitted for consideration.
8. Additional Data: This section will be limited to five (5) pages. Responses may include any other information the City Engineer deems essential to the evaluation of the statement of qualifications.
9. Summary of Insurance Coverage
10. Completed Conflict of Interest Questionnaire
11. Completed Form 1295- Certificate of Interested Parties

Response Submittal

To be considered, please submit six (6) hard copies and one (1) electronic copy, on a USB drive, of your statement of qualifications to:

City of Crandall
Attn: City Secretary
110 S. Main
P.O. Box 277
Crandall, TX 75114

Responses received after the due date of February 7, 2024, at 2:00 p.m. local time will not be considered.

Questions regarding this request for qualifications may be directed to City Secretary, City of Crandall, 101 S. Main, Crandall, TX 75114 or by email at: sdelbosque@crandalltexas.com

Review and Selection Procedure

The City Council will evaluate each statement of qualifications and select a City Engineer. The following evaluation criteria and their respective weights will be used in selecting a City Engineer:

Evaluation Criteria	Points
Firm’s experience in the delivery of successful City Engineering services to meet the defined scope of work	20
Qualifications	20
Service approach and methodology	30
Knowledge of local issues in the City of Crandall and the surrounding region	10
References: Three (3) required	10
Knowledge of applicable local, state and federal regulations including but not limited to those regarding floodplain development, building codes, environmental quality, and drainage.	10

The City of Crandall reserves the right to reject any and all responses and to waive any informality in responses received.

Insurance Requirements:

For the duration of the appointment, the City Engineer must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business; Automobile Liability insurance with a minimum limit of \$1,000,000 per accident; and Workers Compensation Insurance as required by the State of Texas. The City must be named as an additional insured on the foregoing policies.

The City Engineer shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by City Engineer.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement being entered into. The cost of such insurance is the City Engineer's responsibility. Failure to comply could result in non-award of the contract.

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR
THE CITY OF CRANDALL, TEXAS**

Proposal Request No.2024-02

THE CITY OF CRANDALL
101 S. Main
Crandall, Texas 75114
Telephone (972) 427-3771

The City of Crandall, in accordance with Section 2254.004, Texas Government Code, is requesting qualifications for city engineering services. It is the policy of the City of Crandall to purchase services in accordance with Section 2254.004, Government Code. It is understood that the City of Crandall City Council reserves the right to arrive at such determination by whatever means deemed appropriate and shall be the sole judge in the matter. Instructions for Qualification Statements can be found on the City of Crandall Website at <https://www.crandalltexas.com/> or by contacting the City via email at sdelbosque@crandalltexas.com or by mail at the address listed above.

Request for Qualifications will be received by the City of Crandall at 101 S. Main, Crandall, TX 75114 until **2:00 P.M., Local Time, Wednesday, February 7, 2024 .**