



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

The City of San Benito seeks proposals from qualified engineering firms to provide professional engineering services on an "as needed" basis. The City of San Benito will select a Texas registered professional engineering firm to provide the services requested, by using the Statement of Qualifications.

Detailed specifications are posted on the city website for your information, or can be picked up at the City Secretary's Office.

Deadline: All proposals must be received by 4:00 pm on March 3, 2017. Proposals shall be delivered or mailed to City of San Benito:

**ATTENTION:
MANUEL DE LA ROSA, CITY MANAGER
401 NORTH SAM HOUSTON BLVD.
SAN BENITO, TEXAS 78586**





CITY OF SAN BENITO, TEXAS RFQ #2017-000

THE CITY OF SAN BENITO, TEXAS ISSUES THIS REQUEST FOR QUALIFICATIONS (RFQ) FROM ENGINEERING FIRMS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES ON AN AS NEEDED BASIS FOR THE CITY OF SAN BENITO, TEXAS.

The successful applicant (firm) must be a Texas registered Professional Engineering Firm with experience in Municipal Engineering needs, with at least ten (10) years' experience in supervising commercial construction projects. The engineering firm / engineer(s) selected will be required to attend meetings with the City Commission; City Manager and other(s) as needed, and must provide briefing explaining complex construction projects and proposals in technical and non-technical terms easily understood. The engineer(s) will work directly with the City Manager but is responsible to the City Commission composed of the Mayor and Commissioner(s) of the City of San Benito, Texas. The Engineer Firm / Engineer(s) will be responsible for contract and sub-contract work for the City of San Benito, Texas as assigned in accordance with City approval(s) and authorization(s).

The selected firm will provide professional services in the following areas as needed:

- Street & Drainage Capital Improvements
- City of San Benito Water and Wastewater System-Operations, Maintenance, and Capital Improvements
- Plat Reviews
- Construction Plan Reviews.
- Other areas as determined by City Administration.

The Request for Qualifications Packet may be obtained at the Municipal Building, at 401 N. Sam Houston Blvd. San Benito, Texas (City Secretary's Office).

Submittal Deadline: All proposals must be received by 4:00 p.m. March 3, 2017.

Proposals may be delivered or mailed in to the

**City of San Benito
Attn. Manuel De La Rosa, City Manager
401 N. Sam Houston Blvd.
San Benito, Texas 78586**

San Benito Municipal Building, 401 N. Sam Houston Blvd.

San Benito, Texas 78586

Tel. (956) 361- 3804 ext. 113 Fax. (956) 361-3805

www.cityofsanbenito.com



CITY ENGINEER JOB DESCRIPTION

CITY OF SAN BENITO, TEXAS

GENERAL STATEMENT OF DUTIES: Responsible for all assigned engineering work of the City; acts as consultant to the City Commission and other City Officials on engineering matters; does related work as assigned and required.

DISTINGUISHING FEATURES OF THE POSITION: The City Engineer works under the general direction of the City Manager or City Manager Designee. This important technical and administrative position requires thorough knowledge of all phases of engineering and of the operation of municipal government. The City Engineer has full responsibility to perform and carrying out engineering matters under general direction received and in accordance with City policy. Supervision of a small number of engineering and technical personnel and over public works personnel may be necessary where so assigned.

- **EXAMPLES OF WORK:** Details maps, plans, profiles and cross sections.
- Estimates cost of construction of paved areas, curbs, sewers, drains, sidewalks, water mains, etc.
- Interprets or applies the zoning ordinances as required;
- Drafts forms of codes and regulations and makes recommendations for zoning changes and for street lighting improvements.
- Supervises, assists in or undertakes preparation of plans and specifications for special construction alterations contracts or maintenance projects;
- Supervises or undertakes the preparation of contracts and the calling for bids for engineering construction;
- Approves permits for street openings and sidewalk, curb and gutter construction to private contractors in accordance to City policies.
- Prepares surveys, estimates of quantity and estimates of cost;
- Responsible for certifying the size, capacities and installation of the sewage system, sewage disposal, and water supply systems:
- Keeps accurate records of expenditures;
- Makes special studies and reports on various subjects and activities as basis for recommendations to the City Commission, and City Manager or designee;
- May assist the building inspector and plumbing inspector with recommendations;
- May assist with authorization of purchase orders and construction material(s).
- May direct or undertake the supervision of street and other public works activities.
- May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.



CITY ENGINEER JOB DESCRIPTION

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough Knowledge of the principles of engineering and the sources of engineering information involved in the field; good knowledge of design and construction of water mains, sanitary sewers, storm drains, building and other public work facilities; good knowledge of building construction and maintenance; good knowledge of administrative principles and practices that apply to local government; a high degree of skill in the application of such knowledge to engineering projects; ability to initiate and develop studies and investigations and to prepare reports; ability to plan and supervise work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and data base software, initiative and resourcefulness in the solution of engineering problems; accuracy; honesty; dependability; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Possession of a Professional Engineer's License issued by the State of Texas and ten (10) years of experience in the field of civil engineering, five (5) of which must have been in a supervisory capacity and in ownership or co-ownership of a civil engineering firm.

San Benito Municipal Building, 401 N. Sam Houston Blvd.

San Benito, Texas 78586

Tel. (956) 361- 3804 ext. 113 Fax. (956) 361-3805

www.cityofsanbenito.com



The City of San Benito, Texas reserves the right to refuse and reject any or all RFQ's and to waive any or all formalities or technicalities and to accept the RFQ deemed most advantageous to the City, and hold the RFQ's for a period of 60 days without taking action.

SUBMITTAL REQUIREMENTS

Engineering and Project Management Services Statements of Qualifications are requested to be submitted to the City Secretary's Office at the Municipal Building, 401 N. Sam Houston Blvd., San Benito, Texas 78586 no later than 4 p.m. March 3, 2017.

The response to the RFQ must be submitted according to the instructions outlined herein. Each response should include, at a minimum the following items:

- **TRANSMITTAL LETTER** - Indicate interest and commitment to perform services for the City of San Benito, Texas: include contact information (Physical Address, telephone contact number; fax number; email address) for the primary person responsible for your RFQ, to be the point of contact for the City on all correspondence and communication pertaining to the RFQ. The letter must be signed by an officer of the firm who is authorized to bind the firm to contract and shall contain a statement to this effect. Must state whether any addendums to this RFQ have been received by your firm and whether consideration of their content has been included in your RFQ.
- **FIRM QUALIFICATIONS AND EXPERIENCE** - Discuss the firm's experience and history in performing engineering and project management services in a timely manner, particularly for other governmental agencies in the past five (5) years. Discuss the firm's unique ability to best perform these services for the City. Identify the office location that will be providing the services and the approach to handling part-time staffing needs for small assignments.
- **Team Member Qualifications and Experience** - Submit resumes of qualifications and experience of project manager, key staff and any support staff likely to be assigned to the work.
- **References** - Provide at least three references (names and current phone numbers) from recent work and list all past projects with the City of San Benito (if any) for each proposed team member. Include a brief description of the projects associated with the reference, and the role of the individual(s).

San Benito Municipal Building, 401 N. Sam Houston Blvd. San Benito, Texas 78586 Tel. (956) 361- 3804 ext. 113 Fax. (956) 361-3805

www.cityofsanbenito.com



SUBMITTAL REQUIREMENTS (continued)

ENGINEERING & PROJECT MANAGEMENT RFQ # 2017-000

- **Insurance** - Provide information on the types and amounts of insurance carried by the firm, including General Liability, Auto Coverage, Worker' Compensation, and Professional Liability Coverage. Provide a list of any claims against the firm asserted within the past 5 years.
- **Statement** - Provide a statement that this RFQ has been read, that the firm will meet the prerequisite insurance requirements, and the firm if selected agrees to enter into a contractual agreement with the City.
- **Presentation** - Each firm must submit five (5) bound copies of the RFQ.

SELECTION PROCESS

Evaluation will include confirmation by the City Staff that respondents have the required registration, license, insurance or expertise to render requested services. The evaluation process is not intended to select one best qualified provider but rather shall include several similarly qualified providers that will be placed on a pre-qualified list.

The City Selection Committee shall screen and rate all of the respondents that are submitted. Selection ratings will be based on 100 - point scale rating and shall be based on the following criteria.

a. Overall Qualification of Team	40 points
b. Previous Experience with City	10 points
c. Ability to meet Schedules and Deadlines	30 points
d. Stability and References	15 points
e. Presentation	5 points

The City may select one (1) or more firms to provide services based on this evaluation or it may choose to follow up with an interview on _____ 2017 if necessary. The process will result in the selection of a firm or firms to provide services. The City reserves the right to reject any and all RFQ's for any reason whatsoever. The City may waive informalities or irregularities in the RFQ's received where such is merely a matter of form and not substance, and the correction or waiver therefore is deemed by the City not prejudicial to other RFQ's. The City reserves the right to assign only such projects or work to the selected engineer(s) as the City Administration may see fit and appropriate at any given time.