

CITY OF ROCKWALL, TEXAS REQUEST FOR QUALIFICATIONS

FOR PROFESSIONAL ENGINEERING SERVICES FOR MISCELLANEOUS CONSULTING ON STORMWATER ISSUES

1.0 PURPOSE:

The purpose of this Request for Qualifications (RFQ) is to select a local firms for Miscellaneous Consulting Services for various issues related to stormwater and other water resources matters as may be requested by the Public Works Department - Engineering Division of the City of Rockwall, Texas.

2.0 BACKGROUND:

A. General Project Description

- a. The City seeks to select a qualified professional engineering firms to provide services for various projects involving stormwater and other water resources matters that may be needed from time to time based on the needs of the City of Rockwall.
- b. There are currently no identified projects for which these services may be needed. However, anticipated services will typically consist of, but not be limited to, the following:
 - Review of proposed development projects and other proposed construction within the City's jurisdiction on issues related to stormwater drainage; flood hazard and erosion potential and prevention; regulatory issues related to flood damage prevention, and other regulatory compliance issues related to water resources matters, and provide a list of review comments, summary of review, and opinions and recommendations to the City Public Works Department - Engineering Division for consideration.
 - Provide assistance to the City in their enforcement of their flood damage prevention and in requirements for compliance with related local, state, and federal regulations. Such assistance may or may not be associated with proposed development, and may include providing opinions, recommendations, advice and other miscellaneous assistance to the City regarding drainage, flood hazard protection, and regulatory issues related to the City's ordinances pertaining to stormwater drainage, in particular the

City's flood damage prevention ordinance and the City's Standards of Design and Construction. [Copies of these documents may be downloaded from the City of Rockwall's website].

- Provide, with prior City approval, consultation or coordination with development project owners and their representatives, and provide readily-available City flood-related data and other information pertinent to the general location of the project.
 - Perform miscellaneous drainage studies or general drainage assessments and other miscellaneous services as requested by the City, provided that such services are within the field of expertise of the professional engineering firm.
 - Perform and submit for the City FEMA LOMRs, LOMR-Fs, LOMAs, etc.
- c. There may be a period of transition of some of the above services on the City's ongoing projects, for which services are already being provided by the City's current Consultant. For such projects, if any, a selected firm will need to work in coordination with the City and the City's current Consultant in order to ensure a proper transfer of pertinent documents and other information.

B. Project Elements

The selected firm will be required to work closely with the Public Works Department - Engineering Division Staff to provide the professional engineering services as mentioned above. Communication will be primarily by phone and email, and on occasion will require meetings at the City's Engineering Division, or elsewhere. Attendants will typically include the City's Engineering Staff, and may include project owners, their representatives, and other third party attendants; the City Manager or Assistant City Managers; City staff from other City Departments; City Council Members, and City committees.

C. Noted Project Issues

- a. It is of the utmost importance that the selected firm provides time sensitive support for the needed professional engineering services. Some of the requested services may involve a very short notice (24 hours or less). Services shall be performed within the timeframe agreed upon with the City Engineer for both emergency and non-emergency situations.
- b. The selected firm will be required to keep up-to-date documentation of all activities, and keep the Engineering Division Staff informed related to

communications with project owners, their representative, and any other third parties.

- c. The selected firm must maintain and keep copies of all documents, digital files, and plans sent to the firm, whether from the City or from project owners and their representatives. Superseded documents and digital files must be kept for future reference for a reasonable period of time as determined by the City. The selected firm will be one of the primary City's depositories for flood studies, digital model files, and other pertinent stormwater information, for dissemination to project owners, their representative, and other third parties. Such transfer of information will be only upon the direction or approval of the City Engineering Staff.
- d. Unless otherwise agreed by the City, invoices shall be based on monthly activity and sent the City at the end of the month. The invoice shall list each task separately, identified by task number, task title, and brief description summarizing the services performed for each task. If there is an agreed budget for a task or for the overall contract, accounting of the budget status shall be provided on the invoice.
- e. No services shall be performed without the request or approval of the City's Engineering Division Staff.
- f. It is the City's intent to select one firm to serve as the City Engineering Division's consultant for the professional services listed by this RFQ. Multiple firms (teams) will not be allowed and will automatically be rejected. If the selected firm does not stand up to the requirement listed in this RFQ, then the city hold the right to end the contract with the selected firm and begin negotiations with the next qualified firm.
- g. **NOTICE:** If at any time during the effective period of this RFQ, whether before or after selection, and whether before or after any contract is negotiated, there are any changes to the key personnel that have been specified in the RFQ, the City of Rockwall City Engineer shall be informed of such changes in writing. Failure to notify the City and receive confirmation of such change may render the firm ineligible for this project.

3.0 QUALIFICATION REQUIREMENTS:

The selected firm shall provide miscellaneous consulting services to the City of Rockwall related to stormwater drainage, flood damage prevention, and regulatory compliance for a variety of projects within the City's jurisdiction. In order to effectively provide these services, the selected firms must demonstrate that they are qualified,

capable, and competent to provide these services in a professional and time sensitive manner. Minimum requirements are as follows:

- A.** Up-to-date registrations and licenses (both the firm and professional engineers) required for offering and providing professional engineering services within the State of Texas. [If the firm or any key individual within the firm has been the subject of any disciplinary action by the Texas Board of Professional Engineers or has been convicted of any criminal activity in any court of law, provide an explanation and how the action was resolved]
- B.** Preparation of formal letters, review comments, formal reports, and other documents, as well as email interactions, will be required during the performance of the professional services of the various tasks that the City may request. The selected firm will participate in meetings and presentations, both formal and informal. Therefore, effective communication skills, both verbal and writing, are required.
- C.** Proficiency in surface water hydrology and hydraulic principles is imperative.
- D.** General knowledge of various methods for mitigating increased flooding and erosion.
- E.** General familiarity of the overall stormwater drainage system of the City, including major streams, watersheds, and major stormwater detention facilities; flood prone areas, including areas with sensitive flooding potential concerns; and downstream communities that may potentially be impacted by increased flooding caused by activities within the City, if not mitigated.
- F.** Experience in the preparation, execution, and review of digital hydrologic and hydraulic models for determining watershed runoff hydrographs, riverine floodplain analysis, and stormwater detention analysis. The minimum software experience requirement includes proficiency with HEC-HMS and HEC-RAS, with familiarity with data conversion to those models from HEC-1, HEC-2, TR-20, and TR-55, and thorough knowledge of development of input data for those models. Experience with unsteady flow modeling software, such as FLDWAV, DAMBRK, and HEC-RAS unsteady flow modeling, as well as experience with two-dimensional modeling is also desired. The firm should also be familiar with the Rational Method and Modified Rational Method, their primary uses, and their limitations. [The respondent to this RFQ should provide a list of modeling software for which the firm and key personnel has considerable experience].
- G.** Experience in the efficient use of GIS and AutoCAD software.
- H.** Experience in reviewing flood studies and other drainage analyses, in conjunction with proposed engineering construction plans, including, but not limited to, the following:

- Identification of potential flood-related and erosion impacts as a result proposed changes to watershed hydrology, stream hydraulics, and existing or proposed impounding structures and stormwater discharge facilities.
 - Identification of deficiencies in data, calculations, assumptions, and procedures used in the analyses (including validation of any digital models provided as part of the analyses).
 - Identification of discrepancies noted in the information provided.
 - Identification of potential need to prove compliance with requirements of other regulatory agencies.
 - Verification of the proposed project's full compliance with the City's requirements, including the City's Standards of Design and Construction and flood damage prevention ordinance.
- I. Ability to identify Federal, State, and local regulatory issues and requirements related to environmental and water resources circumstances that may apply to a particular proposed project design and construction. A general knowledge is required of regulatory issues that may involve regulatory authorities, including, but not limited to, the following:
- U.S. Corps of Engineers
 - Federal Emergency Management Agency
 - TCEQ
 - NRCS
 - Local SWCDs
 - Rockwall County, Collin County, and adjacent municipalities
- J. Experience in analysis of stormwater detention facilities, to include determination of discharge rating data for various spillway configurations and other discharge structures, and determination of detention design adequacy based on storm rainfall for a range of storm frequencies, as well as stormwater runoff assumptions based on various hydrologic hydraulic assumptions within the watershed.
- K. Experience with regulations, procedures and guidelines pertaining to the National Flood Insurance Program (NFIP), including experience with (and thorough knowledge of) processes for preparing and submitting applications to the Federal Emergency Management Agency (FEMA) for Letters of Map Revisions (LOMRs), Letters of Map Amendments (LOMAs), Conditional LOMRs and LOMAs, and physical map changes.

- L. Familiarity of the City of Rockwall's FEMA-approved "higher standards" ordinance for flood damage prevention, especially the special provisions contained in that ordinance. [A copy of the City's flood damage prevention ordinance may be downloaded from the City of Rockwall's website]
- M. Familiarity of the City of Rockwall's "Standards of Design and Construction" related to stormwater drainage, detention, impoundments, and associated guidelines. [A copy of the City's "Standards of Design and Construction" may be downloaded from the City of Rockwall's website].
- N. In performance of various duties that may be on behalf of or at the request of the City, ability to provide time-sensitive communication and coordination, interacting effectively in a fair, reasonable, professional and amicable manner with project owners and their representatives or consultants when providing project reviews and any other interaction activities, or in the distribution of data, information, or views provided from the City.
- O. Ability to provide these services within a reasonable timeframe and budget as agreed within any scope of work for any particular task.
- P. Agree not to perform these services for any company developer, or citizen within the City limits and/or ETJ.

4.0 INSTRUCTIONS FOR SUBMISSION:

- A. **Required Contents and Page Limitations:** Each SOQ shall be in bound form with a title page, and include the following information, in the following order, subject to the corresponding page limitations specified in parentheses, if noted:
 - a. Letter of Transmittal (one page).
 - b. Table of Contents - clearly identify what part of the RFQ is being addressed in each section of the submittal.
 - c. Statement of understanding of services to be provided (one page).
 - d. Relevant Qualifications and Experience - Describe the firm's experience and relevant qualifications with regards to projects similar to the project expectations of this RFQ and any other relevant projects or assignments of the firm or key personnel that demonstrate the required experience and qualifications. [Any specific projects described should include identification of the client; then provide references, with contact information, in Appendix C]. (5 pages).

- e. Synopsis of Key Personnel Qualifications and Experience (3 pages).
 - f. Location of Office(s) at which work will be performed.
 - g. Appendix A – Organizational Chart for the project. Identify the prime contact individual(s) with whom the City and third party individuals will mostly coordinate during the course of the contract, if awarded.
 - h. Appendix B – Resumes of Key Personnel: provide resumes of only those key individuals who will be assigned to provide services to the City of Rockwall and who have the experience and level of expertise required by this RFQ.
 - i. Appendix C – List of references, including primary contact information (addresses, phone numbers, and email addresses).
 - j. Additional Information -- At firm's option, provide as Appendix D in your SOQ any contractual language, terms, conditions, considerations, or contingencies your company would request or require to be included in the negotiated contract between the City and the firm, should the firm be awarded the final professional engineering services contract. Approval of such language, terms, conditions, considerations, or contingencies offered by a submitter remains with the City, and in all cases, the City's decision is final. [A copy of the City of Rockwall's standard Professional Engineering Services Contract may be provided upon request from the City Engineering Division].
- B. **Sealed SOQ:** The SOQ must be sealed. Once sealed, a submittal may not be opened before the closing date for the purpose of changing or amending the submittal or to correct an error in the submittal terms or conditions. If the submittal is opened before the closing date by anyone other than the City, or if the submitted envelope appears to have been opened when submitted to the City, the submittal may be rejected in its entirety by the City. If the respondent to this RFQ submits more than one SOQ, whether in attempt to correct or modify an earlier version of the SOQ or not, all submittals of the respondent may be rejected in their entirety.
- C. Submit four (4) copies of the SOQ.

The statement of qualifications (SOQ) shall be placed in a sealed envelope and shall be submitted to the Public Works - Engineering Division, City of Rockwall, 385 S. Goliad, Rockwall, Texas, 75087, no later than 3:00 p.m. on Friday October 26, 2018. "Request for Qualifications for Professional Engineering Services – Miscellaneous Consulting" shall be placed on the outside of the sealed envelope.

Firms may be selected around the end of **December 2018** to provide a presentation and interview to allow the firm to describe their qualifications and project approach in more detail.

After selection of a primary firm for the professional engineering services indicated in this RFQ, the City and the selected consulting firm will negotiate a scope of services, schedule and a fee for those services. The City reserves the right to reject any or all submittals and discontinue this process without any obligation or liability to any potential respondent.

5.0 INQUIRES OF THE RFQ:

Questions concerning this RFQ shall be directed via electronic mail to:

Jeremy M. White, P.E., CFM
Civil Engineer

E-mail address: jwhite@rockwall.com

****The Subject Line should read: "RFQ Professional Engineering Services – Miscellaneous Consulting"**

Questions must be received by 5:00 PM Tuesday, October 16, 2018

The Public Works Department - Engineering Division will be the sole point of contact for questions related to this RFQ. Contact with any other City employee, any elected City official, any other representative of the City, or any consultant currently under contract for similar services to the City, regarding this RFQ during the submission and selection process, other than the party specifically designated above, will be grounds for disqualification from consideration. Questions will not be answered over the telephone. Answers to questions submitted will not be answered via electronic mail, but will be issued by way of Addendum, which will be posted as a courtesy on the City of Rockwall Purchasing Website. Respondents to this RFQ will not be notified of any Addendum. It is the RFQ respondent's responsibility to monitor the website for any Addendum which may be posted.

6.0 EVALUATION PROCESS

A. Evaluation Criteria

The criteria used to evaluate the submitted SOQ's will include, but not be limited to, the following list. Items listed below are not listed in order of importance.

1. Project Team Organization and Qualifications (30 pts.)
 - a. Firm's relevant background.

- b. Key personnel's individual relevant background, whether at the firm or while employed elsewhere.

2. Key Personnel (45 pts.)

- a. Background and experience of project manager.
- b. Background and experience of firm's key project personnel.
- c. Project manager's and key personnel's experience with similar projects.

3. Record of Past Performance (25 pts)

- a. Feedback of references listed in the SOQ.
- b. Past experience with the City of Rockwall.
- c. References from other regulatory entities (Local, State, Federal).

B. Evaluation Committee

The firm selected by the City of Rockwall selection committee based on evaluation of each SOQ. The committee members will individually grade the responses on their merit and responsiveness. Responses will be evaluated based on the material and substantiating evidence presented in the responses, information collected through reference contacts, and past work experience with the firm.

C. Schedule Of Events

City of Rockwall expects to undertake the selection process according to the following schedule:

Request for Qualifications Issued	Friday, September 28, 2018
Newspaper Advertisements	Friday, September 28, 2018 & Friday, October 5, 2018
Deadline for Written Inquiries	October 16, 2018 by 5:00 PM
Deadline for posted addenda	October 23, 2018 by 3:00 PM
Submission of SOQ's (Due Date)	October 26, 2018 by 3:00 PM
Consultant Announced	End of December 2018

D. RFQ Selection Process

Each respondent that submits an SOQ will be notified of the conclusions made by the selection committee in writing. Applicants should not contact any staff during or after the RFQ process with any inquiries about the progress of selection or status of any submittal. Applicants who do so risk having a reduction in their evaluation score and/or rejection of the submittal(s). All respondents will be notified when status has been finalized.

PUBLIC NOTICE

**CITY OF ROCKWALL, TEXAS
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES FOR MISCELLANEOUS
CONSULTING ON STORMWATER ISSUES**

Sealed submittals for Request for Qualifications for Professional Engineering Services related to Stormwater Issues addressed to Public Works Department - Engineering Division, City of Rockwall, will be received at City Hall, 385 S. Goliad, Rockwall, TX 75087 no later 3:00 PM, CST, on Friday, October 26, 2018.

The purpose of this Request for Qualifications (RFQ) is to select a short list of local firms to provide Miscellaneous Consulting Services related to stormwater issues within the jurisdictional areas of the City of Rockwall, Texas, for the City's Public Works Department - Engineering Division. RFQ packet is available on the City's website at www.rockwall.com.

The City reserves the right to reject any or all submittals, waive formalities, re-advertise, and consider the most advantageous submittals thereof.

Publish Dates:

Rockwall Herald Banner
September 28, 2018 and October 5, 2018