AMENDED

REQUEST FOR QUALIFICATIONS (RFQ)

FOR ENGINEERING SERVICES

FOR A POLICE PARKING LOT
REQUEST FOR QUALIFICATIONS

Request For Qualifications (RFQ) for Engineering Services are to be addressed to Rene J. Jaime, Purchasing/Risk Manager, City of San Juan, 709 S. Nebraska Ave., San Juan, Texas, 78589-2649 and will be received on Monday, May 13, 2019, until 10:00 a.m., at which time they will be taken to the City Hall Conference Room, and the names of the engineering firms will be read aloud.

AMENDED REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
SEALED PROPOSALS #19-04-05-01
PURCHASING/PROCUREMENT DEPARTMENT
CITY OF SAN JUAN
709 S. NEBRASKA AVENUE
SAN JUAN, TEXAS 78589-2649

Specifications can be obtained by calling the Purchasing Department 956.223.2200, by picking them up at the San Juan City Hall, 709 S. Nebraska, San Juan, Texas between the hours of 8:30 a.m. - 4:30 p.m., Monday thru Friday, or by downloading them from the City’s web-site, www.cityofsanjuantexas.com.

Be advised that if a company downloads the bidding documents from the web page and is contemplating on bidding, the respondent must register with the Purchasing Department so that any changes/additions via Addendum can be forwarded to the company. Register with the Purchasing Department by e-mail at RJaime@sjtx.us. Please include the RFQ name and number and the company’s name, address, phone and email address, as well as the contact person and title.

The City of San Juan reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the qualification to be the best and most advantageous to the City, and hold the qualification for a period of 60 days without taking action. Qualifications submitted past the aforementioned date and time will not be accepted.

Caution to those submitting qualifications; those not in the proper form may be rejected.
CITY OF SAN JUAN
REQUEST FOR SEALED QUALIFICATIONS
FOR ENGINEERING SERVICES

PURPOSE OF REQUEST FOR QUALIFICATIONS (RFQ)
The City of San Juan, Texas, invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing engineering services for the design, specifications and construction of a parking lot of approximately twenty (20) spaces at the City of San Juan Public Safety Building, 301 E. Ridge Road, San Juan, Texas 78589.

OBJECTIVE
The City proposes to retain a highly qualified, capable firm to for the Design, Specifications and Construction of a Parking Lot. Firms who participate in this RFQ process are sometimes referred to as “Respondents.” The City will give prime consideration to the Engineering Firm with significant, current experience in the development, design and construction of related municipal projects.

CITY CONTACT
Sealed submittals, one unbounded original RFQ response to be prepared in response to this Request for Qualification (RFQ), as well as any questions, clarifications or general information on Company letterhead is to be directed to:

Rene J. Jaime, Purchasing/Risk Manager
City of San Juan
709 S. Nebraska Ave.
San Juan, Texas 78589-2649
Phone: 956.223.2200
Email: rjaime@sjtx.us

The individual above may be contacted by email for clarification of the specifications of this Request for Qualifications (RFQ) only. All contact shall be made in written format via an email addressed to RJaime@sjtx.us with the name and number of the bid listed in the subject of the email.

Any non-written representations, explanations, or instructions given by City Staff are not binding and do not form a part of, or alter in any way, the RFQ, a written agreement pertinent to the RFQ, or the awarding of the contract.

Under no circumstances will private meetings be scheduled between the engineering firm and City Staff prior to submittal deadline.

CONFIDENTIALITY OF RESPONSE CONTENT
All submittals offered in response to this RFQ shall be held confidential until an agreement is awarded. Following the agreement award, submittals are subject to release as public information unless the submittal or specific parts of the submittal can be shown with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The City assumes no obligation or responsibility for asserting legal arguments on behalf of potential responders.
If a responder believes that a submittal or part of a submittal is confidential then the responder shall so specify. The responder shall stamp in bold red letter the term “CONFIDENTIAL” on that part of the submittal, which the responder believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All submittals and parts of submittals that are not marked as confidential will be automatically considered public information after the agreement is awarded.

All submittals become property of the City and will not be returned to the engineering firm.

CONFLICT OF INTEREST
Effective March 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any vendor or person considering doing business with a local government entity disclose the vendor or person’s affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission at www.ethics.state.tx.us. Complete Conflict of Interest Questionnaires may be mailed or delivered by hand to the Purchasing Manager. If mailing a completed form, please mail to:

Rene J. Jaime  
City of San Juan  
709 S. Nebraska  
San Juan, Texas 78589

Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the vendor’s submittal.

DISCLOSURE OF LITIGATION
Each responder shall include in its submittal a complete disclosure of any civil or criminal litigation or investigation pending which involves the responder or in which the responder has been judged guilty.

EX PARTE COMMUNICATION
Please note that to insure proper and fair evaluation of a submittal, the City prohibits ex parte communication (e.g., unsolicited) initiated by the responder to the Mayor, City Commission, or City Staff to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Rene J. Jaime, Purchasing/Risk Manager for the City by calling 956.223.2200 or by e-mail at RJaime@sjtx.us.

INDEMNIFICATION
The successful responder shall indemnify, save harmless and exempt the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, or fees incident to any work done as a result of this response and arising out of a willful or negligent act or omission of the successful responder, its officers, agents, servants, and employees; provided however, that the successful responder shall not be
liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney fees arising out of a willful or negligent act or omission of the City, its officers, agents, servants and employees, or third parties.

LEGAL REQUIREMENTS
All parties offering submittals shall comply with federal, state and local laws and mandates relative to the preparation of submittals and the services to be provided and all applicable federal laws and regulations. Specifically the services to be provided are expected to be in compliance with the: American with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA); Consolidated Ominbus Budget Reconciliation Act (COBRA); Family and Medical Leave Act (FMLA); Health Portability and Accountability Act of 1996 (HIPPA) and all applicable federal and state requirements, including without limitation, ERISA, the Internal Revenue Code and its Act of 1994 (USERRA), insurance laws and regulations, and state anti-discrimination requirements. All submittals will be presumed to be in compliance with all applicable laws.

SUBMITTAL CONTENTS
The contents of the response submittal by the successful firm and this RFQ will become part of any contract award. The successful firm shall be expected to sign a contact with the City. The response and this RFQ shall be incorporated by reference into the contract as though fully set forth therein.

RIGHT OF RETENTION
The City of San Juan reserves the right to retain all responses submitted and to use any ideas in a submittal regardless of whether that submittal is selected. Submission of a response indicate acceptance by the firm of the conditions contained in this RFQ, unless clearly and specifically noted in the response and confirmed in the contract between the City of San Juan and the firm selected. Under no circumstances shall a responder whose submittal has not been accepted be entitled to any claims for compensation. The City reserves the right to hold a RFQ for 90 days without taking action.

SCOPE OF WORK
The selected Engineering Firm will be required to perform the basic engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a respondent with whom negotiations will proceed, a Scope of Work will be developed. The City reserves the right to include additional project elements in the initial or subsequent professional services agreements as the City may (in its sole discretion) deem appropriate. The Engineering Firm will be required to retain and be responsible for all basic engineering for the scope of work negotiated. The Engineering Firm is also required to identify and select the appropriate construction company(s); however, the City reserves the right to approve proposed construction company that will be associated with the project.
PROJECT FUNDING
Funding for work described herein will be provided from the various sources as determined upon approval by the City Commission.

SELECTION PROCESS
Selection of firm(s) will follow the proposal-interview process.

From a review of the statements of qualification received, the City invite a “short-list” of firms to be interviewed before making a final selection of a firm for this project. The City may desire to interview firms; those firms will receive notification of the date and time of the interview.

The City may use Staff to initially evaluate the submittals. The statements of qualifications received will be one part of the selection process utilized by the City, together with the interviews, to determine if an engineering contract should be pursued. Staff may recommend a “short-list” to the City Commission for their consideration. The City Commission may request that presentations be made in a City Commission meeting to assist them in their decision.

The selected respondent will then negotiate with the City on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the City, negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of San Juan for the purpose of influencing this selection. Any attempt by a respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of the City Staff, which are outside of the establish process should not be initiated.

B. **All Information True** – By submitting a response, respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents present to the City of San Juan for consideration in the selection process may be excluded.

C. **Interviews** – After the initial evaluation of the statements of qualifications, respondents will be notified of their status in the selection process. Respondents who are “short-listed” should expect and anticipate subsequent interviews which will most likely focus not only on the respondents who would be directly involved in the project. “Short-listed” respondents may be asked to make a presentation to the City Commission. If a presentation to the Commission is requested, it will be may be necessary that additional RFQ response submittals be provided by the “short-listed” respondent.

D. **Cost of Responses** – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
E. **Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate Staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.

F. **No Obligation** – The City reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all respondents submitting responses, should it be deemed in the City’s best interest; or cancel the entire process.

G. **Professional Liability Insurance** – The respondent shall have the appropriate liability insurance as described below written by an insurer authorized to transact insurance in the State of Texas.

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<thead>
<tr>
<th>Minimum Insurance Requirements</th>
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<tbody>
<tr>
<td><strong>Type of Coverage</strong></td>
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<tr>
<td>Workers Compensation</td>
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<tr>
<td>Comprehensive General Liability</td>
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<tr>
<td>(City Name as additional insured)</td>
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<tr>
<td>Bodily Injury &amp; Property Damage Aggregate</td>
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<tr>
<td>Comprehensive auto</td>
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</tbody>
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To enable the City to efficiently evaluate the responses, it is important that the respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

One (1) unbound original RFQ response with numbered pages (page number of (total) number of pages) to ensure all pages are received. Pages shall be no larger than letter size (8 ½” by 11”) each section (defined below) shall a page divider indicating the section.

**CONTENT OF SUBMITTAL**

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the bid and bid number.

A table of contents should be next, followed by page dividers separating each of the following sections:

- **Divider #1: Letters**

  The first page following the divider shall be a letter transmitting the response of the City and stating the firm’s commitment to enter into a contract for Bid # 19-04-05-01 remains effective for a period of 90 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the respondent.
• **Divider #2: Firm Information**

  a. Firm name, address, email address and telephone numbers of all firm offices.
  b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
  c. Year’s firm has been in business.
  d. Name of principals in firm.
  e. Primary contact.
  f. Organizational description.
  g. Description of firm’s philosophy.

• **Divider #3: General Firm History/Qualifications**

  a. A brief history of the Engineering Firm and the services routinely provided on municipal (or related) projects.
  b. The resume of person to be assigned to the project with his/her prospective role and identifying him/her as an engineer registered in the State of Texas.

• **Divider #4: Financial and Legal Status**

  a. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
  b. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
  c. All insurance coverage that the firm has which would be applicable to the work.

• **Divider #5: Experience and References**

  a. Discussion of Engineer’s experience in working with government Agencies.
  b. List of all representative Municipal and Governmental Projects, whether ongoing or completed, including references. Please begin with projects in Texas. For each, please provide:

     i. Project name and location
     ii. Year completed
     iii. Short
     iv. description of project
     v. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
     vi. Cost of Construction for project
     vii. Names, addresses and telephone numbers of general contractor and engineer
     viii. Design and construction cost and whether or not it was completed on time

  c. List of all project currently under contract
• **Divider #6: Management and Organizational Approach**

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

a. Describe your firm’s understanding of the project.
b. Describe how the firm will organize to perform the services.
c. Describe how the firm will solicit, in the programming and design phases, staff.
d. Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
e. Describe the Engineering team’s approach to communication with the City.
f. Description of Engineer’s approach to code analysis and jurisdictional approvals.

**Note:**

Two documents will be provided on the City of San Juan’s website along with these specifications providing a current site plan and an aerial photo of where the proposed parking lot is planned. Named as follows:

a. “Police Department Aerial 2019”
b. “Police Site Plan 091616”

**AMENDMENT**

Bid was amended on April 30, 2019 to extend the Bid closing date to Monday, May 13, 2019.