



Request for Qualifications (RFQ)

City Engineering Services

City of Dalworthington Gardens, Texas

2600 Roosevelt Drive
Dalworthington Gardens, Texas 76016

RFQ Release Date: Wednesday, July 26, 2023
RFQ Due Date: 2:00 pm, C.S.T., Wednesday, August 23, 2023

OVERVIEW

The City of Dalworthington Gardens (City) 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 for engineering related activities associated with City planning, infrastructure assessment and development, zoning matters, infrastructure grants, construction and maintenance. The 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. Subcontractors to the successful firm may provide services to the City with approval of the City when services outside of general services are required.

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.

BACKGROUND

Dalworthington Gardens, incorporated in 1949 and located in Tarrant County, is approximately 2 square miles and serves a population of approximately 2,293 residents. Dalworthington Gardens is a Type A General Law City. The Council is made up of a Mayor and five (5) Aldermen elected at-large to staggered, two-year terms. The City Administrator is responsible for the day-to-day operations of the City.

Dalworthington Gardens is an oasis in the vast suburban sprawl that is southwest Arlington. It is an enclave of larger lot residential development that has evolved from the utopian New Deal concept of individual self-sufficient homesteads. In recent years, the City has experienced increased demands for commercial development within the city.

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.

1. General Services:

- a. The City Engineer shall be capable of performing numerous disciplines such as general civil engineering, planning, surveying, landscape architectural design, 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 development agreements.
- c. The City Engineer may 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 Floodplain Manager and perform all required evaluations, recommendations, and reporting in that role, if and as necessary.
 - f. The City Engineer will review and verify development within the City Limits is designed and constructed in accordance with approved development agreements and city regulations.
2. CAD and GIS Capabilities:
 - a. Must have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.
 3. Grant Assistance:
 - a. The City Engineer shall, as requested, complete or assist in the completion of grant applications for City projects.
 4. Drainage Reviews:
 - a. The City Engineer will perform all drainage reviews of site development within the City limits areas as required by and in compliance with TCEQ regulations.
 - b. The City Engineer may oversee the storm water management program, coordinate with other entities, and prepare and present studies and updates on engineering matters.
 5. 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, 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 Ordinances and policies and all State and Federal regulations.
 6. Permitting:
 - a. The City does currently utilize a third-party contractor for all building permits and inspections. The City Engineer will assist the City in developing a process and program for and be required to review building permits, including as necessary, floodplain related items and site drainage, all in a timely fashion to meet city permitting deadlines. The City Engineer will work with the City staff and third-party vendor on process improvements surrounding permitting and inspections.
 7. 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. The firm should have as part of its staff a Professional Engineer certified as floodplain administrator, should the need arise.
 8. Project Design Services:
 - a. The City Engineer must have the capability to design a full array of public works type projects including transportation infrastructure systems and storm water management systems in a manner that is functional and cost effective. The selected consulting City Engineer must be able to provide structural/engineering guidance and any necessary design work for municipal structures.
 9. Surveying, Easements and Related Services:
 - a. The City Engineer shall have the capability of performing or subcontracting boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition. The City Engineer will perform reviews of plat documents for compliance with City ordinance and state law requirements.
 10. Work Product, Reporting and Communication
 - a. The City Engineer will be expected to provide the City with copies of all work products 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.

11. Other Considerations:

- a. The City Engineer will be expected to attend periodic meetings of the City Council and City Boards, in addition to meeting with City Staff, permit applicants, and developers.
- b. The City of Dalworthington Gardens prefers firms that specialize in representing municipal entities.
- c. The City Engineer must commit to provide services to the City in a timely manner, without unreasonable delays.
- d. The City Engineer must be located within reasonable proximity to the City of Dalworthington Gardens to ensure meeting attendance, meeting coordination and the conveyance of documents when sent via courier.
- e. The City Engineer will review and provide feedback on future development agreements and/or modifications to existing Development Agreements.
- f. The City Engineer must certify that the City Engineer does not and will not boycott Israel during the term of the contract in accordance with Chapter 2270, Texas Government Code.
- g. The City Engineer must certify that City Engineer is not included on the website of the Texas Comptroller for entities doing business with foreign terrorist organizations pursuant to Chapter 2252, Texas Government Code.
- h. The City Engineer must certify that City Engineer does not and will not boycott energy companies during the term of the contract in accordance with Chapter 2274, Texas Government Code.
- i. The City Engineer must certify that the City Engineer does not have and will not engage in a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association during the term of the contract in accordance with Chapter 2274, Texas Government Code.

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 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. **Scope of Work and Schedule**: Discuss each task outlined in the "Scope of Work" section above.
4. **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.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines.

5. References: Identify at least two (2) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each reference 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.
6. Disclosures: Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related to any municipal client or municipal projects that were unresolved or active January 1, 2003, to present.
7. Additional Data: This section will be limited to five (5) pages. Responses may include any other information the firm deems essential to the evaluation of the statement of qualifications.
8. Summary of Insurance Coverage.
9. Completed Conflict of Interest Questionnaire: Per the terms of Chapter 176 of the Local Government Code, should any vendor be awarded all or any part of the goods or services on which this Proposal solicits a return, then it is the vendor's sole responsibility to provide the City, with an updated Conflict of Interest Questionnaire, Form CIQ. The vendor must file the updated form within seven (7) calendar days after learning that a prior filing (if any) is no longer accurate. Respondents must download, complete and include a completed Form CIQ, which can be downloaded at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>, with its statement of qualifications.
10. Completed Form 1295- Certificate of Interested Parties: Effective January 1, 2016, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file form 1295 electronically with the Commission. Before the City of Dalworthington Gardens will enter into a binding agreement with the selected firm, said firm must submit form 1295. The selected firm must go to [Texas Ethics Commission – Form 1295](#) to file reports electronically. Once the selected firm has filed the report electronically, said firm should print a copy of the form and submit back to the City with the signed copy of the contracts. Once the City has received the copy of the submitted form 1295 and acknowledged the form on the Texas Ethics Commission website, the City will execute the contract.

RESPONSE SUBMITTAL

To be considered, please submit four (4) hard copies and one (1) electronic copy, on a USB drive, of your statement of qualifications, inclusive of an executed Attachment "A" – Respondent's Information and Signature and Attachment "B" – Suspension and Debarment Certification, to the below address. **Proposals should be clearly marked as such.**

City of Dalworthington Gardens
Attn: Lola Smith, City Administrator
2600 Roosevelt Drive
Dalworthington Gardens, TX 76016

Responses received after the due date of **Wednesday, August 23, 2023 at 2:00 pm, C.S.T.**, will not be considered.

Questions regarding this request for qualifications may be submitted by email to the City Administrator, lsmith@cityofdwg.net

REVIEW AND SELECTION PROCEDURE

The City Council will evaluate each statement of qualifications and select a City Engineer. The City of Dalworthington Gardens reserves the right to reject any and all responses and to waive any informality in responses received, and reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

Qualification-Based Selection Process: Professional services are procured in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the City Council based upon qualifications submitted in response to this RFQ.

Selection of the firms to be interviewed shall be based on the following criteria:

1. Firm's Ability. The ability of the firm to provide quality municipal engineering services at a reasonable cost.
2. Firm's Experience. The firm's experience with and expertise in municipal engineering services as listed in the Scope of Services
3. Primary Experience. The experience and qualifications of the firm's staff that will have primary contact with the City of Dalworthington Gardens staff.
4. Timelines. The firm's commitment to delivering work on time and within budget.
5. Avoidance. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
6. Commitment. The extent of involvement by the firm's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City's infrastructure.
7. References. The extent to which previous clients have found the firm's services acceptable.
8. Location. Geographical location in relation to the City of Dalworthington Gardens.
9. Familiarity and experience with TXDOT, TCEQ, TWDB, NTGCD, TARRANT COUNTY and other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.

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 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 the City Engineer.

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

ATTACHMENT "A"

**REQUEST FOR PROPOSAL
City of Dalworthington Gardens
City Engineering Services**

RESPONDENT'S INFORMATION AND SIGNATURE

The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any firm, and that the contents of this RFP has not been communicated to any other firm prior to the official opening of this RFP.

Date: _____

Company Name: _____

Printed Name: _____

Title: _____

Phone number: _____

Email: _____

Mailing Address: _____
PO Box or Street, City, State and Zip

Remit Address (if different than above) _____
PO Box or Street, City, State and Zip

Federal Tax ID No.: _____

Signed By: _____

ATTACHMENT “B” - SUSPENSION AND DEBARMENT CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-Federal entities from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 and all non-procurement transactions (e.g., sub-awards to sub-recipients).

Contractors receiving individual awards of \$25,000 or more and all sub-recipients must certify that their organization and its principals are not suspended or debarred by a Federal agency.

Before an award of \$25,000 or more can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a Federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a Federal agency.

Company Name: _____

Signature of Company Official: _____

Title of Company Official: _____

Date Signed: _____

Printed name of company official signing above: _____