

CITY OF LAREDO

Water Utilities Department



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August 18, 2010

REQUEST FOR QUALIFICATIONS – Professional Engineering Services

16 Inch Water Main along FM-1472

A Request for Qualifications (RFQ) to provide professional engineering services related to the 16" Water Main Project along FM 1472 is enclosed.

This RFQ includes the following:

- Proposal Submittals – Attachment I
- Scope of Work – Attachment II
- Selection Criteria – Attachment III

Proposals should be presented in accordance with the specified requirements in Attachment I. Supplementary material such as exhibits, biographical information, and other documentation may also be submitted separately bound from the proposal.

Six copies of the proposal must be submitted to the Director no later than 5:00 pm CST, September 17, 2010. Department staff will be available for meetings with individual firms to discuss the proposed project and answer questions. A meeting, if desired, should be scheduled through Carl Schwing. Proposals will be evaluated by Department staff in accordance with the selection criteria specified in Attachment III. The consultant selection process will be followed by contract negotiations.

It is expected that the selected consultant should be ready to proceed on or about November 1, 2010.

Questions concerning this RFQ should be directed to Carl M. Schwing at (956) 721-2000.

Sincerely,

A handwritten signature in black ink, appearing to read "Tomas M. Rodriguez Jr.".

Tomas M. Rodriguez Jr., P.E.
Utilities Director

Attachments

ATTACHMENT I

PROPOSAL SUBMITTALS

A. Proposal Format

The proposal is required to contain the following information and should be no more than twenty pages (excluding cover, title sheets, dividers, etc.)

SECTION 1 – Approach

- Provide an approach for completing the Scope of Work for (Type of Services). (See Attachment II).
- Present project review and quality assurance program.
- Discuss any unique ideas/concerns relating to the project.

SECTION 2 – Project Organization

- Lead firm (or firms in the case of joint ventures)
 - Names(s)
 - Address (es)
 - Telephone number(s)
 - Name of responsible corporate officer(s)
 - Office location where the majority of the day-to-day work will be accomplished
- Sub consultants
 - Name(s)
 - Address (es)
 - Telephone number(s)
 - Name of responsible corporate officer(s)
 - Office location where work will be performed
- Preference will be given to firms teamed up with local engineering firms
- Organization Chart
- Brief description of responsibilities and summary resumes of key professional personnel emphasizing experience directly relating to responsibilities on this project, as well as any specialty certification (e.g., American Academy of Environmental Engineers, American Board of Industrial Hygiene, etc.), which demonstrates special qualification related to this project.
- Estimated amount of time each key person will devote to the work on this project.
- Indicate which team members will participate in each area of the work.

SECTION 3 – Schedule

Proposal shall give special attention to project schedule and verify that the respondent firm is capable of meeting the schedule. State assumptions for time requirements.

SECTION 4 – Personnel Effort

An estimate of the required personnel hours, by task and job title, for performing (Type of Services).

SECTION 5 – Management Control Program

- Cost control method/system.
- Schedule control method/system
- Proposed project status reporting system.

SECTION 6 – Experience and References

- Project Manager – Brief description of not more than five (5) projects similar to the work to be undertaken within the last five (5) years performed by the proposed project manager.
- Project Engineer – Brief description of not more than five (5) projects similar to the work to be undertaken within the last five (5) years performed by the proposed project engineer(s).
- Name, address, and telephone number of references for each of the project described above.

ATTACHMENT II

SCOPE OF WORK

The scope of work is to provide professional engineering services for Feasibility study, geotechnical subsurface exploration study, Preliminary Design, preparation of Design Plans and Specifications, Bidding Phase and Construction Management for a 16" water main approximately 21,550 feet in length to be located along FM 1472.

The owner will provide the following services related to the project:

- Future land use studies by the City of Laredo Planning Department
- Existing water and sewer maps for the area
- Existing studies of proposed development in the study area
- Internal correspondence of observations and perceptions that could improve the quality of the finished product

Following is a brief description of the scope of work:

Provide a feasibility study for the design and construction of a 16" water main approximately 21,550 feet in length to be located along FM 1472. This effort shall include recommendations for interconnection with existing facilities.

Flows and loadings over the next fifty years
Develop Capital costs for proposed project
Evaluate proposed facility sites and make recommendations and selection

Provide preliminary design based on owner's site selection including:

Design schedule
Construction schedule
Estimated construction cost

Upon approval of owner, proceed with detailed design including plans and specifications.

Upon approval of owner proceed with bidding phase.

Upon approval of owner proceed with construction management.

ATTACHEMENT III

SELECTION CRITERIA

Selection of the consultant(s) will be based on the proposal.

Proposal Evaluation Criteria

1. Specialized Experience of Firm (30 Percent)

This includes specialized experience directly relating to these projects, demonstrated ability to complete the work within the required schedule and budget, quality control/assurance programs, and the depth of in-house and sub consultant support.

2. Project Personnel (40 Percent)

This includes the role, commitment, and qualifications (including possession of Applicable licenses and certifications) of key personnel and their experience in the areas assigned.

Principal-In-Charge	40 Percent
Project Manager	35 Percent
Project Engineer	25 Percent

3. Approach to Work (25 Percent)

This includes the approach to the project scope in Attachment II, the understanding of the project scope and schedule of work, and the interfacing of tasks.

4. Other Considerations (5 Percent)

This includes comments received from references and unique/creative approaches to work.