

**DECATUR ECONOMIC DEVELOPMENT CORPORATION**  
**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES**

**RFQ 01-17**

**SUBMISSION DATE: July 13, 2017 @ 2:00 PM**

**OVERVIEW:**

The Decatur Economic Development Corporation (EDC) requests submittals of Statements of Qualifications (SOQs) from qualified firms interested in providing professional services for specific types of service disciplines for projects defined or to be defined as stated below.

The types of service disciplines for which the EDC is seeking RFQs are as follows:

- Engineering design and construction administration services required to design and prepare bid documents to build improvements to a new municipal **Industrial Park, on FM 2264**, approximately 2300 feet east of intersection with US HWY 81/287.

This Industrial Park will include the following features:

- Approximately 3000', 40' bc/bc concrete road
- Approximately 5000', 12-inch water main with appurtenances
- Approximately 4400', 10-inch gravity sanitary sewer
- Associated drainage study and design

**OBJECTIVES:**

Decatur EDC proposes to retain highly qualified, capable firm(s) to provide professional engineering services for projects stated above.

Professional service providers who participate in this RFQ process may hereinafter be referred to as "Respondents" or "Firms". Decatur EDC will give prime consideration to Respondents with significant, current, applicable experience in providing professional services on public infrastructure projects, as referenced above.

Decatur EDC reserves the right to negotiate with one or more Respondents and shall not be obligated to enter into any contract with any Respondent on any terms or conditions. The EDC reserves the right to conduct interviews of Respondents, with no further obligation.

**SCOPE OF WORK:**

The detailed scope of work for the project shall be established with selected firms and ensuing contract negotiations.

**PROJECT SCHEDULE:**

Detailed project schedules shall be developed during the design phase of the project. Time is of essence with this project.

**SUBMITTAL REQUIREMENTS:**

The RFQ shall include the information listed below, and in the order listed. Pages shall be 8-1/2" x 11". Text shall be no smaller than 10 point. For the bound edge margin, the margin shall be 3/4 inch or larger. All other margins may be 1/2 inch or larger.

1. The Respondent will provide a cover page that includes the following:

(Firm Name)

Statement of Qualifications for

RFQ 01-17

Decatur Economic Development Corporation

Industrial Park, on FM 2264

(Date of Submittal)

2. A letter of interest, not to exceed three (3) typewritten pages, expressing the Firm's intent to be considered for these professional services and summarizing the approach the Firm normally uses to perform the type of services to be provided. On a third page, provide the Firm's organizational chart. Three (3) pages total including the organization chart.
3. Verification, not to exceed one (1) typewritten page, in the form of a statement that the prime provider is duly registered, licensed, or certified to practice the applicable professional service in the State of Texas by the applicable State of Texas registration, licensing, or certifying board. If not applicable, provide an explanation. One (1) page total.
4. Identification and qualifications of key personnel, not to exceed two (2) typewritten pages, of the prime provider's project manager and project team, with a description of each person's responsibilities relative to type of work, along with verification in the form of a statement that the prime providers proposed team individuals are currently employed by the prime provider. Two (2) pages total.
5. Physical and mailing addresses, not to exceed one (1) typewritten page, of the office location(s) where the work will be performed by the responder and any sub-provider. One (1) page total.

6. A list, not to exceed one (1) typewritten page, of not more than five (5) relevant projects completed within the last 3 years. This should include references, demonstrated experience and timeliness in completing work. One (1) page total.
7. As outlined in paragraphs 1-6 above, total submission shall not exceed nine (9) pages including cover page.

#### **SELECTION PROCESS:**

The EDC will use an Evaluation Panel comprised of City and/or EDC personnel to review Respondents' statements of qualifications (SOQs). From that review, the EDC intends to establish a short list of from three (3) to six (6) firms. The EDC may choose to interview one or any number of the short-listed firms. Oral presentations to the City or EDC, if requested, will be scored on a 100 point basis. Those firms chosen for an oral presentation will receive notification by mail and/or email of the date and time of the interview. If an interview process is deemed necessary, Respondent will be allowed to make an oral presentation of 45 minutes maximum followed by a 45 minute question and answer session.

The City and EDC reserves the right to make no award from this solicitation if deemed in its best interest to do so, and may, at its election, re-advertise and reissue the original, or an amended RFQ.

The EDC will attempt to negotiate a professional services contract from the firm solicited. If a contract cannot be successfully negotiated with that firm, the EDC will discontinue those contract negotiations and solicit a proposal from another firm, and so on, following the same process until a contract can be negotiated. A professional services agreement will be executed with the Decatur Economic Development Corporation. Ratification by the City of Decatur City Council is required.

#### **EVALUATION CRITERIA:**

As a basis for evaluating the qualification of a consultant firm during initial short list development and the firm presentation (if requested), the following elements merit consideration:

1. **Qualifications of Respondent.** Qualifications of the firm in providing professional services in the respective discipline(s) for projects defined above. This will include providing documentation that the Firm's personnel possesses the appropriate skills and are duly licensed, certified, or registered by the State of Texas to practice in the disciplines for the required services. **(20%)**

2. **Experience on Municipal Public Facilities Projects** [emphasis on last three (3) years]. Related completed and ongoing experience on municipal public facilities and related services for projects in Texas, including experience on City of Decatur projects, if any. Respondent must provide a minimum of five (5) municipal projects. City of Decatur experience will carry the same weight as other local municipal work. **(25%)**
3. **Available Resources.** This criterion would include staffing, personnel, equipment, technologies, or other resources and methodologies commonly used by the Firm that may be applicable to municipal public facilities projects, clearly indicating the firm's capabilities to perform the work in a timely fashion. **(15%)**
4. **Project Approach.** Project approach should directly reflect the Firm's approach to working on a project within that particular discipline. **(15%)**
5. **Geographic Location.** This criterion is to provide information about the Firm's geographic location and response time capabilities. **(10%)**
6. **Responsiveness to the RFQ.** This Criterion is associated with the Firm's information being complete and concise. **(5%)**
7. **References.** Respondent must provide a minimum of five different references for their submitted representative municipal projects. **(10%)**

**SUBMISSION DEADLINE:**

Sealed submittals are required. Submittals shall be delivered to the City at the address set forth below on or before **2:00 p.m. local time, July 13, 2017**. All submittals must be labeled on the outside with the Respondent's name and the RFQ is being submitted. Late submittals will not be considered. Two (2) hard copies of the RFQ package, each in 3-ring binder and six (6) electronic copies, in PDF format, of the RFQ package, each on a USB compatible flash drive (properly labeled), shall be submitted to:

**City Secretary  
City of Decatur  
201 East Walnut Street  
Decatur, TX 76234**

To enable EDC 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.

Inquiries regarding this Request for Qualifications must be submitted in writing or by email to the City Engineer at: [esmith@decaturtx.org](mailto:esmith@decaturtx.org). Emailed requests must include the following reference on the email subject line: **RFQ 01-17; Industrial Park, on FM 2264**.

**NOTES:**

- (1)** By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or State agency, or other governing body. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the City of Decatur.
  
- (2)** No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the Consultant Selection Committee) to influence any employee or elected official of the City of Decatur or Decatur EDC concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future City of Decatur or Decatur EDC solicitations or contracts.
  
- (3)** The City of Decatur or Decatur EDC will not be responsible for any costs incurred by anyone in the submittal process.
  
- (4)** The City and Decatur EDC reserves the right to waive any irregularities, request additional information from any respondent, reject any respondent or cancel the entire process, any of which, should it be deemed in the EDC or City's best interest.

**End of Document**