

**CITY OF KENEDY, TEXAS**

**REQUEST FOR QUALIFICATIONS(RFQ) FOR:**

The City of Kenedy is requesting statements of qualifications from qualified Engineering Firms to provide consulting and engineering services with experience in streets, water, wastewater, parks, airports and all other Municipal Engineering Projects on an as-needed basis. All interested firms must submit their statement of qualifications to:

**RFQ CONTACT:**

Melissa Gonzalez  
City Manager  
City of Kenedy City Hall  
303 W. Main Street  
Kenedy, TX 78119  
Phone: (830) 583-2230

**SUBMISSION DUE DATE:**

3:00 PM FRIDAY, DECEMBER 20, 2024

RFQ packet can be obtained by making a request in writing to: Melissa Gonzalez, City Manager at [citymanager@kenedytx.gov](mailto:citymanager@kenedytx.gov)

**SUBMITTAL ADDRESS:**

Melissa Gonzalez  
City Manager  
City of Kenedy City Hall  
303 W. Main Street  
Kenedy, TX 78119  
Phone: (830) 583-2230

## **1. Introduction**

The city of Kenedy, Texas is seeking qualifications from qualified engineering firms for consulting and engineering services to support the planning, design, construction, and maintenance of street, water, wastewater, parks, airports, and other municipal infrastructure projects. The successful firm(s) will work collaboratively with municipal staff and stakeholders to ensure projects are completed on time, within budget, and in compliance with all applicable codes and regulations.

## **2. Scope of Work**

The selected firm(s) will provide a full range of engineering services, including but not limited to:

### **A. Street and Transportation Engineering**

- Planning, design, and construction of streets, roads, and highways, including traffic control, pavement design, drainage, and utilities.
- Preparation of feasibility studies, environmental assessments, and traffic impact studies.
- Design of pedestrian and cyclist infrastructure, such as sidewalks, bike lanes, and crossings.
- Evaluation and upgrading of existing roadways, including resurfacing, reconstruction, and capacity improvements.
- Coordination with local, state, and federal transportation agencies and compliance with relevant standards (e.g., TXDOT, Karnes County Road & Bridge).

### **B. Water Engineering**

- Design and improvement of water distribution systems, including pumping stations, storage tanks, pipelines, and pressure regulation systems.
- Water treatment facility planning and design, including filtration, chemical treatment, and distribution.
- Water quality analysis and compliance with state and federal regulations (e.g., EPA, TCEQ).
- Hydraulic modeling and system optimization.
- Leak detection and water conservation strategies.

### **C. Wastewater Engineering**

- Design of wastewater collection and treatment systems, including lift stations, pipelines, and treatment facilities.
- Evaluation and upgrading of existing wastewater infrastructure.
- Planning for future growth, including capacity studies and system expansion.
- Compliance with environmental standards (e.g., EPA, TCEQ).
- Preparation of reports for regulatory agencies and coordination for permitting.

#### **D. Parks and Recreation Engineering**

- Design and development of municipal parks, recreational facilities, green spaces, and trails.
- Site planning, grading, drainage, and utility design for park projects.
- Environmental impact studies and assessments for park and recreation development.
- Coordination with local community organizations, residents, and other stakeholders.

#### **E. Municipal Airport Engineering**

- Airport facility layouts and airport project studies, investigations and pre-design
- Environmental studies, analysis, assessments, categorical exclusion documentation and other associated project permitting
- Maintenance, construction or reconstruction of runways, taxiways and/or aprons and for associated drainage or environmental work
- Airport electrical lighting, signing, utilities and navigation aids (NAVAIDS)
- Services during construction
- Other airport-related construction/equipment acquisition/land projects, environmental

#### **F. Other Municipal Engineering Projects**

- Planning and design for other public infrastructure, including stormwater management, flood control, solid waste systems, and public buildings.
- Structural, geotechnical, and environmental engineering services for municipal projects.
- Assistance with public outreach, grant applications, and project management as needed.

### **3. Qualifications and Experience Requirements**

The responding firm must demonstrate a proven track record of experience in providing engineering consulting services for municipal infrastructure projects. Specifically, the firm must meet the following minimum qualifications:

- **Professional Licensing:** The firm must be fully licensed to practice engineering in Texas and have the appropriate professional certifications for the types of services being offered.
- **Experience:** At least five (5) years of experience providing municipal engineering services, particularly in the design and management of street, water, wastewater, parks projects and airports.
- **Relevant Project Experience:** The firm should provide detailed examples of past projects of similar size, scope, and complexity, with emphasis on municipal infrastructure, public works, or transportation-related projects.
- **Staffing and Expertise:** The firm should have a multidisciplinary team of engineers, project managers, and technical staff with expertise in the various disciplines required, including civil, structural, environmental, and transportation engineering.

- **Project Management:** Proven experience in managing projects from planning through to completion, including the ability to meet deadlines, stay within budget, and communicate effectively with clients and stakeholders.
- **Regulatory Knowledge:** Strong knowledge of applicable local, state, and federal regulations, including environmental and permitting processes.
- **References:** The firm should provide at least three (5) references from previous clients, at least 3 must be municipal clients, preferably for similar types of projects.

#### 4. Submission Requirements

Firms interested in submitting a qualification package must provide the following:

1. **Cover Letter:** A brief introduction to the firm, including its history, services offered, and a statement of interest in providing engineering services for the city of Kenedy.
2. **Firm Profile:** An overview of the firm's background, including years in business, number of employees, office locations, and any relevant certifications or affiliations.
3. **Project Experience:** Detailed descriptions of at least five (5) relevant projects, including project scope, services provided, and outcomes. Include project budget, schedule, and any challenges faced.
4. **Team Qualifications:** Resumes of key personnel to be assigned to this contract, including project managers, engineers, and other relevant staff. Include professional licenses, certifications, and areas of expertise.
5. **References:** Contact information for at least three (5) references from clients, three (3) must be municipal clients for whom the firm has performed similar services.
6. **Approach to Municipal Projects:** A narrative detailing the firm's approach to managing municipal infrastructure projects, including project planning, design, stakeholder engagement, and meeting regulatory requirements.
7. **Fee Schedule:** If applicable, provide an indicative fee schedule for various engineering services, including hourly rates for staff, typical cost structure for design services, and estimated fees for a sample project. Please note that this is not a request for pricing at this stage, but rather a general outline of your firm's typical pricing structure.
8. **Conflict of Interest Letter:** Submit signed Conflict of interest letter. See last page.
9. **Additional Information:** Any additional information the firm believes is pertinent to the RFQ, such as innovative approaches, technological capabilities, or specialized expertise.

## 5. Evaluation Criteria and methods

Submissions will be evaluated based on the following criteria:

- **Experience and Qualifications:** The firm’s experience and the qualifications of its proposed team members.
- **Relevant Project Experience:** The firm’s demonstrated success in delivering similar projects on time and within budget.
- **Approach to Project Management:** The firm’s approach to managing municipal infrastructure projects, including coordination with local agencies, responsiveness to client needs, and ability to meet regulatory requirements.
- **Quality of References:** Feedback from previous clients on the firm’s performance, ability to deliver quality work, and professionalism.
- **Innovative Solutions:** The firm’s ability to offer innovative and cost-effective solutions, including sustainable and environmentally-friendly approaches.
- **Company Image:** The submission of the required information, or the absence thereof, directly reflects the quality, and completeness of the work provided, and the image of the company submitting this RFQ. We kindly request that you ensure all requested documentation is included with your submission to facilitate a smooth and thorough review process.
- **RFQ rank:** The city will rank and determine the highest qualified Engineering Firm upon a complete review of Submitted documentation.
- **Evaluation methods:**

The City of Kenedy will review all responses submitted in response to this solicitation using the criteria presented below and rank each Respondent. A Respondent will be recommended for award to the City Council based upon the published selected criteria noted below. The evaluation committee recommendations are subject to approval by the City of Kenedy City Council.

**Evaluation Criteria:** The Responses will be ranked based on the following:

<u>Criteria</u>	<u>Points</u>
Qualifications/Experience	60 Pts
Work Performance	25 Pts
Capacity to Perform	15 Pts
<b>TOTAL</b>	<b>100 pts</b>

The City reserves the right to request additional information or clarifications from all respondents and to allow corrections of errors or omissions.

## 6. Submission Instructions

Submit three (3) bound copies of the statement of qualifications in a sealed envelope by 3:00 p.m. December 20, 2024. Late submissions will not be considered.

### Submit to:

Melissa Gonzalez  
City Manager  
City of Kenedy City Hall  
303 W. Main Street  
Kenedy, TX 78119

Phone: (830) 583-2230

## 7. Questions and Clarifications

Any questions or requests for clarification regarding this RFQ should be directed to Melissa Gonzalez at (830) 583-2230 or [citymanager@kenedytx.gov](mailto:citymanager@kenedytx.gov). All questions must be submitted by December 15, 2024.

## 8. Notification of Selection

The city will notify the most qualified Engineering Firm in Writing within 60 days of submission of RFQ. Upon notification of selection by the city, the Engineering Firm shall submit a detailed yearly cost proposal based on the proposed scope of work. Upon receipt of the proposal, the City and Proposer will attempt to negotiate scope and extend of work to be performed, compensation and other terms. Final selection of the successful Engineering firm will be contingent upon approval of the City Council.

The city may not contact Firms that were not selected.

## 9. Disclaimers

- The issuance of this RFQ does not commit City of Kenedy to award a contract or pay any costs incurred in the preparation or submission of qualifications.
- The City of Kenedy reserves the right to reject any or all submissions and to negotiate with the selected firm(s) to determine a final scope of services and fee structure.

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This RFQ serves as an invitation for qualified firms to submit their qualifications and does not constitute an offer of work or a guarantee of future employment. All qualifications submitted in response to this RFQ will become the property of the City of Kenedy.

CONFLICT OF INTEREST STATEMENT

I certify that the following statement is true with respect to the Request for Qualifications for Consulting and Engineering Services for the City of Kenedy, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment;
2. No employee, officer, or agent of the City of Kenedy, Texas or their immediate family members, has financial or other interest in this firm;
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment for the construction of any project.
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.

\_\_\_\_\_  
Signed by Principal of Firm

\_\_\_\_\_  
Name( Typed)

\_\_\_\_\_  
Title

**\*Please include this page in Request for Qualifications Package**