



**REQUEST FOR QUALIFICATIONS
AND PROPOSALS
FOR
CITY OF WALLIS
COMMUNITY POOLS PROJECT
ENGINEERING**

**CITY OF WALLIS
P.O. Box 190
WALLIS, TEXAS 77485**

CITY OF WALLIS COMMUNITY POOLS PROJECT ENGINEERING NOTICE OF REQUEST FOR QUALIFICATIONS AND PROPOSALS

The City of Wallis, Texas, hereafter called the City, is requesting sealed written proposals for engineering services to bid/request proposals for construction, manage construction, and complete the City of Wallis Community Pools Project.

Sealed Proposals will be received at the offices of the City Secretary, City of Wallis, 6810 Guyler Bldg. B Wallis, Texas 77485 until **2:00 p.m. on Friday, February 8, 2019**. Any proposals received after the closing time will not be accepted for consideration and will be returned unopened.

All proposals must be clearly marked on the outside with the following: "City of Wallis Community Pools Project Engineering."

Request for proposal documents and submittal instructions may be obtained free of charge at the City of Wallis, 6810 Guyler Bldg. B Wallis, Texas 77485, by emailing Sheila Moseley, City Secretary, at cityclerk@wallistexas.org or downloaded from City's website at <https://www.wallistexas.org>

Questions regarding this Request for Proposals shall be directed to:

Steve Bockel
City of Wallis
Mayor
Email: mayor@wallistexas.org

Questions regarding this Request for Proposals must not be directed to other City of Wallis council, commission, committee, or staff members. Clarification requests will not be accepted by telephone. All responses to clarification requests will be provided to all proponents in writing by email and posted for download from the City's website: [www.http://wallistexas.org](http://www.wallistexas.org). Questions pertaining to this Proposal must be received no later than three (3) calendar days prior to the deadline for responding to this Request for Proposals.

REQUEST FOR QUALIFICATIONS AND PROPOSALS: SUBMITTAL INSTRUCTIONS FOR THE CITY OF WALLIS COMMUNITY POOLS PROJECT ENGINEERING

The City of Wallis is soliciting proposals from engineers to provide engineering and construction management services for the City of Wallis Community Pools Project.

The intent is to hire an engineer or team of engineers that have the ability to provide specifications, preliminary and final cost estimates and construction management for the Community Pools Project. The City will work closely with the selected engineer to review potential concepts and design features for the Project to insure best land use, engineering and traffic circulation. After the design concept is approved by the City of Wallis, the engineer shall assist the City to provide a complete bid package, including plans, specifications and cost estimates for public bid. Once a general contractor has been selected, the engineer shall manage the construction of the facility through completion.

PROJECT DESCRIPTION

The City plans to construct a community pool complex at Mynarik Park, 6340 Hwy 60, Wallis, Texas, consisting of a community pool, kiddie pool, and pool house. The Project includes: (i) a main entry; (ii) mens' and womens' locker rooms including restrooms, showers, and changing areas; (iii) drinking fountains; (iv) pool equipment room; (v) concession stand; (vi) two pools; and (vii) canopy adjacent to pools. The Project and each portion of the Scope of Work is required to meet all State of Texas and City building, safety and health code requirements, including ADA accessibility requirements. The pool house is envisioned to be a 50'x30' building with a 20'x50' covered area on the pool (back) side and a 5'x50' covered sidewalk on the pool house entrance (front) side.

The engineer shall analyze site plans and designs for feasibility and constructability including the preparation of both architectural, structural, MEP, and all necessary off-site improvement plans. The improvement plans are not limited to grading, sewer, water, storm drain, SWPPP, street improvement, signing and striping, traffic circulation, and landscape plans.

SCOPE OF WORK

- 1. Conceptual Design** - Engineer shall review a conceptual design for the Project, to include plan development compliant with federal, state and local standards, which will be reviewed by the City of Wallis staff and City Council. This may include evaluation of design alternatives.
- 2. Project Schedule** - Engineer shall prepare and maintain a project schedule to include realistic periods for final design, approvals, reviews and construction.
- 3. Cost Estimates** - Engineer shall prepare during the course of review two cost estimates, one upon completion of the preliminary plan, and a second immediately prior to issuance of the request for construction bids. All work to be completed on the project will be paid at Texas Prevailing Wage consistent with applicable federal wage standards.
- 4. Meetings** - Engineer's project manager shall attend scheduling and progress meetings with City staff, as necessary. The project manager or the other appropriate key personnel who are expert in specific

areas will also be available to attend presentations, public meetings and public hearings (if necessary). The nature and content of these meetings will be coordinated with the City of Wallis staff that will schedule and conduct the meetings.

5. Electrical and Mechanical Engineering - Engineer shall review all electrical and mechanical engineering services to include all necessary plans and coordinate with appropriate utility companies to determine location of utility lines and easements, transformer location, meter location and fixture schedules.

6. Plumbing and Landscape Design – Engineer shall review all plumbing system, landscape and irrigation system designs to include all necessary plans. ;

7. Construction Documents - Engineer, upon approval of the Project design by the City Council, shall prepare construction documents (plans and specifications) and submit them to the City for approval. The plans and specifications shall comply with all adopted Federal, State, and local laws, ordinances and codes.

8. Geotechnical Investigation - Engineer shall provide, a contract with a consultant that can provide, a geotechnical investigation report if necessary for civil/structural engineering and design purposes.

9. Environmental - Engineer shall thoroughly investigate and identify any and all environmental impairment liabilities affecting the Project, and provide all documentation and site assessment reports as required by the Texas Commission Environmental Quality (TCEQ), local, state, and federal guidelines, or as requested by the City of Wallis.

10. Bid Solicitation – The City will solicit bids; engineer shall provide bid assistance to include answering questions from prospective bidders, bidder conference, assistance with distributing information in plan rooms, participation in bid opening, bid analysis to determine lowest responsible bidder and a pre-construction meeting. For the pre-construction meeting the engineer will identify all attendees, distribute an agenda (prepared with City of Wallis staff), record and prepare minutes to be distributed at a later date.

11. Bid Packets - Engineer shall prepare 3 complete sets of plans and specifications with one copy of plans on Auto Cad (or compatible program) and specifications on disk compatible to Microsoft Word. The City will require one original copy of the final bid document package and one copy in electronic format (Microsoft Word).

12. Status Reports - Engineer shall prepare monthly status reports, which will be submitted with the engineer's invoice.

13. Construction Management - Engineer shall act as the City of Wallis's representative during the construction phase, and advise and consult with the City staff in matters pertaining to the construction contract and clarification of plans and specifications. The engineer shall visit the site at intervals (a minimum of once per week) appropriate to the stage of construction in order to become familiar with the progress and quality of the work to determine that the construction is proceeding in accordance with the plans. On the basis of such observation, the engineer shall inform the City staff as to the progress and quality of the work.

14. Construction Draws - Engineer shall review all construction invoices submitted by the contractor to the City of Wallis for payment. Engineer shall also review and make recommendations to approve or not approve change orders.

15. Shop Drawings & Submittals - Engineer shall review and comment upon all shop drawings and submittals. engineer will participate in a final walk-through and prepare a punch list. All punch list items to be completed prior to formal City of Wallis acceptance of project.

16. Final Inspection - Engineer to participate in final inspection of Training Facility Annex at the completion of construction. engineer shall make recommendations for project acceptance as appropriate. engineer will participate in an inspection at the end of the one year warranty period.

17. Record Drawings - The engineer will be required to prepare record drawings from the contractor's redline as-built drawing at project completion and submit two copies to the City of Wallis.

GENERAL SERVICES AND REQUIREMENTS

1. Monthly Invoicing - The engineer shall submit invoices to City of Wallis on a monthly basis. Each invoice will be itemized and show tasks performed and percent complete for each task, number of hours worked per person/ engineer and rate per hour for each person/ engineer (in accordance with Texas prevailing wage rates and requirements), total contract amount, percent complete for specified work items and remaining contract amount. A monthly progress report must be attached to each invoice.

2. Indemnification - Engineer, upon selection, shall agree to indemnify and hold the City , its officers, elected officials, agents and employees, free and harmless from damages uninsurable arising from death, personal injury, property damage, or other, to the extent caused by any negligent act, error or omission of engineer, its employees, agents, invitees, or any subcontractor of engineer relating to or in any way connected with the accomplishment of the work or performance of services concerning this project, other than the negligence of City of Wallis, its officers, employees or agents. Engineer shall agree to protect and to defend at his own expense, including reasonable attorneys fees, the City , its officers and employees, from legal action to the extent that the above are caused by any negligent act, error or omission.

3. Insurance - Before commencing services, engineer will be required to obtain insurance policies from companies licensed to transact insurance business in Texas in the forms of coverage and minimum amounts specified below. The engineer shall maintain the specified insurance coverage throughout the term of any agreement stemming from this RFP, and shall provide a certificate of insurance to the City to that effect; said certificate shall contain an endorsement stating that the City is named as Additional Insured with regard to services provided to the City of Wallis. Insurance coverage shall include:

- Comprehensive general liability insurance in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
- Professional liability insurance (also known as errors and omissions insurance) in an amount of no less than \$1,000,000 per occurrence and in the aggregate;
- Automobile liability insurance in an amount of no less than \$1,000,000 per occurrence and in the aggregate; and
- Workers' Compensation insurance in an amount and form complying with applicable Texas law.

4. Contingency - The proposed project is contingent upon the approval of the City Council.

RFP FORMAT

The response to this RFP **must** include the following information, in the following order:

- 1. Cover Letter** - Shall demonstrate that the respondent has a clear understanding of the City of Wallis's intent with regard to this solicitation. The letter should also include a list of names of the individuals who will be primary contacts, as well as a list of prospective subcontractors, if applicable.
- 2. Scope of Services** – A comprehensive list of services provided by respondent's firm.
- 4. Qualifications and Experience** – A list of qualifications relating to the respondent(s) experience and ability in designing similar projects.
- 3. Project Examples** – Provide examples of similar projects and/or past projects for the City of Wallis that were completed by your firm including timelines, costs, and change orders.
- 4. Project Team** - Provide a list of individuals and their qualifications (including resumes) that the respondent has committed to completion of the proposed project. This section should include a project team organizational chart.
- 5. References** - A list of references (comprised of businesses, counties, cities, and other public agencies) to which the respondent has provided similar services in the last three years; include a contact person and phone number for each reference.
- 6. Schedule** - Provide a detailed work schedule, organized in accordance with the respondent's scope of services, including specific milestones.

SELECTION PROCESS:

All proposals received will be reviewed and evaluated. Based on the evaluation of submitted qualifications, a list of the top ranked/qualified firms will be established. Evaluations will be conducted by representatives from the City of Wallis. The top ranked firms may be requested to provide an oral presentation and be interviewed at that time.

Once all presentations/interviews are evaluated, firms will be ranked and negotiations will be initiated for the Community Pools Project with the first ranked firm. If for any reason a contract cannot be negotiated, the next ranked firm will be selected from the engineer ranking list.

Proposals will be evaluated and ranked by a selection committee. Criteria used to evaluate proposals may include:

- Professional experience.
- Qualifications of the proposed project team members in the work to be performed, including relative project experience, demonstrated design excellence and capability and involvement of key personnel.
- Excellence in cost control and scheduling.
- Experience with managing the construction of publicly funded projects and the ability to follow the requirements of applicable federal, state and local regulations with respect to payment of

prevailing wage, Affirmative Action, conflicts of interest, and related requirements.

- Lack of personal, financial, or organizational conflicts of interest.
- Volume of recent and current work relating to similar projects.
- Relative location of firm to project site.
- Demonstrated ability to commence work on short notice and complete projects within the established timeframe.

PROPOSAL SUBMISSION PROCEDURES:

Persons that respond to this RFP must submit (1) original and three (3) copies of their proposals to the City by no later than **2:00 p.m. on Friday, February 8, 2019. (NO FAXES WILL BE ACCEPTED).** No late proposals will be accepted, and any proposal received after the deadline will be returned to the submitting firm unopened. Proposals can be submitted in person to:

**Sheila Moseley
City Secretary
City of Wallis, City Hall
Physical Location: 6810 Guyler Bldg. B**

Or mailed to:

**Sheila Moseley
City Secretary
City of Wallis, City Hall
PO Box 190
Wallis, Texas 77485**

All proposals must be clearly marked on the outside with the following: "City of Wallis Community Pools Project Engineering."

The City reserves the right to accept, reject, and evaluate any and all proposals, and to change the scope of this RFP. Any Proposal submitted during this RFP process becomes the property of the City of Wallis. The City shall not be liable for nor pay costs incurred by the respondent in preparation of a response to this RFP or any other costs involved, including travel. City staff will evaluate all proposals, and interviews may be conducted pending the outcome of the RFP review. Upon the selection of a respondent to complete the project, a fee will be negotiated. If the City is unable to negotiate a reasonable fee with the highest ranked respondent, the City will negotiate with the second highest ranked firm. The City reserves the right to select multiple respondents to complete the various components of the project.

Any and all agreements that may be generated as a result of this RFP are contingent upon the approval of the City of Wallis City Council.

DISTRIBUTION OF RFP & AMENDMENTS

This RFP is being distributed over the Internet. This document is posted on the City of Wallis Website at the following address: <https://www.wallistexas.org>

Engineers wishing to submit a proposal in response to this RFQ must obtain this document from our website. Due to the fact that anyone can download the RFP and the City of Wallis has no method for tracking the distribution, the City is not able to maintain a list of potential engineers /proposers and cannot provide individual notification of amendments to this RFP. The City will therefore post any addendums to the RFP on the above referenced website. All engineers are required to refer to the website after the deadline for addendums to verify they have received all addendums issued for this RFP.

INQUIRIES

Questions regarding this Request for Proposals shall be directed to:

Steve Bockel
City of Wallis
Mayor
Purchasing Coordinator
Email: mayor@wallistexas.org

Questions regarding this Request for Proposals must not be directed to other City of Wallis council, commission, committee, or staff members. Clarification requests will not be accepted by telephone. All responses to clarification requests will be provided to all proponents in writing by email and posted for download from the City's website: [www.http://www.wallistexas.org](http://www.wallistexas.org). Questions pertaining to this Proposal must be received no later than three (3) calendar days prior to the deadline for responding to this Request for Proposals.