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District 1



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District 2 / Mayor Pro Tem

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District 3

Anthony Gandara
District 4

Adriana Rodarte
Interim City Manager

BID 2015-007

CITY OF SOCORRO, TEXAS

REQUEST FOR QUALIFICATIONS

FOR PROFESSIONAL ENGINEERING SERVICES

ATTN: Ms. Olivia Navarro, City Clerk

DUE:

NOVEMBER 12, 2015 @ 2:00 P.M.

124 S. HORIZON BLVD.

SOCORRO, TEXAS 79927

INTRODUCTION

The City of Socorro desires to select a qualified Engineering Firm capable of performing all the activities normally associated with the full development of engineering projects, specifications, and cost estimating for the development and construction of the requested projects.

SCOPE OF SERVICES

The scope of services for the proposed professional engineering services should include, **but are not limited to**, the following tasks:

- Perform topographic boundary, grading and improvement plans.
- Preparation of plans, specifications and cost estimates for design of drainage structures, street improvements, traffic analysis, structural and soil forensic engineering.
- Perform research and data base creation to conduct studies and produce reports to include investigations, drawings, sketches and cost estimates of multiple municipal projects and other studies required.
- Perform all the municipal engineering projects per all applicable City Codes and Ordinances, state and federal laws and regulations, as well as ADA compliance, and in close coordination with the Planning and Zoning Department of the City of Socorro.
- Perform all the municipal projects taking in consideration energy efficiency, utility and cost savings utilizing latest technologies.
- Availability for meetings and conferences requested by the City for discussion or questions related to municipal projects.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must include the following elements:

- Letter of interest
- Demonstration and recognition of accomplished design experience.
- Experience of firm as lead on professional engineering.
- Engineering firm's record of meeting estimated budgets.
- Identification and resumes of personnel to be directly involved in City's municipal projects.
- Principal and direct contact engineer for the expected completion of the municipal projects.
- Identify current workload of firm and personnel assigned to project.

- Experience of the firm with private and official sector.
- Experience of the proposed personnel involved in government projects.
- Demonstrated experience in sustainable engineering design.
- Description of the firm’s design and project management philosophy.
- References from recent projects, to include: key contact, owner, and level of participation.

The Statement of Qualifications may not exceed 20, 8 ½ x 11 inch double-sided pages in length, including photos or graphic material.

EVALUATION PROCESS

The City of Socorro may use a two-step process for the selection of a landscape architectural firm. The first step in the selection process will require the firm to submit and focus on the following topics. Each firm will be scored on the following point system with a maximum total of 100 points:

<u>Topic</u>	<u>Points</u>
a. Projects Approach -----	20
b. History performance of Firm -----	20
c. Project Team and Capacity to Perform-----	25
d. Qualifications of Firm; Experience on municipal projects -----	25
e. Number of Public Sector Professional Projects -----	10

Total Points:	100

The first submission of qualifications will require the interested firms to submit a response to this request for qualifications. A committee will evaluate the submissions and score each submission according to the criteria outlined in this RFQ. If a firm has a clear lead in the scoring, that firm will be the chosen firm.

If not, a list of short listed firms will be invited to participate in the second phase process. A letter will notify short listed firms of their participation in the second step; the letter will contain specific instructions, which will consist of an in-person interview with the review committee. The scores of the first (RFQ submission) and second phase (interview) will be combined and the firm scoring the highest will be recommended as the design firm for the Park.

The Selection Committee will make the final recommendation to the Socorro City Council.

Firms submitting proposals must provide one (1) loose original and four (4) bound copies of the complete Request for Qualifications and must be received no later than **2:00 P.M., Thursday, November 12, 2015.**

GENERAL CONDITIONS

Limitations – This request for qualifications does not commit the City of Socorro to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all responses received in response to this request, to negotiate with all qualified respondents or to cancel in part or in its entirety this request for proposal if it is in the best interest of the City. The Consultant Selection Committee may require consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted.