

# CITY OF BROOKSHIRE REQUEST FOR QUALIFICATIONS

## Professional Engineering Services

### OVERVIEW

The City of Brookshire, Texas, a Type-A general law city, located along Interstate 10 approximately 30 miles west of Downtown Houston (the “City”), is soliciting responses to this Request for Qualifications (this “RFQ”) from an individual or firm that can provide Professional Engineering Services, registered to practice in the State of Texas, interested in serving as the City’s Engineer Consultant. The City is in the midst of an exponential increase in all types of development – residential, commercial, and industrial. The City’s staff need a person or firm that will not only provide engineering services related to the development projects occurring in the City, but that will be able to process a development project from its inception all the way through the issuance of a certificate of occupancy for the project. In a successful response to this RFQ, the City will expect to see the individual’s or firm’s:

- History of land use, planning, and zoning experience;
- Experience in managing capital projects in water, wastewater, streets, and drainage;
- Extensive experience in development projects plan review, including authorizing project plans for permit issuance;
- Experience working with Texas general-law cities;
- Ability to operation and maintain various infrastructure systems; and,
- Ability to attend City Council meetings, as well as other meetings of City boards and commissions.

### SPECIFICATIONS

- A. General Services:** The successful response will show the individual’s or firm’s capability of performing all engineering services and numerous disciplines such as planning, surveying, construction management, architectural design, geotechnical analysis, environmental reviews, permitting, platting, or, at a minimum, have the ability to coordinate with firms that provide such services. The City expects that the individual or firm will be able to act as the City’s Development Services Department, that the individual or firm will be able to handle and manage a development project, of any type or size, from its inception through to its completion.
- B. Environmental and Regulatory Agency Services:** The individual or firm shall provide technical review to answer inquiries related to a site, a building, a subdivision, an improvement, a land disturbance, a drainage study, a floodplain development, any construction plan, and escrows related to all various projects proposed by applicants to be developed in the City, and to ensure conformity to City Codes along with all applicable County, State, and Federal regulations and agency requirements.
- C. CAD and GIS Capabilities:** The individual or firm must have computer aided drafting and geographical information system experience and capabilities, and will, upon request, provide such services and files to the City.
- D. Meeting Attendance and Participation:** The individual or the assigned member of the firm will be expected to attend periodic meetings of the City Council and the Planning and Zoning Commission in addition to meetings with City Staff and developers.
- E. Work Product:** The selected individual or firm will be expected to provide the City with

copies of all work product, upon request and without limitation, with such work product including: reports, analyses, correspondence, maps, plans, drawings, and any other document produced in connection with the consulting relationship with the City in printed and electronic form. The City shall own all rights, title, and interest to, all documents that are created in connection with the consulting relationship with the City, including all copyrights and intellectual property rights to such work product.

- F. Professional Engineer Requirement:** The selected individual or firm must assign to the City a minimum of one (1) staff member as the primary City contact. This staff member must be a Professional Engineer licensed to practice in the State of Texas.
- G. Public Sector Experience:** The City prefers the selected firm have experience in representing municipalities, with preference given to an individual or firm that has experience with Type-A general law Texas cities.
- H. Responsiveness:** The firm must commit to provide services to the City in a timely manner, which includes the ability to be available by phone, e-mail, and in person in the case of an emergency or in the case of a project that might have circumstances that require rapid responses.
- I. Other Relative Experience and Skill:** The City will take into favorable consideration an individual or firm that can show that it has experience or expertise in an area or field that uniquely benefits the City.

### **RFQ SUBMISSION REQUIREMENTS**

***A complete response to this RFQ must include the following:***

- A.** An overview of the individual or firm, summarize the individual or firm's understanding of the scope of services, provide the individual or firm's history and experience, identify and provide experience of the Project Manager and the key project team members, and identify and provide experience of the subconsultants supporting the individual or firm.
- B.** Provide an organizational chart for the individual or firm.
- C.** Provide resumes of key staff personnel that will be assigned to the City.
- D.** List specific expertise pertinent to representing municipalities.
- E.** Provide a prospective approach to working with the City.
- F.** Provide a list of references.
- G.** Summary of insurance coverage for both General and Professional Services.
- H.** Other information pertinent to the submittal.
- I.** Include a Potential Conflict of Interest form.

***The RFQ response shall also include the following:***

- Total of not more than twenty (20) pages including transmittal letter and organizational chart. Not included in the twenty (20) pages are covers, tabs, insurance certificate, and additional information. An electronic copy of the submittal must be included, as described herein.

- Transmittal Letter — signed by the respondent with authority to commit the firm.
- Printed on 8.5-inch x 11-inch paper, with normal margins. Type shall not be less than 12-point font.
- RFQ responses are to be submitted in writing with eight (8) printed and bound copies and one (1) electronic copy in PDF format on a USB drive. Submittals will be accepted up to and no later than April 15, 2021 at 12:00 P.M. Responses received after the deadline will not be accepted for consideration. The City reserves the right to accept or reject any or all submittals. All responses to this RFQ must be sent to:

**Ms. Claudia Harrison  
 City Secretary, City of Brookshire  
 4029 5<sup>th</sup> Street  
 Brookshire, Texas 77423**

For the complete RFQ Packet go to [www.brookshiretexas.org](http://www.brookshiretexas.org), or email or call the City Secretary, Mrs. Claudia Harrison, at [CHarrison@BrookshireCity.org](mailto:CHarrison@BrookshireCity.org) or [\(281\) 375-5050](tel:2813755050).

**ANTICIPATED SCHEDULE**

Release of RFQ for Publication:  
 Deadline for Questions:  
 RFQ Response Submissions Due:  
 Interview:

**SCORING FOR THE RESPONSES TO THE RFQ**

<u>Possible Points</u>	<u>Category</u>
20pts	General Services
10pts	Environmental and Regulatory Services
10pts	CAD and GIS Capabilities
20pts	Meeting Attendance and Participation
20pts	Public Sector Experience
10pts	Responsiveness
<u>10pts</u>	<u>Other Relative Experience and Skill</u>
100pts	Total Possible Points