

REQUEST FOR QUALIFICATIONS (RFQ):

**CITY OF MANVEL REGIONAL DRAINAGE FACILITY #1
& MASTER DRAINAGE PLAN UPDATE**

CITY OF MANVEL, TEXAS



FEBRUARY 13, 2020

PREPARED BY:

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TBPE F-9827

NOTICE AND REQUEST FOR QUALIFICATION S FOR:

City of Manvel Regional Drainage Facility #1 & Master Drainage Plan Update

PROFESSIONAL SERVICES REQUESTED :

The City of Manvel is seeking a qualified engineering firm to prepare design construction plans for the City of Manvel Regional Drainage Facility #1 and update the City's Master Drainage Plan. Upon selection, the firm will qualify to do work for future City drainage projects, where authorized.

Interested firms are invited to respond in writing to:

Kyle Jung, City Manager
20025 Morris Avenue
Manvel, Texas 77578

The Statement of Qualifications (SOQ) must be received by the City Manager no later than noon on March 26, 2020.

LATE SOQs WILL NOT BE ACCEPTED.

There will be a pre-submittal conference (non-mandatory) for this project on March 3, 2020 at 10:00 AM at Manvel City Hall (20025 State Highway 6).

INFORMATION AND INSTRUCTIONS TO APPLICANTS :

The City of Manvel (City) hereby solicits SOQs from qualified engineering firms to prepare design construction plans for the City of Manvel Regional Drainage Facility #1 and update the City's Master Drainage Plan. The City intends to select one firm from this solicitation.

SECTION 1. PROJECT DESCRIPTION (SCOPE OF SERVICES):

The City of Manvel has recently acquired 116 acres to be used for drainage relief on the south side of Manvel. Additionally, the City seeks to update the Master Drainage Plan, which was originally prepared by Klotz Associates, Inc. in 2014.

Since its inception, the City of Manvel has primarily existed as a rural community. Large acre homesteads, agricultural, and oilfield uses have typically developed without stormwater detention or floodplain mitigation. However, the City has been experiencing tremendous growth over the last 10 years, and all new development has complied with the City's detention and floodplain requirements. Due to continued urban sprawl from Houston, residential subdivisions and commercial developments are steadily increasing in and around the City of Manvel. The vast majority of these developments implement smaller detention/mitigation ponds via Municipal Utility Districts (MUDs). As the City continues to grow, it is City Council's desire to prepare for that growth with Master Planning documents such as the Master Drainage Plan.

The City of Manvel Regional Drainage Facility #1 will be used to provide drainage relief on the south side of Manvel. It is also the City's desire to ultimately use the pond as a recreational amenity. The selected firm will provide design construction plans, bid phase services, and construction administration and oversight services.

The purpose of the Master Drainage Plan Update is to incorporate recent developments, LOMRs, and creek and canal modifications within the City. Coordination with the three drainage districts that share jurisdiction in the City will be critical. The selected firm will also make recommendations for improvements and future capital projects and developer-driven initiatives.

City of Manvel Regional Drainage Facility #1 Design

The City has recently acquired 116 acres on the south side of Manvel. The land is bound to the north by Jordan Road, to the east by Masters Road (CR67/FM1128), and to the south and west by the Chocolate Bayou C-12 ditch. The C-12 ditch has siphons that restrict downstream flow but may contribute to flooding upstream. The design of the City of Manvel Regional Drainage Facility #1 will include H&H analysis of the C-12 watershed to determine if the siphons can be enlarged, while mitigating any impacts within the pond. The City anticipates that the pond excavation effort will be performed by a sandpit company, so the selected engineering firm will need to plan for extended monitoring over the course of the project. It is also the City's desire to ultimately use this acreage as a recreational amenity. While the design of the amenity feature is not within the scope of this project, planning for future parking, expanded maintenance berms, and walking trails will need to be anticipated.

Master Drainage Plan Update

The Master Drainage Plan Update will be broken down into tasks.

These generally constitute the following:

- Compile background information regarding the existing system, its operation, and condition to develop the basis for the planning framework.
- Compile and update background information on all in-City and ETJ MUDs.
- Develop detention demand projections through build out.
- Update the Hydrologic and Hydraulic Model(s) for the City.
- Identify projects, schedules, and estimated costs to be included in the City's Capital Improvement Plan.
- Prepare and Complete an updated Master Drainage Plan report (deliverable).

SECTION 2. CRITERIA AND CONTENTS:

Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

- A. Cover Letter containing a minimum:
 1. Company name, contact name, address, phone number, and email address
 2. Acknowledge receipt of all addenda, if any
- B. Qualifications Criteria:
 1. General Information
 - a. Description of firm/team
 - b. Legal company organization
 - c. List of applicable licenses
 2. Relevant Firm Experience (40 points)
 - a. Applicant's overall reputation, service capabilities, and familiarity as it relates to this project. Experience in Brazoria County and particularly the Chocolate Bayou Watershed are paramount for this project. Previous experience with sandpits and sandpit companies will also be invaluable.
 - b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value, project owner, project location, contract name and title, address, current/accurate telephone number, and email address (if available).
 - c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from projects listed above.
 - d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
 - e. Applicant's capacity to proceed without delay if selected for this work.
 3. Team Experience & Qualifications (30 points)
 - a. Describe each team member's position; resumes of each proposed team member may be included in an Appendix.
 - b. Briefly describe each team member's role on this project; provide organization chart with names.
 - c. Provide "team" experience working together on similar projects.

- d. Identify proposed subconsultants/subcontractors, and your method of subconsultant/subcontractor selection, if applicable. Include in your SOQ a proposed subconsultant/subcontractor selection plan.
- 4. Approach to Project Management (20 points)
 - a. Describe your approach to amendment/change orders.
 - b. Describe your planning, scheduling, and estimating tools.
 - c. Describe your quality control plan and dispute resolution.
- 5. Other Factors (10 points)
 - a. Current workload and ability to proceed promptly.
 - b. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
 - c. Relevant factors impacting the quality and value of work.

FAILURE TO INCLUDE ALL INFORMATION REQUESTED SHALL CAUSE APPLICATION TO BE REJECTED AND NOT BE EVALUATED OR CONSIDERED IN THE SELECTION PROCESS.

SECTION 3. SUBMITTAL INSTRUCTIONS

- A. This SOQ may not exceed twenty (20) single-sided pages (maximum 8-1/2" x 11") with a minimum 10-point type. Submissions exceeding the page limit will be considered non-responsive and will be returned to the Applicant without further evaluation.
- B. Submittals should be spiral bound only. DO NOT USE BINDERS of any kind. Pages having photos, charts, and/or graphics that provide additional evaluation information, will be counted towards the maximum number of pages.
- C. The following information is not included in the page limit:
 - 1. Cover - must not contain information that can be evaluated.
 - 2. Cover Letter - on company letterhead, maximum 1 page.
 - 3. Table of Contents - must not contain information that can be evaluated.
 - 4. Resumes - each key team member, maximum 2 pages (each).
 - 5. Appendices - if included.
- D. SOQs must be submitted in a sealed envelope with the words

“CITY OF MANVEL REGIONAL DRAINAGE FACILITY #1
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and the Applicant’s name and address clearly indicated on the envelope.

- E. Twelve (12) bound SOQs, must be submitted to Manvel City Hall in person or by mail before noon (Central Standard Time) on March 26, 2020.

LATE SOQS WILL NOT BE ACCEPTED.

SECTION 4. SELECTION PROCESS

- A. The City will appoint a Selection Committee to evaluate each Applicant based on qualifications. Using the criteria and weighting listed above, and in order of preference, the Selection Committee will rank the Applicants.
- B. The City will contact and interview references provided by each Applicant.
- C. The Selection Committee may then make a selection based on their collective evaluations of the Applicant’s SOQ.

- D. The Selection Committee may conduct interviews regarding the project with the shortlisted top-ranked Applicants. Interview invitation letters will be sent to the shortlisted top-ranked Applicants with specific interview location and anticipated interview format. Applicants may present using any media format they choose, but the City provides no material or technical support. Applicants must leave any storyboards, other presentation items, and a hard copy of any presentation materials with the City for consideration. At the Applicant's request, materials can be returned after final selection.
- E. The City will enter into negotiations with the highest ranked Applicant to finalize a contract for the project. If a contract cannot be successfully negotiated with the highest ranked Applicant, then negotiations will be terminated with that Applicant and the City may enter negotiations with the next highest ranked Applicant until an agreement is reached or an impasse is declared.
- F. A selection/ranking result notification letter will be sent to all Applicants following a selection and/or interview list determined.
- G. Applicants are evaluated on any combination of the following elements:
 - 1) SOQ submitted;
 - 2) Reference verification;
 - 3) Interview performance (if conducted); and
 - 4) any information from any source about the Applicant, included in the SOQ or not.

SECTION 5. GENERAL TERMS & CONDITIONS

- A. Applicants must be able to meet the City's insurance requirements.
- B. The Contracting document shall be the City of Manvel's Standard Agreement for Professional Services - Engineering.
- C. The City reserves the right to reject any or all Applicants, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received.
- D. DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS, CITY COUNCIL MEMBERS, CITY EMPLOYEES, OR ANY CITY REPRESENTATIVE CONCERNING THIS RFQ AT ANY TIME IS STRICTLY PROHIBITED.
- E. If you have any questions regarding this solicitation, you may contact the City Attorney.
- F. Insurance:

The Applicant shall purchase and maintain, during the contract time, insurance as listed in the contract. The Applicant will be required to provide evidence of such insurance prior to issuance of the Notice to Proceed in a form acceptable to the City.

 - 1. The certificate of insurance for General Liability and Auto Liability shall name as additional insured the City of Manvel.
 - 2. As required by law, the certificate of insurance shall be provided by an insurance carrier(s) authorized to do business in the State of Texas, or countersigned by an agent of the carrier to do business in the State of Texas.