

Request for Proposals (RFP) for Architectural and Engineering Services

The City of Quinlan is seeking to enter into a professional services contract with a state-registered architect or engineer. The following outlines this request for proposals.

I. Scope of Work - The contract will encompass all project-related professional services to the City of Quinlan for the S. Church St. Sidewalk Project, a TxDOT TA Set-Aside Project, including but not limited to the following:

- Preliminary and final design plans and specifications
- Preparation of the bid packet
- engineering surveys
- environmental studies and documentation

Please specify actual tasks to be performed under each of these categories. A copy of the project description for these infrastructure improvements is attached.

II. Proposal for Services – The proposal include the following components:

- A statement of qualifications cover letter, showing past experience with similar projects;
- Experience with federal and state projects, and experience with the City of Quinlan, if any;
- Capacity to perform the specific proposed task;
- Resumes of the professional architects or engineers who will be responsible for the project; and
- References from previous projects.

III. Statement of Qualifications – The City of Quinlan is seeking to contract with a competent architectural or engineering firm, registered to practice in the State of Texas with experience in the following areas:

- Municipal construction including but not limited to infrastructure projects;
- Federal/State-funded construction projects; and
- Projects located in this general region of the state

As such, please provide within your proposal a list of past local government clients, as well as resumes of all architects and engineers that will or may be assigned to this project if you receive the professional services contract award.

Also, please provide a copy of your current certificate of insurance for professional liability.

IV. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

Experience

<u>Factor</u>	<u>Max. Points</u>	<u>Score</u>
1. Has previously designed this type of project	20	_____
2. Has worked on federally or state funded construction projects	15	_____
3. Demonstrates a technical understanding of the project	15	_____
4. Has experience in project management/administration	15	_____
<i>Subtotal Experience</i>	65	_____

Capacity to Perform

<u>Factor</u>	<u>Max. Points</u>	<u>Score</u>
1. Relevant experience of staff	15	_____
2. Adequacy of resources	5	_____
3. Professional liability insurance is in force	5	_____
4. Firm has at least one TxDOT-trained Local Government Project Procedures administrator	10	_____
<i>Subtotal Capacity to Perform</i>	35	_____
TOTAL SCORE	100	_____

V. For this RFP, Respondent's qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

Upon the award of this contract, profit (either % or actual cost) must be identified and negotiated as a separate element of the price for any contract with estimated value of \$50,000 or more. To comply, the bidder must disclose and certify in its proposal the percentage of profit being used.

VI. Deadline for Submission - the proposals received will be received no later than 4:00 pm November 16th, 2018, at the following address: City of Quinlan, PO Box 2740, 105 W. Main St., Quinlan, Texas 75474.