

City of Richmond
Request For Qualifications
Engineering Design Services
Richmond, Texas

The City of Richmond (City) is requesting Statements of Qualifications (SOQ)s from Engineering Firms (Consultants) for engineering services for Water Distribution Rehabilitation, Water Well Rehabilitation and New Water Well, Sidewalk Rehabilitation, Surface Water Plant Repair and Maintenance, Surface Water Transmission Line, Wastewater Treatment Plant Design, Lift Station Rehabilitation, Stormwater Bank Program, and Wastewater Solids Handling Improvements. The City is seeking Engineering Consultant(s) with expertise in engineering design, and project management for these various projects. The procurement process for selection of the Consultants will be a Qualifications Based Selection (QBS). **We are not seeking a detailed scope of work or cost proposal at this time.** The successful Consultants will be selected based upon their demonstrated ability to provide the highest qualified team to achieve the goals of the project through their SOQ and possible interview with the selection committee. The deadline for submission of SOQs is 2:00 PM CT, Friday, December 19th.

The documents may be obtained for no charge by downloading them at <https://www.richmondtx.gov/departments/requests-for-proposals-qualifications-and-bids>.

Project Development

The City of Richmond is the sole authority for the Consultant during the project.

The Consultant will work directly with the City's Project Managers throughout the project development process.

Project Description

The specific projects and their description are as follows:

ST2502 Citywide Stormwater Bank Program (project description not available) – anticipated start date April 2025

ST2502 Downtown Sidewalk Rehabilitation – anticipated start date January 2025

WW2501 East Wastewater Treatment Plant Design – anticipated start date March 2025

Lift Station Rehabilitation – Location to be determined.

WW2503 Regional Wastewater Treatment Plant Solids Handling – anticipated start date January 2025

WA2502 New Well – Downtown Water Plant – anticipated start date February 2025

WA2505, WA2506 Water Line Rehabilitation – anticipated start date February 2025

SW2502 Surface Water Transmission Line – anticipated start date March 2025

More detailed information about these projects can be found at:

<https://www.richmondtx.gov/departments/finance-department> under 2025 adopted budget.

The City may consider projects individually or combined with other similar projects.

Qualifications - Based Selection Process (QBS)

Engineering services for these projects will be procured through a qualifications-based selection process (QBS). This Request for Qualifications (RFQ) is a solicitation for a Statement of Qualifications (SOQ) from qualified Consultants. We are not seeking a scope of work or cost proposal at this time.

Submission Requirements

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's credentials to perform engineering services for Richmond's 2025 Capital Improvement Program. Consultants may submit for a single project or multiple projects but need to indicate specifically which project(s) they are making a submission. The SOQ should include the project(s) being submitted for, proposed project team, technical abilities, examples of previous projects, references, a proposed schedule and any other information that you consider important for each project. Also included should be qualifications of all proposed sub-consultants. Do not include a proposed Scope of Services or Cost Proposal within the SOQ.

The SOQ shall not exceed 30 pages of technical information for one or several projects from any firm. Included within this 30 page-limit would be any cover letter and anticipated project development schedule. Résumés of individuals to be assigned to the project(s), examples of prior projects and references for prior projects are included in the 30 page-limit.

The cost of preparing, submitting, and presenting their qualifications is the Consultant's sole expense. The City reserves the right to reject any and all Statements of Qualification received as a result of this solicitation or to cancel this RFQ in part or in its entirety if it is in the best interests of the City. This Request for Qualifications in no way obligates the City to award a contract.

Submission Schedule

There will be no pre-proposal conference. Statements of Qualifications (SOQ) will need to be submitted in hard and electronic format.

Submission of SOQ

Should a Consultant choose to submit its SOQ for one or several projects - a total of one hard **copy** and one electronic **copy** shall be mailed or physically delivered to the following address in a sealed envelope:

Howard Christian
City of Richmond
600 Morton
Richmond, TX 77469

The envelope shall be marked with:

- Identification of envelope contents (SOQ) Name and address of the consulting firm Project(s) name and number
- Due date and time

It is the firm's responsibility to ensure that its SOQ is delivered to the City's designated location by the posted deadline. Contact Public Works at (281) 342-0559 for verification of receipt.

SOQ's must be received at the City Offices no later than **2:00 PM CT on Friday, December 19th.** SOQ's received after the deadline will not be accepted or considered.

Questions concerning this RFQ will be accepted until the close of business on December 9, 2024. Following this deadline, an addendum will be issued that includes a comprehensive list of all questions submitted along with their corresponding answers. For inquiries related to the project, please contact Howard Christian, Assistant City Manager, at hchristian@richmondtx.gov. The addendum will be made available on the City's website at <https://www.richmondtx.gov/departments/requests-for-proposals-qualifications-and-bids>.

If the Selection Committee decides to interview the highest ranked SOQ's, the appropriate Consultants will be informed within two weeks of the submission date. Interviews with selected Consultants may begin shortly afterward and the selection of the most qualified Consultant(s) and negotiations with that Consultant(s) is anticipated to conclude around December 31, 2024. An expected start date for the design contract would begin within 30 days prior to the project schedule. Notification to all responding Consultants of the selection will follow immediately upon the decision of the selection committee.

Selection

The Selection Committee members will review and evaluate each statement of qualifications, based on the criteria below. Consultants will then be ranked accordingly. The Selection Committee may decide to shortlist the highest ranked Consultants and request interviews if it is deemed necessary in order to choose the most-qualified Consultant. Upon completion of any interviews, a Scope of Work and Cost Proposal will be required, and negotiations will begin with the top-ranked Consultant. If a Scope of Work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked Consultant will be concluded and negotiations with the second-ranked Consultant will be initiated. If a satisfactory contract is not worked out with this Consultant, then this procedure will be continued until a mutually satisfactory contract is negotiated. The City reserves the right to reject any and all proposals, and to waive all technicalities. The right is reserved to make the award considered to be the most advantageous to the City. The selected Consultant will be required to enter into a professional services contract prepared by the City.

Criteria for Selection

The following criteria, as a minimum, will be used to evaluate qualifications for each project submitted for:

CRITERIA	MAX POINTS	SCORE
Consultant's Organization and Qualifications	30	
Project Manager Qualifications	30	
Relevant Experience and References	30	
Overall Responsiveness to the RFQ	10	
Total	100	