

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES Upper Rabbs Bayou Watershed Masterplan

Description: The Upper Rabbs Bayou Watershed Masterplan will provide an existing condition drainage analysis to establish a baseline for comparison against potential future drainage improvements. This drainage masterplan will also investigate overall regional alternative solution(s) to help reduce existing flooding at select locations as well as to potentially provide for future drainage improvements within the City limits of the City of Richmond and the City of Rosenberg (Cities of Richmond/Rosenberg), in Fort Bend County, Texas. The Project Area of the Upper Rabbs Bayou Watershed Masterplan shall, at a minimum, include all of the watershed upstream of and including the Hillcrest Drive bridge crossing.

The Engineer shall submit a report of the study findings. The work shall include, but not be limited to agency coordination, data gathering, exhibits, and preparation of a preliminary engineering report. Drainage design shall follow the latest edition of Fort Bend County Standards and the Cities of Richmond/Rosenberg Standards, and including the standards of other agencies connecting to the Project Area.

The drainage design of this project shall accommodate the existing conditions within the Project Area to identify any drainage issues associated with drainage system outfall capacity and provide feasible solutions to avoid structural flooding within the Project Area. The Engineer shall develop an existing condition model of the Project Area to properly evaluate the 10-year, 25-year, and 100-year rainfall events. The Engineer shall perform hydraulic and hydrologic models utilizing modeling computer software and recommend a drainage solution that meets Fort Bend County and the Cities of Richmond/Rosenberg criteria. The Engineer shall develop a proposed condition drainage design to properly evaluate the studied rainfall events.

Notwithstanding the Engineer's understanding of the standard Cities of Richmond/Rosenberg contract documents, the Cities of Richmond/Rosenberg will expect these BASIC SERVICES to be part of the Engineer's service:

A. Perform an existing condition

Perform an existing condition hydrologic drainage analysis to determine the relevant rainfall runoff flow rates for the 10-year, 25-year, and 100-year rainfall events. The existing condition analysis will be performed to document drainage boundaries, flowrates, outfall locations, and sheetflow patterns conveyed to the downstream end of the study (Rabbs Bayou at Hillcrest Drive). A hydraulic analysis will also be performed to document water surface elevations for each studied rainfall event and identify areas which currently have inadequate capacity to convey the studied rainfall event.

The drainage analysis shall review existing drainage studies pertaining to Rabbs Bayou. These studies include, but are not

limited to, the "Drainage Analysis for the Updated Rabbs Bayou Watershed Study for FBCDD and the Updated Master Drainage Plan for FBC LID No. 6" prepared by Costello, Inc., dated October 2013, and "Drainage Report City of Rosenberg and City of Richmond From Lane Drive in the City of Rosenberg to Farm Market Road #762 in the City of Richmond" prepared by Kelly R. Kaluza & Associates, Inc. dated September 24, 2004.

B. Prepare Watershed Masterplan

Create alternatives and perform calculations to determine the appropriate drainage facility sizes necessary to convey runoff to the downstream end of the project location. The Drainage Masterplan will identify required drainage facility types, including, but not limited to detention facilities, bridges, culverts, and storm sewers, ditch sizes and slopes, easements and rights-of-way, and will serve as a reference outline to document the necessary improvements. Results will be presented in a meeting with the Cities of Richmond/Rosenberg, and other interested entities for concurrence prior to preparation of final report.

C. Prepare report to document findings and submit for acceptance

Prepare a report with appropriate exhibits and cost estimates which documents findings from this analysis and submit to the Cities of Richmond/Rosenberg for acceptance.

D. Survey

Obtain topographic survey data of all structures, storm sewers, ditches, etc., necessary for the creation of the computer models.

E. Periodic meetings shall be held to review the progress of the engineering effort, or to address other issues which may arise. The Cities of Richmond/Rosenberg may initiate meetings that include the Engineer, and if necessary, Fort Bend County and other applicable parties. The Engineer shall prepare and deliver meeting record memorandum of decisions and action items to the Cities of Richmond/Rosenberg within 2 working days after each meeting.

F. The Engineer shall notify the Cities of Richmond/Rosenberg immediately of any deviation from the Scope of Engineering Services and Fee. The Engineer shall not perform services outside of the Contract scope without a written Amendment to this Contract.

G. Submit invoices according to the guidelines set forth under the standard City of Richmond Professional Services Agreement to document and present the current status of each milestone noted within the Project Schedule, to record activities and deliverables completed within the month, and to note activities planned for next month.

To qualify for the selection, the submitting firm must have a professional engineer, registered in Texas, who can sign and seal the work to be performed on the contract.

To be considered for evaluation, firms should submit a specific statement of

qualifications (SOQ) for the project. The submittal shall include a transmittal letter. Following the transmittal letter shall be a one page letter from each sub-consulting firm proposed in the submittal indicating that firm's desire to be included and indicating a general statement of the scope of services that the sub-consultant will perform if the submitting firm is selected. The length of submittal document shall not exceed 15 pages (single sided 8 ½ x11 pages) Font: 11pt Arial, Line Spacing: 1.5.

The qualifications shall include:

- Specific technical capabilities of the firm(s) for the project(s); including capability to perform hydrologic and hydraulic channel and storm water drainage analysis.
- Specific technical capabilities of the firm(s) for the project(s); include capability to design in accordance Fort Bend County Design criteria and the Cities of Richmond/Rosenberg criteria;
- Prior demonstrated experience in accomplishing similar projects;
- Demonstrated timeliness on similar projects and projected time to complete;
- Demonstrated ability to find cost saving/cost effective solutions;
- Specific qualifications of employees intended to be assigned on the project(s);
- Identification and qualifications of sub-consultants intended to be used on the project(s).

The Cities of Richmond and Rosenberg will review the submittals and recommend the most highly qualified submitting firms for selection.

The RFQ's will be evaluated using a point system (100) on the following categories. The firms with the highest total score will be recommended for contract negotiations for each project. The following items are requested to be placed in order to allow easier review:

Firm - Responsiveness to the Request for Qualifications (40 points)

1. Background of the firms (15)
2. References (5)
3. Availability to this project for the City of Richmond and timeliness of study completion (10)
4. Clarity and brevity of the response and requested information included and thoroughness of response to the requirements (10)

Drainage Master Planning (60 points)

5. Qualifications of key personnel (10)
(resumes can be placed within an appendix)
6. Verifiable relevant experience within the last 5 years(20)
7. Understanding of the project (10)
8. Proposed Quality Control/Quality Assurance Program (5)
9. Creativity and thoroughness of proposed approach and/or methodology to providing services (15)

B. Disclosure (0 points, but firm may be rejected if not included)

1. List potential conflicts of interest (0)
2. Must include statement of conflict of interest (0).

If your firm would be interested in submitting Statements of Qualifications for this RFQ, please submit six (6) hard copies and two (electronic copies) by 3:00 p.m. **March 30, 2017**. Qualification Statements should be sent to the Public Works Department with the following:

Attention To: Howard Christian
 City of Richmond
 Public Works Department
 600 Morton Street
 Richmond, Texas 77469

Late statements will not be accepted. Each firm is responsible for insuring responses to this RFQ have been delivered by date, time and location specified.

Any questions related to this RFQ should be directed to Howard Christian, Public Works Director, at hchristian@richmondtx.gov no later than **March 14, 2017**. Firms interested in receiving answers to all respondent questions will need to initiate email contact before **March 21, 2017**. Responses to questions will be sent to all firms that provide emails by close of business **March 24, 2017**.