

NOTICE OF INTENT TO CONTRACT
PROFESSIONAL SERVICE PROVIDER
Request for Qualifications Number 2019-010

The City of Nolanville has received funding from the Texas Department of Transportation for
TXDOT CATEGORY 7; Project Description:
Nolanville Park Connectivity

Project Description and Work to be Performed

Description: To construct bicycle and pedestrian improvements on Avenue H and Mesquite Street.
(SEE Attachment A Scope and Attachment B Maps and Illustrations)

Project Design elements include sidewalks, shared use roadways, street repair, street ribbon curb, pedestrian shelters, lighting, crosswalks, ADA ramps, drainage, striping and signage.

Project Schedule

The City is seeks a firm that can adhere to the strict deadline of plans and specifications completion in accordance with TXDOT requirements. Respondents will be required to state their commitment to an established time schedule that will have the project prepared for let in FY 21 and constructed in 2022.

Categories of Work to be Performed

Work will consist of the development of plans, specifications and estimates (PSE), and review of federal, state and local documents required from project approval through design; environmental assessment and mitigation, Federal Davis Bacon Labor monitoring, DBE/SBE/MBE/HUB monitoring, project management, financial management, Buy American certification monitoring, construction project administration, and project closeout.

All infrastructure improvements must be constructed in accordance with Title 23 requirements of the U. S. Code, USDOT regulations available at www.fhwa.dot.gov/legsregs/legislat.html with additional adherence to state requirements as listed in the Local Government Project Procedures (LGPP).

Disadvantage Business Enterprise (DBE) Goal

This is a federally funded contract. A DBE goal has not been currently established; however, compliance with the Disadvantaged/Minority Business Enterprise Program, established in 49 CFR Part 26, will be followed and goals monitored, if established by TxDOT.

Contract Structure

The City of Nolanville now intends to enter into a single contract with a professional service provider, pursuant to Texas Government Code, Chapter 2254, Subchapter A. The professional services contract related to this procurement process shall consist of one (1) contract encompassing both projects referenced above. Additionally, the professional services contract will consist of both engineering and project management services.

Basis of Payment

The basis of payment contained in the Professional Services Contract will be Lump Sum.

Scope and Tasks of Services

The specific services to be provided will be determined through a negotiation and mutual agreement between the City and the Respondent. The City expressly reserves the right to perform any part of the project itself or to use outside services as necessary.

Engineering / Project Management services shall be completed in compliance with TxDOT Local Government Project Procedures (LGPP). Services will include, but may not be limited to the following tasks:

- **Historical, Archaeological and Environmental Studies, Documentation and Mitigation Plans, if required.** Preparation of all documents. Secure TxDOT Environmental approval.
- **Citizen Participation: Information Gathering:** Attend question and answer sessions at schools and impacted neighborhoods. A citizen participation process shall be proposed by the consultant that is patterned after successful experiences the consultant has had in previous projects of similar scope.
- **Topographic Design Survey:** Prepare detailed topographic design surveys as needed for design/construction of project.
- **Detailed Plans and Specifications:** Prepare detailed plans/specifications for each phase of work in proper construction sequence identified by the construction phasing plan. Produce detailed specifications for any specialized construction, which may be required.
- **Construction Phasing Plan:** Develop a detailed construction phasing plan as a part of the final engineering report.
- **Acquisition/ ROW Easement Documents:** All activities shall be conducted in compliance with the Federal Uniform Act. Prepare all federal notification documents, field notes/plats, negotiate with property owners. Secure final execution of all legal documents complete with final recording of deed.
- **Construction Cost Estimate:** Prepare detailed cost estimate utilizing current industry costs relevant to project for each phase of work.
- **Bid Letting:** Secure TxDOT approval of bidding procedures and permission to begin bid letting, prepare bid advertisements, conduct all pre-bid conferences and bid openings. Secure TxDOT concurrence of bid recommendation and award of construction contract.
- **Project Implementation:** Implement all phases of the project from planning through construction to close out and audit.
- **Construction Administration:** Manage all aspects of construction administration, including acquisition of permits, coordination with contractors, and regular reporting to the City and TxDOT. The engineering consultant shall document and review all pay requests, inspect all completed work and traffic controls, address construction issues throughout each phase of construction.
- **Construction Staking:** Provide construction staking per plan design to the contractor on behalf of the City for each phase of construction.
- **On-Site Representation:** Provide adequate on-site representation services during construction on behalf of the City. Schedule and attend progress meetings.
- **Federal Davis Bacon Labor Monitoring and Reporting:** Provide wage rates and 10 Day Call wage update prior to construction. Train all Prime and Sub contractors regarding reporting and pay requirements. Compliance monitoring including payroll review, additional wage rate requests as needed, project site Bulletin Board. Monitoring will also include conducting wage verification interviews. Submit all required reports to TxDOT during construction and at close out audit.
- **DBE/SBE/MBE/HUB Monitoring and Reporting:** Coordinate with TxDOT to secure DBE Goals. Monitor and document good faith effort by all applicable parties to achieve TxDOT DBE goals. Provide listing of area DBE vendors and assist contractors in establishing commercially useful function. Receive and review all required reports. Monitor and update Bulletin Board postings.
- **Financial Management:** Review and approval of all invoices, pay estimates, budget modifications and change order requests. Preparation of all payout instructions, reimbursement requests, monitoring of project funds.
- **Project Close out:** Prepare performance evaluations and final documents for project closeout. Maintain records for the life of maintenance period described in the funding agreement between the City and TxDOT.

Interagency coordination will be required. Identification of and coordination with other affected public agencies including, but not limited to, the Texas Department of Transportation (TxDOT) and Federal Highway Administration (FHWA), US Fish and Wildlife Service, Burlington Northern Santa Fe Railroad, will be the responsibility of the selected consultant.

Final Deliverables

Over the life of the project, the City will expect deliverables as follows:

- Preliminary Engineering Report
- Environmental document
- 30% Plans and Specifications (to be reviewed by TxDOT)
(may include hydraulic studies and drainage area maps)
- 60% Plans and Specifications
- 95% Plans and Specifications (to be reviewed by TxDOT)
- Final Plans and Specifications
- Final Bid Documents – Plans, Specifications, and Estimate
- Land Acquisition, ROW, Permitting documents
- Bid Letting and Bid Award documents, publisher's affidavits
- Reimbursement Requests and Financial Reports
- Construction Diary/ Inspection Reports
- TxDOT reports including Wage, DBE, MBE, SBE, HUB, Monthly / Quarterly, Traffic Control Reports
- As-built Drawings

Additional deliverables may be required, depending upon the nature of the work and progress of the project. All deliverables should be designed in accordance with Federal, State and Local requirements, including all TxDOT standard plans, specifications and estimates.

Selection Criteria

Minimum Requirements:

1. TxDOT Local Government Project Procedures (LGPP) certification of at least one of the Offeror's Engineering Team members and at least one of the Offeror's Project Managers that will be working on each phase of this project on a daily basis.
2. The proposed team must demonstrate that a professional engineer registered in the State of Texas will sign and seal the work to be performed under this contract.
3. The team must demonstrate that the prime provider will perform a minimum of 30% of the actual contract work.
4. Team must be experienced in all aspects of project management, design and implementation

The selection will be based on the evaluation of the Letters of Interest / Statements of Qualifications (LOI/SOQ) submitted. Each LOI/SOQ will be evaluated using the following criteria:

- Project understanding and approach (10 %)
- Team's project management experience with similar projects (10 %)
- Experience of the task leaders with similar projects (20 %)
- Ability to meet project deadlines (10 %)
- Team's experience with sidewalk and bicycle development projects implemented under TxDOT Local Government Project procedures (LGPP) (20 %)
- PM's experience with Federal environmental clearance procedures (10 %)
- PM's experience with DBE/SBE/MBE requirements and procedures (5 %)
- PM's experience with Fed. Davis Bacon Wage requirements/ reporting procedures (5 %)
- Team's experience with Fed. Land Acquisition procedures and public involvement (5 %)
- Prime provider's Quality Assurance/Control Program (5 %)

Proposal Requirements

The LOI/SOQ must include the following:

1. The Request for Qualifications Number 2019-010.
2. The name of Lead Engineer, name of Project Manager (PM) and all Team members proposed for the project, their contract responsibilities and contact information.
3. The names and Certifications of all Team members who certified in TxDOT Local Government Project Procedures (LGPP) certification
4. Certification that lead engineer is registered in the State of Texas.
5. Detailed description of your project approach and the scope of services and tasks required for complete implementation of the projects
6. Description of the ability to meet project deadlines.
7. Current certifications of Non-debarment (from the System for Award Management website)
8. Valid Certificate of Insurance.
9. Name and Contact information for at least three (3) references for similar related projects (including mailing address, email address and telephone number

Insurance Requirements

Insurance requirements for professional engineering personnel are:

1. Commercial General Liability
2. Comprehensive Automobile
3. Worker's Compensation
4. Professional Liability

All proposals must include current Certificate of Insurance.

Submission Process:

Deadline

Submissions will be received by the City of Nolanville until 10:00 am on Wednesday, May 22, 2019. One (1) Original and Four (4) copies, of the LOI/SOQ are required.

Letters of Interest / Statements of Qualifications (LOI/SOQ) submissions should be addressed to the Honorable Mayor and City Council, City of Nolanville, 101 North Fifth Street, Nolanville, TX 76559.

LOI/SOQs shall be submitted in a sealed envelope clearly marked with the following text:

KILLEEN TEMPLE METROPOLITAN PLANNING ORGANIZATION
 CATEGORY 7;
 Project Description:
 Nolanville Park Connectivity

The proposal should not exceed sixty (60) pages including attachments. No fax or e-mailed submissions will be accepted. No late submission will be opened. All submissions received after the deadline will be returned unopened.

The Respondents are encouraged to verify that the City of Nolanville contact has received your

Information regarding alteration or withdrawal of proposals

Any alterations to a response made before the opening or closing date and time shall be initiated by respondent or authorized agent. Response cannot be altered or amended after the opening or closing date and time.

A response may be withdrawn if requested in writing prior to the opening or closing date and time. A response may be withdrawn from consideration after the opening or closing date only with the approval of TxDOT based on respondent's written, acceptable reason. The response will not be considered for award but will be retained by TxDOT according to the response information confidentiality provision referenced in Section 2.05 (c).

City Contact

Written requests for additional information regarding this notice of intent may be addressed to: Ms. Kara Escajeda, City Manager, 101 North Fifth Street, Nolanville Texas 76559 or e-mailed to kara.escajeda@ci.nolanville.tx.us. All requests must be submitted in writing.

Closing time and date for written questions and/or comments will be at **5:00 p.m. on May 15, 2019**. Responses to questions will be made available via the City of Nolanville's website: [http://ci.nolanville.tx.us/page/Public Notices](http://ci.nolanville.tx.us/page/Public_Notices) on May 16, 2019.

The City of Nolanville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin.

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KILLEEN TEMPLE METROPOLITAN PLANNING ORGANIZATION
CATEGORY 7
NOLANVILLE PARK CONNECTIVITY
IMPROVEMENTS PROJECT
SCOPE OF SERVICES TO BE PROVIDED

This project contains the following scope of work to be constructed by the local government:

The scope of work for Project {located as shown in Attachment A, Project Location Map} consists of:

- Utilize project construction funds to stabilize the deteriorated roadway edges along both sides of Avenue H (from 10th Street to Jackrabbit Road) extending throughout the length of Mesquite Street. and to the existing HOP /School Bus stop. Edge stabilization will facilitate safer bicycle and pedestrian travel. Establish Shared Use Roadways on one or both sides of the road.
- Construct approximately 3' of roadway widening with asphalt paving on both sides of Avenue H Construct 2' wide concrete ribbon curb along the entire length. The above construction will increase the overall width of these roads from 22' to 32' back-of- curb to back-of-curb.
- Utilize project construction funds to establish sidewalks ideally to ten feet wide reinforced concrete sidewalks from the intersection 10th Street to the intersection of Jackrabbit Road. Stripe Mesquite street for a shared use path on existing pavement.
- Design pedestrian lighting & landscaping along Avenue H.
- Address drainage issues along Avenue H & Mesquite.

