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Only those inquires the City replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

G. Point of Contact

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

City of %XF \ U X V
Attn: Mr. Curt Van De Walle, City Manager
209 Lemonwood Drive
% X F \ U X V TX 78213
Phone: (210) 293-9673
Fax: (210) 342-4525
Email: cm@cityofcastlehills.com

Respondents or their agents are prohibited from lobbying members of the % X City\ U X V Council members or its staff or consultants on this project. Failure to comply with this clause shall be grounds for rejection of their RFQ as non-responsive.

H. Firms are prohibited from contacting any City employee (other than the City Secretary or City Manager), the Mayor, or any City Council representative for the purpose of lobbying to secure this agreement. All requests for information shall be made to the City Manager.

9 STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

- A. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.
- B. A description of the candidate firm, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals, biography of the individual who will be assigned as primary representative to the City, etc.
- C. A statement indicating how the candidate envisions being able to provide services to the City of Bucyrus and a demonstrated understanding of the high expectations of the City and its residents.
- D. A statement detailing how the firm and its staff are qualified to complete tasks related to the Scope of Services
- E. An organizational chart identifying team members and their areas of responsibility. A description of the history of the firm and description of the personnel in the proposing office.

- F. The names and resumes of the professional staff who will be assigned to this community with a statement committing the aforementioned staff to Bucyrus.
- G. Listing of current and relevant projects relation to similarities of Bucyrus.
- H. List of current municipal and related clients for engineering services.
- I. Information regarding the candidate firm's current and projected workload and its ability to meet project schedules and be available for Bucyrus staff.
- J. Five references (past or current clients). Firms shall provide contact information for at least five municipal client references specifying entity name, address, services provided, contact person, and telephone number.
- K. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2010, to present.

VI. EVALUATION AND SELECTION

A. Qualification-Based Selection Process

Professional services are procured in accordance with Chapter 2254 of the Ohio Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the City Council based upon qualifications submitted in response to this RFQ.

The City Manager, with the assistance of the City's consultant and staff, will evaluate Qualifications based on requirements described in Section V. All qualifications will be evaluated with the highest qualified Respondents being selected to attend a formal interview. The interview will allow the invited Respondents to further discuss their qualifications with City Staff and to respond to questions from the staff. The City Manager shall make a selection recommendation to City Council in a public meeting. If accepted by City Council the City Manager will negotiate a contract and return to City Council for award of a contract. The City of Bucyrus reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.

B. Selection of the firms to be interviewed shall be based on the following criteria:

- 1) Firm's Ability. The ability of the firm to provide quality municipal engineering services at a reasonable cost.
- 2) Firm's Experience. The firm's experience with and expertise in municipal engineering services as listed in the Scope of Services.
- 3) Primary Experience. The experience and qualifications of the firm's staff that will have primary contact with Bucyrus staff.

- 4) Timeliness. The firm’s commitment to delivering work on time and within budget.
- 5) Avoidance. The firm’s demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
- 6) Commitment. The extent of involvement by the firm’s key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City’s infrastructure.
- 7) References. The extent to which pervious clients have found the firm’s services acceptable.
- 8) Location. Geographical location in relation to the City of Bucyrus.
- 9) Familiarity and experience with TxDOT, SAWS, CPS, Bexar County, San Antonio and other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.

VII. PROPOSED AWARD SCHEDULE

Key project planning schedule milestones are:

Date	Activity
December 6, 2017	Issue Request for Qualifications
December 20, 2017	Deadline for Questions
January 16, 2018	SOQs Submittal Deadline
January 23, 2018	Initial Evaluations Complete and results are passed to City Council for review at the January 23, 2018 City Council Work Session.
January 30, 2018	Interview Prospective Firms
February 13, 2018	City Manager presents recommendations to City Council who selects firm and authorizes City Manager to negotiate contract.
March 2, 2018	Contract Negotiation and Execution Deadline
March 13, 2018	Council Approves Contract(s)

VIII. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS

- A. The City reserves the right to select one or no firm in response to this RFQ.
- B. The firm, if selected, will be the firm whose SOQ is deemed most advantageous to the City, as determined by City Council.
- C. The City will require the selected firm to execute a contract, in a form substantially similar to the Attached in Exhibit “B”, to be negotiated with the City, no more than fourteen (14) calendar days after the City gives notice of award. Contract documents are not binding on the City until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected firm and commence negotiations with another firm.

D. This RFQ does not commit the City to enter into a Contract, award any services related to this RFQ.

E. Firm will be required to execute a Conflict of Interest Disclosure.

CHAPTER 176 OF THE Ohio LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Ohio Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Castle Hills not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Ohio Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

F. Independent Contractor: Firm agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is and shall be deemed to be an independent contractor(s), responsible for its respective acts or omissions, and that the City shall in no way be responsible for firm's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

G. Insurance

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:

1. Worker's Compensation – Statutory requirements and benefits.
2. Employers Liability - \$100,000.
3. Broad form Comprehensive General Liability - \$1,000,000 Combined Single Limit coverage,
4. Automobile Liability - \$500,000 Combined Single Limit.
5. Professional Liability/Errors and Omissions Coverage

The City of Bucyrus is to be named as additional insured on the Comprehensive General Liability and Automobile Liability policies and this is to be so noted applicable Certificates of Insurance. The Certificates shall be delivered to the City of Bucyrus prior to the commencement of work.