



Request for Qualifications
For
Engineering, Consulting and Design Services
For
2020 MEDC Lake Country Trails
TPW Grant REC-2020-MEDC_LakeCountryTr-00115

Submission Deadline

4:00 PM, Tuesday March 22, 2022

NOTICE TO VENDORS

Sealed Requests for Qualifications will be received by the City of Mineola, Texas at the Mineola City Hall located at 300 Greenville Hwy, Mineola, TX 75773 prior to 4:00 PM (CST) **Tuesday, March 22, 2022.**

RFQ envelopes should clearly reflect the following: **RFQ 2020 MEDC Lake Country Trails Project.**

Mailing address is:

City of Mineola
300 Greenville Hwy.
Mineola, TX 75773

Qualified prospective vendors may obtain copies of the RFQ at Mineola City Hall or online at www.mineola.com.

The City of Mineola reserves the right to reject or accept any or all RFQs and award the most advantageous RFQs received.

No officer or employee of the City will have financial interest, direct or indirect, in any contract with the city.

It is the policy of the City to afford all people an equal opportunity to bid on any contract being considered by the City. The City has a policy that prohibits discrimination against any person because of race, religion, sex, color, ethnicity, or national origin, in the award of performance of any contract.

I. Project

Design services for I&GN Recreational Hiking & Biking Trail to the Mineola Nature Preserve

II. Project Summary

The Mineola Economic Development Corporation is seeking statements of qualifications from professional civil engineering firms (the “Firm”, or “Firms”) to provide planning, engineering design, permitting, and bidding assistance which includes plans and specifications as well as construction contract administration and observation for the I&GN Recreational Hiking & Biking Trail project.

III. Scope of Services Required

Develop a site plan based on the current conceptual master plan (attached to this RFQ). Make minor adjustments to the master plan where needed, based on information such as topography and other constraints. Plans and specifications shall address all grading, storm water drainage, erosion control, landscaping, and all incidental improvements needed for a new 1.1 mile walking/hiking/mountain biking trail. Trail will be a new 1.1 mile 14’ wide linear biking/pedestrian trail using natural ground with railroad ballast. Trailhead, benches, culverts, erosion preventing wing wall & signage to be installed. Trail will connect with existing main trail and multiple smaller trails at the Mineola Nature Preserve.

IV. Intent

The intent of this Request for Qualifications (RFQ) is to have professional engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful engineering design firm properly licensed in the State of Texas on the basis of demonstrated competence and qualifications for the type of professional services required.

V. Firm Qualifications

The selected engineering firm’s assigned project must be experienced in all phases of planning, design, construction and regulatory compliance requirements of similar public facilities; have extensive knowledge of the regulations governing the design and construction in the State of Texas; and have proven capability to effectively and efficiently produce a successful project consistent with, and meetings the needs of, the goals outlined by the Mineola Economic Development Corporation.

VI. Proposal Format

Proposals should be organized into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Attachments
- E. References

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. The evaluation panel may revise

the elements by adding or removing elements as it deems appropriate and redistributing the points for each element.

A. Professional Qualifications – 25 points

- a. State the full name and address of your Firm, and if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Texas.
- b. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
- c. Include list of positions and standard hourly rates.
- d. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. Past Involvement with Similar Projects – 25 Points

The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the firm **and** the individuals involved in the project. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.

C. Proposed Work Plan – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the Corporation, communication and coordination, the working relationship between the Firm and Corporation staff, and the Firm's general philosophy in regards to providing the requested services.

Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Legal Status of Consultant – 10 Points

Must include all litigation or other legal action taken against Firm or that Firm was involved in within the last five years, to include disposition of each case.

E. References – 10 Points

Must provide a minimum of five (5) references including primary contact name, address, phone number, email, and project information.

VII. Proposal Evaluation and Selection Process

1. Mineola Economic Development Corporation intends to select the most qualified firm(s) on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the Corporation.
2. An Evaluations Committee (the Committee) will be appointed to evaluate each qualifications package. The Committee will identify strengths, weaknesses, deficiencies and risks associated with each Firm according to the above-described criteria and point system (A through E).
3. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The Committee may contact references to verify material submitted by the Firm.
4. The ranking of proposals and recommendation of any Firm is the sole responsibility of the Committee. Selection may be based solely on the individual merits of one Firm depending on the findings and opinion of the Committee or the Committee may choose to create a short-list of firms for further evaluation and consideration.
5. If a short list is created, the Committee may choose to schedule interviews with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunity to bring in their interview team to discuss their qualifications, past experiences and proposed work plan in more detail.

The Firm's interview team must include the Firm's project team members expected to complete a majority of work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes (length will be provided by the Committee) by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The Committee may record the interviews for review. Interviewed Firms will then be re-evaluated according to the above criteria (A through E), and adjustments to scoring made as appropriate.

6. Manager/Board Approval and Contract Negotiation/Execution: The Committee's recommendation of the highest rated firm will be presented to the MEDC's Manager or Board for approval and authorization to begin negotiations for agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the MEDC may enter into negotiations with the second highest rated firm, and so on.
7. All Firms who submit SOQs will be notified of the selection results.

VIII. Project Timeline

The proposed key activities and milestone dates for the project include:

<u>Activity</u>	<u>Milestone Date</u>
RFQ Announced and Distributed	Thursday, February 25, 2022
Deadline for Respondent Questions	Monday, March 21, 2022
Proposal Submission Deadline	Tuesday, March 22, 2022
Firm interviews and site visits, if needed	TBD – March 2022
Recommendation to MEDC Board for approval	TBD as Necessary
Selected Firm Notification and Contract Negotiation	TBD – March 2022

IX. Submission of Proposal Packages

1. Qualifications Submittals shall include One (1) complete qualifications package in a hardcopy, 8 ½” x 11”, side bound (or single stapled – left upper corner) with Table of Contents and reference tabs for key sections. Submittals should not exceed sixteen (16) pages single-sided, or eight (8) pages double-sided (**Front/back covers, table of contents, tab pages and photographs are excluded from these page totals).

AND

2. One (1) electronic copy on USB Drive or DVD/CD (No SD Cards).

To be considered, submissions must be received at the following address no later than **4:00 PM Tuesday March 22, 2022:**

Deliver in person or by FedEx/UPS/USPS:
 Mineola Economic Development Corporation
 Attn: Cindy Karch, Finance Director
 300 Greenville Hwy
 Mineola, TX 75773

XI. General Conditions of the Request for Qualifications

- A. Any and all cost incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents’ sole responsibility.
- B. All submissions, responses, inquires or correspondence relating to this RFQ will become the property of the Mineola Economic Development Corporation when received.

- C. Written questions regarding this Request for Qualifications will be accepted through **12:00 Noon, Monday, March 21, 2022** and must be submitted to the Mineola Economic Development Corporation Finance Director, Cindy Karch, ckarch@mineola.com. Questions received by the deadline date and time will be answered by addendum and sent to all known recipients.

Contact with other Mineola Economic Development Corp Staff or Volunteers during this RFQ process may be grounds for disqualifications

- D. Mineola EDC reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; to cancel the RFQ process at any time; to request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; to elect not to proceed with any of the respondents; to modify the scope of work; to re-solicit RFQs; or choose not to award for any reason.

XII. CONFIDENTIALITY OF DOCUMENTS

Texas Government Code, Chapter 552, The Public Information Act, governs the accessibility of records compiled by the Mineola Economic Development Corporation. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically exempted by Section 552.110 of the TPIA, which provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret”, provided it meets the specifications as outlined in the act.

Mineola EDC will attempt to withhold from public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of Chapter 552 Section 552.110 of the Texas Government Code to the extent that it is entitled or required to do so by applicable law. Regardless, Mineola EDC shall not be held responsible for any information that is released nor shall Mineola EDC be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Mineola EDC.