

## Request for Qualifications



The City of Weslaco is seeking to enter into a engineering services contract with a qualified consultant. The City of Weslaco will receive sealed envelopes containing Statements of Qualifications for planning services and project management for development and completion of a new Master Drainage Plan. Statements of Qualifications will be accepted until Monday, April 21, 2014 at 3:00 P.M. ANY RESPONSE RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.

RFQ NO. 2013-14-06 Professional Consultant Engineering Services for

City of Weslaco's  
Master Drainage Plan

Deliver Submittal to:  
Homer Rhodes  
City of Weslaco  
255 South Kansas Avenue  
Weslaco, Texas 78596

The Submittal Envelope Must Show the Submittal Number, Name and Deadline Date.

**ADDITIONAL INFORMATION:** City of Weslaco is requesting that all questions be routed to: Mardoqueo Hinojosa, P.E., Interim Planning & Code Enforcement Director/City Engineer. Questions may be faxed to (956) 973-3128 or emailed to [mhinojosa@weslacotx.gov](mailto:mhinojosa@weslacotx.gov) WRITTEN QUESTIONS WILL BE ACCEPTED NO LATER THAN Wednesday, April 9, 2014. Responses will be sent to all applicants by email by Wednesday, April, 16, 2014.

The following outlines the Request for Qualifications:

## **SECTION I GENERAL TERMS AND CONDITIONS**

**NON-COLLUSION:** Applicants, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United State Law.

**NON-DISCRIMINATION:** Submitters, during the performance of this contract, will not discriminate against any employee or applicant of employment because of race, religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**ELECTRONIC TRANSMISSION OF BIDS:** City of Weslaco's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The City of Weslaco will make final determination as to the vendor's ability.

**SUBMITTER DEFAULT:** The City of Weslaco reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the submitter to review the request for qualifications (RFQ) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications must be received in the Purchasing Department not less than seventy-two hours (72) prior to the time set for the opening. These requirements also apply to specifications that are ambiguous.

**RESPONSE DELIVERY:** City of Weslaco requires submitters, when hand delivering qualifications, to time date and stamp the envelope before depositing it in the bid box.

**SIGNING OF QUALIFICATIONS:** To be considered all submittals must be signed. Please sign the original in blue ink.

**WAIVING OF INFORMALITIES:** City of Weslaco reserves the right to waive minor informalities or technicalities when it is in the best interest of the City of Weslaco.

**SUBCONTRACTING:** The successful submitter may not subcontract the award without the written consent of City of Weslaco's City Commission.

## **SECTION II RESPONSE REQUIREMENTS**

**TECHNICAL RESPONSE:** The required contents and limitation for the preparation of the technical response are described in this section. Failure to provide the requested information or adhere to any state limitations will result in disqualification of the submittal proposal. A total of one (1) original and five (5) copies of the Technical Response shall be submitted to the address on the cover letter.

**CONTENTS:** The required contents for the Technical Response are presented below in the order they should be incorporated into the submitted document.

**UNDERSTANDING THE PROPOSED PROJECT:** This section should demonstrate that the Engineering Professional understands project needs, work required, and any local issues or concerns. This description should be concise, straight, and limited to three (3) pages in length.

**FIRM QUALIFICATIONS:** The City of Weslaco is seeking to contract with a competent engineering firm, who has had experience in the following areas:

- Preparation of Master Drainage Plans
- Hydrologic and Hydraulic Analysis
- Drainage Field Surveys
- Flood Protection Measures
- Benefit/Cost Analysis
- Capital Improvement Plans
- Public Facilities and Infrastructure
- Planning and Financing

The Firm Qualifications will be limited to a one (1) page limitation for the Project Manager experience and one (1) page limitation per firm/Sub-provider qualifications.

Additionally, for the firm and each sub-provider, a client contract name and phone number should be included for reference purposes relating to each project submitted under qualification. This project list is limited to one (1) page in length.

**PROJECT TEAM:** The consultant should provide an organizational chart, identifying one Project Manager for the firm and each sub-provider. There is a one (1) page limitation to this organizational chart.

An appendix section should be included to present the resume of the project manager, assistant project manager and key individuals with the firm that will be working on project. Resumes for the key individual sub-provider managers should also be included – if sub-providers are part of the team.

**REQUIRED CERTIFICATION AND SUBMITTAL:** This section will contain any

certification and assurance as required by City of Weslaco. The engineering firm should add copies of their insurance.

**PROFESSIONAL FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL:** The fee will be negotiated in accordance with the Professional Services Procurement Act, TX. Govt. Code Ann. § 2254.001, et seq.

**NUMBER OF COPIES TO BE SUBMITTED:** City of Weslaco requires one (1) original submittal and five (5) copies.

### **SECTION III- SELECTION AND SCHEDULES**

**SELECTION PROCEDURES:** The Technical Response shall be submitted according to the schedule below. The respondent should be able to submit a Cost Proposal on short notice at a later time.

**RESPONSE RANKING:** A City of Weslaco will evaluate and score each of the RFQs in accordance with the evaluation criteria. City staff will present a shortlist to the City Commission based on the evaluation criteria along with their recommended ranking to the City Commission for approval and authorization to continue. The Mayor and City Commission reserve the right to request formal presentations and/or supplemental information from each provider on the shortlist. The Mayor and City Commission may: (1) approve the Selection Committee's ranking recommendation; or (2) rank the most highly qualified providers from the shortlist based on RFQ responses, formal presentations, and/or supplemental information. The City reserves the right to select multiple providers for multiple projects.

**NEGOTIATION PROCESS:** Negotiations will be initiated with the most highly qualified provider selected by the City Commission to design a detailed scope of work and services including a fee proposal along with a cost breakdown for further consideration. If a mutually satisfactory agreement cannot be reached with the selected provider, negotiations will be formally terminated along with a request to the City Commission requesting authorization to proceed with negotiations with the next most highly qualified provider. This process will be repeated as necessary until a mutually satisfactory agreement is reached. When such an agreement is reached, a recommendation will be made to the City Commission requesting authorization to execute a contract pursuant to the agreement and subject to the availability of funding. The City of Weslaco reserves the right to reject any and all proposals.

**PROPOSAL SUBMITTED TO:** One (1) original and five (5) copies of the Responses must be submitted, via mail or by hand delivery, to:

City of Weslaco Purchasing Office  
Attn: Homer Rhodes  
City of Weslaco  
255 South Kansas Ave.  
Weslaco, Texas 78596

Proposals must be received by no later than Monday, April 21, 2014 at

3:00 P.M.

EVALUATION: The evaluation system consists of a 100-point ranking system. The firms will be short-listed from this evaluation.

## **City of Weslaco Master Drainage Plan Statement of Work**

### **Introduction**

The City of Weslaco is performing a request for qualifications from any and all parties wishing to be considered for consulting of professional services related to creating a new Drainage Master Plan. The goal is to develop a plan to address critical drainage problems and an effective tool to manage future development. The study area includes stream mentioned below and a total contributing drainage area of 14.80 square miles. The stream reaches included in this study are listed in the table below and are depicted on Figure 1.

#### **Study Streams**

<b>Stream Name</b>
Drain 17B2AIA
Drain A
Drain B 17B2
Drain 18B
Drain 18B3
Drain 37
Drain 35A
Drain 35
Drain 34A
Drain 34
Drain 37A
Drain 36

This study effort shall include the following services:

#### **1. Data Collection and GIS Base Map**

The following information will be collected for the study watershed and compiled into a comprehensive GIS base map:

- Current FIS and USACE hydrologic and hydraulic models;
- Record (“as-built”) plans for channels, swales, bridges/culverts, and other drainage infrastructure;
- Topographic data including the complete the watershed study area;
- Previous drainage studies (including CLOMR’s and LOMRs) and other engineering, planning, and environmental reports.

- Disaster files, citizen drainage complaint files, rainfall records, high water marks, records of street closures, and related flooding data for the study area

## **2. Identify Flood Prone Areas and Associated Drainage Problems**

A review of previous studies and City records will be conducted to identify flood prone problem areas. Potential flood damage centers will be identified utilizing best available existing information, public records, and interviews with City staff. At least two public meetings will be conducted to solicit citizen input and identify additional drainage problems.

After the flood prone areas are identified, a prioritized list of required field survey data will be compiled at critical locations such as bridges, channel cross-sections, slab elevations, street grades, etc.

## **3. Field Surveys**

Field surveys of critical features identified above will be conducted to define bridges/culverts, detention/retention ponds, major storm drainage infrastructure, roadway grades and overflow swales, and all other flood control structures required for modeling purposes.

## **4. Hydrologic and Hydraulic Model Selection**

Modeling methodologies and procedures will be evaluated to determine the best technical approach to simulate flood events in the study area. The recommended modeling software and methodology shall be based on technical merit, GIS compatibility, user friendliness, cost effectiveness, City Drainage Criteria requirements, and FEMA compliance.

## **5. Hydrologic and Hydraulic Analysis**

GIS-based hydrologic hydraulic models of the watershed will be developed for existing and future land use conditions. Existing land use information will be determined using a combination of recent aerial photography and current city/county GIS layers. Future land use information will be determined based on projected growth utilizing City land use trends as well as City Planning and Code Enforcement Department guidance.

Rainfall intensity and storm frequency are important elements in the analysis. Coordination with the USGS and the National Weather Service may aid in developing the most appropriate and accurate frequency scenarios. A frequency analysis based on historical record of discharge will be performed. These frequencies will be compared to current USGS regression equations and the current FIS flow rates where available.

Hydraulic models will be developed utilizing collected field survey data, information from design plans, and recent topographic data. The model will be

geo-referenced to correlate with the City GIS data. Flood profiles for the 2-year, 5-year, 10-year, 25-year, 50-year, 100-year, and 500-year frequency storm events will be developed for existing and future watershed conditions.

To verify the models and associated parameters, the models will be calibrated to simulate historic flood events, utilizing available rainfall and city provided high water marks and stream gage data (if available) from past flood events.

## **6. Environmental Constraints**

The project will involve consideration of various environmental constraints; including a review of critical environmental features (CEF) previously identified by the City of Weslaco and the other project participants. Research will be conducted to identify additional CEFs for consideration during the development of alternative improvement scenarios. The purpose of this task is not to conduct a detailed environmental survey, investigation or determination, but to identify environmental constraints, determine permit requirements, and estimate mitigation measures required to implement flood reduction improvements.

## **7. Flood Protection Criteria, Measures and Alternatives**

This task includes the development of conceptual improvements, to help reduce identified flooding problems within the study area, and a review of existing City drainage design criteria, to regulate future potential drainage problems. Flood protection measures to be considered may include the following structural and non-structural measures as independent or combination solutions:

### Structural Alternatives

- Detention and retention ponds;
- Dredging and clearing;
- Channelize ditches and culverts;
- New bridges/culverts;

### Non-Structural Alternatives

- Identify flood areas and depths;
- Buy-out of buildings most prone to flooding;
- Elevate new buildings;
- Flood early warnings and street closings; and,
- Modifications to current drainage maintenance practices.

Several alternative will be evaluated based on the following criteria: (1) minimize flood hazards; (2) overall public benefit and alignment with other city comprehensive plans, (3) economic benefit (benefit/cost ratio); (4) satisfies local, state, and Federal criteria; (5) neighborliness (no adverse impact), and, (6) public acceptance.

Various alternatives will be evaluated utilizing the new hydrologic and hydraulic models developed in the previous tasks. Each alternative evaluated will

include an assessment of flood reduction capability along with potential impacts to adjacent property (both upstream and downstream of the evaluated improvement). The recommendation of improvements will focus on those that have a negligible adverse impact and greatest public benefit. Public meetings will be held to ensure the final recommendation is publicly and politically acceptable. A detailed report summarizing the evaluation process and findings for each alternative will be compiled at the conclusion of this task.

## **8. Benefit/Cost Analysis**

The benefit of each solution (reduction in damages) will be compared to the associated cost of each solution. Data collected for the number of structures (homes, businesses, etc.) located in the 2-, 5-, 10-, 25-, 50-, 100-, 250-, and 500-yr floodplains will be entered into the flood damage analysis software to develop an understanding of damage versus flood probability for both existing and proposed conditions. This data will then be used to develop an average annual damage for "existing" and "with-project" conditions, ultimately resulting in a benefit/cost ratio for each alternative evaluated. This effort will assist in developing a prioritization of alternatives based on cost effectiveness.

## **9. Implementation Plan**

An implementation and phasing plan will be developed for the identified recommended improvements for both structural and non-structural alternatives. This plan will prioritize recommended improvements based on the benefit/cost analysis and other intangible benefits based on input from City staff. In addition, the prioritized list of recommended improvements will be coordinated and consistent with the City's objectives and future Capital Improvement Plan (CIP) funding.

The implementation plan will also identify potential funding sources for the improvements, including FEMA grants, CDBG grants, public/private partnerships, cost-share agreements, etc. The specific criteria, requirements for each funding source and the amount of funds available through grants and loans will be presented in this section of the report.

## **10. Final Deliverables**

The results of the proposed study will be summarized initially in a draft report for the project stakeholders to review/comment. Following the incorporation of stakeholder comments, a final draft report will be submitted to the City of review. The final report of procedures, results, and recommendations will then be prepared incorporating all comments as appropriate. All electronic files (computations, GIS, final report, etc.) should be provided to city at the time a final report is submitted.

## **10. Project Coordination**

Formal coordination efforts will be conducted at project milestones including:

- Project kick-off meeting with city staff and project stakeholders
- First Public Meeting to discuss existing data collected and gather public input to identify flood and drainage problem areas
- Second Public Meeting to discuss the results of the existing condition hydrologic and hydraulic analysis and potential alternative(s) to mitigate flooding.
- Third Public Meeting to present final results.

## EVALUATION CRITERIA

In the following criteria for a minimum and preferred qualifications, one year, two years, etc. experience need not consist of continuous work but may be made up of discontinuous periods of full-time work adding up to the equivalent years of full-time experience.

## RESPONSE EVALUATION CRITERIA

The Provider's response will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "Response Evaluation Form."

### 1. Professional Qualifications of Team (20 points)

The firm should provide information on their proposed project manager, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualification to perform the contract. The project manager shall have experience in performing similar contracts for Municipalities as stated in the Request for Qualifications (RFQ). Similar experience gained through other clients should be substantiated by reference.

Minimum Qualifications -	One (1) Professional Engineer with educational background or strong experience Hydrology and Hydraulics and preparation of Master Drainage Plans.
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### 2. Experience/Availability of Project Manager (30 points)

The Project Manager must be a Texas Professional Engineer and have adequate experience in managing projects. The project manager's resume must be included in the appendix. Scope of relative projects must be included as well with references.

Minimum Qualifications -	The Project Manager must have managed 2 Municipal projects, have experience with master drainage plans.
Preferred Qualifications -	The Project Manager must have managed a minimum of 5 Municipal drainage projects.

### 3. Understanding of Project (40 points)

The response shall include the following:

Demonstrate an understanding of the scope of services  
Address the approach to complete the scope

Address appropriate Federal/State/Local regulations and policies.

Minimum Qualifications -	The response must address knowledge and experience of working with municipalities on drainage plans and/or other related issues.
Preferred Qualifications -	The response must address the approach to complete the scope and identify information to be gathered or obtained and how it will be used in addition to the Minimum Qualifications above.

4. Familiarity with Applicable Rules and Regulations (10 points)

The response should indicate, through past experience of the Engineering Team, that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

Minimum Qualifications -	The response must contain a narrative that outlines applicable regulations, guidelines, standards and polices.
Preferred Qualifications -	Suitable examples of previous drainage studies.