

ADVERTISEMENT
REQUEST FOR CONSULTANT SERVICES

Sealed Statements of Qualifications addressed to the City Council of the City of Seguin, Guadalupe County, Texas will be received at the Seguin City Hall, 205 North River, Seguin, Texas, until **2:30 P.M., July 20, 2010 (CDST)** for design and related services for **proposed Boat Ramp(s) on the Guadalupe River** within the City of Seguin. Any qualification received after closing time will be returned unopened.

Principal items of services to be performed will include:

Conceptual planning, grant application(s) preparation, design, development of engineering construction/bid documents and construction related services.

The Request for Qualifications, including detailed information regarding the project requirements, may be obtained from Willa Hagemann, Assistant Director of Finance, City of Seguin, 205 N. River Street, Seguin, Texas, 78155.

The City of Seguin reserves the right to reject any or all Statements of Qualifications and to waive informalities. No qualification may be withdrawn within ninety (90) days after the date on which submittals are received.

Douglas G. Faseler, City Manager
CITY OF SEGUIN, TEXAS

CITY OF SEGUIN
205 N. RIVER
SEGUIN, TEXAS 78155



REQUEST FOR QUALIFICATIONS
Consultant Services
Guadalupe River Boat Ramp Project
RFQ No. 34-2010-25
June 4, 2010

REQUEST FOR QUALIFICATIONS

Introduction

The City of Seguin, Texas is seeking to retain a qualified team of planning and engineering professionals to provide technical and design services for the construction of boat ramp(s) on the Guadalupe River. The identified area is within the confines of Max Starcke Park in Seguin, Texas, generally west of the confluence of the River with Walnut Branch and east of the western boundary of the City's golf course.

Project Schedule

1 st Advertisement of Request for Qualifications	June 4, 2010
2 nd Advertisement of Request for Qualifications	June 11, 2010
Pre-proposal Conference	June 23, 2010
10:00 a.m., City Hall, 205 N. River St., Seguin, Texas 78155	
Receive RFQ Responses by 2:30 p.m.	July 20, 2010
Proposal evaluation and conduct discussions (if necessary)	July 20-July 30, 2010
Present recommendation to City Council	August 17, 2010

Scope of Work

The project will consist of conceptual planning, grant applications, design, and development of engineering specifications, bid documents and construction-related services. The following services will be required:

Phase 1 – Site Selection

1. The consultant shall attend project “kickoff” meeting with the City.
2. The consultant shall identify a minimum of four potential locations of the proposed boat ramp(s) within the identified area, two locations upstream and two locations downstream of Saffold Dam. The consultant shall provide “pros” and “cons” and associated impacts for each location.
3. The consultant shall investigate the need or use for motorized boat ramps versus non-motorized boat ramps.
4. For each site, determine the necessity for any acquisition of additional real property, easements or right-of-ways.
5. The consultant shall provide visual effects (power point presentation and color handouts), make presentation(s) and conduct public hearings, estimated at a minimum of six meetings to include the Parks and Recreation Advisory Board meeting, City Council meeting and presentation to GBRA.

6. Information included in the visual effects shall include, but not necessarily be limited to, preliminary color layouts, “story” boards, sketches and details of the proposed ramp(s), including overall maps showing vehicle access route from Austin Street and enlarged maps showing each individual site.
7. Information for each site shall include area landscaping, parking areas, vehicle accessibility near the ramp(s), vehicle accessibility from Austin Street, handicap accessibility, possible conflicts with vehicles entering/exiting the golf course, park and/or ball fields, any environmental and/or regulatory permitting issues, and other issues as determined by City Staff or the consultant.
8. Provide preliminary opinion of probable construction cost for each site.
9. Following the public meetings and receipt of comments from all parties, the consultant shall prioritize the sites in order of recommended locations including justification and explanation for each.

Phase 2 – Construction Bid Documents

Following confirmation of the selected site locations by the City, the consultant shall provide the following services:

1. Assist the City in preparation of applications for potential grant funding, including related attachments, cost estimates and maps.
2. Make any necessary surveys of existing rights-of-way, topography, utilities, or other field data required for proper design of the project.
3. Provide consultation and advice as to the necessity of the City providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations. The Engineer will review any tests required and act as the Locality's representative in connection with any such services.
4. Identify boat ramp amenities, both educational and recreational, including but not limited to benches, small pavilions, lighting and signage.
5. Assimilate local historic character in design.
6. Establish procedures to maintain environmental integrity of Max Starcke Park.
7. Provide final opinion of probable construction costs.
8. Identify maintenance needs, costs and anticipated equipment and man-power needs.

9. Submit permit applications and acquire permits for any environmental or regulatory permitting, including but not limited to TxDOT, FEMA, US Corps of Engineers, GBRA, US Fish and Wildlife and the Texas Historical Commission.
10. Provide design related to the effects of the ramps on hydraulics and hydrology within the River.
11. Each boat ramp must be accessible for handicap use, meeting all applicable requirements of ADA and TDLR.
12. Provide detailed design specifications, construction drawings and bid package for the boat ramp(s). Provide 30%, 60% and 100% design review submittals to the City.

Phase 3 – Bidding Administration

1. In conjunction with the City, set date and time for construction bid opening.
2. Prepare bid addendums, as necessary.
3. Conduct bid opening.
4. Tabulate, analyze, and review bids for completeness and accuracy and make recommendation to the City for construction award.
5. Prepare and issue “conformed to bid” drawings for construction.
6. Prepare construction contract documents.

Phase 4 – Construction Administration

1. Conduct pre-construction conference with Contractor. Issue to contractors all instructions requested by the City.
2. Issue Notice-to-Proceed to Contractor.
3. Make periodic visits to the site to observe the progress and quality of the work, and to determine in general if the work is proceeding in accordance with the Contract.
4. Consult with and advise the Locality during construction.
5. Prepare and process construction change orders, if required. Provide price analysis for change orders.
6. Review shop and working drawings furnished by contractors for compliance with contract documents.

7. Process contractor's applications for payment, based on the Engineer's on-site observations.
8. Prepare Certificate of Construction Completion and Clean Lien Certificate.
9. Conduct interim/final inspections. The City will provide continuous construction inspection.
10. Revise contract drawings to show the work as actually constructed, and furnish the City with a set of "record" drawings in both electronic and hard copy format.
11. Provide final correspondence to environmental or regulatory authorities, as required by permits.

Selection Process

The purpose of the proposal is to demonstrate the consultant's qualifications, competence, and capability to meet the city's requirements. An evaluation team will review the proposals and rank each from best-to-least-desirable based on the evaluation criteria specified below. Discussions may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. The City of Seguin reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits if any, presentations, and any other costs are the responsibility of the submitting firms.

Selection Criteria include, but are not limited to the following:

1. Experience:
 - a. Experience in similar projects involving boat ramp projects.
 - b. Experience in visioning and consensus building on a local government level.
 - c. Experience in citizen participation process.
 - d. Experience of staff.
2. Graphic arts skills.
3. Outcomes:
 - a. Achievement of expected outcomes in this project.
 - b. Timely completion of similar completed projects.
4. Availability:
 - a. Ability to work closely with engineering professionals and City Staff.

- b. Ability to attend public and staff meetings at varying times.
- c. Demonstrated commitment to maintaining staff continuity for the project.

Guidelines for Submitting the Statement of Qualifications

Submission requires **five (5) bound originals**. Submissions must contain the following:

1. Introductory letter to include complete contact information.
2. A narrative demonstrating that the consultant understands the project.
3. A proposed work plan detailing the tasks to be completed as listed under Scope of Work.
4. A statement of the qualifications of the team, including work experience, organizational chart and personnel resumes. Resumes are limited to two pages per person.
5. Background information concerning the firm, including number of years in business under this name and breakdown of personnel in the proposing office(s).
6. A description of previous work similar to the request.
7. A preliminary work schedule for design and construction.
8. A list of comparable clients where similar services have been provided, with contact information.
9. A certificate of liability insurance.
10. The Consultant Questionnaire (which is included as Attachment A to this Request for Qualifications) must be completed and included as part of the submission.

Deadline and Submission

Submissions shall be addressed to Willa Hagemann, Assistant Director of Finance, City of Seguin, 205 N. River Street, Seguin, Texas 78155, and must be received no later than **2:30 p.m., July 20, 2010**. Any submission received after this deadline will be deemed ineligible. **Submittals shall be clearly marked as follows:**

City of Seguin
Request for Qualifications – Consultant Services
RFQ No. 34-2010-25
Guadalupe River Boat Ramp Project
To be opened @ 2:30 p.m., July 20, 2010

