



CITY OF ROLLINGWOOD
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Request for Qualifications – Infrastructure Improvements Plan

Deadline for Submittal: August 2, 2018 at 4:00 p.m.

Mail or Deliver To: Rollingwood City Hall
403 Nixon Drive
Rollingwood, Texas 78746
Attn: Robyn Ryan, City Secretary

Contact: Amber Lewis, City Administrator
administrator@cityofrollingwood.com
(o): 512-327-1838

Deliverables: Provide fifteen (15) hardcopies of the complete submittal and one (1) digital copy on a thumb drive.

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III. RFQ Outline:

a. General Scope

The City of Rollingwood is inviting the submission of qualifications from engineering consulting firms for Professional Engineering services for a city-wide improvements plan addressing all infrastructure, including but not limited to: drainage/storm water, streets, electric, other utilities, wastewater, and water. With an emphasis on drainage/storm water infrastructure, the selected firm will deliver a master capital improvements plan for the city-wide infrastructure for the next five fiscal years (2019-2024). The plan will identify current conditions, identify maintenance responsibilities, provide for and prioritize short and long-term solutions to the city's infrastructure, and provide preliminary cost estimates for all identified projects.

The project approach may involve multiple teams and/or firms in the delivery of the report. Please include the names and positions of all staff proposed and sub-consultants. Designate who will be the Principal, who will be the Project Manager in charge of the project, and who will be the City's contact throughout the project. Provide the qualifications, experience, and project responsibilities of the team members assigned to this project. Briefly address how the efforts of each of the team members will be coordinated. If the work is to be shared among firms and offices at different locations, indicate what work is to be performed in each office. Proposals must discuss workload for all key team members, indicating their expected availability and the percentage of their time that will be devoted to the contract.

All required services must be provided at a highly competitive fee level, not to exceed the 2018 budgeted allocation for the plan at \$100,000, i.e. at a fee level that will provide the best value to the city when all evaluation criteria are considered. The city reserves the right, in its sole discretion, to enter into preliminary negotiations with more than one of the respondents. Payments will be made on a monthly basis. The city will retain 20% of the contract amount until the final report is approved and delivered.

b. Timeline Overview

This is the first phase in a two-phase project.

Phase One - The first phase involves the development and creation of the infrastructure improvements plan for the next five fiscal years (2019-2024). Phase One is contemplated to last approximately five (5) months. The city is considering a contract term of five (5) months, with potential for two (2) 30-day extensions.

Phase Two - The second phase may involve a request for qualifications for professional engineering services to design, assist with pursuing funding for, and construct projects as identified and prioritized in the infrastructure improvements plan.

c. Solicitation Schedule

The City has developed the following schedule of solicitation. The City reserves the right to modify the schedule as needed and will notify firms of any significant changes.

June 28, 2018 – RFQ issuance

July 24, 2018 – Pre-submittal conference

July 31, 2018 – Deadline for questions

August 2, 2018 – Submittals Due

August 15, 2018 – Interviews and possible selection of firm(s) to begin contract negotiations at City Council meeting

d. Project Scope

i. Drainage/Stormwater

The drainage projects should map current watersheds using ESRI format. Identify ownership and maintenance responsibilities for creeks and streams. Identify any potential easements that may be required to perform later designed improvements and facilities. Review existing city policies and standards and recommend changes. Perform assessment of current drainage conditions and issues. Propose and prioritize short-term solutions to problems. Propose and prioritize long-term solutions, identify responsible agency and probable costs.

ii. Streets

Streets projects should include an analysis of the life expectancy of the current infrastructure, indicate years of reconstruction for each street, identify plans to complete with opportunities for phasing of significant maintenance projects (i.e. crack seal and seal coat), identification of intersection improvements, traffic calming identification, roadway landscaping, and connectivity.

iii. Electric Utility

The City does not own the electric utility infrastructure; however, the City is asking for an analysis of opportunities that may exist in other capital improvement projects to bury the lines underground. This should accompany an analysis of the life expectancy and an identification of the replacement and significant maintenance projects. Working with Austin Energy and an understanding of their process to complete this effort should be demonstrated.

iv. Other Utilities

The City does not own infrastructure of other utilities such as telephone and cable, however, the City is asking for an analysis of opportunities that may exist in other capital improvement projects to bury the lines underground or to improve existing infrastructure and service. Working with the telephone and cable companies and an understanding of their process to complete this effort should be demonstrated.

v. Wastewater

Wastewater projects should include an analysis of the life expectancy of the current infrastructure and a phased plan that would identify the repair and replacement of existing wastewater lines and upgrades to existing lift stations. The possibility for the construction of additional lift stations and where those might be located should also be explored.

vi. Water

Water projects should include an analysis of the life expectancy of the current infrastructure, to include all transmission and distribution lines. The future of the City's water system should also be planned for including the possibility of identifying a secondary water source and any and all infrastructure that may accompany service from a secondary water source. Regionalization opportunities and land should also be identified.

vii. Funding Options

Where appropriate, assist to identify funding options for infrastructure improvements as outlined for each project scope of Phase One. Consideration of funding available should also be applied in making recommendations in prioritization.

viii. Planning coordination with other departments and City Council

This is going to be an extensive project for the City and it is expected that significant effort will be made to coordinate the planning efforts with other departments of the City and with the City Council. The selected firm should demonstrate a plan to conduct outreach and involvement in the planning process with the City's departments and the City Council.

ix. Prepare and publish a report summarizing the work completed to be titled, *2019-2024 Master Infrastructure Improvements Plan for the City of Rollingwood.*

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	i. Submittal Cover/Signature Page	Tab 1
	ii. Executive Summary	Tab 2
	Statement of understanding of the project and proposed approach	
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	iv. Statement of Qualifications	Tab 4
	1. Respondent Prime Qualifications “Principal Contact”	
	2. Respondent Team Qualifications “Secondary Contact”	
	3. Key Subconsultant Qualifications	
	“Other Firms or Services with Specialized Expertise”	
	4. Experience with Rollingwood or Regional Issues	
	5. Experience with Various Funding Options	
	6. Proposed Approach/Management Plan	
	v. Project Scope Deliverables	
	a. Drainage/Stormwater	Tab 5
	Provide project examples or examples of specific best practice solutions	
	b. Streets	Tab 6
	Provide project examples or examples of specific best practice solutions	
	c. Electric Utility	Tab 7
	Provide project examples or examples of specific best practice solutions	
	d. Other Utilities	Tab 8
	Provide project examples or examples of specific best practice solutions	
	e. Wastewater/Water	Tab 9
	Provide project examples or examples of specific best practice solutions	
	f. Funding Options	Tab 10
	Provide project examples or examples of specific best practice solutions	
	g. Interdepartmental and City Council Planning Coordination	Tab 11
	Provide project examples or examples of specific best practice solutions	
	vi. Description of Final Report and Sample Report	Tab 12
	vii. List of Governmental References	Tab 13
	viii. Professional Service Agreement Template for Review	Tab 14

- b. Evaluation Criteria
 - i. 25 points – Statement of Qualifications
 - ii. 25 points – Experience with Various Funding Options
 - iii. 25 points – Project Scope Deliverables
 - iv. 25 points – Experience with Rollingwood or Regional Issues

V. City Map