

**East End District
Request for Qualifications (RFQ)
For Transportation Engineering Design Services for the
Navigation-Jensen Roundabout Project**

The East End District is soliciting qualifications and experience information of a qualified engineering consultant or project team (“Consultant”) specializing in the design of transportation projects; with specific experience in intersection design, signal design, and successfully developing projects involving TxDOT facilities and facilities requiring TxDOT approvals. Qualifications and experience information to be used for the selection of the Roundabout Design Services for the Navigation-Jensen Roundabout in Houston. All qualifications must be received at the East End District office located at 3211 Harrisburg Blvd., Houston, TX 77003 by May 10, 2019 no later than 3:00 p.m. Faxed/Emailed submittals will not be accepted. For additional information, please contact Patrick Ezzell, Director of Economic Development and Infrastructure at (713) 928-9916.

Project Description

The scope of the Navigation-Jensen Roundabout includes the design of a two-lane, curb and gutter vehicular roundabout at the intersection of Navigation Blvd., Jensen Dr., and Runnels St. Roundabout design shall accommodate both current traffic patterns and future projected traffic patterns as they may be affected by the TXDOT North Houston Highway Improvement Project Segment 3.

The project shall include, but is not limited to, modifications to existing storm water drainage and public utilities, new traffic signage, landscaping, adjacent sidewalk improvements, surveying, geotechnical investigation and other pedestrian-oriented amenities.

See project map in Exhibit A

In order to implement the project description, the selected firm(s) may be responsible for the completion of the following: survey work, geotechnical services, drainage assessment, conceptual design, wayfinding design, landscaping design, final design to include Plans, Specifications, and Estimates (PS&E), utility coordination, NEPA analysis, federal and state funding compliance, construction phase design services, and traffic control plans.

The project will be funded by a blend of federal and state transportation funding. As such, the project is subject to the requirements of federally funded transportation projects. The design will

be locally managed by the East End District with TxDOT reviewing and approving the Plans, Specifications, and Estimate (PS&E) package.

From this RFQ, the East End District will select a Primary Design Firm and its proposed team for the project. The project is envisioned to have a Primary Design Firm under the direction and management of the East End District staff. The Primary Design Firm will be responsible for the successful delivery of design, bid, and construction phase design services pertinent to the overall project. In addition, the Primary Design Firm will be responsible for managing, directing, and coordinating the work of the design team of engineering firms and consultants that they assemble for this project.

In addition, the Primary Design Firm will be responsible for performing the following:

- Overall Design Phase Services, the performance of all sub-consultants, coordination with the City of Houston and TxDOT, Private Utility Relocation, Bid Phase Services, and limited Construction Phase Services.
- The coordination of the project with utilities, both public and private, other projects in the City of Houston CIP, other City Departments, other entities' projects.
- Acquiring approval and permits from all outside agencies and utilities, as necessary.

To accomplish the goals of the project, the Primary Design Firm must be able to execute extensive coordination with various regulatory agencies, public entities, and public and private utilities. The following is a list of currently identified existing entities that may need to be contacted or coordinated with:

- City of Houston Public Works Department
- Texas Department of Transportation
- City of Houston Parks and Recreation Department
- CenterPoint Energy – Gas
- CenterPoint Energy – Electrical
- AT&T
- Comcast Cable
- Various other utility providers

Scope of Work

1. Project Goals:

- Manage the design and provide construction phase services so that a coordinated and predicted outcome is obtained.

- Meet project goals within scope, budget, and schedule.
- Coordinate the project with the City's other CIP projects.
- Create an early warning system to allow problems to be addressed in a proactive manner.
- Utilize TxDOT Standard Details, Design Criteria Manual, Specifications, and Project Delivery Model.
- Meet all TxDOT and FHWA requirements for Federal funded projects, including DBE or SBE requirements.
- Meet TxDOT current letting schedule.
- Meet Environmental Clearance requirements for Federally funded projects.
- Reporting of Project progress and Project financials.

2. Project Engineering Services:

The scope of services to be provided and managed by the Primary Design Firm for the project may include, but is not limited to:

- Site investigation/assessment
- Design phase, bid phase and construction phase services
- Survey
- Geotechnical Report
- Environmental services and environmental permitting.
- Coordination with City of Houston Public Works & Engineering Staff, and others as necessary
- Civil Design
- Traffic Engineering
- Landscaping Design
- Drainage Study
- Drainage Design
- Plans, Specifications, and Estimates (PS&E) and Project Manual
- Quality Assurance/Quality Control and Constructability Reviews
- Value Engineering
- Obtaining all approvals and permits necessary to construct the project
- Coordinating utility relocation with all public and private utilities
- Subsurface Utility Engineering (SUE)
- Preparation of contracting documents
- Ensure adherence to project schedules
- Milestone and Financial Reporting, including reporting for design cost reimbursement

- Document Management

The above services will be provided in accordance with the standard TxDOT boilerplate engineering services contract. In addition, all services will be completed in accordance with the standard TxDOT specifications.

3. Desired Expertise of the Design Team

Critical to the success of the Project will be the Primary Design Firm's ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, the design team, the public, contractors, etc., which will encourage an open and honest exchange of information and ideas throughout the entire process.

Specific expertise, required as minimum qualifications for the Design team, must include experience in the following areas:

- Managing, administering, and providing oversight for a design team
- Transportation project design and construction phase services
- Communicating, involving, and coordinating with many different groups
- QA/QC experience and other project controls (scheduling, cost estimating, document control, general accounting, etc.)
- Experience with TxDOT engineering standards, methods, and procedures
- Experience in revitalization projects
- Success in gaining environmental approvals
- Designing and managing a local roadway project funded with federal funding through the TxDOT
- Experience with TxDOT-letting of federally funded projects
- Experience in invoicing, reporting and record keeping requirements for projects with Federal funding through TxDOT.

Contract

The Primary Design Firm will be required to enter into a contract with the East End District utilizing TxDOT's standard boilerplate engineering contract.

Request for Qualifications

The intent of this notification is to have the Engineering firms prepare a Statement of Qualifications (SOQ) for review by the East End District.

The East End District intends to make its selection from the firms that submit a SOQ package that consists of the following:

- a) A letter of interest, signed by a principle of the professional firm, with a statement as to the availability of the firm to complete the work within the stated time period (**limited to one page**).
- b) A demonstration of the firm's understanding of the project through an outline of their suggested approach to the project (**limited to three pages**).
- c) Evidence of the firm's ability to perform the work (**limit to one page**).
- d) Experience of the staff who *would be assigned* to the project team including sub-consultants. Provide name, role, percentage of time devoted to the project, related experience, and team experience for each team member, including sub-consultant members (**limit to two pages per team member**).
- e) Up to five (5) sample projects completed in the last three years, similar in scope to this project that best illustrates team capabilities (**limited to 3 pages per project**).
- f) A QA/QC plan that outlines process and staff assignments related to task.
- g) References, including names and telephone numbers of previous clients with similar projects that can verify the quality of work performed.
- h) Documentation of how the required 15 percent DBE goal will be met.

Selection Criteria

As a basis for evaluating the qualifications of an Engineering firm during initial short list development and the firm presentations, the following elements merit consideration:

- a) The firm's past experience in performing similar assignments for other public owners, and the overall reputation of the firm.
- b) The firm's experience in developing plans using Federal funds which will be reviewed by the Texas Department of Transportation.
- c) The depth of experience of the firm's staff in the particular field.
- d) The firm's ability to assign qualified staff that will be in responsible charge of the project and will be able to complete the work within the time schedule required.
- e) The consultant has, on past projects, demonstrated innovative concepts.
- f) Suggested project approach.
- g) Staffing capabilities.
- h) Previous experience on municipal projects.
- i) Knowledge of local conditions.
- j) Demonstrate firm's ownership in the project by addressing the following questions:
 - a. What is your firm's philosophy on project "Ownership"?

- b. How will you ensure that all assigned personnel will take “ownership” of the project?
 - c. Provide examples of taking “ownership” in projects that you have led. How did this result in a better, faster, less expensive project outcome?
 - d. Explain your firm’s Quality Assurance/Quality Control Policy. Is it a written policy?
 - e. What processes are in place to ensure the QA/QC Policy is followed?
 - f. Provide examples where your QA/QC Policy saved a client money by detecting and avoiding a significant mistake before the project was bid/under construction.
 - g. What action was taken to ensure the mistakes above were not repeated?
- k) The firm’s ability to meet the required 12.6 percent Disadvantaged Business Enterprise (DBE) goal.

Selection Process Overview

The SOQs will be used to rank the respondents and determine a short list for each project. In addition, the SOQ will be used for reference material throughout the selection process. Once the short list has been determined, there may be an oral interview/presentation session scheduled for the top firms. The presentation should demonstrate the firm’s experience in providing design services for similar Transportation projects, including their experience in coordination with other design firms, projects and entities.

Based on the SOQs and interviews the Consultant Selection Committee will determine the most highly qualified firm on the basis of demonstrated competence and qualifications for each project.

The selected Consultant will be required to fill out Debarment, Lower Tier Debarment and Lobbying Certifications per Texas Department of Transportation requirements.

After the selection process has been completed, a detailed scope of services will be developed between the successful firms and the East End District. The price proposal generated should substantially reflect the same composition and level of involvement as presented in the Statement of Qualification.

If a mutually agreeable cost/price proposal cannot be negotiated, the East End District will formally end the negotiation and proceed to select and negotiate with the next most highly qualified firm on the basis of demonstrated competence and qualifications.

Submission Deadline

If you are interested in your firm being considered for this project, please submit six (6) hard copies of your SOQ to:

East End District
c/o Patrick Ezzell
3211 Harrisburg Blvd.
Houston, TX 77003

Due Date: On or before 3:00 p.m. on May 10, 2019

All statements shall be in a sealed envelope clearly marked:

“Engineering / Architectural Services for Navigation-Jensen Roundabout”.

This RFQ is available for download at: <http://www.eastenddistrict.com/category/public-notice/>.

All existing project information, any changes to the RFQ and any changes to the submission time and date will be published on the East End District website. Submitting Firms accept sole responsibility for downloading all of the required documents required for the RFQ.

All SOQs submitted will remain confidential until the opening date and time when they will be opened and the names of the submitting firms read into the public record.

Any inquiries regarding the project or RFQ must be submitted in writing to:

Patrick Ezzell
*Director of Economic Development and Infrastructure
for the East End District*
Office: (713) 928-9916

NOTE: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform the East End District.

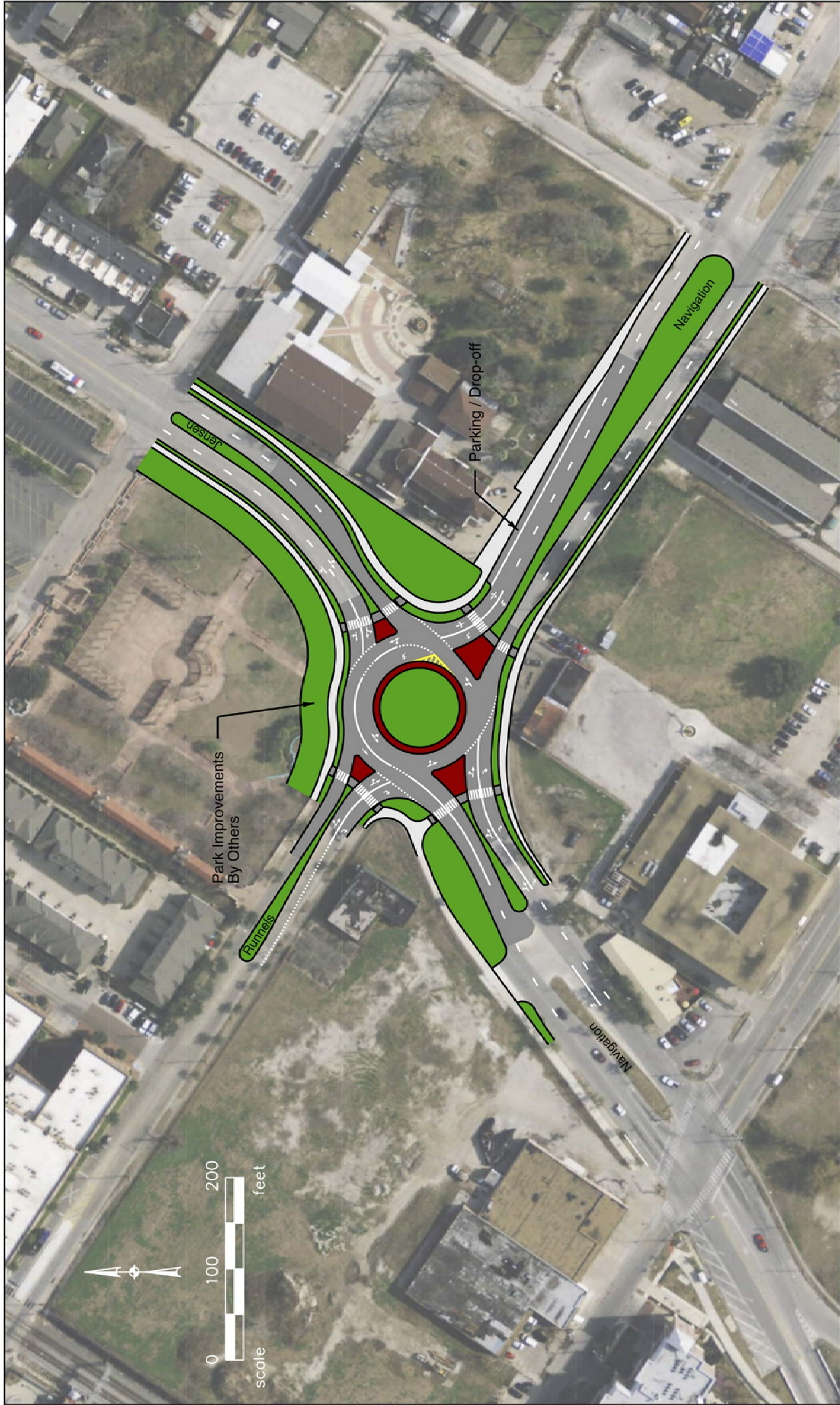
NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the

Consultant Selection Committees) to influence any employee or acting board member of the East End District concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future East End District solicitations or contracts.

NOTE: **Title VI Nondiscrimination** The following shall be inserted in all solicitations for bids for work or material subject to the Regulations and made in connection with all programs administered by and, in adapted form in all proposals for negotiated agreements:

The Sub-Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Exhibit A



PROPOSED NAVIGATION ROUNDABOUT
INTERSECTION OF NAVIGATION BLVD AT JENSEN DR
HOUSTON, TX