

CITY OF PORT LAVACA

Request for Qualifications (RFQ) for Architectural/Engineering Services
for
IMPROVEMENTS TO FAYE BAUER STERLING PARK

RFQ 2018-12.19

The City of Port Lavaca is seeking the services of qualified architectural/engineering consultants or multidisciplinary teams to assist in the assessment of damages to the Faye Bauer Sterling Park caused by Hurricane Harvey; recommend actions for repair, upgrade, or mitigation; prepare exhibits and other documents; develop Construction Plans, Specifications, Cost Estimates, Mitigation Actions, Bid and Construction Documents; Construction Management; and perform other related services for the project: **IMPROVEMENTS TO FAYE BAUER STERLING PARK** which may be funded through the Federal Emergency Management Agency (FEMA)'s Public Assistance grant program and/or the U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grant Disaster Recovery Program. These consulting services shall be performed in accordance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

The City will receive Statements of Qualifications from interested firms until **2:30 p.m., Monday, January 7, 2019**, at the location stated below. Submittals received after this deadline will not be considered.

The complete submittal consisting of **1 original, 3 copies and 1 color pdf (cd or thumb drive)** must be delivered to City Hall in a sealed package, clearly marked on the outside **RFQ 2018-12.19** and addressed to:

City of Port Lavaca
Attn: City Engineer – RFQ 2018.12.19
202 N. Virginia Street
Port Lavaca, Texas 77979

To receive a copy of this Request for Qualifications (RFQ) or for information concerning this RFQ, including specific requirements and evaluation criteria, please visit www.portlavaca.org or contact Jody Weaver, the City Engineer, at 361-827-3601 or jweaver@portlavaca.org.

The CITY OF PORT LAVACA reserves the rights to negotiate with any or all firms submitting qualifications, as per the Texas Professional Services Procurement Act. Small and Minority businesses, Women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

The CITY OF PORT LAVACA is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

General Scope of Work

The City of Port Lavaca seeks to obtain statements of qualifications from architectural firms or multi-disciplinary teams to assist in the assessment of damages to the Faye Bauer Sterling Park caused by Hurricane Harvey; recommend actions for repair, upgrade, or mitigation; prepare exhibits and other documents; develop Construction Plans, Specifications, Cost Estimates, Mitigation Actions, Bid and Construction Documents; Construction Management; and perform other related services, for various projects that may be funded through the Federal Emergency Management Agency (FEMA)’s Public Assistance grant program and/or the U.S. Department of Housing and Urban Development (HUD)’s Community Development Block Grant Disaster Recovery Program. The selected consultant(s) must have knowledge of and provide all services in full compliance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

This work will include the assessment and project development, when authorized, for the repairs/upgrades to the Faye Bauer Sterling Park, to include, but not limited to restoration of the damaged brick wall on the southwest side of the park. Project development will also include all permitting, coordination with outside agencies, and any other items necessary to successfully development the project in compliance with funding source requirements.

The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II.

Technical Expertise

It is anticipated that the successful firm(s) will have extensive knowledge and expertise in the technical areas of commercial building architecture and construction of the early 1900’s, environmental regulations and permitting, coordination with state and federal resource agencies, contract management, and construction phase services.

Selection Process

This RFQ provides information necessary to prepare and submit a **Statement of Qualifications (SOQ)** for consideration and ranking by the City of Port Lavaca using the point system described below. The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Requirements and Evaluation section which follows.

Statement of Qualifications Requirements and Evaluation

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below:

Item 1: General Qualifications and Availability

15 pts

- a. Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work

- Contact Persons
 - Date of firm formation
 - Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
 - A list of all current contracts pertaining to the Hurricane Harvey Disaster Declaration.
 - Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business.
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of Port Lavaca's staff. Regular weekly, biweekly or monthly project meetings will be required, depending upon the project.
- c. Provide a statement of interest for the project including a narrative describing the benefits that the City will realize in selecting the Respondent's firm or team, including the firm's specific expertise and unique qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.

Item 2: Proposed Staff

25 pts

- a. Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their office locations.
- c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d. Provide staffing size by areas of expertise.
- e. Provide current workload of prime firm.
- f. Provide staff availability to perform services.
- g. Provide the Project Managers experience with similar size/type projects and knowledge of similar Disaster Recovery Grant programs.
- h. Provide the sub-consultants experience with similar size/type projects.

Item 3: Project Experience

40 pts

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Provide verifiable examples of at least five (5) similar projects completed in the last five (5) years by the prime firm and sub-consultants, including:
 - Project name and location
 - Services provided
 - Date of completion or project status
 - Final construction costs
 - Client name and contact person
 - History of meeting project schedules
 - History of accomplishing services within established budget, include planned vs. actual.
 - Detail cost savings or cost increases.

Item 4: Project Approach

20 pts

- a. Explain how the team will assess and design the project(s). Include how multiple or alternate design options be considered, how the Federal procurement requirements will be met (Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II), how the requirements of the FEMA Environmental Compliance GREENSHEET will be met (attached as Exhibit 2 to this RFQ), etc.?
- b. Provide an example of a typical project schedule.

Responsiveness to Request for Qualifications:

SOQs shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City of Port Lavaca's needs. One original and Two hard copies (limit 20 pages not including resumes) and one digital PDF of the SOQ are required. The RFQ must be signed by a person having authority to bind the firm in a contract.

The SOQ must indicate "City of Port Lavaca - RFQ 2019.12.19.18" on the coversheet.

Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms

The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for subcontracted work when possible. The respondent must be prepared to submit documentation of the procurement process used in the selection of any subconsultants, showing a good fath effort of the following affirmative action steps. Respondent agrees that all bid documents will contain such required language for these affirmative action steps. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. The respondent shall, if subcontracts are to be let, take the affirmative steps listed in paragraphs (1) through (5) of this section.

Good standing with the OFCCP

The firm and any subconsultants must be in good standing with the Office of Federal Contract Compliance Program (OFCCP). A complete list of federally disbarred contractors can be found at www.sam.gov. It is the sole responsibility of the firm to ensure that any subconsultants are in good standing with the OFCCP and not on the debarment list.

- Submit the search results from www.sam.gov for the firm and any other subconsultants with the SOQ.

Compliance with HB 1295

Prior to entering into an agreement, the successful firm(s) shall be required to complete Form 1295 in accordance with Texas HB 1295. The required form is completed online at www.ethics.state.tx.us/file.

Certification Regarding Lobbying

Prior to entering into an agreement, the successful firm(s) shall file the required certification stating, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit **Standard Form-LLL, "Disclosure Form to Report Lobbying,"** in accordance with its instructions.

The respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Due Date and Contact

Statement of Qualifications Due: **Monday, January 7, 2019 at 2:30 p.m. Central Standard Time.**

**City of Port Lavaca
Attn: City Engineer – RFQ 2019.12.19
202 N. Virginia Street
Port Lavaca, Texas 77979
(361) 552-9793 ext 224**

Any questions about this RFQ may be directed to the City Engineer at the number above or emailed to jweaver@portlavaca.org up through 10:30 am on Friday, November 3, 2017. Any Addenda to this RFQ will be posted on the City's website and emailed to those firms which have notified the City Engineer of their intention to submit a SOQ.

PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND / OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

The City of Port Lavaca will not provide compensation or defray any costs incurred by any firm related to the response to this request; reserves the right to negotiate with any and all persons or firms; and reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.

SCOPE OF SERVICES REQUESTED

The Scope of Services shall include, but is not limited to the following: help the City of Port Lavaca access the damage to the Faye Bauer Sterling Park caused by the high winds of Hurricane Harvey; (a) provide preliminary estimates of the scope and costs for options to repair, rehabilitate or restore facilities to pre-disaster condition, considering appropriate codes and design standards including hazard-resistant provisions and American Disabilities Act, Section 106 historic preservation, hazard mitigation eligible activities, pre-existing conditions, site conditions, access, tie-ins to existing infrastructure, alternate functions, possible capacity upgrades or “improved” projects, repair versus replacement costs, and other relevant factors; (b) prepare plans and specifications for bid and construction; (c) perform inspections; (d) review and recommend pay requests and other standard construction phase services; (e) prepare as-built plans. The completed project should provide long term stability of the damaged wall, as well as stay true to the architectural character of the park and Main Street. Engineering contracts and services must be in compliance with federal regulations at 2 CFR 200. Providers will be bound to specific terms and conditions required of federally funded projects found in the general terms and conditions of their contracts.



FEMA

FEDERAL EMERGENCY MANAGEMENT AGENCY
ENVIRONMENTAL COMPLIANCE GREENSHEET
FEMA 4332-DR-TX



Environmental and Historic Preservation Guidance

As a condition of Federal Emergency Management Agency (FEMA) funding, projects must be reviewed for compliance with all applicable environmental laws, regulations, and executive orders (EO). This "Greensheet" provides you, Applicant, with guidance on FEMA's Environmental and Historic Preservation (EHP) review processes to help you understand your obligations to ensure that all Federal and State compliance requirements are met and how compliance may impact project funding. FEMA EHP staff are available to answer questions and direct you to other resources as needed.

Federal Laws and Executive Orders

National Environmental Policy Act (NEPA)
National Historic Preservation Act (NHPA)
Clean Water Act (CWA)
Endangered Species Act (ESA)

Coastal Zone Management Act (CZMA)
Coastal Barrier Resources Act (CBRA)
EO 11988 Floodplain Management
EO 11990 Wetlands Protection

Environmental Compliance and Federal Funding

NEPA requires Federal Agencies to assess the environmental effects of their actions, such as funding disaster recovery projects, prior to making funding decisions. NEPA incorporates the other environmental and historic preservation laws into the final consideration of the proposed project or its potential alternatives. FEMA has developed several levels of environmental review to streamline the types of projects commonly funded for disaster recovery. A clear scope of work is needed to determine the level of review required under NEPA which can impact project timelines. Some projects may require additional regulatory permitting or consultation with State, Federal, or Tribal entities. FEMA EHP will advise Applicants on what to expect during the review process. This guidance includes information regarding many, but not all, of the laws routinely addressed during disaster recovery project review. **Applicant has several compliance responsibilities which may be required before funding can be approved or work can proceed. Failure to comply with applicable Federal, State, and local environmental and historic preservation laws could delay or jeopardize potential funding.**

Debris and Hazardous Materials

Debris cleanup must be documented from removal to final disposition. For debris taken to a permitted landfill, **the location and permit number for the landfill** should be included in the project worksheet. Temporary emergency staging and disposal sites for the stockpiling, reduction, burning, and/or burial of disaster debris must be approved by the Texas Commission on Environmental Quality (TCEQ) and the Texas Historical Commission (THC). Applicants are required to complete the "Request for Approval of Temporary Debris Management Site Form" and fax or email it to TCEQ and the "Disposal Site Evaluation and Registry Form" and fax or email it to THC's Bill Martin. Once approved, the forms will be returned to Applicant. **Applicant must provide FEMA with the approved forms.** Hazardous materials must be disposed of in a manner consistent with all State and Federal laws. Debris should not be staged within the floodplain and should never be staged in a wetland area, even temporarily. **Debris removal from wetlands should be coordinated with the US Army Corps of Engineers (USACE) and may require FEMA consultation with the US Fish and Wildlife Service (USFWS).**

The THC Disposal Site Evaluation and Registry Form is attached. The TCEQ debris site request form can be accessed at the following website: <https://www.tceq.texas.gov/response/tornados/index/#manage-debris>.

Coastal Areas

Projects located in mapped Coastal Zone Management Act (CZMA) areas or Coastal Barrier Resources Act (CBRA) units may require additional consistency review or consultation with the Texas General Land Office (GLO) or FEMA consultation with the USFWS prior to initiating work. **Applicant is responsible for obtaining any required approvals from the GLO Coastal Management Program (CMP) prior to the commencement of work.** The GLO Texas Coastal Boundary Map can be accessed at the following website:

<http://www.glo.texas.gov/coast/coastal-management/forms/index.html>. The CBRA Mapper can be accessed at the following website: <https://www.fws.gov/cbra/Maps/Mapper.html>.

Work in or near Water or Wetlands

Projects that involve work in/or near water or wetlands, including dredging or filling, in-stream debris removal, bank stabilization, or changes to culverts, crossings, or bridges, may require a permit from USACE. **Applicant is responsible for obtaining any required approvals or permits from USACE prior to the commencement of work.**

Cultural Resources

Section 106 of the NHPA requires Federal Agencies to take into account the effects of their activities on historic properties prior to the approval of the expenditure of Federal funds. FEMA has executed a Programmatic Agreement (PA) with THC which allows us to expedite many of the types of disaster recovery work that have been demonstrated through experience not to have an adverse effect on historic properties. Projects involving properties that are **45 years** of age or older may require FEMA consultation with THC. All ground disturbing activities, including staging areas and borrow sources, must be reviewed by a FEMA Archaeologist and may require FEMA consultation with THC and Federally Recognized Tribes. A clear scope of work, including **the age of any existing buildings or structures** and the location and description of **all ground disturbing activities** is required to complete a review of the project.

Floodplains and Wetlands

FEMA reviews all projects to determine if they affect or will be affected by the floodplain and/or wetlands under EO 11988 and EO 11990. The objective of these orders is to minimize and/or avoid future impacts to the natural and beneficial values of floodplains and wetlands as well as impacts to facilities repaired using Federal funds. Projects located within these resource areas may require the use of the "8-step" decision making process, requiring public notification and involvement in the consideration of the proposed project and any practicable alternatives. **Applicant is responsible for obtaining any required approvals or permits from the local floodplain administrator for any projects located within the floodplain and the USACE for projects located in wetlands.**

Threatened or Endangered Species and Critical Habitat

Projects that involve work in water or are located within a natural area may have the potential to effect Threatened or Endangered Species and/or Critical Habitat. FEMA is able to expedite the review of many types of disaster recovery work which have been demonstrated through experience not to cause adverse effects. Some projects may require additional consultation with USFWS specific to the work to be performed and individual species of concern. The presence of Threatened or Endangered Species and/or Critical Habitat may affect project design, construction timeframes, or require best management practices to minimize adverse effects. **Projects with the potential to affect Federally protected species may require FEMA consultation with the USFWS prior to the commencement of work.** Federally protected species in your area can be accessed at the following website: <https://ecos.fws.gov/ipac/>.

Contact Information

FEMA EHP

Kevin Jaynes
Regional Environmental Officer
Office: (940) 383-7224
kevin.jaynes@fema.dhs.gov

Texas Division of Emergency Management (TDEM)

State Public Assistance

Kristof Hermans
Supervising Program Director
Office: (512) 424-7843
Mobile: (512) 552-6849
Kristof.Hermans@dps.texas.gov

Hazard Mitigation

Dave Jackson, CEM
Section Administrator, Mitigation
Office: (512) 424-7820
Mobile: (512) 221-5365
David.Jackson@dps.texas.gov

US Army Corps of Engineers

Tulsa District

Regulatory Branch
Office: (918) 669-7400

Fort Worth District

Regulatory Branch
Office: (817) 886-1731

Galveston District

Regulatory Branch
Office: (409) 766-3869

Albuquerque District

Regulatory Office
Office: (575) 556-9939

United States Fish and Wildlife Service (USFWS)

Ecological Services Field Offices

Ron Brinkley
Environmental Contaminants
Clear Lake, TX
Office: (281) 286-8282
Mobile: (281) 488-5882
ron_brinkley@fws.gov

Texas Commission on
Environmental Quality (TCEQ)
Central Office: (512) 239-1000
See attached regional information

Archaeological Sites and Ground Disturbance

Texas Historical Commission

Bill Martin (Debris Removal)
Office: (512) 463-5867
bill.martin@thc.texas.gov

Historic Structures

Justin Kockritz
Office: (512) 936-7403
Justin.Kockritz@thc.texas.gov

Floodplain Management

Michael Segner, CFM
State Floodplain Coordinator
Texas Water Development Board
Office: (512) 463-3509