



Notice is published in Palestine Herald-Press in the Saturday, July 13, 2019, and Saturday, July 20, 2019, editions.

CITY OF PALESTINE

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL ENGINEERING SERVICES

Sealed Proposal Due Date: Monday, August 12, 2019 at 3:00 p.m.

I. PURPOSE

The City of Palestine (City) is soliciting Request for Proposals (RFP) from Consulting and Engineering Services from qualified State of Texas licensed engineers to make recommendations for an upgrade of existing lift stations and plan for future development in the City. Sealed qualifications are due to the City Secretary's Office by **Monday, August 12, 2019, at 3:00 p.m.** Sealed qualification will be opened during the Palestine City Council meeting on **Monday, August 12, 2019, at 5:30 p.m.** In order to be considered, the sealed qualification must address each of the requests for information in the Summary of Qualifications section.

II. SERVICES REQUIRED

The City seeks to identify and retain a licensed engineer or engineering firm to evaluate one of the City's larger lift stations and sewer force mains that is currently reaching capacity and to identify and make recommendations for current and future development in this area. This area has seen significant growth within the past ten (10) years. With the increased development within the Palestine's Business Park and other immediate development in this area, the volume of waste water has increased significantly.

The current collection area that is impacting this particular lift station will be:

- South Sycamore Street (FM 322) from Loop 256 to the city limits.
- Loop 256 from Sycamore St. (FM 322) to Gillespie St.
- Gillespie St. from Loop 256 to city limits.

III. BACKGROUND

The original lift station was installed at the current site within the Palestine Business Park located on the South Loop 256 at Willow Creek Drive to handle the sanitary sewer from the development of Palestine Regional Medical Center Hospital and the numerous doctors' offices located directly behind the hospital on Medical Drive In about the mid 1990's the lift station was enlarged to have a larger holding

containment area and the two (2) pump's sizes were increased as well. They currently pump into a 12-inch diameter C900 PVC pipe connecting to a gravity line that continues to the Waste Water Plant.

IV. GENERAL INFORMATION

The City of Palestine is a home rule City located in Anderson County and has a population of approximately 18,306 per the 2017 U.S. Census estimate. The City operates under a Council-Manager form of government with a Mayor, six (6) Council Members, and a City Manager. The Council Members are elected from single member districts, with the Mayor elected at large. The City Manager is the Chief Executive Officer of the City. It is the City Manager's duty to execute and implement policies as established by the City Council.

V. SUBMISSION OF RESPONSE

Delivery: Qualifications must be sealed. Qualifications may be mailed or hand-delivered to the City of Palestine, City Secretary. Sealed Qualifications for Consulting Engineering Services are due to the City Secretary's Office by **3:00 p.m. on Monday, August 12, 2019.**

Qualifications packets are required to include ten (10) copies.

Please include on the sealed bid envelope:

“SEALED RFP 2019-005 - TO BE OPENED: Monday, August 12, 2019 at 5:30 P.M.”

Qualifications received after this time will be returned unopened. The City reserves the right to reject any and all qualifications, to request additional information concerning any qualifications for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of the qualifications. Furthermore, this RFP does not obligate the City to accept or contract for any implied services.

Mailing Address and Hand Delivery Address:

Teresa Herrera, City Secretary
City of Palestine
ATTN – SEALED RFP 2019-005 - TO BE OPENED: 08/12/2019 AT 5:30 P.M.
504 North Queen Street
Palestine, TX 75801

Your qualification shall be governed by the following schedule:

Friday, August 9, 2019 at 5:00 p.m., Central Standard Time (“CST”)

Deadline for inquiries, questions, requests for information, or pre-proposal conference with the Deputy Director of Utilities.

All questions must be submitted in writing to: fgarcia@palestine-tx.org .

Monday, August 12, 2019 at 3:00 p.m., CST

Sealed, written qualifications are due at Palestine City Secretary's Office

Qualification's received after the published deadline shall remain unopened and will be returned to the vendor.

Monday, August 12, 2019 at 5:30 p.m., CST

Opening of sealed qualification packets during the Palestine City Council meeting.

To be considered for this engagement you must meet the qualifications and satisfy the requirements set forth in this RFP.

Communications: All communications regarding the submission of your qualification proposal are to be in writing directly through the Deputy Director of Utilities at: fgarcia@palestine-tx.org.

VI. QUALIFICATION PROPOSAL INFORMATION

Contract Term

The City of Palestine intends to enter into an agreement with the selected Engineer or firm to perform engineering Services for this project. The City does not guarantee that a contract will be awarded as a result of the RFP. In the event that a contract award is made, but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

Statement of Qualifications

Each Statement of Qualification (SOQ) must address, but does not need to be limited to, the following information:

Respondents shall include:

Qualifications and Experience

1. List the name and all addresses of location(s) of your firm. Which firm location will be designated as the primary location for services provided?
2. List all individuals and contact information for who would be providing services for this RFP.
3. List an operational history for the past ten (10) years and details the related projects that you or your firm has provided engineering services.
4. List any applicable business licenses, permits, certifications, degrees, and other credentials held by individuals who will be providing services.
5. Describe your involvement with municipalities or other governmental agencies that you have provided engineering services for. List any contact information for current/former references for the past five (5) years for governmental clients.

6. Describe whether you or your firm (or any firm previously affiliated with your firm) has ever undergone an investigation by an outside agency pursuant to engineering services provided and describe the outcome of the investigation including ramifications to your firm or your firm's client cities.
7. Describe whether your firm has ever lost an account due to concerns of improper engineering design work, missed quantities or specifications that was detrimental to a project, accusations or clients concerns of fraud as defined by applicable Federal or State Authorities.
8. Describe, in detail, whether your firm has ever lost an account due to breach of contract, or incurred any unfavorable contractual outcomes (to include any terminations, etc.)
9. Describe your account team structure including:
 - a. Company Structure
 - b. Nearest office and office manager.
 - c. Project engineer.
 - d. Project support staff for this type project.
10. Describe the reporting support you can provide relative to:
 - a. Estimating time lines
 - b. Construction cost estimates
 - c. Project oversight
 - d. Project progress reporting and correspondence
 - e. Describe how you process any and all pay request from contractors to the client.
11. How do you assist a client with submitting and or communicating with regulatory agencies such as TCEQ throughout the duration of a project?

VII. EVALUATION PROCESS

The City of Palestine reserves the right to accept or reject any and all submissions in the best interest of the City. Proposals will remain in effect for 90 days. Proposals cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity.

Receiving Bids

Sealed bids will be received by the City Secretary. The time received shall be noted on the envelope or box and initialed.

Bids received after the published deadline shall remain unopened and will be returned to the vendor.

Bid Process

Sealed bids will be opened at a City Council meeting where a majority of the Council is present. The bids shall remain on file, open for inspection in the City Purchasing Office for at least forty-eight (48) hours before the contract may be awarded. Bids that are received, which are unmarked, shall be opened for identification purposes only and resealed. The envelope or box shall be marked accordingly.

After bids have been opened, the submittals will be reviewed by the Project Review Committee, an evaluation team for the purpose of identifying and recommending those engineers/engineering firms offering, in total, the highest qualifications and experience with this type of project. All respondents shall be scheduled for an oral interview presentation to the Project Review Committee. The Project Review Committee shall be responsible for preparing a tabulation sheet for all bids received that will be made available to the public upon request. The tabulation sheets will be forwarded to the City Council to make the final decision of an award. The individual(s) or firm who is awarded a contract will be tasked with making recommendations for an upgrade of existing lift stations and plan for future development in the City.

The following information will be taken into consideration during the evaluation process:

1. Meets qualifications identified in the Request for Proposal.
2. Included complete and clear responses to requested information.
3. Ability to provide the full range of services requested.

Point of Contact

In the event clarification or additional information is needed, contact:

City of Palestine Public Works Department
1620 W. Palestine Ave
Palestine, Texas 75801
903-731-8483 Telephone
fgarcia@palestine-tx.org

Notice

Any notice provided by this RFP or required by law to be given to the respondents by City of Palestine shall be deemed to have been given and received on the next business day after such written notice was deposited in the U.S. Postal Service mail facility in City of Palestine, Texas by registered or certified mail addressed to the respondent at the address provided in the sealed respondent. Any interpretation, corrections, or changes to this Request for Qualifications will be made by addenda. The sole issuing authority of addenda shall be the City of Palestine City Secretary. Addenda will be mailed to all who are known to have received a copy of this Request for Proposals. Bidders shall acknowledge receipt of all addenda.