



REQUEST FOR PROPOSALS
AND
STATEMENT OF QUALIFICATIONS
IMPACT FEE STUDY

June 1, 2018

The City of Rhome is now accepting sealed Request for Proposals and Statement of Qualifications (RFQ) for New Water & Wastewater Impact Fee Study. The City of Rhome is seeking to contract with a competent firm that has experience in Impact Fee Studies.

All questions should be emailed to Lance Petty at rhomepublicworks@earthlink.net, no later than 5:00 PM, Friday, June 15, 2018. Questions that require an addendum will be posted on the city of Rhome website at www.cityofrhome.com RFQ – Impact Fee Study, no later than June 22, 2018.

Sealed RFQs will be received until 2:00 PM on June 26, 2018. All RFQs shall be clearly marked with "Impact Fee Study RFQ." Immediately following the closing of the RFQ, the City of Rhome will publicly open RFQs at City of Rhome Community Center located at 261 School Road, Rhome, TX 76078.

All sealed RFQs must be delivered to the following address:

RFQ Impact Fee Study
City of Rhome
Attn: City Secretary
PO Box 228
Rhome, TX 76078

Proposals will be opened at the time and date, and location indicated above. **Faxed or emailed proposals will not be accepted.** The proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of proposals. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

INTRODUCTION

The City of Rhome is requesting Statement of Qualifications for professional consulting services to conduct an Impact Fee Study. Specifically, the City desires an analysis and recommendation of the appropriate methodologies for the creation and implementation of Impact Fee categories such as Street, Water, and Sewer with the potential for others depending on the study results. The Impact Fee program must meet applicable case law and Texas Local Government Code Chapter 395 requirements for impact fees. The Impact Fee Study should recommend proportional impact fees for each infrastructure category by the type of land use to support the City's policy goals for land use planning, infrastructure planning and funding, and economic development. The City may want to consider alternative methods of calculating the impact fees that take into consideration the City's land use and economic development objectives (for encouraging infill development).

The City will select and negotiate with those consultants whose submittals are responsive to this RFQ and are in the best interest of the City. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time. Preference will be given to firms within a 100-mile radius of Rhome Texas.

RFQ PROCESS

All Statements of Qualifications must be received by the City Secretary by 2:00 PM, June 26, 2018. At that time, all responses duly received will be opened. When responses are opened, the names of the consultants and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ. The City reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received. And to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

Submission

Two (2) marked originals along with (1) electronic copy (CD or flash drive) properly labeled and clearly marked responses must be submitted. The envelope or package containing the responses must be plainly labeled:

RFQ Impact Fee Study
City of Rhome
Attn: City Secretary
PO Box 228
Rhome, TX 76078

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

Statement of Qualifications Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that “the submitted Statement of Qualifications was received after the delivery time designated for receipt of responses, and therefore considered nonresponsive”.

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the City reserves the right to waive any informalities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

Clarification and Addenda

Each consultant shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing to the City Secretary.

The City shall not be responsible for oral interpretation given by an employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFQ, the City will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant, prior to submitting their statement of qualifications, to contact the City of Rhome (817-636-2462) to determine if the addenda were issued and to make such addenda a part of the Statement of Qualifications. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

Preparation Expenses

Each consultant preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive Statement of Qualifications.

Openness of Procurement Process

Written responses, other discussion, correspondence, and any other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.

Errors and Omissions

Once a response is submitted, the City may consider requests by any consultant to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such request.

Retention and Disposal of Statements of Qualifications

The City reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the consultant. The City reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

Collusion

By offering a response to this RFQ, the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

- a) No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not submit a Statement of Qualification for the purpose of restricting competition.
- b) All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
- c) No person or agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona-fide employees or established commercial agencies maintained by the consultant for the purpose of doing business.
- d) All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Secretary, Executive Directors, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms; assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

SCHEDULE

The schedule for submittal of statements of qualifications is as follows:

- Request for Qualifications issued and advertised by June 1, 2018
- Deadline to receive responses: 2:00 PM, June 26, 2018

The tentative schedule for evaluation of Statement of Qualifications, awards, and any resulting contractual services is as follows:

- Evaluation of Submittals: 2:00 PM, June 26, 2018
- Interviews (if required): July 9, 2018
- Council Consideration/Award: July 12, 2018

The schedule for the evaluation, selection and award may be changed solely at the City's discretion. Interviews may be scheduled at the City's discretion. The selected vendor will be notified and a contract will be negotiated and then submitted to the Rhome City Council.

INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS

General

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each consultant with the Statement of Qualifications shall be incorporated into the contract documents by reference.

Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

- Cover letter
- Table of contents
- Sections
 - 1) Introduction and Execution
 - 2) Qualifications
 - 3) Qualifications of Staff
 - 4) Familiarity/History within the Region
 - 5) References
 - 6) Technical Approach
 - 7) Sample Documents

Introduction and Executed Signature Page

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that:

- The submission of this Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions of the Professional Services Agreement included therein.
- The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

Qualifications

Provide a description and history of the firm, provide recent experience demonstrating current capacity, familiarity and expertise in civil engineering practices as they relate to municipal or local government operations and planning. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Familiarity/History within the Region

Provide a list of all relevant engagements the firm completed for local government entities within the last ten (10) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services. Preference will be given to firms who are based within a 100 mile radius.

References

Provide at least five references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. At least three of the references should be from government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, email, telephone numbers and date of services provided.

Technical Approach

Provide a general description of the firm's approach to provide the Scope of Services. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's technological capabilities and the ability to comply with deadlines and timelines identified in the Scope of Services.

Sample Documents

The consultant is encouraged to provide examples of plan review correspondence, construction drawings, inspection records, or other documents created and used for similar projects. Consultants are encouraged to use a digital format.

SCOPE OF SERVICES

Background

The City of Rhome, Texas is requesting Statement of Qualifications from firms to create the City's Water and Wastewater Impact Fee Report including but not limited to Impact Fee Land Use Assumptions, the Impact Fee Capital Improvements Plan, the Impact Fee Schedules, and the Impact Fee Ordinance in accordance with the requirements of Texas laws and regulations. By submitting qualifications in response to this RFQ, all responding firms will be deemed to agree to the service provisions contained herein.

Scope of Services

The selected firm is expected to provide the following Scope of Services as directed by the City of Rhome staff.

- 1) Develop project schedule identifying key tasks and completion dates.
- 2) Review City's planning and development projections including discussions with the City's staff as appropriate to complete project tasks.
- 3) Review City's infrastructure, to include, but not limited to streets, water and wastewater model based projections including discussions with City staff as appropriate to complete tasks.
- 4) Create Impact Fee Land Use Assumptions for the City's infrastructure, to include but not limited to streets, water and wastewater system in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.
- 5) Create Impact Capital Improvements Plan for the City's infrastructure, to include but not limited to streets, water and wastewater system in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.
- 6) Review and assess legislative requirements to determine any consequences on the City's Impact Fee development and implementation.
- 7) Assist the City in establishing its Impact Fee Advisory Committee as required by state law including Texas Local Government Code 395
- 8) Assist in the development and preparation of public notices, news releases, and City's newsletter.
- 9) Prepare the City's Impact Fee Land Use Assumptions Report in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.
- 10) Prepare the City's Impact Fee Capital Improvements Plan Report in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.
- 11) Prepare the City of Rhome's Impact Fee Ordinance for the Council's consideration and adoption in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.

STATEMENT OF QUALIFICATIONS EVALUATION AND SELECTION

Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's statement of qualifications, in order of no importance.

- Firm qualifications and experience with similar projects involving local government and/or other governmental agencies **(25 points)**
- Key staff, project understanding and approach **(20 points)**
- Ability to complete timely development reviews and to respond in an appropriate time frame to individual requests for services **(15 points)**
- Thoroughness of material submitted, including the proposed work plan and the quality, amount and type of services provided **(15 points)**
- Reports from references **(15points)**
- Office location with preference given to firms within a 100-mile radius of Rhome Texas **(10 points)**

Selection Process

A selection panel will evaluate and score each submission according to the criteria set forth above, to determine a "short list" of three (3) to (5) submitters for the interview phase of the selection process. Finalists may be invited to participate in detailed interviews. However, the City reserves the right to select a firm based on the evaluation of the submittals alone and not proceed to interviews.

At the conclusion of the selection process, each of the rated elements for each submitter will be evaluated to determine the best qualified firm for this request. If the City is unsuccessful in negotiating a contract with the best qualified firm, the City may then negotiate with the next most qualified firm until a contract is executed, or may decide to determine the selection process.

The City will not request or consider fees, price, labor hours or any other cost information at any time during the selection process, including the selection of firms to be interviewed, the final list, or the order of preference. Contract negotiations will include consideration of compensation.

Rejection of Responses

The City may reject responses for any of the following reasons, if:

- 1) The consultant misstates or conceals any material fact in the Statement of Qualifications.
- 2) The rejection of all responses is deemed to be in the best interest of the City.