



City of  
**HUTCHINS**  
SOUTH GATE TO "BIG D"

**CITY OF HUTCHINS, TEXAS  
REQUEST FOR QUALIFICATIONS (RFQ)  
ARCHITECTURAL, SURVEYING, PLANNING AND ENGINEERING SERVICES**

The City of Hutchins, TX is requesting Statements of Qualifications from firms and individuals desiring to perform professional architectural, engineering, planning, and surveying services for the City. Any firm desiring to provide any form of service that is subject to procurement under Title 10, Subtitle F, Chapter 2254, Subchapter A of the Government Code of Texas are invited to submit. A List of Qualified Architectural, Surveying, Planning and Engineering Services shall be approved by the City Council for a period of five (5) years with two (2) possible one year annual renewals on an individual firm basis.

One (1) original and five (5) copies of the qualification statements shall be addressed to Carl O. Sherman, Sr., City Administrator, City of Hutchins, TX, 321 Main Street, Hutchins, TX 75141. **Sealed qualifications shall be clearly labeled and shall be received no later than 3:00 pm on November 10, 2016. Proposals will not be accepted by email or facsimile.**

Instructions for preparation of the RFQ may be downloaded from the City website at [www.cityofhutchins.org](http://www.cityofhutchins.org). Questions or comments may be addressed to Carl O. Sherman, Sr., City Administrator, at the address above or by phone at 972-225-6121 or by email at [csherman@cityofhutchins.org](mailto:csherman@cityofhutchins.org).

The City of Hutchins encourages Disadvantaged Business Enterprises to participate. Hutchins is an equal opportunity employment provider and does not discriminate on the basis of race, color, national, origin, gender, religion, age, or disability in employment or the provisions of services. Hutchins reserves the right to accept or reject any or all submittals, to waive technicalities, and to take whatever action is in the best interest of the City of Hutchins and its citizens.

## **SCHEDULE FOR PROPOSAL SUBMISSION**

The City will make every effort to adhere to the following schedule:

- City of Hutchins Website Posting Thursday, October 20, 2016
- Notice of RFQ in Official Newspaper Thursday, October 20, 2016
- Statement of Qualifications Due Thursday, November 3, 2016
- Selection Committee Rates Qualifications Thursday, November 10, 2016
- Selection Committee Conducts Interviews Thursday, November 17, 2016
- Council approves List of Qualified Firms Tuesday, December 6, 2016
- Wednesday, December 7, 2016
- Monday, December 19, 2016

## **PURPOSE**

The City of Hutchins desires to prequalify professional service firms and individuals under Chapter 2254 of the Texas Government Code.

The City of Hutchins, TX, population 5,430, is a rapidly growing community located in southeast Dallas county. Located just south of Dallas along the Interstate-20 and Interstate-45 corridors, Hutchins saw a 33% increase in 2016 property tax valuations, outpacing all cities in North Texas, but one. In 2015, property tax valuations increased 29%. Currently, Hutchins enjoys a 90% commercial, 10% residential tax base. Major companies located in Hutchins include FedEx, with the largest ground distribution hub outside of Memphis, American Standard, and Union Pacific Railroad Intermodal Terminal.

This significant growth is expected to continue for the next several years based on a bullish forecast of planned new development concentrated around the International intermodal development. In September, Constellation Brands, one of the country's largest distributors of imported beers and premium wines, broke ground on a new 450,000 square foot building, with an estimated taxable value of \$22,000,000. In June, Shippers Warehouse opened a 600,000 square foot warehouse with a taxable value of \$28,000,000. Union Pacific Railroad is investing \$45,000,000 to build a rail spur system connecting rail to buildings, which is anticipated to generate an additional 2,000,000 square feet of building space for each of the next four (4) years.

In addition to industrial investment, the City of Hutchins is experiencing new residential development with both single family infill and multi-family activity. Gateway at Hutchins broke ground on the construction of a 330-unit apartment complex, with an estimated taxable value of \$27,000,000.

The City of Hutchins is now pro-actively addressing its growth and maintenance of existing infrastructure through the development of several master plans that will serve as the foundation for the development of future capital improvement programs.

Anticipated needs related to architectural, surveying, planning and engineering services in the next five (5) years include the following:

- **Funded a Water Plan in FY 2017** to evaluate existing condition of infrastructure; assist in the development of a maintenance plan; ensure regulatory compliance; and develop a Capital Improvement Plan to improve existing infrastructure and anticipate future water needs as development occurs.
- **Future Project(s) – Implementation of Water Plan Findings:** Prioritize Capital projects established in completed Water Study to create a Five (5) Year Capital Improvement Plan that includes the development of project scopes and determination of Engineer’s Opinion of Probable Costs. Developed CIP will be used to develop a five (5) year financial plan to establish water rates necessary to generate funding to build projects. These projects could include, but are not limited to, the construction of ground storage tanks, elevated storage tanks, transmission waterlines, distribution waterlines, refurbishing of existing ground storage water tanks, construction of a new pump station, and ground storage tank.
- **Funded a Sewer Plan in FY 2017** to evaluate existing condition of infrastructure; assist in the development of a maintenance plan; ensure regulatory compliance; and develop a Capital Improvement Plan to improve existing infrastructure and anticipate future sewer needs as development occurs.
- **Future Project(s) – Implementation of Sewer Plan Findings:** Prioritize Capital projects established in completed Sewer Study to create a Five (5) Year Capital Improvement Plan that includes the development of project scopes and determination of Engineer’s Opinion of Probable Costs. Developed CIP will be used to develop a five (5) year financial plan to establish sewer rates necessary to generate funding to build projects. These projects could include, but are not limited to, the repair and replacement of existing sanitary sewer lines in the City, upgrades to existing lift stations as well as design of new lift stations, inflow and infiltration study to address existing sewer surcharges to City of Dallas, and manhole rehabilitation program.
- **Additional Utility Projects may include electrical design including SCADA, lighting, and backup power.**
- **Completed a Pavement Condition Index Study in Summer of 2016** to evaluate existing condition of 32.75 centerline miles of pavement. Results are being developed into a multi-year plan to develop an annual maintenance plan and address rehabilitation needs. City Council has established a four (4) year timeframe to evaluate infrastructure, establish prioritization of projects, and develop a five (5) year Capital Improvement Plan, including Engineering Opinions of Probable Costs, for purposes of holding a bond election around 2019-2020.
- **Additional Street Projects will include intersection improvements, traffic signal installation, sidewalk and curb ramp designed in compliance with latest ADA standards, design of crosswalks and pedestrian elements in accordance with**

**latest ADA standards, and roadway landscaping.**

- **Drainage Projects** – As capital projects are identified through implementation of the Pavement Condition Index Study, several roads have known drainage issues that will result in projects to evaluate inadequate drainage systems and develop drainage construction plans. The City of Hutchins has a Drainage Fund that will be used to fund the identified drainage projects.
- **Traffic Engineering** – The City will need the services of firms which provide traffic engineering services for miscellaneous projects. These services could include performing traffic studies, performing traffic impact analysis, etc.
- **Surveying Services** – The City occasionally needs surveying services for right-of-way verification, easement documents, Rights-of-Way documents, and topographical surveys.
- **Geotechnical Services** – The City requires construction projects to meet various geotechnical testing standards. The geotechnical services include, but are not limited to, trench backfill density tests, concrete strength, materials testing, and soil stabilization recommendations.
- **Planning Services** – The City periodically needs planning services to assist with plan review to determine compliance with current zoning ordinance; address community concerns to mitigate development concerns where commercial uses border residential areas; and assist in addressing miscellaneous zoning issues.
- **Architectural Services** – The City is going to develop a five (5) year Capital Improvement Program, which will seek input from citizens, Council and staff, that may include new city facilities such as a Police Building and Animal Shelter. Feasibility studies may be needed to determine project scope, estimated project costs for inclusion in a future bond election, and other potential needs.

The statement of qualifications and experience will be one part of the selection process utilized by the City of Hutchins, together with the interview if the City chooses to conduct, to determine which firms will be selected for inclusion on a List of Qualified Architectural, Surveying, Planning, and Engineering Services to be approved by the City of Hutchins City Council. **As services are required, the City will evaluate the qualifications statements and enter into negotiations with the highest qualified firm from the Approved List of Qualified Architectural, Surveying, Planning, and Engineering Services. The City may issue a project specific request for proposal for any project. Firms included on the approved list may also be invited to interview for a specific project.**

The City of Hutchins is seeking to establish a relationship with multiple firms, who will serve as a member of the “Hutchins Team” as the City plans for and addresses the anticipated significant growth and its impact on existing and future infrastructure. The City of Hutchins operates with a lean staffing structure and seeks to establish a five-year relationship with firms who are interested in making a difference in the development of a community rather than simply participating in individual projects.

## **PROJECTS**

The statement of qualifications should demonstrate competency in one or more of the types of projects listed below. This list summarizes the types of projects anticipated through Hutchins' improvement plans. This list is not meant to be inclusive and will change as needs arise.

- Water Distribution and Storage Projects including transmission and distribution mains and elevated storage tanks
- Wastewater Collection including trunk mains and lift stations
- Rehabilitation of water and wastewater systems including trenchless technologies
- Condition assessments including sanitary sewer evaluation surveys, equipment and structures, and pavements
- Modelling of water, wastewater, drainage, transportation, etc. systems
- Pavement Design, Construction and Rehabilitation
- Storm Drainage Evaluation, Design, Construction
- Traffic Engineering
- Surveying Services
- Master and Comprehensive Planning of a variety of City services
- Architectural Services and feasibility studies to determine need for additional city facilities.

## **SUBMITTAL REQUIREMENTS**

Each Statement of Qualifications shall include the following in the following order:

- A cover letter of no more than two pages
- Table of Contents
- Company History and Overview
- Relevant Project Experience including project specific references
- References from municipalities
- Primary and Secondary Points of Contact including office location
- Synopsis of key personnel and project managers (discipline specific)
- Professional references that demonstrate a long-term relationship with clients
- Firm's overall approach to planning, organizing, and project management including communication procedures, quality control, and other similar factors.
- Any additional information that demonstrates the firm's available resources, specialized experience, or other information
- Information and qualifications of subcontractors that firm regularly utilizes to perform its services
- Evidence of financial stability and insurance coverage
- Information regarding involvement in litigation in last 5 years
- Conflict of Interest Disclosure as described in Section 176 of the Texas Government Code.
- DBE Certifications or commitment to Good Faith Efforts
- Evidence of registration to practice in the state of Texas.

- Signature page of person with authority to commit firm to contracts

## **SELECTION PROCESS**

Selection of firms will follow the qualifications-interview process.

From a review of the statement of qualifications and experience received, the City of Hutchins intends to invite several firms to be interviewed prior to making any final selection of firms for future projects. If the City of Hutchins desires to interview your firm, you will receive notification of the date and time of the interview by email.

The City will use an Evaluation Panel to evaluate the submittals. The statement of qualifications and experience will be one part of the selection process utilized by the City of Hutchins, together with the interview if the City chooses to conduct, to determine which firms will be selected for inclusion on a List of Qualified Architectural, Surveying, Planning, and Engineering Services to be approved by the City of Hutchins City Council.

## **EVALUATION CRITERIA**

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

### **Qualifications of Firm (25%)**

Qualifications of firm, specifically as they relate to similar projects that the Respondent is choosing to be considered for, i.e. water projects, sanitary sewer projects, street projects, drainage projects, traffic engineering, surveying services, and planning services.

### **Firm Experience on Similar Projects (20%)**

Related project experience of the firm(s) and the individuals who would be assigned to this Project. Pertinent professional experience of the project manager(s) and supporting staff that will be assigned to the proposed projects shall be included. The experience of any sub-consultants should be listed along with their experience.

### **Professional References that demonstrate long-term relationship with clients (20%)**

As previously stated, the City of Hutchins is seeking to establish a relationship with multiple firms, who will serve as a member of the "Hutchins Team" as the City plans for and addresses the anticipated significant growth and its impact on existing and future infrastructure. The City of Hutchins operates with a lean staffing structure and seeks to establish a five-year relationship with firms who are interested in making a difference in the development of a community rather than participating in individual projects. Professional references should be provided that demonstrate firm's on-going relationship with its clients that have made an impact on its past and/or future development.

**Available Resources to Complete Project (20%)**

This criterion would show that the firm's project load is sufficient to be able to handle additional projects. This criterion should also show that the firm has sufficient resources to design the projects, if required.

**Project Approach (10%)**

This criterion relates to the logical sequence and organization to complete the design of projects as well as any innovative methods or concepts proposed as part of the design and construction of projects. Particular attention will be focused on methods utilized by the firms to provide excellent quality control and quality assurance as well as methods utilized to minimize unforeseen conflicts during the construction process. Ability to complete this Statement of Qualifications as requested will be reflected in this criterion.

**Good Faith Effort to use Minority and Women Business Enterprise (MWBE) (5%)**

The City of Hutchins is committed to developing, establishing, maintaining, and enhancing minority involvement in the total procurement process.

The City of Hutchins desires to involve qualified minority/women-owned businesses to the greatest extent feasible in the City's procurement of goods, equipment, services, and construction projects. The City, its contractors, their suppliers and subcontractors, and vendors of goods, equipment, services, and professional services shall not discriminate on the basis of race, color, religion, national origin, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remains the ultimate "yardstick" in contractor, subcontractor, vendor, service, professional service, and supplier utilization. All vendors, suppliers, professionals, and contractors doing business or anticipating doing business with City of Hutchins shall support, encourage, and implement affirmative steps toward equal opportunity. Although the City has not formally adopted a policy requiring the use of MWBE owned businesses, the City supports this cause.

**EVALUATION**

After evaluating all submittals, a List of Qualified Architectural, Surveying, Planning, and Engineering Services will be submitted for approval by the City of Hutchins City Council. As services are required, the City will evaluate the qualifications statements and enter into negotiations with the highest qualified firm from the List of Qualified Architectural, Surveying, Planning, and Engineering Services. The City may issue a project specific request for proposal for any project. Firms included on the approved list may also be invited to interview for a specific project.

A scope, duration, and terms and conditions will first be established. Upon agreement on the scope of services, the City will request a fee proposal. If an agreement is reached, the City will enter into a written contract with the selected firm. In the event

an agreement cannot be reached, the City will terminate negotiations and enter into negotiations with the next most qualified firm. This procedure will continue until an acceptable agreement is reached with a qualified firm. A written contract is subject to the approval of the City Administrator and City Council.

### **GENERAL INFORMATION**

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing responses to this request.

By submission of a statement of qualifications, each firm certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any local, state, or federal agency or other governing body.

The City of Hutchins is subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code. Information that the respondent believes is confidential as proprietary information should be clearly marked as such with a detailed justification for a claim for confidentiality.

The City of Hutchins encourages the use of certified minority and women business enterprises (MWBE). Respondents agree to use good faith efforts in its selection of sub-consultants, as applicable, for projects that are awarded from this request for qualifications.

Lobbying or engaging in any conduct to influence City staff, City Administrator, or City Council members will not be permitted or tolerated during this process and may result in disqualification of the firm from this solicitation and for a period of two years following.

The City reserves the right to request additional information or clarification and to permit the correction of errors and omissions contained therein.