



1653 N. Santa Clara  
Santa Clara, TX 78124

(830) 914-4443 P

[www.ciSantaClaraTX.us](http://www.ciSantaClaraTX.us)

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## **NOTICE OF REQUEST FOR QUALIFICATION**

### **RFQ 21-001**

### **FOR PROFESSIONAL ENGINEERING SERVICES**

**Submission DUE Date: Wednesday, November 10, 2021 at 2:00 p.m.  
(CST)**

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#### **I. Introduction**

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The City of Santa Clara is soliciting sealed qualifications from engineers to provide Professional Engineering services. Engineers are invited to submit qualifications and proposals for the provision of the scope of services detailed herein.

Copies of this RFQ are available electronically at <https://www.ciSantaClaraTX.us/>. Submissions will be public information after they are opened. Please direct all inquiries to Amy Akers, City Attorney, or Jeff Hunt, Mayor via telephone (210) 833-2636 or e-mail [mayor@ciSantaClaraTX.us](mailto:mayor@ciSantaClaraTX.us). Any changes or clarifications to this RFQ will be posted exclusively on the City's website.

In order to be considered, respondents are required to provide as much detail as possible in response to this RFQ regarding the respondents' experience and address each item under the scope of service. Respondents must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information or trade secrets. However, the Respondent should also understand that information submitted may be subject to the Texas Open Records Act requiring disclosure and other applicable Laws.

By submitting a response to this RFQ, Respondents will be deemed to agree to the scope of service provisions contained herein. This RFQ and the responses submitted will be incorporated into and

form the basis for an Engineering Services Contract (“Contract”). The selected Respondent shall become a City Consultant (“Consultant”) subject to the Contract.

The City Council reserves the right to reject any or all submissions, to waive any technicalities, and to select the submission which, in the Council’s sole judgment, best meets the needs and requirements of the City.

The RFQ creates no obligation on the part of the City to award a contract or to compensate any Respondent for any costs incurred during submission, presentation, response, or interviews. The City reserves the right to award a contract based on submissions received without further discussion or negotiation. Respondents will not be provided an opportunity to alter their qualifications during any discussions or interviews.

The City further reserves the right to make such investigation as it deems necessary, to determine the capability of the Respondents to furnish the required services, and Respondents shall furnish all such information for this purpose as the City may request.

The scope of services for which the City seeks Professional Engineering services is divided into two categories: 1) Consulting/Designing and 2) Project Management as more fully described in Section II below. Please note that the City is a pass-through City and as such all fees and rates will be made public upon the award an Engineering Services contract as well as all development, land use, right-of-way use or impact related fees and charges will be passed through to the applicant.

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## **II. Schedule**

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This proposed schedule is tentative and may be modified throughout the selection process at the discretion of the City.

<b>Issuance of RFQ</b>	<b>October 25, 2021</b>
<b>Deadline for questions</b>	<b>1:00 p.m. (CST) November 4, 2021</b>
<b>City responses to all questions</b>	<b>5:00 p.m. (CST) November 8, 2021</b>
<b>Submissions due</b>	<b>2:00 p.m. (CST) November 10, 2021</b>
<b>Opening of Submissions</b>	<b>1:30 p.m. (CST) November 11, 2021</b>
<b>Evaluation of Proposals</b>	<b>November 12, 2021 to November 22, 2021</b>
<b>Top Candidates Notified</b>	<b>November 23, 2021</b>
<b>Top Candidate Evaluation</b>	<b>November 25, 2021 to December 10, 2021</b>
<b>Selection</b>	<b>December 13, 2021</b>

The City will accept sealed submissions for professional engineering services until 2:00 p.m. (CST), November 10, 2021. Submissions received after the due date and time will not be considered.

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### **III. Professional Credentialing Qualifications**

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The firm/individual selected is to have a civil engineering degree from an accredited school, a valid and active professional civil engineering license in the State of Texas. Knowledge of Texas municipal development laws, and experience with Texas municipal development and infrastructure projects is required.

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### **IV. Scope of Services**

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#### **A. Consulting/Design Services**

1. Review City's existing Zoning and Infrastructure as well as all development related City Ordinances and recommend changes/amendments/plans as necessary.
2. Reviewing and assessing current City road, drainage and right-of-way conditions and designing or develop a plan for repairing/reconstructing/constructing/obtaining to include prioritizing and scheduling based on the needs of City, the conditions of the City infrastructure and the financial ability of the City.
3. Develop a Transportation and thoroughfare plan.
4. Provide consultation with City Council members and City staff via telephone, video conference and e-mail, as needed, during normal business hours.
5. Communicate with City and applicant representatives in response to actual or anticipated applications involving development, land use, right-of-way use or impact, and as requested by the City Mayor or City Council.
6. Review submitted development applications to include subdivision plat and plan applications, zoning change applications, site development (dirt-work, utility, infrastructure, road and/or drainage, ect.) permit applications, right-of-way use applications and road attachment applications.
7. Review applications for compliance with State laws and City Ordinances.
8. Ensure submitted applications meet or exceed all acceptable engineering requirements and practices.

9. Review applications for water shed impacts to include downstream analysis to ensure construction and development does not adversely impact other properties or infrastructure.
10. Review applications for immediate and long-term impacts to City infrastructure to include roads, drainage, and right-of-way impacts.
11. Provide recommendations to City along with comments and concerns regarding applications.
12. Provide comments and concerns to applicants regarding application or anticipated applications.
13. Perform any other design or consulting services as requested by the City Mayor or the City Council.

## **B. Project Management**

1. City infrastructure RFP consulting and management.
2. City infrastructure project management and scheduling to include site inspections, draw request recommendations and contractor communication and coordination.
3. Management of all development, land use and right-of-way use applications.
4. Coordinate with the City Attorney regarding all recommendations of changes to existing Ordinances, all RFQ documents and contacts for City infrastructure projects, and all development, land use and right-of-way use applications.
5. Preparing for and attending Planning and Zoning Commission meetings and City Council meetings, as needed, generally held on the 2nd and 4th Monday, respectively, of each month, and special called City Council meetings, as required, and including any other board, committee, or commission meetings as requested by the City Mayor or City Council.
6. Perform any other project management task as requested or assigned by the City Mayor of the City Council.

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## V. Submission Process and Required Documents

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### A. General Submission Requirements

One (1) original, six (6) hard-copies, and one (1) electronic-copy saved to a flash drive of the submission, including all required and applicable supporting documentation, are required to be mailed or hand-delivered. The original must be clearly marked “ORIGINAL” and manually signed by the Respondent acknowledging the terms, conditions and service provisions herein this RFQ. One (1) electronic version written to a flash drive is also required.

Submission, including all required forms and applicable supporting documentation, must be bound, sealed, addressed and submitted to:

**City of Santa Clara**  
**Attn: Mayor**  
**1653 N. Santa Clara Rd.**  
**Santa Clara, Texas 78124**

The following must be written across the seal of the submission:

**RFQ 21-001 – Professional Engineering Services RFQ**

*Failure to following these instructions shall result in the submission being declared NON-RESPONSIVE and not considered.*

### B. Submission Details and Documents

Each RFQ must include the following information:

1. Firm and the designated individual name of the engineer assigned to the City as well as their complete resume with education, licensure status and their experience.
2. The addresses of all firm offices, identifying in which office the work will be performed.
3. Names of principals in the firm and the number of years the firm has been in business. Attach a list of principals in the firm; including a biographical sketch of each. Include education, years of licensed engineering experience, years of municipal experience, years of municipal development experience, years of municipal infrastructure experience including the type of infrastructure experience, and any other areas of specialty within the field of municipal engineer or construction.
4. Municipal infrastructure projects the firm has been a part of within the last five years, including name of City or population size and County of City, scope of project and scope of services provided.

5. A detailed proposal of services to be provided, including fee structure (hourly, per project, monthly, etc.).
6. Qualifications of services that may be applicable to the role of a city engineer may be included as an addendum if the Firm or Individual responding to this RFQ desires.

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## **VII. General Terms and Conditions**

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The Contract shall be for a twelve (12) month period with a provision for additional and subsequent twelve (12) month extensions under the same terms and conditions of the contract subject to the mutual agreement of both parties.

1. The City shall require the Consultant meet with the City Mayor, City Attorney, and City Council as necessary to review the consultant's progress and to resolve any outstanding issues.
2. The Consultant's records relating to the scope of services shall be open to review by the City Mayor, City Attorney, and City Council during normal business hours.
3. The Contract cannot be transferred or assigned to another party without the written consent of the City and may be subject to cancellation if such consent is not requested. Any and all expenses incurred by the City during the term of the Contract as a direct result of a transfer or assignment shall be reimbursed to the City by the Consultant. Expenses shall be limited to reasonable "direct expenses".
4. Upon termination of the Contract, all finished or unfinished documents, applications or reports prepared by the Consultant at the option of the City will become the property of the City.
5. The Consultant shall be liable for all damages incurred while in the performance of services pursuant to the Contract.
6. The Contract shall be governed in all respects by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in a state court of competent jurisdiction in Guadalupe County, Texas and further that neither party will seek to remove such litigation to the federal court system by application of conflict of laws or any other removal process to any Federal Court or to any other Court not in Texas.
7. No public official or City employee shall enter into a contact on behalf of the City which violates Local Government Code, Chapter 171 – Regulation of Conflicts of Interest of Officers of Municipalities, Counties, and Certain Other Local Governments.