



Request for Qualifications  
Engineering Services for  
Development Plan Review and Planning

City of Hondo, Texas

City of Hondo  
1600 Avenue M  
Hondo, TX 78861

RFQ Release Date – April 20, 2022

RFQ Due Date – May 25, 2022 at 4:00pm

## OVERVIEW

The City of Hondo is soliciting statement of qualifications (“SOQs”) from firms with professional qualifications and experience in providing engineering services for development plan review and city planning. Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of engineering services. It is the City’s intent to obtain engineering services on an on-call basis to act on behalf of the City of Hondo in engineering related activities associated with City planning, development plan review, and other consultative engineering tasks as needed. The successful firm will provide a single person who will serve as the City’s primary contact for such services. The services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub- contractors to the successful firm may provide services to the City with approval of the City Manager.

The potential Contract will be for a period of approximately Twenty-four (24) months.

For the purpose of this Request for Qualifications (RFQ), the term Consultant Engineer will be used hereafter to refer to the successful firm.

The Consultant Engineer will be required to provide most of the engineering service requested at or through their own facilities. The City does not provide an office or technical support for the work of the Consultant Engineer. Limited meeting space is available at the City of Hondo Municipal Building for occasional work as needed.

The City has previously retained M&S Engineering, LLC as its City Engineer for general engineering services, and such engagements is currently anticipated to remain through its term ending approximately April 2024. Consulting Engineer may be expected to work with the City Engineer on a variety of tasks from time to time

## BACKGROUND

The City of Hondo is located 30 miles west of San Antonio on the edge of the Texas Hill Country and has a population of approximately 9,305 people. It is a Home-Rule City with a Council-Manager form of government. The City Council consists of the Mayor and five Councilmembers elected at-large to three-year terms.

Established in 1881 on the Southern Pacific Railroad, Hondo was incorporated on May 14, 1942. The City is a warm and welcoming rural community deeply rooted in a history and identity all its own. Hondo is a quality community, which possesses many desirable attributes. Gently rolling hills provide the setting for a quality lifestyle with an affordable cost of living. Excellent city services, outstanding parks and recreational facilities, safe neighborhoods, strong churches, and great schools all make Hondo an attractive community to consider as a place to live, work, or play. Hondo’s proximity to some of the State’s most popular tourist attractions, cultural activities and dynamic business centers provide convenient access to multiple experiences and interests.

This proactive community is poised for development and welcomes business ventures that will complement and contribute to the charm of being a part of a community that respects its heritage and offers an outstanding quality of life.

Hondo is ideally positioned for development activity with US Highway 90 running east-west through downtown Hondo and State Highway 173 bordering the east side of the City running north-south. Mexico is less than two hours’ drive from Hondo offering opportunities for international commerce. The City boasts a large regional airport, the Hondo South Texas Regional Airport, a former Army Air Corp military facility, constructed in 1942, which is classified as a general aviation airport. Hondo also has the Union Pacific rail-line running east-west through the city. The intermodal park located on the west side directly adjacent to the airport has rail access through the short-line, Hondo Railway, that interchanges with the Union Pacific and the BNSF.

**GENERAL INSTRUCTIONS**

- A. Respondents should carefully read the information contained herein, and submit a complete response to all requirements and questions as directed.
- B. SOQ Submittals and any other information submitted by Respondents in response to this RFQ shall become the property of CITY.
- C. The CITY will not provide compensation to Respondents for any expenses incurred by the Respondents for SOQ Submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated herein or required by law. Respondents submit SOQ and other Submittal information in response to this RFQ at their own risk and expense.
- D. Submittals of SOQ's which are qualified with conditional clauses, or alterations, or items not called for in the RFQ documents, or SOQ irregularities of any kind are subject to disqualification by the CITY, at its option. **CITY RESERVES THE ABSOLUTE AND UNCONDITIONAL RIGHT TO BE THE SOLE DETERMINANT OF WHAT IS DEEMED "AN IRREGULARITY" AND TO WAIVE OR INTERPRET ANY IRREGULARITY TO ITS BENEFIT, IN ITS SOLE DISCRETION.**
- E. Each SOQ Submittal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the CITY's needs.
- F. The CITY makes no guarantee that an award will be made as a result of this RFQ and reserves the right to accept or reject any or all SOQ Submittals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the CITY's best interest. Representations made within the SOQ Submittal will be binding on responding firms. The CITY will not be bound to act by any previous informal communication or submittal submitted by the firms, other than to this RFQ.
- G. Failure to comply with the requirements contained in this RFQ may result in a finding that the Respondent is not qualified and is ineligible to submit a SOQ or enter any subsequent contract.
- H. Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified. (This does not preclude an applicant from having sub-consultants.)
- I. When up to a specified number of prior similar project examples are requested, do not list more than the amount specified.

## SCOPE OF SERVICES

In preparing a response to this Request for Qualifications (RFQ), the Consultant Engineer shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the City staff and the selected Consultant Engineer.

1. General Services
  - a. The Consultant Engineer shall be capable of performing numerous disciplines such as, planning, development review, surveying, general civil engineering, architectural design, geotechnical analysis, construction management, environmental reviews, floodplain management, or at a minimum have the ability to coordinate with firms that provide such services.
  - b. The Consultant Engineer shall serve as the City's Certified Floodplain Manager and perform all required evaluations, recommendations, and reporting in that role.
  - c. The Consultant Engineer may, as needed, manage capital projects with regard to engineering, budget and cost management, compliance with state and federal regulations, contract administration, construction management, construction engineering and inspection, and quality assurance and material testing.
2. Development Review
  - a. The Consultant Engineer will provide technical review of and answer inquiries relating to a variety of projects including subdivision plat and construction plans, right-of-way management, site development, building construction, infrastructure extension and improvements, drainage and stormwater management, floodplain development, planned unit development and other related projects to be developed in the City and extraterritorial jurisdiction, to ensure that such conform to City Codes and all State and Federal regulations.
3. Planning
  - a. The Consultant Engineer will provide technical expertise and assist in planning initiatives such as comprehensive planning, future land use planning, drainage and stormwater management planning, special area planning, and other related projects.
  - b. The Consultant Engineer shall make recommendations regarding regulations and ordinances pertaining to engineering, planning and development matters.
4. Drainage Reviews
  - a. The Consultant Engineer will perform all drainage reviews of site development within the City limits as required by and in compliance with the City's Unified Development Code, TCEQ regulations, and any other applicable drainage standards as those may be updated from time to time.
5. CAD and GIS Capabilities
  - a. Must have computer aided drafting and geographical information system experience and capabilities and will, upon request, provide electronic files to the City.
6. Work Product, Reporting and Communication
  - a. The Consultant Engineer will be expected to provide the City with copies of all work products without limitation, to include reports, analyses, correspondence, plans, drawings, and any other document produced in connection with the relationship with the City in printed and electronic form as requested. The City shall own all rights, title and interest, including all copyrights and intellectual property rights to all documents that are created in connection with the relationship with the City.

7. Professional Engineer Requirement
  - a. The selected firm must assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Texas.
8. Other Considerations
  - a. The Consultant Engineer will be expected to attend periodic meetings of the City Council in addition to meeting with City Staff and developers.
  - b. The City of Hondo prefers firms that specialize in representing municipal entities and those that have demonstrated expertise in planning and development review.
  - c. The Consultant Engineer must commit to provide services to the City in a timely manner.

## RESPONSE CONTENT

Responses must adhere to the requirements outlined in this section. The original statement of qualifications and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. Introduction: Provide a cover letter and introduction including the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the statement of qualifications, its highlights, and the approach to engineering services.
2. Service Approach: A general description of the firm's approach to engineering services and a detailed overview that addresses the scope of services.
3. Innovative Techniques or Methodology: A discussion of any innovative techniques or methodology that the firm will use that have a proven history of providing responsive and cost effective results for other municipalities.
4. Scope of Work and Schedule: Discuss each task outlined in the "Scope of Work" section above.
5. Qualifications: Describe the firm's resources, experience and capabilities as follows:
  - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any specific sub-contractors proposed to be regularly utilized in the provision of services to the City.
  - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
  - c. Identify all key personnel, their relationship to the scope of work, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
  - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the demands and deadlines described in this RFQ.
6. References: Identify at least two (2) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each reference listed shall include the name of the agency, project manager, phone number, and description of work performed.
7. Additional Data: Responses may include any other information the Consultant Engineer deems essential to the evaluation of the statement of qualifications.
8. Summary of Insurance Coverage
9. Completed Conflict of Interest Questionnaire
10. Completed Form 1295

**RESPONSE SUBMITTAL**

To be considered, please submit nine (9) hard copies and one (1) electronic copy, on a USB drive, of your statement of qualifications to:

City of Hondo  
Attn: City Secretary  
1600 Avenue M  
Hondo, TX 78861

Responses received after the due date of **May 25, 2022 at 4:00 p.m.** will not be considered.

The materials submitted must be enclosed in a sealed envelope (box or container); the SOQ package must show clearly the SOQ Submittal deadline; the RFQ name must be clearly visible; and name and the return address of the Respondent must be clearly visible.

Late SOQ Submittals properly identified will be returned to Respondent unopened. Late SOQ Submittals will not be considered under any circumstances

Telephone SOQ Submittals are not acceptable when in response to the Request for Qualifications.

Facsimile (“FAX”) SOQ Submittals are not acceptable when in response to this Request for Qualifications.

Questions regarding this request for qualifications may be directed to Sue Ann Reyes, City Secretary, City of Hondo, 1600 Avenue M, Hondo, TX 78861 or by email at: [sreyes@hondo-tx.org](mailto:sreyes@hondo-tx.org)

The City will provide additional information concerning this project as requested by the interested consultants through written RFQ Addendum.

The City reserves the right to terminate this RFQ process at any time and no guarantee is expressed or implied that obligates the City to contract with any engineering firm for the proposed project. The City shall not be liable to any firm for costs associated with responding to this RFQ, participating in any interviews/presentations, or any costs associated with any subsequent contract negotiations.

**REVIEW AND SELECTION PROCEDURE**

The City Manager and such City Staff that may be designated by the City Manager will evaluate and rank each statement of qualifications and provide a recommendation to the City Council. At their discretion, the City Manager may conduct interviews of the top ranking firms prior to submittal of the Staff recommendation to City Council. The City Council will evaluate each statement of qualifications, and will, upon consideration of the City Manager recommendation, select a Consultant Engineer.

The City Council exercises its discretion in the final selection of a candidate for contract negotiations, and will not be bound by the City staff recommendation, scoring and ranking. The staff’s preliminary reviews and scoring of SOQ Submittals merely determines the top ranked firms who are most technically qualified as finalists and are eligible for interviews by the City Council.

By submitting a response to this RFQ, the firm accepts the evaluation process as outlined in the preceding sections and acknowledges and accepts the determination of the “most qualified” firm, which may require subjective judgments by the City.

The following evaluation criteria and their respective weights will be used in selecting a Consultant Engineer:

Evaluation Criteria	Points
Firm’s experience in the delivery of successful Engineering services to meet the defined scope of work	20
Qualifications of the Project Team	20
Knowledge of applicable local, state and federal regulations including but not limited to those regarding development review, planning, floodplain development, building codes, and drainage.	30
Service approach and methodology	10
Knowledge of local issues in the City of Hondo and the surrounding region	10
References: Two (2) required	10

The City of Hondo reserves the right to reject any and all responses and to waive any informality in responses received.

**AGREEMENT**

The approved selected and qualified firm will be subsequently asked to provide and negotiate a scope and fee proposal for Engineering Services for Development Plan Review and Planning. Once an individual scope and fee proposal is negotiated with the City, the firm must agree to enter into a Professional Services Contract in substantially the form and terms as included in EJCDC E-505. If scope and fee proposal negotiations are not successfully attained, the City will move to the next qualified firm in the ranking list, until a successful Contract negotiation is attained.

**INSURANCE REQUIREMENTS:**

The selected firm shall carry insurance in not less than the following types and amounts for the duration of the Contract, and furnish Certificates of Insurance along with copies of policy declaration pages and policy endorsements as evidence thereof. Additional insurance may be required by the City based on the type, scope or size of the project awarded. The cost of such insurance is the consultant's responsibility. Failure to comply could result in non-award of the contract.

- A. Engineer agrees to maintain Worker's Compensation and Employers' Liability Insurance to cover all of its own personnel engaged in performing services for the City under this Contract in the following amounts:

Workmen's Compensation – Texas Statutory  
Employers' Liability -- \$100,000.00

- B. Engineer also agrees to maintain Commercial General Liability, Comprehensive Business Automobile Liability, and Excess Umbrella Liability Insurance covering claims against Engineer for damages resulting from bodily injury, death or property damages from accidents arising in the course of work performed under this Contract in not less than the following amounts:

Commercial General Liability  
Personal injury and property damage -  
\$1,000,000.00 combined single limit each occurrence and  
\$2,000,000.00 aggregate

Comprehensive Business Automobile Liability for all vehicles:  
Bodily injury and property damage -  
\$500,000.00 combined single limit each occurrence

Excess Umbrella Liability:  
\$1,000,000.00

- C. Engineer shall add the City of Hondo as "Additional Insureds" on all required insurance policies, except worker's compensation, employers' liability and professional errors and omissions insurance. The Commercial General Liability Policy and Umbrella Liability Policy shall be of an "occurrence" type policy.
- D. Additionally, Engineer agrees to maintain professional errors and omissions liability insurance in the amount of not less than one million dollars (\$2,000,000.00) annual aggregate, on a claims made basis, as long as reasonably available in the market place under standard policies.