

CITY OF COMMERCE

Request for Qualifications

March 31, 2021

2021/22 Street & Drainage Improvements Project

Executive Summary:

The City of Commerce is looking to procure a Professional Services Contract with a qualified professional engineering firm in accordance with Texas Government Code Chapter 2254. The City will have approximately \$1.5 Million in Fiscal Year 2021 and \$1.0 Million in Fiscal Year 2022 to construct street and drainage improvements.

The City has already conducted an evaluation of the street and drainage network, and now needs to develop a prioritization of the projects, design street and drainage work, and construct the improvements for the benefit of the community.

Statements of Qualifications will be due on Friday April 23, 2021 at 2:00PM at Commerce City Hall. If necessary, the City will conduct interviews during the week of April 26th. Contract negotiations will take place during the week of May 3rd, with City Council consideration on May 18th.



Project Background

The City of Commerce has approximately 125 roadways with a combined length of 38 miles of various surface types. In late 2019, the City contracted with Applied Research Associates, Inc. (ARA) to perform a full Pavement Condition Survey. The results concluded that the City's average PCI score was 31.1, with the following breakdown:

Street Classification	% of System	Average PCI
Arterial	25%	34
Collector	30%	25
Residential	39%	30

The City has not consistently funded street maintenance, and the network PCI scores reflect this. The City desires to develop a comprehensive street and drainage maintenance program, and this will require strategic investment in infrastructure as well as maintenance capacity. There are few funding mechanisms for such a program, so it is vital that we partner with a consulting engineer that has experience with overall street and drainage system management and not just design of specific projects.

Statement of Qualifications

The City is requesting that a Statement of Qualifications (SOQs) be submitted with three (3) hard copies and one digital copy (via flash drive). SOQs should not be longer than 25 double-sided pages and should use the following format. (tabs or dividers do NOT count towards page totals)

1. Cover Letter
2. Firm and Key Personnel
 - a. Provide an introduction of your firm and a brief description of the full scope of services provided by your firm.
 - b. Provide a single page resume of the Key Personnel proposed for the project. (Do not list personnel that will not be actively involved in the project.)
3. Project Approach
 - a. Team Structure – Identify the roles each of your Key Personnel will perform on the project.
 - b. Methodology – Describe how you will approach the project to help the City prioritize street and drainage projects to maximize the impact of the \$2.5 Million budget.
 - c. Design – Describe your process for street and drainage design and your typical design schedule.
 - d. Construction Administration – Describe how you work with the project team to deliver a quality project that is on time and within budget. Address how you prefer to handle materials testing.
4. Similar Project Experience
 - a. Provide project references and descriptions of at least five (5) similar street and drainage projects.

Statements must be received by Friday April 23, 2021 @ 2:00PM, and should be addressed to:

City of Commerce
Attn: City Manager's Office
1119 Alamo St
Commerce, TX 75428



Scoring Criteria

The City will evaluate the Statement of Qualifications using the following criteria:

Firm & Key Personnel Experience	25 points
Project Approach	50 points
Project Experience	25 points

Project Budget

The City has \$1.5 Million in funding currently available for Street and Drainage Improvements. It is anticipated that the City will have an additional \$1.0 Million available during the next Fiscal Year. The City is looking at various funding mechanisms to continue the Street & Drainage CIP into the future.

Point of Contact

All questions should be directed to Howdy Lisenbee, City Manager for the City of Commerce. Questions may be submitted via email to: howdy.lisenbee@commercetx.org

Procurement Schedule

April 23, 2021	Statement of Qualifications Due to the City by 2:00PM
April 26-30, 2021	Evaluation of SOQs and Potential Interviews
May 3-7, 2021	Selection and Contract Negotiations
May 18, 2021	Presentation and Award of Contract by City Council

