

Request for Qualifications



City of Killeen, Texas
Sealed statements will be
received for:

**Municipal Projects Requiring
Professional Services
RFQ No. 17-10**

**Sealed Statements will be received
until 4:00 p.m. on
Wednesday, May 17, 2017**

Return Statements to:

City of Killeen
Attn: Purchasing Department
207A W. Avenue D
Killeen, Texas 76541

TO WHOM IT MAY CONCERN:

The City of Killeen, Texas (“City”) is pleased to present a **Request for Qualifications (RFQ)** to solicit interest from prospective entities qualified in the areas of planning, design, construction, operation, maintenance, and emergency response for various municipal projects. This RFQ outlines the process to be utilized by the City in selecting a list of competent entities from which the City may negotiate contracts for professional services that will be necessary to complete various major capital improvement projects, minor capital improvement projects, master planning services, regulatory compliance assistance, and emergency response services. All responses will be reviewed to determine qualifications and competence, and qualified respondents will be reduced to a final pre-qualified list of firms. The pre-qualified list of firms will be considered a pool of qualified firms from which contracts may be negotiated over the next three to five year period.

Any questions or correspondence related to this RFQ must be received before 5:00 p.m. on May 15, 2017, via e-mail to rjimenez@killeentexas.gov. The City of Killeen will receive Statements of Qualifications until Wednesday, May 17, 2017 at 4:00 p.m. Submittals must be addressed to the City of Killeen, Purchasing Division, 207A W. Avenue D, Killeen, Texas 76541 and shall be plainly marked with the name and address of the proposer and “RFQ 17-10, Municipal Projects Requiring Professional Services”. Submittals received after the closing time will be returned unopened.

This RFQ will also be published on the City of Killeen’s website at the following address: <http://www.killeentexas.gov/index.php?section=107>; and at Demand Star (<http://www.demandstar.com/>), ESBD (<http://portal.cpa.state.tx.us>), and Ion Wave (<https://killeentx.ionwave.net/Login.aspx>). Interested parties are responsible for monitoring the website for information concerning the RFQ and any addenda issued. The City will not accept any RFQ submittal by facsimile, electronic transmission, or any method other than as stated in this RFQ.

The City of Killeen reserves the right not to issue a contract and to cancel or modify this solicitation at any time the City, in its sole discretion, deems that such measures are in the City’s best interest.

The City of Killeen looks forward to reviewing your RFQ submittal and to working with the selected firms in the successful development of these various municipal capital improvement projects.

Sincerely,

Randy Jimenez
Purchasing Manager

TABLE OF CONTENTS

INTRODUCTION	5
DEADLINE AND DELIVERY LOCATION	7
SCOPE OF SERVICES	8
QUALIFICATION/CONTENT REQUIREMENTS	15
EVALUATION CRITERIA	19
CITY OF KILLEEN RESERVATION OF RIGHTS	21
CONFLICT OF INTEREST FORMS	EXHIBIT 1

INTRODUCTION

The City of Killeen, Texas (“City”) is issuing this REQUEST FOR QUALIFICATIONS (RFQ) to solicit interest from qualified entities licensed to practice in the areas of architecture, engineering, and surveying in the State of Texas, and affiliated trades, to provide professional services for various municipal projects that may arise over the next three (3) to five (5) years. Respondents to this RFQ shall denote their area(s) of preferred interest and expertise among the disciplines discussed herein.

The City intends to use the RFQ process to assist the City in the design and construction of various major and minor capital improvement projects, and to meet other engineering- and surveying-related needs that may occur from time to time. Any entity may submit a response to this RFQ provided it is qualified to perform some or all of the scope of services described herein. Elements of typical municipal projects will include, but shall not be limited to, site investigation, engineering analysis, facility design, contract administration, construction management, operation and maintenance, environmental compliance, regulatory compliance, emergency response, and quality control services within the following disciplines: **Transportation, Water and Wastewater, Drainage/Storm Water, Solid Waste Management, Environmental, and Other Professional Services.**

The City will select entities who demonstrate through their response to the RFQ an ability to provide the required professional services. An evaluation committee (“Committee”) will review the submitted qualifications in two stages. The Committee will evaluate all submissions and ultimately determine a final list of the most competent and qualified applicants. From this final “pre-qualification” list, the City may select firms to negotiate with for specific upcoming municipal projects. However, the City reserves the right, at its discretion, to contract with a firm not included on the final “pre-qualification” list if circumstances warrant.

Be advised, the creation of a final “pre-qualification” list shall not be deemed as creating any type of contractual expectancy for the award of any contracts on the part of the City. This list is being assembled for the purpose of ensuring that the City has the ability to quickly negotiate contracts with competent and qualified entities in an efficient manner when upcoming municipal projects are deemed necessary to proceed.

During the evaluation process, the Committee and the City reserve the right, where it may serve the City’s best interest, to request additional information or clarifications from submitting entities, or to allow corrections of errors or omissions in a submittal. At the City’s discretion, submitting entities may be requested to make oral presentations as part of the evaluation process.

The City is issuing this RFQ in accordance with applicable laws that allow an agreement to be negotiated with a private entity that displays demonstrated competence and qualifications to perform professional services for the City.

The City reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in preparation of a response to this RFQ, or any other related costs. The prospective entities are fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the City.

All proposals shall be subject to the Texas Public Information Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Texas Attorney General.

RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION

Sealed RFQ submittals must be received and time stamped by **4:00 P.M., Local Time, May 17, 2017.** Sealed RFQ submittals will only be accepted at the following location:

Delivery Address

City of Killeen
Purchasing Division
207-A, W. Avenue D, Suite D
Killeen, Texas 76541

It is the sole responsibility of the respondent to ensure that the sealed RFQ submittal arrives at the above location by the specified deadline regardless of the method chosen for delivery. Faxed or exclusive electronic submittals will not be accepted in response to this RFQ.

Point of Contact -- The City of Killeen designates the following as its representative and Point of Contact for this RFQ. Firms and all interested parties shall restrict all contact with City of Killeen staff and direct all questions regarding this RFQ to the following Point of Contact:

City of Killeen
Finance Department – Purchasing Division
Randy Jimenez, Purchasing Manager
207-A W. Avenue D, Suite D
Killeen, Texas 76541
E-mail: rjimenez@killeentexas.gov
Phone: 254-501-7729

SCOPE OF SERVICES

The City of Killeen, Texas (“City”) is issuing this REQUEST FOR QUALIFICATIONS (RFQ) from qualified entities able to provide professional services for various municipal projects arising over the course of the next three (3) to five (5) years. The scope of work will necessarily vary from project to project, but may include elements similar to the disciplines discussed herein.

This RFQ, being general in nature, will be used as a tool to determine the qualifications of a given entity to complete projects similar to the types of work outlined in the City’s various capital improvement plans and Storm Water Management Plan. Projects may include, but will not necessarily be limited to, planning, design, construction, operation, maintenance, and emergency response for the following elements:

- Roadway and pedestrian features
- Traffic signals and intelligent transportation systems
- Water and wastewater utilities
- Drainage/Storm water infrastructure
- Solid waste processing and disposal
- Surveying and construction staking
- SCADA, metering, and control systems
- Energy planning and conservation measures
- Environmental permits, studies and testing
- Emergency response for public works
- Municipal facility planning and construction
- Program management
- Construction management
- Quality assurance/quality control

A more detailed list of potential projects can be found in the City’s adopted master plans (water and wastewater; drainage), which may be obtained electronically at the following address: <http://www.killeentexas.gov/index.php?section=40>.

In November 2010, The City adopted the Killeen Comprehensive Plan. The Killeen Comprehensive Plan establishes guidelines for the future growth of Killeen by articulating a vision for what Killeen wants to be in the future. Through its goals and objectives, the plan sets in place a framework that will assist the City in future land use and development decisions in a way that will encourage quality development within the City. The Comprehensive Plan may be obtained electronically at the following address: <http://www.killeentexas.gov/index.php?section=178>.

The firm selected for any given project should be prepared to execute its responsibilities with the understanding that the City uses the Engineers Joint Contract Documents Committee (EJCDC) standard engineering agreement (as revised by the City of Killeen).

Please contact the City if you would like copies of our standard forms. Amendments and revisions (if any) to the contract will be negotiated on a project-by-project basis.

Entities submitting qualifications should be prepared to demonstrate their knowledge in and define their methodology and approach to the following project disciplines:

Transportation

Transportation System Overview

The City has over 1,700 lane miles of public streets, and manages appurtenances within public rights-of-way to include sidewalks, bike lanes, signage, illumination, and drainage facilities. Additionally the City manages over 100 traffic signals and many more intersection traffic controls. Ongoing responsibilities include pavement management; sign placement and repair; and structural improvements.

Traffic and congestion are consistently ranked a top priority in citizen surveys. In August 2010, the Killeen City Council approved the prioritization of several street improvement projects throughout the City. As a part of the adopted FY 2010-2011 Annual Budget and Plan of Municipal Services, the City's ad valorem tax rate was increased by 4.78 cents to issue debt to fund these streets improvements, which are managed through the Transportation Division.

Several transportation improvement projects have progressed through construction. These projects have drastically improved mobility within the City. The largest City thoroughfare is the improvement of Stagecoach Road. This project widens the road to four lanes from SH 195 to the Harker Heights City Limits, creating a new east-west arterial connection in the fastest growing portion of the City. Rosewood Drive was extended north from Fawn Drive to U.S. 190/Central Texas Expressway and links to the Stagecoach Road improvements. Existing sections of Elms Road between SH 201/Clear Creek Road and SH 195/Fort Hood Street were connected creating an alternate east-west route to U.S. 190/Central Texas Expressway and FM 3470/Stan Schlueter Loop. Cunningham Road was reconstructed from Stan Schlueter Loop to Stagecoach Road. This three-lane road relieves traffic on W.S. Young Drive. Lowe's Boulevard is being extended from Trimmier Road to Florence Road, and Trimmier Road is being expanded between U.S. 190/Central Texas Expressway and Elms Road. Finally, Bunny Trail was extended as five-lane arterial road between Stan Schlueter Loop and SH 201/Clear Creek Rd. Other future projects included on the prioritized project list are the extension of Rosewood Drive to Chaparral Road and the widening of Chaparral Road to a four-lane divided arterial from SH 195 to FM 3481, the reconstruction and extension of Cunningham Road from Stan Schlueter to U.S. 190/Central Texas Expressway, improvement of Trimmier Road from Stagecoach to Chaparral Road, improvement of Florence Road from Elms to Jasper, and the design and construction of future segments of various hike and bike trails across the City.

Improved mobility in Central Texas is not just a local government priority. The Killeen-Temple Metropolitan Planning Organization (KTMPO) acts as a regional planning entity

for a three-county region in Central Texas, and is responsible for distributing federal transportation funds through the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). Currently the City of Killeen has secured partial funding for multiple projects included in the MTP and TIP, including but not limited to the Rosewood Drive Extension to Chaparral Road, Killeen-Fort Hood Regional Trail Segment 3, Heritage Oaks Hike and Bike Trail Segment 3 and Segment 4, and Trimmer Road Widening (Jasper to Elms). In 2008, the state awarded two pass-through-finance (PTF) agreements between TxDOT and the City of Killeen. Both projects are complete or in the final stages of construction and both are majority PTF funded.

The City is currently assessing methods to acquire adequate long-term funding for on-going transportation construction and maintenance. Future plans and programs under consideration include a comprehensive finance plan, a transportation major CIP plan, a multi-year roadway maintenance program, and potential Code amendments to revise development standards and define levels of owner participation in required regional improvements and mobility enhancements driven by new development.

Potential Transportation Projects

Roadway: Projects may include CIP updates; road alignments and projections; roadway reconstruction and rehabilitation; pedestrian and bicycle mobility enhancements; construction administration and management; structural design; and pavement management systems.

Transportation Choices & Livability: Projects may include multi-modal master planning; pedestrian and bicycle mobility enhancements; transit planning, design, and studies; and quality of life enhancements.

Traffic: Projects may include master thoroughfare planning; traffic modeling; signal system design and control systems; traffic optimization; corridor and systems operational analyses; mobility enhancement evaluations; and traffic impact and warrant studies.

Other: Projects may include right-of-way acquisitions and appraisals; impact fee or user fee studies; grant applications; and right-of-way and asset management programs.

Water and Wastewater

Water and Wastewater Utility Overview

The City is a retail water purveyor and a satellite wastewater collection system operator. The Water & Sewer Utility is responsible for the operations and maintenance of the City's water and sewer assets; potable water storage and transmission facilities; and sanitary sewer collection facilities. The Utility's functions include repair of existing piping; valve exercising; fire hydrant repair; installation of water and sewer taps; preventive maintenance of sewer mains; TV camera inspection of sewer mains; inflow and infiltration reduction; maintenance and inspection of sewer lift stations; and

maintenance and inspection of water transmission mains, storage facilities, and pump facilities.

The City currently has an exclusive contract with the Bell County Water Control and Improvement District #1 (the “District”) for treatment and delivery of its potable water supply. The City, through the District, has a contracted allocation of 39,964 acre-feet per year of raw water supply from Lake Belton, and a current contracted maximum treatment capacity of 32 million gallons per day (MGD) with the District. The District is scheduled to complete a new water treatment plant on Stillhouse Hollow Lake in Spring 2019. This new plant and transmission main will provide an additional 10MGD of treated water to the City. The District currently transmits treated water to four City take points. Current water use is 120 to 130 gallons per capita per day. The City is responsible for pumping, distributing, metering, and retail customer billing.

The City also contracts with the District for treatment of all of its return wastewater flows. The City has slightly over 21 MGD of contracted capacity in two District wastewater treatment plants (one at 38th Street on South Nolan Creek and one north of Chaparral Road on Trimmier Creek). The District provides wastewater reclamation (direct reuse) for irrigation of the City’s golf course. The District’s 2009 Water and Wastewater Master Plan indicates that Plant #1 (near 38th Street) has adequate capacity until approximately 2060 and that Plant #2 (near Chaparral Road) will need additional capacity on-line by approximately 2039. The City’s wastewater collection system includes collection and interceptor mains, manholes, lift stations, and SCADA control. Various studies indicate that the daily per capita return wastewater flow ranges from 92 to 110 gallons per capita per day.

In November 2012, the City adopted the current effective Water and Wastewater Master Plan and Policy Statement. This Master Plan outlines the City’s proposed Water and Wastewater Capital Improvements Program, and project cost estimates for three-year bond packages from 2013 through 2033. In 2017, the next Water and Wastewater Master Plan will be developed.

In November 2011, the City entered into a sanitary sewer overflow initiative (SSOI) agreement with the TCEQ. During this 10 year agreement, the City will evaluate the entire sanitary sewer infrastructure and rehabilitate all found defects. The City has currently evaluated and rehabilitated all manholes and is in Phase 4 of 5 phases of sewer line evaluation and Phase 3 of sewer line rehabilitation.

Potential Water and Wastewater Projects

Water: Projects may include transmission mains; pump stations; ground and elevated storage tanks; treatment plants; and backflow prevention.

Wastewater: Projects may include gravity interceptors; lift stations; package plants; in-situ renewal; capacity, management, operations, and maintenance; and pre-treatment.

Reuse: Projects may include distribution lines; pump stations; aeration systems; and water quality analysis.

Other: Projects may include easement acquisitions and appraisals; rate and impact fee studies; grant applications; permit applications; modeling; automated metering; and asset management programs.

Drainage

Drainage Utility Overview

The City's Drainage Utility was created in October 2001 to improve the function and health of the City's drainage infrastructure, and to address the mandates of the U.S. Environmental Protection Agency National Pollutant Discharge Elimination System Phase II Rule that regulates municipal storm water discharges and industrial activities. Since the fund's inception, it has matured to support a wide variety of drainage management services for the City to address water quality, infrastructure improvements, and environmental enhancements.

The Drainage Utility operates as an enterprise fund whose primary functions include administration of the City's storm water management plan, storm water discharge permits for the City's small municipal separate storm sewer system, land development activities that disturb one acre or greater; selected industrial activities; development and enhancement of the City's Drainage Master Plan; implementation of the City's Drainage CIP; and emergency response to illicit discharges.

The City uses a Drainage Maintenance Plan and reports by citizens to maintain its drainage system. Drainage Utility funds are used to provide an increased level of maintenance and improvement of the drainage system, and increased support of mandatory federal and state water quality requirements. The Utility has a dedicated Drainage Maintenance Division that inspects, cleans, and repairs drainage infrastructure proactively so drainage systems can operate as designed and blockages that cause flooding can be reduced. In addition, the City owns or has maintenance responsibility for numerous green space areas and structures that support the drainage system.

Potential Drainage Projects

Projects may include structural and water quality improvements; stream restoration; hydrologic and hydraulic studies; dry and wet weather monitoring; wetland determinations; easement acquisitions and appraisals; permitting; rate and impact fee studies; grant applications; asset management; disposal; and emergency response programs.

Solid Waste Management

Solid Waste Utility Overview

The Solid Waste Utility operates as an enterprise fund and has four major service divisions: residential collection, commercial collection, recycling, and transfer station and (inactive) landfill maintenance. Residential and commercial MSW collection in the City of Killeen is a closed market. Residential recycle collection is a volunteer subscription service. Commercial recycle collection is very limited. The City is currently under contract for municipal solid waste (MSW) transport from its Transfer Station and MSW disposal at the City of Temple MSW Landfill.

Residential Services

The City provides residential MSW collection for over 46,000 households, at a current projected customer growth rate of 4% per year. Collection is provided by automated equipment with customers choosing among 96-gallon, 64-gallon, and 32-gallon roll-out containers. The City provides once per week collection of garbage/rubbish that is placed in the City-owned roll-out containers; once per week collection of brush, up to 6 cubic yards, with additional fees applied to volumes exceeding 6 cubic yards; and once per week collection of yard waste placed in bags only. Bulky waste collection, which is picked up for an additional fee, includes furniture, white goods, scrap metal items, and construction and demolition materials.

Commercial Services

The City of Killeen provides garbage/rubbish collection for approximately 1,726 commercial businesses, at a current projected customer growth rate of 3% per year. Customers select from a variety of container sizes, types (carts, dumpsters, roll-offs and compactors), and collection frequencies.

Recycling Services

The Killeen Recycling Center, located in Downtown Killeen, provides an opportunity for citizens and commercial businesses to participate in a community recycling program. The current waste diversion rate for the City is 5.6%

Transfer Station Services

The Killeen MSW Transfer Station is the central receiving and transfer point for MSW generated within the City. The current waste volume processed at the facility is approximately 100,000 tons per year. Entities authorized to use this facility are the citizens and businesses within the City, and the citizens and businesses in surrounding rural areas. City of Killeen residential solid waste customers are allowed to dispose of excess garbage/rubbish up to 300 pounds per month at no additional charge, with additional fees applied to any material over 300 pounds per month. The facility is registered with the TCEQ and is subject to a TCEQ-approved site operating plan. The facility is not permitted to accept hazardous or special wastes. Brush collected within the City is processed by the District at a Sludge Composting Facility located adjacent to the Transfer Station. The City is also responsible for ongoing maintenance of an inactive

MSW landfill within a permitted facility boundary that includes the Transfer Station, Sludge Composting Facility, and various other non-MSW related operations.

Solid Waste Projects

Projects may include refuse, recycle, and green waste collection and processing; residential and commercial recycling programs; commodity marketing; waste transfer and disposal; material recovery; waste-to-energy; landfill management; route analysis; route and billing audits; revenue analysis; permit applications; and staff operations and training.

Other Professional Services

General Needs: Projects may include SCADA design; energy conservation measures (load management or renewable resources); surveying and construction staking; archeological, cultural resource, environmental, and geotechnical investigations; specialty testing and analysis; and construction-phase administration.

Program Management: Projects may include managing capital improvement programs and other major project delivery systems; developing standard procedures and applications that improve the City's processes and operations; and development of project deliverables that interface with City's Geographic Information System and other typical City applications.

Standard Details and Specifications: Projects may include updating the City's specifications and details related to the design and construction of public infrastructure.

Note: RFQ responses related to Other Professional Services may be made separately or within the submittal for other disciplines.

QUALIFICATION/CONTENT REQUIREMENTS

The RFQ submittal must include all items listed in this section to be considered complete and to be evaluated. The RFQ submittal must be placed in a sealed envelope or packaged, and identified with the RFQ deadline and RFQ number (as they appear on the cover sheet of this solicitation) in the lower left-hand corner of the envelope or package, and a return address in the upper right-hand corner of the envelope or package. If this information is not exhibited on the envelope or package, the RFQ submittal may be returned to sender without being opened, or it may not be opened at all if a return address is not provided.

The RFQ submittal shall be limited to a maximum of twenty (20) single-sided pages or ten (10) double-sided pages (excluding transmittal letter, index sheets, insurance certificates, financial statements, litigation summaries, and supporting appendices, if any). The response should be prepared as a straightforward concise description of a firm's (or joint venture's) ability to meet the requirements of this solicitation. Emphasis should be placed on completeness and clarity of content. It is strongly recommended that the respondent exactly follow the content order identified in this section of the RFQ, as well as use the Evaluation Criteria that follow as an outline for presenting general and specific qualifications.

The RFQ submittal must include the following content to be evaluated:

Letter of Transmittal

The transmittal letter shall include the following information:

- A brief statement of understanding of the RFQ and commitment to perform the range of services offered within the response.
- A brief summary of the types of professional services for which the respondent wishes to be considered.
- Name of the principal point(s) of contact for the respondent (i.e., firm, title, physical address, fax number, phone number, and e-mail address). State whether the contact person is authorized to bind the respective firm. If the signer of the transmittal letter is not so authorized, identify the person(s) authorized to execute contracts on behalf of the firm(s).

Executive Summary (maximum of four pages)

Section 1 – *Firm (or Joint Venture) Statement of Work*

- Identify and outline the scope of services the firm (or joint venture) proposes to offer to the City.
- Describe the firm (or joint venture) approach to performing all or portions of the Scope of Services outlined in this RFQ.
- A statement of the extent to which the firm (or joint venture) has a place of business within the City.
- A statement of the existence of or potential for any conflict of interest with any work the firm (or joint venture) might perform for the City.

Section 2 – *Project Organization*

- For lead firm (or joint venture), provide:
 - ✓ Corporate name(s).
 - ✓ Responsible corporate officer(s) who would be responsible for the work.
 - ✓ Office location(s) where the majority of the work would be performed.
 - ✓ Description of general capabilities of the firm(s).
- For sub-consultants (any entities that will be responsible for 2% or more of billable work), provide:
 - ✓ Corporate name(s).
 - ✓ Responsible corporate officer(s).
 - ✓ Office location(s).
 - ✓ Description of specialty discipline capabilities of the firm(s).
- Project organizational structure (including the proposed project manager(s) and key personnel to be committed to specific project disciplines).
- Resumes of key personnel listing roles and responsibilities (including professional credentials that demonstrate competencies directly related to the Scope of Services outlined in this RFQ).

Section 3 – *Project Methodologies and Management Plans*

- Description in both narrative and graphic form of how the firm (or joint venture) proposes to manage projects.
- Description how each firm controls the quality of its work (QA/QC) on projects, both previously undertaken and ongoing.
- Description of proposed methods of communication with City staff and project stakeholders.

Section 4 – *Project Schedules and Costing*

- Outline methods of approach to include, but not necessarily limited to, project scheduling techniques, innovative approaches to design and construction, value engineering, and cost estimating.

Section 5 – *Technical Resources*

- Description of the analytical software and data management systems that would be used to accomplish projects.

Section 6 – *Past Project Experience*

- A list of not more than five (5) representative projects per discipline identified in this solicitation. Such projects should be recently completed or under design by the firm (or joint venture) and similar to the Scope of Services outlined in this RFQ. The project description should detail approximate project costs and dates of completion.
- A list of project references with names, addresses, phone numbers and e-mail addresses.

Section 7 – Insurance

- Certificates of insurance evidencing minimum coverage for the types and limits of liability specified:

1. Worker's Compensation	Statutory Limit
2. Employer's Liability:	
a. Each Accident	\$500,000.00
b. Disease, Policy Limit	\$500,000.00
c. Disease, Each Employee	\$500,000.00
3. General Liability:	
a. Each Occurrence (Bodily Injury And Property Damage)	\$1,000,000.00
b. General Aggregate	\$2,000,000.00
4. Excess or Umbrella Liability:	
a. Each Occurrence	\$2,000,000.00
b. General Aggregate	\$2,000,000.00
5. Automobile Liability:	
a. Bodily Injury:	\$ - -
Each Accident:	\$ - -
b. Property Damage:	
Each Accident	
-or-	
c. Combined Single Limit (Bodily Injury and Property Damage) Each Accident	\$500,000.00
6. Professional Liability	
a. Amount	\$1,000,000
b. Deductible	\$25,000
c. Effective Through:	

Section 8 – Financial Statements

- Audited financial statement(s) for lead firm (or firms, in the case of a joint venture).

Section 9 – Litigation Summary

- Summary of current or past project-necessitated litigation pursued by or brought against your firm in the previous five (5) years.

Section 10 – Exhibits

- Completed conflict of interest forms (Exhibit 1)

In making its final determination, the City may schedule one-on-one interviews with respondents, if necessary.

Receipt of all Addenda to this RFQ, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFQ submittal. All Addenda shall become part of the requirements of this RFQ. Failure to acknowledge receipt of an Addendum may result in rejection of the RFQ submittal. All Addenda will be posted at <http://www.killeentexas.gov/index.php?section=107>.

The City reserves the right to request further documentation or information, and to discuss an RFQ submittal for any purpose in order to answer questions or to provide clarification.

The City reserves the right to reject any or all RFQ submittals and to conduct studies and other investigations, as necessary, to evaluate the RFQ submittal and complete interviews with the firms, as part of the evaluation phase.

A respondent's RFQ submittal may not be changed, amended, or modified after such time as the City declares, in writing, that a particular stage or phase of its review of received RFQ submittals is complete or closed.

EVALUATION CRITERIA

In evaluating the RFQ submittals, the City is particularly interested in entities demonstrating competent, timely, functional, and cost effective methods to accomplish the range of professional services described in this solicitation. The City expects the RFQ submittal to provide adequate information about the respondent's organizational structure and designated key personnel who would be involved in any potential project. In their RFQ submittal, the respondent must include project-specific summaries clearly identifying past and proposed roles and responsibilities, and present strategies to deliver the best project for the City, with sufficient detail to evaluate the "most qualified and competent" firms.

Each respondent shall provide one (1) copy of its RFQ submittal on letter-sized (8½" x 11") white paper, bound, with sequentially numbered pages. The respondent shall also provide an electronic archive copy of its RFQ submittal (.pdf format preferred). All RFQ submittal materials shall be placed in a sealed envelope or package. All sections shall be separated with clearly marked index sheets or tabs. Each RFQ submittal shall be as concise as possible. However, supporting information may be submitted as a separate document marked "Appendix."

A weighted percentage for each evaluation criterion has been established herein. Evaluations will be conducted in two stages. Stage-one will be a review of overall qualifications of the submitting respondents to establish a short list of qualified firms. Those firms "short-listed" will move to a stage-two evaluation for final selection and inclusion on a final pre-qualification list based on their specific qualifications.

Stage-One: Qualifications will be evaluated on a weighted percentage for each evaluation criterion as established below:

1. Qualification package completed in accordance with RFQ solicitation (5)
2. Demonstrated experience in planning and design of various types of municipal capital improvement projects (35)
3. Experience in design and technology relating to various types of municipal capital improvement projects (10)
4. Capability to perform all aspects of a project either directly or through sub-consultants (20)
5. Key personnel professional background and experience (10)
6. Quality and competence of work on projects previously undertaken (10)
7. Familiarity with, and proximity to the geographic location of, the City of Killeen (10)

Stage-Two: Respondents selected from the stage-one evaluation will progress to stage-two. Categories to be considered during this phase of evaluation will be as follows:

1. Specific methods of approach to the project management process, to include but not limited to, studies and reports; design and construction; cost estimates; and schedules.
2. Design and construction-phase project experience in relation to municipal capital improvement projects of similar scope to City of Killeen's needs.
3. Knowledge and methods of approach to municipal utility, facility, and equipment design, construction, operation, and management.
4. Specific qualifications and experience of proposed project staff.
5. Specific quality of work on projects previously undertaken.
6. Specific familiarity with the municipal capital improvement project needs of the City of Killeen.
7. Demonstrated knowledge of key issues relating to municipal capital improvement projects.
8. Demonstrated capability to complete projects without major cost escalations or overruns.
9. Demonstrated understanding of the potential problems inherent with municipal capital improvement projects and methods of approach for problem resolution.
10. Demonstrated project availability and commitment, including an identification of respondent's workload that will potentially run concurrent with any potential projects and could affect the firm's ability to perform.

The most qualified and competent firms will be recommended to be included on a final pre-qualified list of firms from which the City may select (on a project-specific basis) to negotiate and enter into contracts with relating to specific upcoming municipal capital improvement projects. Either participation in an interview or inclusion on the final list is not an assurance that any firm will be awarded any contract. Contracts will be awarded based on negotiations with the most qualified and competent firm for any given municipal capital improvement project for a fair and reasonable price, and may be subject to the approval of the City Council.

THE CITY OF KILLEEN, TEXAS

RESERVATION OF RIGHTS

In connection with the RFQ and any upcoming municipal public improvement project, the City of Killeen reserves all rights (which rights may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the City of Killeen, without incurring any cost, obligations, or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the City will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.

12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.
14. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Disqualify any firm that changes its RFQ submittal without the City's authorization.
17. Exercise any other right reserved or afforded to the City of Killeen under this RFQ. The City reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the City.

The City shall not, under any circumstances, be bound by or be liable for any obligations with respect to any major municipal capital improvement project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City, and then only to the extent of such agreements.

EXHIBIT 1
CONFLICT OF INTEREST

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1 Name of vendor who has a business relationship with local governmental entity.

OFFICE USE ONLY

Date Received

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at [http://www.statutes.legis.state.tx.us/ Docs/LG/htm/LG.176.htm](http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm). For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity;
or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.