

**Brazoria Drainage District No. 4  
Request for Qualifications (RFQ)  
For Engineering Design Services for the  
Mykawa Drainage Improvement Project**

Brazoria Drainage District No. 4 is requesting Statements of Qualifications (SOQ) from firms who can adequately demonstrate they have the resources, experience and qualifications to fulfill the role of Engineering Design Consultant for the Mykawa Drainage Improvement Project.

The respondent should select a team of professionals capable of providing the required services in an efficient manner in the best interest of the Brazoria Drainage District No. 4 and that will provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants should be included in the response.

The RFQ is available on the District's website and the SOQ's will only be accepted at the District's office at 4813 W. Broadway Pearland, Texas 77581. Submitting Firms accept sole responsibility for downloading all of the required documents required for the RFQ.

SOQs shall be submitted in the format described in the RFQ; two hard copies and a CD or thumb drive of the submittal. SOQ shall be placed in a sealed envelope and **manually signed by a person having the authority to bind the firm in a contract** and should be marked clearly with bid title and number on the outside of submittal envelope.

**Hard-copy proposals should be submitted to:**

Brazoria Drainage District No. 4  
4813 W. Broadway  
Pearland, Texas 77584  
**OFFICIAL RESPONSE TO RFQ #17616**

**NOTE:** Facsimile and/or email transmittals **shall not be accepted** as valid.

SOQs will be accepted until **2:00 p.m., Thursday, January 25, 2018.**

**Project Descriptions:**

The scope of the Mykawa Drainage Improvement project includes enclosing approximately 1900 linear feet of existing ditch with a double row of 6' x 10' RCB and two separate mitigation ponds.

The project is a TWDB Flood Mitigation Assistance Project Grant project.

From this RFQ, the District will select two Design Firms for interview and will choose a Firm for the project based on the SOQ and interview. The Design Firm will be responsible for the successful management and design for the project. In addition, they will be responsible for managing, directing, and coordinating a team of engineering firms that they assemble.

**Brazoria Drainage District No. 4  
Request for Qualifications (RFQ)  
For Drainage Engineering Design Services for the  
Mykawa Road Drainage Project  
RFQ # 17616**

The Brazoria Drainage District No. 4 is requesting Statements of Qualifications (SOQ) from firms who can adequately demonstrate they have the resources, experience and qualifications to fulfill the role of Engineering Design Consultant for the Mykawa Road Drainage Project including Design and Bid Phase.

The respondent should select a team of professionals capable of providing the required services in an efficient manner in the best interest of the Brazoria Drainage District No. 4 and that will provide successful, on-time, and on-budget project delivery. Information on all proposed sub-consultants should be included in the response.

**Project Description**

The scope of the Mykawa Drainage Improvement project includes enclosing approximately 1900 linear feet of existing ditch with a double row of 6' x 10' RCB along the west side of Mykawa Road from Cherry Street to Oranges Street and two separate mitigation ponds for the associated impacts. The pond sites have been identified south of Cherry just west of Mykawa Road and behind the Office Depot along the north side of Orange Street and west of SH 35.

The project will also include any necessary modification of various public utilities and possible private utility relocations, Surveying and Geotechnical investigation.

The project is funded by TWDB Flood Mitigation Assistance Project Grant project and is subject to the requirements of federally funded projects.

From this RFQ, the District will select a Primary Design Firm (Prime) and its proposed team for the project. The project is envisioned to have a Primary Design Firm under the direction and management of the District Engineer. The Primary Design Firm will be responsible for the successful management of the overall design including survey, geotechnical investigation, bidding, and limited construction administration services. In addition, the "Prime" will be responsible for managing, directing, and coordinating the work of the design team of engineering firms and consultants that they assemble for this project.

In addition, the Primary Design Firm will be responsible for performing the following:

- Overall Design Phase Services, the performance of all sub-consultants, coordination with the Brazoria Drainage District No. 4 and City of Pearland, Private Utility Relocation, Bid Phase Services, and limited Construction Phase Services.

- Acquiring approval and permits from all outside agencies and utilities, as necessary.

To accomplish the goals of the project, the Primary Design Firm must be able to execute extensive coordination with various regulatory agencies, public entities, and public and private utilities. The following is a list of currently identified existing entities that may need to be contacted or coordinated with:

- Brazoria Drainage District No. 4
- CenterPoint Energy – Gas
- CenterPoint Energy – Electrical
- AT&T
- Verizon
- Phonoscope
- Various Pipeline Companies
- Pearland Independent School District
- Brazoria County
- Comcast Cable

## **Scope of Work**

### **1. Project Goals:**

- Manage the design and limited construction administration to a coordinated and predictable outcome.
- Meet project goals within scope, budget, and schedule.
- Create an early warning system to allow problems to be addressed in a proactive manner.
- Utilize the District's Rules, Regulations and Guidelines.
- Reporting of Project progress and Project financials.
- **Meet Bid date schedule for November, 2018.**

### **2. Project Engineering Services:**

The scope of services to be provided and managed by the Primary Design Firm for the project may include, but is not limited to:

- Site investigation/assessment
- Design phase, bid phase and construction phase services
- Survey
- Geotechnical Report
- Environmental services and environmental permitting
- Coordination with City of Pearland and others as necessary.
- Civil Design
- Traffic Engineering
- Drainage Study
- Drainage Design

- Production of Plans, Specifications, and Estimates (PS&E) and Project Manual
- Quality Assurance/Quality Control and Constructability Reviews.
- Value Engineering.
- Obtaining all approvals and permits necessary to construct the project
- Coordinating utility relocation with all public and private utilities.
- Preparation of construction contracting documents
- Ensure adherence to project schedules
- Milestone and Financial Reporting, including reporting for design cost reimbursement
- Document Management

### 3. Desired Expertise of the Design Team

Critical to the success of the Project will be the Primary Design Firm's ability to foster and facilitate team building/partnering concepts between owner representation, outside agencies, the design team components, the public, contractors, etc., which will encourage an open and honest exchange of information and ideas throughout the entire process. Proposed design teams should have major members whom have histories of working together to produce successful projects meeting schedules and budgets.

Specific expertise, **required as minimum qualifications** for the Design team, must include experience in the following areas:

- A Prime with a history of managing, administering, and providing oversight for the project design team.
- Communicating, involving, and coordinating with many different groups, including the public.
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, etc.)
- Familiarity with Brazoria Drainage District No. 4 design standards, methods, and procedures
- Success in gaining environmental approvals

## Contract

The Primary Design Firm will be required to enter into a contract with Brazoria Drainage District No. 4.

## Request for Qualifications

The intent of this notification is to have the Engineering firms prepare a Statement of Qualifications (SOQ) for review by the District provides concise qualification, composition and experience information to allow the District to select a design team for the project.

The Brazoria Drainage District No. 4 intends to make its selection from the firms that submit an SOQ package consisting of the following:

- A. The following information is required:
- (a) A letter of interest, signed by a principle of the professional firm, with a statement as to the availability of the firm's team members to complete the work within the stated time period **(limited to one page)**.
  - (b) A demonstration of the firms understanding of the project through an outline of their suggested approach to the project **(limited to three pages)**.
  - (c) Evidence of the firm's ability to perform the work. **(limit to one page)**
  - (d) Experience of the staff **assigned to the project team** including sub-consultants. Provide information on role, percentage of time devoted to the project and related experience, **(limit to one page per team member include sub-consultant members)**.
  - (e) Provide a **(one page)** narrative describing the team's experience working together on previous similar (in scope of services) drainage projects.
  - (f) A minimum of three sample projects completed in the last five years, similar in scope, that best illustrates team capabilities **(limited to 1 page per project)**.
  - (g) References, including names and telephone numbers of previous clients with similar projects that can verify the quality of work performed.

**Responses to this RFQ in the form of a Statement of Qualifications (SOQ), two hard copies and CD or thumb drive, shall be placed in a sealed envelope and signed by a person having the authority to bind the firm in a contract and should be marked clearly with;**

**“Response to: RFQ #17616, Engineering Qualifications for Mykawa Drainage Project” on the outside of submittal envelope.**

Hard-copy submittals should be submitted to:

ATTENTION: Andrea Broughton – District Engineer  
Brazoria Drainage District No. 4  
4813 Broadway, Pearland, TX 77581

**Responses are Due, January 25, 2018 by or before 2:00PM**

**NOTE:** Facsimile and/or email transmittals **will not be accepted** as valid submittals.

## **Selection Criteria**

As a basis for evaluating the qualifications of an Engineering firm during initial short list development and the firm presentations, the following elements merit consideration:

- a) The firm's past experience in performing similar assignments for other public owners, and the overall reputation of the firm.
- b) The firm's experience and successes in developing plans, specifications and estimates (PS&Es) for projects using HMG funds.
- c) The depth of experience of the Team's members in the particular fields required.
- d) The firm's ability to assign qualified team members that will be in responsible charge of the project and will be able to complete the work within the time schedule required.
- e) The demonstration of innovative concepts and problem solving on past projects.
- f) Suggested project approach.
- g) Previous experience on District projects.
- h) Knowledge of local conditions.
- i) Demonstration of the firm's ownership in the project by addressing the following questions:
  - a. What is your firm's philosophy on project "Ownership"?
  - b. How will you ensure that all assigned personnel will take "ownership" of the project?
  - c. Provide examples of taking "ownership" in projects that you have led. How did this result in a better, faster, less expensive project outcome?
  - d. Explain your firm's Quality Assurance /Quality Control Policy. Is it a written policy?
  - e. What processes are in place to ensure the QA/QC Policy is followed?
  - f. Provide examples where your QA/QC Policy saved a client money by detecting and avoiding a significant mistake before the project was bid/under construction.
  - g. What action was taken to ensure the mistakes above were not repeated?

## **Selection Process Overview**

The SOQs will be used to rank the respondents and determine a short list for the project and will be used for reference material throughout the selection process. Once the short list has been determined, there may be an oral interview/ presentation session scheduled for the top short listed firms. The presentation should demonstrate the firm's experience in providing design services for transportation projects of a similar nature, including their experience in coordination with other design team members, other projects and other entities.

Based on the ranking of the SOQs and interviews the District will determine the best qualified firm on the basis of demonstrated competence, experience, successful team history and qualifications for the project.

After the selection process has been completed, a detailed scope of services will be developed between the successful firm and the Brazoria Drainage District No. 4. Once this is agreed, the District will request a fee proposal for the scheduled services. The price proposal generated should substantially reflect the same composition and level of involvement as presented in the Statement of Qualification.

If a mutually agreeable cost/price proposal cannot be negotiated, Brazoria Drainage District No. 4 will formally end the negotiation and proceed to select and negotiate with the next most qualified firm on the basis of demonstrated competence and qualifications.

## **Submission Deadline**

Qualification packages must be submitted no later than **2:00 p.m. CST on January 25, 2018.**

All information contained in the submitted responses and transmitted in follow-on interviews, if any, will remain confidential.

Any inquiries regarding the project or RFQ must be submitted in writing to Andrea Broughton, District Engineer at [abroughton@bdd4.org](mailto:abroughton@bdd4.org).

NOTE: By submission of your Statement of Qualifications in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall immediately inform the Brazoria Drainage District No. 4.

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the RFQ or other prescribed submissions and/or presentations before the District Staff) to influence any employee or elected official of the Brazoria Drainage District No. 4 concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the firm from further participation in the solicitation for services or goods sought herein, or from participation in future Brazoria Drainage District No. 4 solicitations or contracts.

NOTE: **Title VI Nondiscrimination** The Sub-Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all programs administered by the Sub-Recipient and, in adapted form in all proposals for negotiated agreements:

*The Sub-Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-*

*Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.*