

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

The City of Tahoka is seeking request for qualifications for Professional Engineering Services. The selected firm will provide engineering services to assist the City in the completion of Texas Water Development Board's (TWDB) Economically Distressed Areas Program Improved Water Line Project #10420.

The City of Tahoka will receive sealed envelopes containing Request for Qualifications to be received by the City Administrator's office located at 1807 Main Street, Tahoka, Texas 8:00 a.m. – 5:00 p.m., Monday through Friday.

RFQ's shall be addressed to: City of Tahoka, C/O City Administrator, 1807 Main Street, P.O. Box 300, Tahoka, Texas 79373

Request for Qualifications must be received by February 17, 2017 no later than 3:00 p.m. RFQ's sent via facsimile shall not be accepted. RFQ's shall be submitted in an envelope sealed with tape and prominently marked on the lower left-hand corner of the envelope. Overnight mail must also be properly labeled on the outside of the express envelope or package. Any RFQ received after closing date and time will not be accepted.

It is understood that the City of Tahoka reserves the right to negotiate all elements that compromise the submission and to accept or reject part or all of any submission. The City reserves the right to reject any or all proposals and waive any or all irregularities or to proceed otherwise when in the best interest of the City. Proposals shall be valid for a period of sixty days from the submission deadline.

Evaluations will be based on the following criteria: relevant experience, past performance, record of completing projects on time, favorability of references, the adequacy of the proposal in terms of addressing the needs set forth in the RFQ, and the proposed fee structure.

Each candidate shall provide all information herein requested. Proposals will not be considered unless the attached Standard Engineering Proposal Form is legible and completed in its entirety. A minimum of three references where similar engineering services in terms of design and scope have been performed during the past three years shall be included as part of this RFQ.

The engineer will be required to enter into a written professional services agreement with the City of Tahoka, which will incorporate the information contained in this RFQ. The engineer shall agree to a lump sum fee or to a unit cost with a stated maximum fee which the project will not exceed. The fee shall include all costs associated with the services outlined herein. Costs sometimes billed separately as reimbursable costs shall be declared and included in the lump sum amount of this proposal. Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any of the previous amounts.

Professional Liability Insurance is required; please indicate the level of coverage provided.

Please direct your questions regarding the preparation of the RFQ to Jerry Webster, City Administrator, by calling (806) 561-4211.