



CITY OF LAREDO

ENGINEERING DEPARTMENT

Date: September 2, 2009

REQUEST FOR SUBMISSION OF QUALIFICATIONS FOR DESIGN OF A PROJECT

PROJECT: Santa Fe Park Improvements

The City of Laredo will solicit and receive statement of qualifications until Friday, September 25, 2009 at 4:00 p.m. from qualified firms interested in providing professional engineering services for the above referred project.

SCOPE OF SERVICES

Scope of services include, but are not limited to:

Provide professional engineering/architectural services necessary to prepare and produce design plan, construction drawings and specifications required for the construction of the following amenities but not limited to, at Santa Fe Park:

1. New little league field to include sports lighting, press box, dugouts
2. Irrigation system, turf, bleachers, extension of walking/jogging trail
3. Drainage improvements as required
4. Other deemed park amenities to comply with applicable federal, state and local requirements including City of Laredo ordinances addressing storm water drainage management, floodplain management and green space preservation.

This is a CDBG funded project. The project is to be divided into phases with each phase having separate cost estimates for different categories of work listed above and as needed by the City of Laredo.

STATEMENT OF QUALIFICATIONS

The statement of qualifications shall include:

1. Firm name, address, phone number, and persons to contact regarding the statement of qualifications. Include names of sub-consultants, addresses, and contact person.
2. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services comparable to the proposed project with dates of project, and information regarding cost over-runs on previous projects. Provide Chart A, attached.
3. List of in-state references including the name, address and phone numbers of the persons closely associated with the firm's prior similar park project performances.
4. Availability to commence services immediately after successfully negotiating a contract for services, and to complete said services within the period specified after award of contract.
5. Familiarity with the geographical area of the project.
6. Brief summary report of your approach and the factors you will consider in accomplishing the project.
7. Dollar amount of contracts awarded to you by City of Laredo during the year prior to date of this RFQ.

CRITERIA TO BE USED IN EVALUATING

The following criteria will generally be used in evaluating consultant's submitting proposals:

1. Capability to perform all or most of the services required for the immediate and future projects.
2. Recent experience in projects comparable to the proposed project with date of completion or status of project.
3. Reputation for personnel and professional integrity and competence
4. Professional background and caliber of key personnel.
5. Current workload.
6. Capability to meet schedules and deadlines.
7. Capability to complete projects without having major cost escalation or overruns.
8. Qualifications and experience of outside consultant's regularly engaged by the consultant under consideration.
9. Quality of projects previously undertaken.
10. Familiarity with the geographic location of the project.
11. Capability of a branch office to perform independently of the home office when being considered or, conversely, its capability to obtain necessary assistance from the home office.

Interested consultant firms should submit **Seven original** copies (No faxes or e-mails) of a brief statement of qualifications consisting of the minimum number of typewritten pages sufficient to provide necessary information to:

**City Engineering Department
Rogelio Rivera, P.E., City Engineer
1110 Houston Street; 2nd Floor
Laredo, Texas 78040
(956) 791-7346**

Firms submitting interest statements should be ready to negotiate a professional services fee within five (5) days after notifications of recommendation for award.

Questions regarding the project should be directed to Mr. Rogelio Rivera, P.E., City Engineer at (956) 791-7346.

Complete Request for Statement for Qualifications for the above mentioned project is available at the City of Laredo Engineering Department located at 1110 Houston Street, 2nd Floor, or by calling (956) 791-7346.

Construction plans by recipient of award are to be signed and sealed by a registered professional engineer and / or architect licensed to practice in the State of Texas.

* Notice is hereby given of the Special Provisions of this Project as it pertains to the Labor Standards Provisions Execution Order No. 11246, Secretary's Order No. 28, concerning an affirmative Action Program for eligible guidelines for resident employment of Wage Determination.

**Notice is also given that approximately 100% of the total cost will be funded with the use of Federal Funds from the U.S. Department of Housing and Urban Development.

Local participation is encouraged, the City of Laredo reserves the right to reject any or all proposals received, award one or more contracts based on specific tasks, to award a contract to the principal company submitting their statement of qualifications, or to a secondary firm named therein, and to award contract only upon availability of funding.

Sincerely,



Rogelio Rivera, P.E.
City Engineer

**Laredo Morning Times
Publication Dates:**

**Sunday September 13, 2009
Sunday September 20, 2009**

CHART "A"

PREVIOUS SIMILAR PROJECTS

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