

WESTWORTH VILLAGE REQUEST FOR QUALIFICATIONS (RFQ) FOR ARPA FUNDED ENGINEERING SERVICES

The CITY OF WESTWORTH VILLAGE (OWNER) requests proposals from qualified firms or individuals to provide engineering services on an as needed basis for projects intended to be funded by American Rescue Plan Act (ARPA) funds as distributed by the Texas Division of Emergency Management.

You are invited to either submit five (5) copies of a proposal, in accordance with this request, by mail or hand-delivered to: 311 Burton Hill Road, Westworth Village, TX, or provide an electronic copy to this email address: bbarrett@cityofwestworth.com no later than 10:00 A.M., on August 28, 2023.

Selection of an Engineer will be based on the criteria established in this Legal advertisement. Engineer(s) shall not submit any cost or price information with their proposals. Engineer(s) should submit complete proposals sufficient for final selection of the most qualified engineer based on demonstrated competence and qualifications. The selected Engineer will provide all engineering services through project closeout in accordance with federal, state, and local laws, regulations, and policies. The scope of work may include, but is not limited to, the following: 1) planning services and/or guidance in selecting a project based on system needs; 2) preparation of plans and specifications; 3) distribution of bid documents and any addenda to such documents; 4) assistance in bid opening and preparation of bid tabulation; 5) assistance in the execution of construction contracts; 6) holding pre-construction conference; 7) providing construction contract administrative services, including review/approval of payment applications, preparation of change orders, attendance at regular meetings with construction contractor, and performance of construction observation including periodic reports to the OWNER, and 8) assistance with project closeout. The final scope of work will be negotiated at the time of contract execution.

The OWNER is an Affirmative Action/Equal Opportunity Employer. The OWNER encourages Minority-owned Business Enterprises (MBEs), Women-owned Business Enterprises (WBEs), and Small Business Enterprises (SBEs) to submit proposals.

Based on the Assistance Listing: Coronavirus State and Local Fiscal Recovery Funds and Part 2 of the US Treasury State and Local Fiscal Recovery Funds Compliance and Reporting Guidance (v3.0 February 2022) (Compliance Guide), the following Uniform Guidance provisions apply to the ARPA/CSLFRF grant award:

- Subpart A, Acronyms and Definitions
- Subpart B, General provisions
- Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards (except 2 CFR 200.204, .205, .210, and .213)
- Subpart D, Post Federal; Award Requirements (except 2 CFR 200.305(b)(8) & (9), .308, .309, and .320(c)(4))
- Subpart E, Cost Principles
- Subpart F, Audit Requirements
- 2 CFR Part 25 (Universal Identifier & System for Award Management)
- 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information)
- 2 CFR Part 180 (OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement))
- Executed contracts shall include provisions for Non-Federal Entity Contracts Under Federal Awards listed in Appendix II to Part 200

All proposals must be submitted in a sealed envelope and marked with the following language: "Statement of Qualifications for ARPA Funded Engineering Services." Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points), and Project Knowledge (20 Points). To be evaluated properly, the following must be addressed in detail:

- **Qualifications** –The qualifications of the firm and persons assigned to the project;
- **Experience (Competence)** – The firm’s experience as it relates to public works construction projects previously undertaken, the project activities, and the status of the projects;
- **Project Knowledge (Competence)** – Familiarity with the OWNER’s infrastructure and regulatory requirements of similar funding programs

The OWNER will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications and competence of the firms and assigned individuals. The OWNER reserves the right to reject any and/or all proposals. The OWNER will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the OWNER, all factors considered. The contract will include scope and extent of work and other essential requirements. The OWNER has the authority to terminate the selection at any time.

Publication Date: July 25, 2023

Brandy Barrett

City Administrator