# REQUEST FOR QUALIFICATIONS

Solicitation Number: CLMP202
Project Name: Engineering Services for 2017 Small Diameter Pipeline Engineering Rotation List

The following is a summary of information for this Solicitation. The Consultant is cautioned to refer to other sections of this Request for Qualifications (RFQ) packet for further details.

The City of Austin, through its Capital Contracting Office, is requesting Statements of Qualifications (SOQs) for the selection of professional engineering services for the above-noted project.

**Submittals will be received at 505 Barton Springs Road, Suite 1045-C, Austin, TX 78704, Capital Contracting Office.**

**ALL SUBMITTALS ARE DUE ON: WEDNESDAY, AUGUST 3, 2016 PRIOR TO: 3:00 pm**
**ATTENTION: SOFIE JOHNSON**

**ALL SUBMITTALS NOT RECEIVED PRIOR TO THE DATE AND TIME SET FORTH ABOVE WILL NOT BE ACCEPTED FOR CONSIDERATION.** The time stamp clock in the **Suite 1045-C** Reception Area is the time of record and is verified with www.time.gov, the Official U.S. time. The qualification statement evaluation criteria for this project are included in this packet for your information. The selection process for this project is anticipated to be complete for City Council action in December, 2016. Contract execution is anticipated for February, 2017.

All prime firms and subconsultants must be registered to do business with the Owner prior to the contract award. Prime firms are responsible for ensuring that their subconsultants are registered as vendors with the City of Austin. You may register through the Owner's on-line Vendor Registration system. Log on to the following link and follow the directions: https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.

All City procurements are subject to the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program (Chapter 2-9-B of the MBE/WBE Ordinance, revised June 15, 2006). The program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) opportunity to participate in all City contracts. Information on achieving the MBE/WBE participation goals or documenting good faith efforts to achieve the goals is contained in the MBE/WBE Procurement Program Package included in this RFQ packet. Entities submitting statements of qualifications are required to complete and return the MBE/WBE Compliance Plan with their response.

The selected consultant will be required to execute a standard City of Austin professional services agreement. Prior to contract execution, the selected firm must submit either their existing or an updated personnel policy (on letterhead) documenting conformity with City Code, 5-4, § 5-4-2. If the Consultant does not submit a copy of their personnel policy incorporating the non-discrimination policy, the company will not be in compliance and the City will exercise its option to cease contract negotiations.

The selected consultant shall carry insurance in the following types and amounts for the duration of the Agreement, and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof:

- Workers' Compensation and Employers' Liability Insurance with coverage consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Section 401). The minimum policy limits for Employers' Liability Insurance are $100,000 bodily injury each accident, $500,000 bodily injury by disease policy limit and $100,000 bodily injury by disease each employee. The firm's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
  (a) Waiver of Subrogation, form WC 420304.
  (b) 30 day Notice of Cancellation, form WC 420601.
- Commercial General Liability Insurance with a minimum combined bodily injury and property damage per occurrence limit of $500,000 for coverage A & B. The policy shall contain the following provisions:
  (a) Contractual liability coverage for liability assumed under the Agreement and all contracts relative to this project.
  (b) Products/Completed Operations Liability for the duration of the warranty period.
  (c) If the project involves digging or drilling, Explosion, Collapse, and Underground (XCU) coverage
  (d) Independent Contractors coverage (Contractors/ Subcontractors work).
  The policy shall contain the following endorsements in favor of the City of Austin:
  (a) Waiver of Subrogation, endorsement CG 2404.
  (b) 30 day Notice of Cancellation, endorsement CG 0205.
  (c) Additional Insured, endorsement CG 2010.
- Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of $500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are $250,000 bodily injury per person, $500,000 bodily injury per occurrence and at least $100,000 property damage liability per accident. The policy shall contain the following endorsements in favor of the City of Austin:
  (a) Waiver of Subrogation, endorsement CA 0444.
  (b) 30 day Notice of Cancellation, endorsement CA 0244.
  (c) Additional Insured, endorsement CA 2048.
- Professional Liability Insurance with a minimum limit of $1,000,000.00 per claim and in aggregate to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission committed or alleged to have been committed with respect to estimates, schedules, analyses, reports, surveys, designs or specifications prepared or alleged to have been prepared by the assured. Coverage, including any renewals, shall have a retroactive date coincident with or prior to the date of the Agreement. The consultant shall provide the City of Austin annually with a certificate of insurance as evidence of such insurance. The policy shall provide for 30 day notice of cancellation in favor of the City of Austin. The consultant shall provide a discovery period on professional liability policies that is commensurate with the warranty period of the project.

Should you have any questions concerning the information included in this RFQ**, please attend a pre-response meeting on Monday, July 11, 2016 at 2:00 pm** in the City Hall Council Chambers located at 301 West 2nd Street, Austin, Texas.**.** Attendance at the meeting is not required; however, meeting minutes will not be issued.

**AUTHORIZED CONTACT PERSONS**

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| **MBE/WBE PROGRAM:** | **Laura Moreno** |
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**END**