



**REQUEST FOR QUALIFICATIONS ON  
CALL ENGINEERING SERVICES**  
*ISSUED TUESDAY, AUGUST 18, 2020*

Westchase District is seeking qualifications from all interested consulting firms experienced in engineering services associated with a variety of municipal projects.

If you wish to respond, please submit an electronic copy of your Statement of Qualifications (SOQ) via email by *5:00 p.m., Thursday, September 3, 2020* to:

Irma H. Sanchez  
[isanchez@westchasedistrict.com](mailto:isanchez@westchasedistrict.com)  
Westchase District  
10370 Richmond Ave., Suite 1350  
Houston, TX 77042  
713-780-9434

Submittal received after the deadline will not be accepted.

Westchase District will respond to written/emailed questions submitted prior to Friday, August 28, 2020. Westchase District representatives will not meet with any firms during the RFQ period.

The contract will be for a period not to exceed three (3) years. Westchase District reserves the right to extend the contract for two additional one (1) year periods.

This RFQ provides basic information regarding Westchase District's requirements. Services which are not specifically requested in this RFQ, but which are necessary to provide the functional capabilities proposed, shall be included in this submittal. Westchase District reserves the right to contract with a specialized firm if a required service is not satisfied by the selected firm(s).

Westchase District will review and evaluate all submittals received by *5:00 p.m., Thursday, September 3, 2020* using the evaluation criteria described in section: Evaluation Criteria. Westchase District may select a team based on the submittal or may elect to conduct interviews with a select group of shortlisted teams.

#### **POTENTIAL PROJECTS**

Westchase District conducts studies and implements design related to projects which enhance traffic flow, improve safety and offer alternative transportation modes. More recently, Westchase District has developed a trail network and is in the process of developing two park projects.

The Statement of Qualifications should reflect your firm's qualifications for various types of projects that may be required by Westchase District. Types of anticipated projects for this contract duration include, but are not limited to:

- Engineering and Feasibility Studies
- Traffic Signal Warrant Studies
- Access Management Studies
- Traffic Operations Studies
- Hydrologic and Hydraulics Analysis
- GIS Mapping
- Roadway Design
- Plans, Specifications and Estimate
- Construction Management and Inspection Services
- Other general engineering services

The above list is only included to assist proposing firms tailor their proposals for this RFQ. It is not necessary for the respondent to be able to perform all of the services listed above. For example, one applicant may select to provide only one of the abovementioned services, while another applicant may select to provide three of these services.

## **EXPERIENCE**

The project evaluation and design is normally administered and funded through Westchase District and turned over to the corresponding agency for consideration and implementation. The selected firm should have a strong working relationship and a proven track record of working with TXDOT, HCTRA, HCFDC, City of Houston and METRO.

Provide the following information for **three applicable projects** for which your firm has been directly involved in:

1. Project Name
2. Name of the project owner, and if applicable, the owner's representative with whom respondent had day-to-day contact. Provide contact information for each person in the following format:
  - a. Name of Contact Person
  - b. Contact Person's Phone Number
  - c. Contact Person's E-mail
3. Project description
4. Project Manager
5. Description of services provided on the similar project and how that relates to the Scope of Services

## **Evaluation Criteria**

The Statement of Qualifications will be evaluated on the point system criteria listed below:

- 1) Firm's qualifications; (20 pts)
- 2) Firm's similar project experience (see types of anticipated projects above); (20 pts)
- 3) Qualifications and relevant experience of proposed key staff; (20 pts)
- 4) References; (15 pts)
- 5) Additional services proposed be utilized and bring value to Westchase District projects; (10 pts)
- 6) Quality of SOQ, including adherence to instructions. (15)

**All information should be submitted in electronic (PDF) format via email. SOQ's should be limited to a maximum of six (6) pages using 11 font texts.**

**Please note, one or more contracts may be awarded in response to this RFQ.**