

**RESOLUTION NO. 04-17-2018 C**

**A RESOLUTION AWARDING RFQ 2018-02  
FOR ENGINEERING AND  
ARCHITECTURAL SERVICES FOR THE  
PURPOSE OF DESIGNING A SOLID WASTE  
TRANSFER STATION/CITY GARAGE.**

**WHEREAS**, responses for Requests for Qualifications for engineering and architectural services for the purpose of designing a Solid Waste Transfer Station and City Garage were received in accordance with the law on March 1, 2018; and

**WHEREAS**, proposals have been reviewed by staff; and

**WHEREAS**, Staff recommends awarding the bid to Eikon Consulting Group, LLC.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GAINESVILLE, TEXAS, MEETING IN REGULAR SESSION ON APRIL 17, 2018:**

***Section 1. Authorization to Execute Contract***

That the City Manager is authorized to execute a contract with **Eikon Consulting Group, LLC**, for engineering and architectural services for the purpose of designing a Solid Waste Transfer Station and City Garage.

***Section 2. Open Meeting Finding***

That it is hereby officially found and determined that the meeting at which this resolution is passed is open to the public as required by law and that public notice of the time, place and purpose of said meeting was given as required.

**PASSED AND APPROVED THIS 17<sup>TH</sup> DAY OF APRIL, 2018 BY THE FOLLOWING VOTES:**

**7   AYES,   0   NAYS,   0   ABSENT,   0   ABSTENTIONS**

**ATTEST:**

  
**CAITLYN HUDDLESTON, CITY SECRETARY**

  
**JIM GOLDSWORTHY, MAYOR**



**Request for Qualifications  
Engineering/Architectural Services  
City of Gainesville, Texas  
RFQ #2018-02**

The City of Gainesville, Texas requests Statements of Qualifications (SOQs) from qualified engineering/architectural consultants for the purpose of designing a Solid Waste Transfer Station/City Garage.

As part of this Request for Qualifications (RFQ) process, the City intends to select one (1) engineering firm to complete construction design, bid assistance and construction administration for the project.

An acceptable SOQ shall be no more than ten (10) pages – 8 ½” x 11”, single sided – in length, including appendices. The transmittal letter, if desired, should be no more than one (1) page in length (single sided). The transmittal letter and page tabs do not count against the page limit. **Do not include cost proposals.** For additional details for this RFQ, please go to [www.gainesville.tx.us/bids.aspx](http://www.gainesville.tx.us/bids.aspx).

Faxed, emailed, or electronic submittals will not be accepted. Please submit ten (10) hard copies of your SOQ by **noon, Thursday, March 1, 2018** to:

RFQ #2018-02 Transfer Station  
Caitlyn Huddleston, City Secretary  
City of Gainesville, Texas  
200 S. Rusk  
Gainesville, TX 76240

For any questions regarding this RFQ, contact Barry Sullivan (940-668-4500), City Manager.

**I. The anticipated scope of work for the transfer station include the following tasks:**

1. Final Design – Plans, Specification, and Construction Contracts and Estimates
2. Bidding Services
3. Construction Contract Administration

**II. SOQ Document Requirements and Deadline**

The SOQ should include the following sections:

1. Statement of interest and intent to work with the City, signed by the firm's representative authorized to sign contracts.
2. Description of firm's approach to managing each project and description of major aspects the City will need to consider.
3. Experience with similar projects and working with cities of similar size (population 5,000 to 30,000); include references.
4. List of specific proposed team members and their relevant qualifications. List only individuals who are anticipated to work on the Gainesville Transfer Station. Team designations cannot be modified without prior written approval of the City.
5. Evidence that the firm is financially stable.

An acceptable SOQ shall be no more than ten (10) pages – 8 ½" x 11", single sided – in length, including appendices. The transmittal letter, if desired, should be no more than one (1) page in length (single sided). The transmittal letter and page tabs do not count against the page limit.

**Do not include cost proposals.**

Faxed, emailed, or electronic submittals will not be accepted. Please submit ten (10) hard copies of your SOQ by **noon, Thursday, March 1, 2018** to:

RFQ #2018-02 Transfer Station  
Caitlyn Huddleston, City Secretary  
City of Gainesville, Texas  
200 S. Rusk  
Gainesville, TX 76240

**III. Evaluation Criteria**

The selection committee will evaluate the SOQs based on the following criteria:

1. The firm and key personnel are licensed to practice engineering in the State of Texas.
2. The firm's past experience and performance on comparable projects.
3. Past project record (if any) with the City of Gainesville, Texas.
4. Quality and qualifications of the project manager and other key project team members.
5. Evidence the firm is financially stable.
6. Management approach to the project.
7. Adherence to the instructions in the RFQ in preparing and submitting SOQ.

During the evaluation process, the City may request additional information or clarifications from firms, or allow corrections of errors or omissions.

The City may interview the top three firms as rated by the selection committee. The City reserves the right without prejudice to reject any of all SOQs.

**IV. Authorized Contact Person**

Throughout this process, Barry Sullivan (940-668-4500), City Manager, will be the point of contact for questions regarding the RFQ. If the proposer contacts any other City employee, including Council Members and members of Boards and Commissions, the submitter may be immediately disqualified.