



**CITY OF ALAMO HEIGHTS  
REQUEST FOR QUALIFICATIONS (RFQ) 2019  
STREETScape DESIGN SERVICES**

The City of Alamo Heights, Texas is soliciting quotes from qualified firms to provide professional services for streetscape services. The firm will develop a streetscape improvement plan for the Lower Broadway/Austin Hwy Corridor in the downtown commercial district of Alamo Heights.

**Non-Mandatory Pre-Submittal Conference**

The City of Alamo Heights has organized a Pre-Submittal Conference to go over any questions, comments or concerns from prospective consultants. **Attendance at the pre-proposal conference is non-mandatory.**

**Thursday, June 13, 2019 @ 10 a.m.**

Alamo Heights City Hall  
Council Chambers  
6116 Broadway  
Alamo Heights, TX 78209

**IMPORTANT DATES**

Solicitation Release Date..... June 5, 2019  
Pre-Submittal Conference..... June 13, 2019  
Submittal Deadline (2:00 p.m. CST) ..... July 5, 2019  
Interviews ..... TBD  
Select Firm & Award Contract..... TBD

**City Contact**

Nina Shealey  
Phone: 210-882-1508  
E-mail: [nshealey@alamoheightstx.gov](mailto:nshealey@alamoheightstx.gov)

**Mailing/Physical Address**

City of Alamo Heights  
6116 Broadway  
Alamo Heights, Texas 78209

## SECTION I – INTRODUCTION

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### A. BACKGROUND

The City of Alamo Heights is a home-rule municipality, meaning that it operates under a municipal charter that has been adopted or amended as authorized by Article XI, Section 5, of the Texas Constitution. The original Alamo Heights City Charter was adopted in 1954 and then amended in November 2007 and May 2011. Pursuant to its provisions and subject only to the limitations imposed by the state constitution and by state law, all powers of the City are vested in the elective City Council, which enacts local legislation, adopts budgets, determines policies, and appoints the highest-level city officials. The City Council executes the laws and oversees the government of the city. The City is a full service City and provides a wide variety of services to citizens and visitors in the Alamo Heights area. Services include police, community development, building inspections, code enforcement, public works (owner and operator of water system and wastewater system), and general administrative activities.

The City of Alamo Heights follows a “Council-Manager” form of government as provided by the City Charter. Alamo Heights is governed by a Mayor and five (5) Councilmembers who serve staggered two (2) year term.

The City has three (3) boards and commission: the Planning & Zoning Commission, Board of Adjustment and Architectural Review Board.

### B. PROJECT OVERVIEW

The City of Alamo Heights is seeking proposals from qualified firms to provide professional landscape architecture design services to develop a streetscape improvement plan for the downtown commercial district. The qualified firm will consult with City staff and local stakeholders in preparation of a streetscape improvement plan.

The streetscape improvement plan will focus on the lower Broadway/Austin Hwy corridor, which is approximately 1.20 miles, stretching from the Burr Rd to Austin Hwy down to New Braunfels. The goal is to create a streetscape plan that enhances the Metropolitan Planning Organization (MPO)/Texas Department of Transportation (TxDOT) Redevelopment Project and creates a unique, cohesive identity for this growing commercial corridor. The plan will be used as a guide for capital improvements along the public right-of-way as well as recommendations for private landscaping as properties develop within the City. Design elements may include: street trees, other landscaping, pedestrian corridor design, furniture, signage, lighting, sidewalks and hardscapes.

The qualified firm should demonstrate experience working with the TxDOT and be knowledgeable regarding planting guidelines along roadways, clear zone requirements, permitting within the public right-of-way, etc. Plant materials should be low maintenance, cost effective, and hardy. Native plants are encouraged and thought should be given to year-round appeal.

### **C. SUBMITTAL REQUIREMENTS**

Respondent shall submit one (1) complete original proposal signed in ink, four (4) hard copies of the entire proposal and one (1) electronic copy in PDF format on USB Flash Drive in a sealed package clearly marked with the project name, "RFQ 2019, Streetscape Design Services," shall be marked on the front of the package.

In order to be considered, proposals must be received no later than **2:00 PM, Central Time, July 5, 2019**, and delivered to:

Jennifer Reyna  
City Secretary  
6116 Broadway  
Alamo Heights, TX 78209

Proposal not received before the date and time specified will not be considered and will be returned unopened after recommendation of award.

The City will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

#### **Addendum**

Should specifications be revised prior to the deadline for submission of the RFQ, the City will issue addendum addressing the nature of the change and post them on the City's website. Firms should acknowledge any addendum and return the form with their RFQ package. Firm is responsible for checking the City's website to determine if any addendum have been issued prior to submitting their RFQ response. Failure to consider all addenda will be at the firm's risk.

#### **Rejection of Submissions**

**THE CITY OF ALAMO HEIGHTS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE IRREGULARITIES, TO REQUEST ADDITIONAL INFORMATION FROM ALL RESPONDENTS, AND FURTHER RESERVES THE RIGHT TO SELECT THE PROPOSAL, WHICH FURTHERS THE BEST INTEREST OF THE CITY. THIS SOLICITATION DOES NOT OBLIGATE THE CITY TO ENTER INTO AN AGREEMENT WITH ANY PROPOSER. THE CITY RESERVES THE RIGHT TO CANCEL THIS REQUEST FOR QUALIFICATIONS (RFQ) AT ANY TIME, AT ITS DISCRETION.**

#### **Award of the Contract**

Award of the contract shall be based on demonstrated competence and qualifications, so long as the professional fees are consistent with, and not higher than the published recommended practices and fees of the various professional associations and do not exceed any maximums provided by state law.

### **Communication/Clarification**

If any Respondent is in doubt as to the meaning of any part of this solicitation, a written request for clarification should be submitted to Nina Shealey, Community Development Services Director, [nshealey@alamoheightstx.gov](mailto:nshealey@alamoheightstx.gov), no later than ten (10) consecutive days prior to the official time for submission. An interpretation of the request shall be made only by written response, duly issued, with a copy posted for review on the City website.

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## SECTION II – SCOPE OF WORK

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The Lower Broadway/Austin Hwy Corridor Project includes the design of sidewalk and right-of-way improvements along Broadway and Austin Hwy. The project area is defined as follows:

Broadway

- From Burr Rd to Austin Hwy

Austin Hwy

- From Broadway to N New Braunfels

### **See project map in Exhibit A**

The project will also include pedestrian signage and pavement markings. The project may include minor modifications to adjacent driveways in order to comply with Americans with Disabilities Act (ADA) and Texas Department of Licensing and Regulation (TDLR) standards within the stated limits of the project.

In order to implement the project description, the selected firm(s) may be responsible for the completion of the following: final design to include Plans, Specifications, and Estimates (PS&E), utility coordination, construction phase design services, and traffic control plans.

- 1) Plans shall include design and specifications for some or all of the following elements: landscaping, sidewalks, hardscapes, furniture, lighting, and signage. Different design elements shall be reviewed to help establish a cohesive design.
- 2) Plans shall include plant list, specifications, and maintenance requirements. Constraints such as underground and aboveground utilities shall be shown on the plans and be taken into consideration in the plan's development.
- 3) Plans shall include recommendations to private properties.
- 4) Provide all necessary design revisions and or modifications as required.
- 5) Coordinate design with TxDOT and obtain all necessary approvals.
- 6) Provide recommendations to the City on any modifications to zoning codes necessary to achieve a well-designed streetscape.
- 7) Submit a construction estimate based on the approved design.
- 8) Develop a final streetscape improvement plan.
- 9) Provide cost estimates
  - a. Detailed cost estimates shall be developed for all aspects in the plan.
- 10) Assist with Bid Documents
  - a. Establish a complete project timeline that meets the City's completion goal and includes phasing of the construction
  - b. Assist with the development of bid documents for the elements and segments the City chooses to implement from the final streetscape plan
- 11) Cross-sections
  - a. If funding allows, cross sections of the corridor shall be developed to show the corridor view from the vehicle or pedestrian perspective

The project will be funded by the City of Alamo Heights. The design will be locally managed by the City of Alamo Heights with TxDOT reviewing and approving the Plans, Specifications, and Estimate (PS&E) package.

From this RFQ, the City of Alamo Heights will select one firm that have the technical capacity required to complete the project. The firm must be able to execute extensive coordination with various regulatory agencies, public entities, public and private utilities. The following is a list of currently identified existing entities that may need to be contacted or coordinated with:

- City of Alamo Heights Public Works Department
- Texas Department of Transportation (TxDOT)
- Metropolitan Planning Organization (MPO)
- Bexar County
- CPS Energy
- VIA Transportation

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## **SECTION III – STATEMENT OF QUALIFICATIONS (SOQ) CONTENTS, PROVISIONS AND REQUIREMENTS**

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### **SOQ/PROPOSAL FORMAT, CONTENTS AND EVALUATION CRITERIA**

The RFQ has been structured to provide specific requirements which function as a standardized framework for the evaluation of prospective Proposer's qualifications.

The responses to this RFQ must be made in accordance with the format set forth in this Section. Only SOQs that have been determined to be responsive will be considered. Failure to adhere to the following format may cause rejection of the SOQ as non-responsive.

#### **1. Cover Letter**

The SOQ shall contain a cover letter and introduction, which includes the company name and address, name and telephone number of individuals authorized to represent the Proposer regarding all matters related to the SOQ/proposal and any contract subsequently awarded to the Proposer. This letter shall be signed by any person(s) authorized to bind the company to all commitments made in the SOQ.

If the Proposer is a partnership, the SOQ must be signed in the name of the partnership by a general partner thereof. If the Proposer is a corporation, the SOQ must be signed on behalf of the corporation by two authorized officers (Chairman of the Board of Directors, President or Vice-President and a Secretary, Treasurer or Chief Financial Officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation. All signatures above must be original and in ink on at least one copy of the SOQ submitted to the City.

#### **2. Table of Contents**

Clearly identify the materials by section and page number.

#### **3. Team Capability**

The Proposers' capability to perform all of the work and recent experience in projects comparable to the proposed scope of work.

#### **4. Key Personnel/Qualification of Staff**

The Proposer's key personnel professional qualifications, experience, availability for the proposed project; their reputation, professional integrity and competence; and their knowledge of the TxDOT policies and procedures. Specific emphasis should be placed on the primary contact, team expertise leaders, and sub-consultants being used on the project.

## 5. Quality of Similar Projects

The Proposer's capability to meet aggressive schedules and deadlines; quality of similar previous projects and their capability to complete similar plans without having major cost escalations or overruns. Provide at least five project descriptions and references from previous projects.

## 6. Understanding the Scope of Work

The Proposer's understanding of the project and potential challenges.

## 7. Familiarity

Degree of interest shown by the Proposer in the undertaking of the project, their familiarity with and proximity to the geographic location of Alamo Heights and the project. Describe the ability of the project team to meet in person with the City staff when required during the performance of the contract.

## 8. References

Name, title, address, telephone number and email address of three (3) former or current clients who have, within the last five years, contracted with the Proposer for services similar to those described in this RFQ. If teams represent more than one firm/organization, provide three references for each. Provide references for completed projects, which represent the range of tasks required under this RFQ. Include project name, brief description, contact name, address, phone number and email information.

## 9. Additional Data:

Include any other data the Proposer considers essential to the evaluation of the SOQ.

## 10. Addendum Acknowledgment

The SOQ/proposal shall contain an acknowledgment of receipt of all amendments and/or addenda to the RFQ.

## 11. Company Portfolio or Annual Report

The Proposer should submit a detailed company portfolio including the company's financial viability within the past three (3) years, credit references, on-going projects, and all pending litigation in which the company may be directly or indirectly involved.

## 12. Evaluation Criteria

Evaluation of the SOQ/proposals will be weighted as follows:

- 40% **Qualifications of the Firm**
  - Background and experience in the field;



- Experience with projects of similar size and scope;
- Experience working with municipal projects;
- Overall approach and schedule to meet the City's schedule/timeline

40% **Qualifications of the Staff Members**

- Project manager(s) and key staff members' background and experience;
- Subcontractor's (if any) background and experience;
- Project manager(s)' communications with City Staff

20% **Understanding Scope of Services**

- Demonstrated creativity of design and understanding of the Scope of Services;

Pass/Fail

**References**

- Similar projects completed on time and within budget;
- History of effective communication with clients;
- Client Satisfaction.

Proposers may be invited to an interview with the Evaluation Committee and should be prepared to have key management personnel available for these interviews. The successful Proposer(s) will be named after the SOQs are evaluated. The Evaluation Committee will make recommendations to the City Council. If interviews are not held, final selection will be based solely on the RFQ submittal.