

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL DESIGN SERVICES FOR DOWNTOWN STREETScape DESIGN**



**CITY OF PORT ARANSAS  
ATTN: David Parsons  
City of Port Aransas  
710 West Ave. A  
Port Aransas, TX 78373**

<b>Propose Title:</b>	<b>Design Services for Downtown Streetscape Design</b>
<b>Proposal Closing time:</b>	<b>4:00 p.m. Central Standard Time</b>
<b>Closing Date:</b>	<b>Friday, December 8<sup>th</sup>, 2023</b>
<b>Council Award:</b>	<b>Tuesday, December 19<sup>th</sup>, 5:00 p.m., council meeting</b>
<b>Mail submission to:</b>	<b>Francisca Nixon, City Secretary City of Port Aransas 710 West Avenue A Port Aransas, TX 78373</b>

RFQ Downtown Streetscape  
2023-03

**Specific Questions:** E-mail: [davidparsons@cityofportaransas.org](mailto:davidparsons@cityofportaransas.org)  
All questions will be posted to the city webpage for viewing

The City of Port Aransas seeks proposals from qualified firms to provide design, coordination, and bidding services for a downtown streetscape design project.

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- Engage the downtown community and City Council in reviewing and approving the final design.
- Develop final construction documents and specifications as needed for review and approval by City staff.
- “Downtown Streetscape” shall be defined as: Allister Street (4,100’), Avenue G and Cut Off Rd (7,600’, of which 4,500’ is State Hwy 361 under TxDOT control), and Cotter Avenue (3,000’ from the ferry landing to Station Street)

## **Task 2: Contractor Selection**

- Work with the City of Port Aransas to identify best methods for moving from final plans to construction.
- Prepare any necessary documentation for identification of a contractor.
- Assist in the evaluation of potential contractors.

## **Task 3: Construction Oversight**

- Coordinate work with the selected contractor and City staff.
- Respond to requests for design clarification or detail.

## **PROPOSAL REQUIREMENTS**

Proposals shall include the following:

**A. Cover Letter:** On firm letterhead, please identify the principal contact, providing the name, title, street address, email address, and telephone number. Qualification by corporations or limited liability companies must be executed in the corporate name by the President or Vice-President (or other officer accompanied by evidence of authority to sign). If the proposer is an out-of-state corporation, provide evidence of authority to conduct business in the State of Texas.

### **B. Experience:**

**Project Team:** Provide an organization chart of the proposed team for the project, including resumes for key personnel with their roles and responsibilities. At a minimum, identify the project manager to work on this project.

**Project Experience/References:** Provide information on at least three (3) similar projects completed in the last eight (8) years. For each project, describe the project by name, location, total construction costs, and year completed. Project references should list contact name, telephone number, and email address.

**Project Approach:** Proposals should provide a description of how the firm intends to approach the design process, selection of a contractor, and coordination with the City.

**Schedule:** Provide a schedule showing the time required to complete Tasks 1 and 2, including project milestones.

**Additional Information:** Provide any additional relevant information that demonstrates the team's qualifications.

Submittals shall be no longer than twenty (20) pages.

Interested firms or teams should submit one electronic copy of their submittal in pdf format on CD or flash drive, five (5) printed copies of the submittal, and a fee proposal in a separate, sealed envelope. The submittal must be clearly marked "RFQ – Downtown Streetscape" and received no later than **4:00pm on Friday, December 8, 2023**. Submittals should be delivered to:

**Francisca Nixon, City Secretary  
City of Port Aransas City Hall  
710 W Ave A  
Port Aransas, TX 78373**

## **EVALUATION OF PROPOSALS**

Proposals will be evaluated on the basis of the information submitted. A selection committee will review the proposals based on the following criteria:

- Experience with and performance on similar projects;
- Recent references;
- Consultant's proposed project approach and schedule for completion;
- Qualifications of team personnel;
- Quality and completeness of the submittal.

After reviewing proposals, the selection committee may choose to interview consultants. Once the selection committee has identified a preferred consultant, their recommendation will be forwarded to City Council for final selection, the City will then negotiate terms and conditions of an agreement with the selected firm. If the City is unable to reach an agreement with the preferred consultant, the selection committee may choose to negotiate with the second preferred consultant.

## **SELECTION PROCESS**

This RFQ is an invitation by the City for interested firms to submit their qualifications, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submitting a response to this request does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all submittals, to waive any technicalities or irregularities, to request additional information or clarification, and to use any ideas in any submittal, regardless of whether or not that consultant is selected.

To ask a question regarding the RFQ or register your intent to respond to this RFQ, contact in

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email, David Parsons, City Manager ([davidparsons@cityofportaransas.org](mailto:davidparsons@cityofportaransas.org)). All firms expressing interest will be notified of any additional information or addendums issued for this RFQ.