



CITY OF PORT ARANSAS, TEXAS
REQUEST FOR QUALIFICATION (RFQ)
ENGINEERING SERVICES FOR NEW PARK
WITH PADDLING ACCESS RFQ #2025-14

NOTICE TO BIDDERS

NOTICE is hereby given that the City of Port Aransas, Texas, intends to enter into a contract with a qualified service provider to provide design, engineering, environmental permitting, and construction management services. This solicitation is subject to 49 U.S.C. §47107(a)(17) and will be administered in the same manner as a solicitation conducted under Chapter 2254, Subchapter A, of the Texas Government Code. All proposals must be clearly marked “**SEALED BID – ENGINEERING SERVICES FOR NEW PARK WITH PADDLING ACCESS RFQ#2025-14**” and returned to the City Secretary’s office, 710 W. Avenue A, Port Aransas, Texas prior to Thursday December 4, 2025 at 4:00 pm, at which time they will be publicly opened and acknowledged in the City Hall Council Chamber. The City of Port Aransas reserves the right to reject any or all proposals and to waive any and all formalities as deemed to be in the best interest of the City.

Specific information and/or specifications for ENGINEERING SERVICES FOR NEW PARK WITH PADDLING ACCESS RFQ #2025-14 are on file and may be examined without charge in the office of the City Secretary at 710 W. Avenue A, Port Aransas, Texas during normal business hours or online on the city’s website at www.cityofportaransas.org. All inquiries should be directed to the Nature Preserve Manager, Rae Mooney, by calling (361) 443-4621.

POSTED this the 6th day of NOVEMBER, **2025** on the bulletin board at Port Aransas City Hall, 710 W Avenue A, Port Aransas, Texas and on the webpage www.cityofportaransas.org. **TIME: 5:00 p.m. PUBLISHED** in *The South Jetty* in the Thursday, November 6 and 13, 2025 editions.

CITY OF PORT ARANSAS, TEXAS
/s/ Francisca Nixon, City Secretary

REQUESTS FOR QUALIFICATIONS

1. Introduction and Services Required

The City of Port Aransas is soliciting qualifications from qualified engineering firms to provide professional services for the design and construction of a new park that will include paddling access and supporting recreational amenities. The selected firm will be responsible for providing complete design services, including construction drawings, environmental permitting, sealed bid process coordination, and construction management.

The proposed project will take place on the bay side of Mustang Island. The proposed park will enhance public access to local waterways and natural resources. Project elements are anticipated to include:

- Driveway and/or road access
- Parking area
- Restroom
- Shade structures
- Paddling (kayak/canoe) launch or dock
- Site grading and stormwater considerations
- Landscaping and native vegetation restoration
- Signage and other park amenities as appropriate

The project site is located in a coastal environment, and familiarity with the permitting requirements, environmental sensitivities, and construction challenges of coastal projects will be essential.

2. Scope of Services

The selected firm will be expected to perform the following tasks:

- 1. Preliminary Design and Site Planning (Phase 1)**
 - Coordinate with City staff to develop concept alternatives and preliminary design plans.
 - Conduct necessary site evaluations and surveys.
- 2. Environmental Permitting and Compliance (Phase 1)**
 - Prepare and submit required environmental documentation and U.S. Army Corps of Engineers permit application.
 - Coordinate with regulatory agencies to ensure compliance with local, state, and federal regulations.
- 3. Construction Drawings and Specifications (Phase 1)**
 - Prepare detailed construction drawings and technical specifications suitable for public bidding.
 - Include all required civil, structural, and utility plans.
- 4. Bidding and Procurement Support (Phase 2)**
 - Assist City staff with the sealed bid process, including responding to contractor questions and preparing addenda as needed.
 - Provide recommendation for contract award.
- 5. Construction Management and Oversight (Phase 2)**

- Conduct pre-construction meetings and periodic site inspections.
- Review submittals, change orders, and payment applications.
- Provide as-built documentation upon project completion.

Submission Requirements

For the City to evaluate submissions fairly, respondents should provide all of the information requested below and organize responses and outlined below. Please note that the contract price for the study will be negotiated after the City has selected the most qualified firm and as such a price proposal is not requested at this time.

Submission Contents: (please provide a minimum of 5 copies)

1. **Cover Letter** – Introduction and summary of firm’s interest and qualifications.
2. **Firm Profile** – Overview of firm, including size, office location(s), and areas of expertise.
3. **Project Team** – Identification of key personnel, their roles, and relevant experience.
4. **Relevant Project Experience** – Descriptions of at least three (3) similar projects, including client contact information.
5. **Project Approach** – Brief narrative outlining the firm’s understanding of the project and proposed approach.
6. **References** – Contact information for at least three (3) recent clients.
7. **Required Certifications** – Evidence of professional licensing in the State of Texas.

All questions regarding this solicitation shall be directed (in email) to:

Rae Mooney
Nature Preserve Manager
rmooney@cityofportaransas.org

*Any cost incurred by the respondents in preparation of any information or material submitted in response to the RFQ shall be borne solely by the respondents.

3. Selection Process

City staff will evaluate such submitted proposal and report to the City Council with a recommendation. The City Council shall make the final selection and the Council has the right to reject any proposal if it is in the public interest to do so. City Council shall direct the City Manager to enter into contract negotiations with the selected firm.

Evaluations of the Applications will be based on:

1. Responsiveness to proposal specifications and required information
2. Thorough understanding and familiarity of the project and location
3. Recent documented experience
4. Qualifications of the project team
5. References
6. Any other criteria that the selection committee considers relevant to the project

Once the written applications have been reviewed, at least one firm will be selected to be interviewed. The participants in the interview shall be limited to the two or three individuals proposed to play primary roles in performing the work on this project. A contract and a fee will be negotiated with the final selected firm.

4. Project Timeline

RFQ due date 12/4/25, 4:00PM. It is anticipated that a firm will be selected at the December 18, 2025 City Council meeting.

Mail RFQs to:
Rae Mooney
710 West Avenue A
Port Aransas, TX 78373

5. Contract

The terms of the RFQ shall be incorporated into the contract to be negotiated with the selected firm. The City shall also require the firm to submit the following documents to be executed as part of the contract:

- Certificate of Insurance covering general liability, worker's compensation and professional liability;
- Conflict of Interest Statement;
- Non-Collusion Statement;
- State and Federal Tax Payment Identification