



# CITY OF LAREDO

## ENGINEERING DEPARTMENT

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### REQUEST FOR SUBMISSION OF QUALIFICATIONS FOR DESIGN OF PROJECT

**March 3, 2010**

**PROJECT: Baseball Field Complexes**

The City of Laredo will solicit and receive statement of qualifications until Friday, March 12, 2010 at 4:00 p.m. from qualified firms interested in providing professional services for the above referred project.

#### SCOPE OF SERVICES

Scope of services include, but are not limited to:

Provide surveying, engineering, and architectural services necessary to produce plans and specifications for the construction of baseball fields complexes at various sites throughout the City of Laredo. Also, provide limited construction supervision, assist in obtain all permits required, and in project close-out. All design work represented and work performed must comply with applicable federal, state, and local requirements including the City of Laredo ordinances, all to be ADA compliant.

#### STATEMENT OF QUALIFICATIONS

The statement of qualifications shall include:

1. Firm name, address, phone number, and persons to contact regarding the statement of qualifications. Include names of sub-consultants, addresses, and contact person.
2. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services comparable to the proposed project with dates of project, and information regarding cost over-runs on previous projects. Provide Chart A, attached.
3. List of in-state references including the name, address and phone numbers of the persons closely associated with the firm's prior similar park project performances.
4. Availability to commence services immediately after successfully negotiating a contract for services, and to complete said services within the period specified after award of contract.
5. Familiarity with the geographical area of the project.
6. Brief summary report of your approach and the factors you will consider in accomplishing the project.
7. Dollar amount of contracts awarded to you by City of Laredo during the year prior to date of this RFQ.

## **CRITERIA TO BE USED IN EVALUATING**

The following criteria will generally be used in evaluating consultant's submitting proposals:

1. Capability to perform all or most of the services required for the immediate and future projects.
2. Recent experience in projects comparable to the proposed project with date of completion or status of project.
3. Reputation for personnel and professional integrity and competence
4. Professional background and caliber of key personnel.
5. Current workload.
6. Capability to meet schedules and deadlines.
7. Capability to complete projects without having major cost escalation or overruns.
8. Qualifications and experience of outside consultant's regularly engaged by the consultant under consideration.
9. Quality of projects previously undertaken.
10. Familiarity with the geographic location of the project.
11. Capability of a branch office to perform independently of the home office when being considered or, conversely, its capability to obtain necessary assistance from the home office.

Interested consultant firms should submit **Seven original** copies (No faxes or e-mails) of a brief statement of qualifications consisting of the minimum number of typewritten pages sufficient to provide necessary information to:

**City Engineering Department  
Rogelio Rivera, P.E., City Engineer  
1110 Houston Street; 2<sup>nd</sup> Floor  
Laredo, Texas 78040  
(956) 791-7346**

Firms submitting interest statements should be ready to negotiate a professional services fee within fifteen (15) days after notifications of recommendation for award.

Questions regarding the project should be directed to Mr. Osbaldo Guzman, Parks and Leisure Services Director at (956)795-2350 or Mr. Rogelio Rivera, P.E., City Engineer at (956) 791-7346.

**Complete Request for Statement for Qualifications for the above mentioned project is available at the City of Laredo Engineering Department located at 1110 Houston Street, 2<sup>nd</sup> Floor, or by calling (956) 791-7346.**

**Construction plans by recipient of award are to be signed and sealed by a registered professional engineer and / or architect licensed to practice in the State of Texas.**

