

**CITY OF LOCKHART
REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT SERVICES
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY GRANT #582-18-80212**

The City of Lockhart has been awarded a grant from the Texas Commission on Environmental Quality (TCEQ) to incorporate Low Impact Development (LID) infrastructure education and construction methodology in a project to restore and preserve riparian areas and water quality conditions throughout its public parks and an urban trail bordering Town Branch Creek.

The City of Lockhart is seeking to enter into a services contract with a professional management firm or individual. The successful applicant will provide project management services in coordination with City Staff and stakeholders to assure that the grant-funded construction and educational activities are implemented, analyzed and reported as required by TCEQ.

The Deadline for submission of three (3) copies of your response to this request for qualifications is 10:00 a.m., Date: January 31, 2018.

Note: Faxed or emailed responses will not be considered.

For a copy of the full Request for Proposals, please E-Mail a request to Vance Rodgers, City Manager, City of Lockhart at vrodgers@lockhart-tx.org or download from the City website at www.lockhart-tx.org

**CITY OF LOCKHART
P O BOX 239
LOCKHART, TEXAS 78644**

TO: INTERESTED PROFESSIONAL PROJECT MANAGEMENT FIRMS
FROM: VANCE RODGERS
CITY MANAGER, CITY OF LOCKHART
DATE: JANUARY 18, 2018
RE: CITY OF LOCKHART
PROJECT MANAGEMENT PROCUREMENT
TEXAS COMMISSION OF ENVIRONMENTAL QUALITY GRANT # 582-18-80212
PLUM CREEK WATERSHED PROTECTION PLAN (WPP) IMPLEMENTATION-TOWN
BRANCH URBAN TRAIL

The City of Lockhart has been awarded grant from the Texas Commission on Environmental Quality (TCEQ) to incorporate Low Impact Development (LID) infrastructure education and construction methodology in a project to restore and preserve riparian areas and water quality conditions throughout its public parks and urban trail bordering Town Branch Creek.

The Project Manager and the City will share responsibilities during implementation of the project. The City will have the responsibility for engineering and construction activities required in the TCEQ's contract scope. The City will provide to the successful applicant the information about the City's grant design and construction activities, indirect cost time contributions from staff and expenditures required for the subcontractor to complete its reporting responsibilities in a timely manner. The successful applicant will provide project management services to assure that City information provided is collected, analyzed and reported and communicated in the proper form and format and according to the timelines required by TCEQ.

PROJECT SUMMARY: The design and construction tasks which the Project Manager will document utilizing TCEQ approved formats include:

- 1) conduct a riparian evaluation at Lockhart Town Branch Creek (segment 1810A) to plan and design improved sustainable riparian zones at the creek
- 2) construct and implement improvements using urban riparian BMPs to address water quality concerns including bacteria, depressed dissolved oxygen and nitrates
- 3) construct sustainable LID infrastructure to be used at the parks to reduce constituents of concern in urban storm water runoff
- 4) conduct public outreach activities and education in support of the Plum Creek WPP.

Fax or email responses to this request for qualifications will not be accepted. The City reserves the right to negotiate with all individuals or firms that submit responses to this request for qualifications in accordance with the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. The City reserves the right to reject any or all responses to this request.

The City of Lockhart is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises and Historically Underused Businesses are encouraged to submit proposals.

If you have any questions about this RFQ or the project, please contact Vance Rodgers, City Manager at (512) 398-3461, ext. 224.

CITY OF LOCKHART
REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT SERVICES
TCEQ PROJECT # 582-18-80212

The City of Lockhart is seeking to enter into a professional services contract with an experienced Project Management firm. The contract will provide for Project Management services for the implementation of a Texas Commission of Environmental Quality (TCEQ) grant to implement the Plum Creek Water Protection Plan (WPP). The best management practices (BMP's) will be installed in the City of Lockhart along Town Branch Creek (Segment 1810-A), a tributary of Plum Creek. The BMP's in this project include

1. Scope of Project Management Services – The Project Management contract will encompass all project-related services to the City of Lockhart to effectively manage, coordinate, and monitor all work performed under this project including technical and financial supervision and preparation of draws and status reports required for documentation of activities and project, including but not limited to the following scope of services:
 - Establish grant filing and financial tracking procedures.
 - Provide technical and fiscal oversight of the staff and/or subcontractor(s) to ensure Tasks and Deliverables are acceptable and completed as scheduled and within budget.
 - Coordinate with City staff on procedures to collect work hours performed as Indirect Costs
 - Document all indirect costs generated by staff participation in the project
 - Submit QPRs to the TCEQ Project Manager by the 15th of the month following each state fiscal quarter
 - Document the status of deliverables and proposed revisions to due dates through narrative descriptions of progress by Task.
 - Complete and file the Personnel Eligibility List (PEL) and include in all Quarterly Reports
 - Submit invoices and Financial Status Reports (Reimbursement Forms) to the TCEQ Contract each state fiscal quarter
 - Document the development of the Quality Assurance Protection Plan (QAPP)
 - Submit updates or, when necessary, amendments, to the QAPP
 - Maintain regular telephone and/or e-mail communication with the TCEQ Project Manager regarding the status and progress of the project regarding any matters that require attention between QPRs
 - Provide TCEQ notification a minimum of 14 days before the City has scheduled public meetings or events, initiation of construction, or other major Task activities
 - Participate in conferences with the TCEQ Project Manager on a quarterly basis
 - Supervise compilation of project close out report.

2. Statement of Qualifications – The City of Lockhart is seeking a contract with a professional Project Management firm, that has had experience in the following areas:
 - Texas Commission on Environmental Quality projects, studies, and reports

Please provide within your response a list of the past local clients, as well as resumes of all personnel who will or may be assigned to this project if you receive the Project Management services contract award. The selected firm will be required to submit a Project Management Contract for review by the City of Lockhart as part of this procurement process.

3. Evaluation Criteria – The responses received for this request for qualifications will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	40
Work Performance	30
Capacity to Perform	15
Proposed Cost.....	10
Affirmative Action	<u>5</u>
TOTAL	100

4. Deadline for Submission: Please submit three (3) copies of your response to this request for qualifications no later than:

Time: 10:00 a.m.

Date: January 31, 2018

:

Fax or email responses will not be considered. Proposals may be delivered to

City of Lockhart

Attn: Vance Rodgers, City Manager

P.O. Box 239

Lockhart, TX 78644

308 W San Antonio Street (For deliveries)

Lockhart, TX 78644