



Request for Qualifications (RFQ)

City of Mason, Texas

Landfill Planning and Development Services

Purpose

The City of Mason is soliciting “Statement of Qualifications” for a professional engineering consultant to provide engineering services to assist the City in the site selection, design and permitting of a proposed new solid waste landfill.

Project Location

The City of Mason, Texas, a City of approximately 2,200, is located approximately 100 miles west of the City of Austin and approximately 42 miles north-west of the City of Fredericksburg. We’re situated in on the western edge of the Hill Country at the intersection of State Highways 87 and 29, and represent the only incorporated city within Mason County, which has a population of 4500.

Project Overview

The proposed scope of services is as follows:

Phase I – Land Selection

The City owns land adjacent to the landfill currently in use, however the engineer shall perform a preliminary review to determine if the site is suitable for the intended use. The preliminary analysis shall, as a minimum, include:

1. **Obtain Aerial Photography** – The engineer shall obtain aerial photography of the property and shall construct a mosaic photograph to be used for planning and analysis purposes.
2. **Perform Flood Plain Analysis** – The engineer shall research the FEMA Flood Hazard Maps to determine if any of the property lies within a 100 year flood plain.
3. **Review of Recent Water Well/Drilling Reports** – The engineer shall review water well drilling reports of any wells that may have been drilled near the property (within one mile) in order to determine a “ball park” idea of where to expect the water table, thus the depth of excavation might also be realized.
4. **Cursory Geologic Investigation** – The engineer shall review existing county Soils Conservation Service (SCS) and other documents to determine if:
 - a. existing faulting lies within the area, and if so, what is the extent of the faulting;

- b. the soil classification(s) of soils on the site; and
- c. any other geologic conditions that might pose a fatal flaw to the property.

5. **Wetlands Determination** – The engineer shall review National Wetlands Inventory Control Maps to determine if any wetlands areas are within the boundaries of the site.

6. **Threatened and Endangered Species Data Base Review** – The engineer shall research local, state and federal threatened and endangered species data bases to determine what, if any, threatened or endangered species may be in the area.

7. **Airport Location Analysis** – The engineer shall research the location of all affected airports within a ten (10) mile radius of the property to determine if any airport hazards might exist for the property.

8. **Preparation of Preliminary Analysis Report** – The engineer shall prepare a “Preliminary Analysis Report” signed and sealed by a Professional Engineer licensed to practice engineering in the State of Texas that outlines procedures, practices and findings for the items listed above.

Phase II – Permit Preparation

The permit shall be prepared in accordance with applicable Texas Commission on Environmental Quality (TCEQ) rules; specifically TAC Chapter 330. The engineer shall be responsible for preparing all submittals and responding to all Notices of Deficiencies (NOD's).

The permitting shall be performed in four (4) distinct phases as follows:

Part 1 – TAC 330.51(a)(1) - Preliminary information

Part 2 – TAC 330.51(a) (2) - Existing Conditions and Land Use

Part 3 - TAC 330.51(a) (3) - Site Development Plan

Part 4 - TAC 330.51(a) (4) - Site Operating Plan

Phase III – Public Hearings

The engineer shall assist the City in holding required Public Hearings, to include preparation of materials required for the hearings, making presentations and assisting the City in other matters to successfully conclude this phase of the permitting process.

Format of Submittals

In responding to this RFQ, applicants must submit a document that describes the company, consultant(s), and key staff members who will be directly involved in this planning process; a list of similar projects previously completed or for which consulting was provided; a list of references from similar projects; and other information relevant to the services offered and expertise provided by the respondent.

Evaluation Committee and Selection Criteria

A committee of City staff and elected officials will evaluate the submitted materials. The committee may consider but shall not be limited to the following review criteria:

- Experience and past performance of the firm and/or personnel with the type of work identified.
- Familiarity of the firm and/or personnel with downtown planning, urban planning

principles, downtown development, and implementation strategies.

- Availability of knowledgeable personnel within the firm or on a consultant team.
- Capability of the firm or consultant team to complete the project in a timely manner.

The City may take any of the following actions after reviewing the submitted materials:

- 1) Contact respondents and request additional materials or supporting information.
- 2) Contact respondents for an in-person interview.
- 3) Prepare a Request for Proposals to be sent to one or more of the respondents.
- 4) Enter into direct negotiation with a respondent.
- 5) Re-advertise and/or reissue the original RFQ or an amended RFQ.
- 6) Determine that responses received are inadequate and/or that the services sought are no longer necessary or desired.

Rights of the City

This RFQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make selections or solicit additional responses based on its sole discretion;
- Reject any and all proposals and enter into direct negotiations with any, all or some of the providers whether or not they provided a submittal to this RFQ;
- Issue subsequent Requests for Qualifications or Requests for Proposals;
- Remedy technical errors in the Request for Qualifications process;
- Approve or disapprove the use of particular sub-consultants;
- Enter into an agreement with any provider or negotiate with more than one provider for the provision of any, all or some of the listed services.

Timeframe

Interested firms should submit a statement of qualifications no later than 5:00 pm, Friday, November 21, 2014 to:

Mr. John Palacio

City Administrator

P.O. Box 68, 124 Moody

Mason, Texas 786856

325-347-6449

email: john.palacio@cityofmason.us