



***REQUEST FOR QUALIFICATIONS (RFQ's)
TO ANALYZE THE SOUNDNESS OF METAL CANOPY STRUCTURE***

The City of Socorro, Texas requests the submission of proposals prepared by professional engineering firms leading to the possible award of contracts for the above-mentioned projects.

Deadline for submission is: ***December 7, 2009 by 4 p.m. (local time).***

***Submissions should be addressed to: Attn: Gina Rodriguez/City Clerk
City of Socorro, Texas
124 S. Horizon Blvd.
Socorro, Texas 79927***

Any proposals received after the closing date and time shall be returned to the proposer unopened. If the bid is sent via mail it must be received by Gina Rodriguez/City Clerk of the City of Socorro, Texas by no later than the deadline provided above.

Until the final award of the contract by the City of Socorro, Texas said City reserves the right to reject any and/or all proposals, to waive technicalities, to re-advertise, or to proceed otherwise when the best interest of the city will be realized hereby.

RFQ's must be signed by an individual having the authority to bind their company into a contract.

For more information or questions regarding submission requirements please contact the City Clerk at (915) 858-2915 or via email at cityclerk@socorrotexas.org

REQUESTS FOR QUALIFICATIONS (RFQ'S)

PROJECT DESCRIPTION:

ANNOUNCEMENT:

METAL CANOPY STRUCTURE:

The City of Socorro, Texas is currently accepting qualification statements from qualified engineering firms interested in providing professional services to analyze the soundness of this project that has been executed internally by the Public Works Department at Old Hueco Tanks Rd. The City of Socorro, Texas is inviting you to respond to this request considering the following scope of work:

SCOPE OF WORK FOR METAL CANOPY STRUCTURE:

- 1. Perform a structural analysis of the metal canopy to corroborate soundness,,*
- 2. Deliver five (5) hard copies signed and stamped of the project for filing purposes.*
- 3. Determine if all required permits and licenses were obtained from state and federal agencies, identify any deficiencies and assist the city to obtain any necessary permits or licenses.*
- 4. If weaknesses or deficiencies are found in the design or materials used identify same and provide options for correcting the deficiency and improving efficiency of the design.*
- 5. If design deficiencies are identified assist the City to provide corrective options and design documents and contract administration to complete design and construction of the project.*

FORMAT OF RESPONSES TO RFO:

Responses to this Request for Qualifications (RFQ) are to be provided in the following format:

- Letter of Interest: Cover letter introducing the firm, indicating the firm's interest in the project, and identifying the firm's ability to provide the services needed.*
- Introduction: A brief description of the firm, including the number of years the firm has been in existence, range of professional services, office location(s), and staff size.*
- Work Program: Given the project overview, delineate with narrative and graphics a general project approach that would be employed to complete the project. Describe a process approach that was used in the past to successfully complete a similar project. Additionally, describe a proposed project schedule*

including dates for major milestones, deliverables, and completion. The City of Socorro, Texas intends that the project be completed within 4 months of the execution of the contract.

- ***Experience and Qualifications:*** *Brief documentation of the firm's prior work relevant to this RFQ, including the name, address, and phone number of client references, and the primary contact person(s).*
- ***Consultant Personnel:*** *Individual resumes of the firm's professionals and of others who will be working on the project, including identification of the Project Manager, and principal contact and specific qualifications and credentials of those providing services identified herein.*
- ***List of Clients:*** *Provide list of comparable clients where similar services have been provided with contact information.*

CONSULTANT SELECTION PROCESS:

Consultants will be interviewed by the selection committee consisting of the Planning & Zoning Commission Chairman, City Manager, and Director of Planning Public Works. All proposals are considered public records. The Committee reserves the right to request additional information from consultants submitting proposals.

The following criteria will be considered in evaluating the proposals and selecting the consultant:

- Capabilities and previous experience in comparable projects and the specialized experience and technical competence of the consultant.
- Compatibility with the City's financial obligations.
- The firm's general approach to the project. Although the City has identified a general nature of services required, the consultant is given broad leeway toward approach and methodology to provide the requested services.
- Past record of performance on contracts with other governmental agencies of public bodies, including such factors as quality of work, control of costs and ability to meet schedules.
- Capacity of the candidate to perform work in a timely manner, affirmatively respond to the inquires and schedule of the city and dedicate appropriate personnel as the schedule dictates.
- Qualifications of individuals who would have direct involvement in tasks on this project.

SUBMITTALS:

***All proposals shall be submitted to: Gina Rodriguez/City Clerk
124 S. Horizon Blvd.
Socorro, Texas 79927***

All proposals must be received by **December 7, 2009 by 4:00 p.m. (local time)**. ***FAXES ARE NOT ACCEPTABLE***. A submittal that is incomplete or received after the above state date and time will not be accepted and will be returned. Five (5) proposals, including one (1) unbound original must be submitted with each clearly marked:

“RFQ for the Metal Canopy Structure”

All bids will be opened on December 10, 2009 at 3 p.m. at City Hall Chambers located at 860 Rio Vista Rd., Socorro, Texas 79927.

Any questions or comments can be directed to Sam Leony, Director of Planning & Zoning Dept. and Public Works Dept. at (915) 872-8531 or via email at SLeony@socorrotexas.org Monday- Friday 8 a.m. -5 p.m.

GENERAL CONDITIONS:

Limitations: This request for qualifications does not commit the City of Socorro, Texas to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all responses received in response to this request, to negotiate with all qualified respondents or to cancel in part or in its entirety this request for proposal if it is in the best interest of the City. The Consultant Selection Committee may require the consultant/attorney participation in negotiations, the result of which may require revisions to the response as submitted.