

City of Kempner, Texas

Request for Qualifications (RFQ) For City Engineering Services

Issue Date: 11/28/2025

RFQ Reference: City Engineer Services

Introduction

The City of Kempner, Texas, invites qualified engineering firms and qualified individuals to submit qualifications and letters of interest for the provision of comprehensive municipal engineering services. The selected firm or person will assist with city infrastructure projects including, but not limited to, public works and drainage systems. The purpose of this RFQ is to identify a qualified engineering firm or individual that can deliver efficient, cost-effective, and high-quality services to meet the city's growing infrastructure needs.

The successful firm will provide a single person who will serve as the City Engineer and as the City's Principal Engineer, Engineer of Record and primary contact. The span of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City with approval of the City Council.

Statements of qualifications will be accepted from individuals, firms, or groups of firms who can demonstrate that they have the resources, experience, and qualifications to provide a range of engineering services. It is the City's intent to obtain engineering services on an on-call basis to act on behalf of the City of Kempner in engineering related activities associated with City planning, infrastructure assessment, construction and maintenance.

For the purpose of this Request for Qualifications (RFQ), the term City Engineer will be used hereafter to refer to the successful firm.

The City Engineer will be required to provide most of the engineering service requested at or through their own facilities. The City does not provide an office or technical support for the work of the City Engineer. Limited office space is available at the City of Kempner City Hall for occasional work as needed.

Scope of Services

The scope of services includes municipal engineering services which also includes, but is not limited to, the following services:

1. General Engineering Services

- a. The City Engineer shall be capable of performing numerous disciplines such as general civil engineering, planning, surveying, architectural design, geotechnical analysis, construction management, environmental reviews, floodplain

management, or at a minimum have the ability to coordinate with firms that provide such services.

- b. The City Engineer will review and provide professional services for a variety of issues including plat review, right-of-way requirements (acquisitions, dedications, and easements), site development and subdivision plans, drainage and flood control, subdivisions and planned unit development agreements.
 - c. The City Engineer shall manage capital projects with regard to engineering, budget and cost management, compliance with state and federal regulations, contract administration, construction management, construction engineering and inspection, and quality assurance and material testing.
 - d. The City Engineer shall recommend regulations and ordinances pertaining to engineering and development matters.
 - e. The City Engineer shall serve as the City's Flood Plain Manager and perform all required evaluations, recommendations, and reporting in role.
 - f. Provide engineering support for city infrastructure projects.
 - g. Perform studies, evaluations, and assessments related to city development.
 - h. Advise on design standards, cost estimates, and project timelines.
2. Water and Wastewater Systems
- a. Design, planning, and rehabilitation of water distribution and wastewater collection systems.
 - b. Development of plans for improving existing facilities and ensuring compliance with state and federal regulations.
 - c. Hydraulic analysis and modeling as required.
3. Transportation and Traffic Management
- a. Assist in planning, design, and implementation of roadways, sidewalks, and traffic systems.
 - b. Traffic signalization, intersections, and roadway safety improvements.
 - c. Assistance with transportation planning and grant applications.
4. Stormwater and Drainage Systems
- a. Analysis and design of stormwater infrastructure, including drainage systems, retention ponds, and flood mitigation.
 - b. Ensure compliance with local, state, and federal stormwater regulations.

- c. Coordination with floodplain management efforts.
- d. The City Engineer will perform all drainage reviews of site development within the City limits as required by and in compliance with the City's Drainage Criteria Manual and TCEQ regulations.

5. Project Management

- a. Provide oversight and project management for infrastructure projects from inception to completion.
- b. Preparation of construction documents, cost estimates, and schedules.
- c. Construction administration, inspections, and compliance monitoring.

6. Grant Writing and Administration

- a. Assist the City in preparing and submitting grant applications for funding infrastructure projects.
- b. Manage and administer awarded grants to ensure compliance with grant requirements.

Proposal Requirements

Interested firms are required to submit a detailed proposal, which must include the following information:

1. Firm Overview
 - o Name, address, and contact information.
 - o Overview of the firm's history and experience in providing municipal engineering services.
2. Experience and Qualifications
 - o A detailed description of the firm's experience with similar municipal projects.
 - o Resumes of key personnel assigned to the project.
 - o References from recent, relevant projects.
3. Proposed Approach
 - o A narrative of the firm's approach to completing the scope of services.
 - o Description of the firm's process for project management and ensuring project success.
4. Timeline
 - o Proposed schedule for completing the scope of services. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule for completion of requested services and deadlines described or implied in the scope of services described in this RFQ.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the firm and personnel.
- Demonstrated understanding of the City of Kempner's infrastructure needs.
- Proposed approach and methodology.
- Approach for handling requests for services to include response times and turnaround times for requested services and firm's approach to handling multiple and ongoing requests for services.
- References and track record of successful projects.

Submission Instructions:

1. Submission Deadline

Proposals must be submitted no later than December 12, 2025, at 3:30 P.M. Late submissions will not be considered.

2. Submission Method

Submit seven (7) hard copies of proposals in a sealed envelope and one (1) electronic copy to:
CitySecretary@kempnertx.gov

City of Kempner

Attn: City Secretary

Address: 12288 US HWY, PO Box 660 Kempner TX 76539

Email : CitySecretary@kempnertx.gov

Phone :512-932-2180

A full complete Request for Qualifications (RFQ) For City Engineering Services and all related information for the submission of qualifications is available on the City of Kempner's website.

Response Content

Responses must adhere to the requirements outlined in this section. The original statement of qualifications and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the firm with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the statement of qualifications, its highlights, and the approach to engineering services.

2. Service Approach: a general description of the firm's approach to engineering services and a detailed task plan that addresses the scope of services.
3. Innovative Techniques or Methodology: A discussion of any innovative techniques or methodology that the firm will use that have a proven history of providing responsive and cost-effective results on similar studies.
4. Scope of Work and Schedule: Discuss each task outlined in the "Scope of Work" section above.
5. Qualifications: Describe the firm's resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFQ.
6. References: Identify at least two (2) similar clients that the firm currently provides service to, preferably municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Past City Engineering services may also be submitted for consideration.
7. Additional Data: This section will be limited to five (5) pages. Responses may include any other information the City Engineer deems essential to the evaluation of the statement of qualifications.
8. Summary of Insurance Coverage
9. Completed Conflict of Interest Questionnaire
10. Completed Form 1295 Certificate of Interested Parties

Schedule

- RFQ Issue Date: _____
- Questions Due: _____, no later than 5:00 P.M.
- Responses to RFQ Submission Deadline: _____, no later than 5:00 P.M.
- Evaluation and Review of Submitted Responses to RFQ Period: From _____, until no later than 5:00 P.M., on _____.
- City Council Review of Submissions and Selection and Award of Possible Contract. (Tentative): Regular City Council Meeting on _____, at _____ P.M.

Additional Information:

- The City of Kempner reserves the right to reject any or all proposals and submissions submitted in response to this RFQ and reserves the right to waive any irregularities in the RFQ process.
- All materials submitted in response to this RFQ shall become the property of the City of Kempner.
- The City may request additional information or clarification from the proposing firms.

Contact Information

For questions or additional information, please contact:

Insurance Requirements:

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.

This RFQ is an opportunity for an individual or firm to partner with the City of Kempner in shaping the City's future infrastructure. We look forward to receiving your proposal.
