

Town of Pine Island RFQ for Engineering Services

Introduction

1.1. Summary

The Town of Pine Island ("City") is accepting Statements of Qualifications (SOQ) from qualified firms ("Consultant") to establish a short-list of pre-approved firms to provide professional engineering services in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications document. Please go to www.pineislandtx.gov for the full RFQ.

This RFQ provides interested firms with the information necessary to prepare and submit their qualifications for consideration.

The City anticipates utilizing the requested professional services as a short-list on an 'as needed' basis, to assist City Staff with the development of capital improvement projects. In accordance with Texas Government Code 2254, the Town of Pine Island will use the pre-selected list of firms to make a final selection for the highest qualified firm for individual projects as they arise. As part of final selection, the City may request additional information from the firms to gauge availability and expertise in a specific area of focus.

It is the intent of the City to use the selected firms for Professional Services, for a period of three to five years. If in the best interest of the City, the Town of Pine Island reserves the right to re-issue a subsequent Request for Qualifications either in whole or in part at any time.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE.

1.2. Contact Information

Shari Ordner

City Secretary

Phone: (346)657-5955

pineislandtx@pineislandtx.gov

1.3. Timeline

Release of Request for Qualifications: **May 2026**

Question Submission Deadline: **May 22, 2026** Noon

RFQ Submission Deadline: **May 27, 2026**, 4pm

2. Project Details

2.1. Instructions to Respondents

All paper-sealed submittals must be received by the Town of Pine Island City Secretary Department located at 36277 Brumlow Rd, Hempstead, TX. 77445 by the due date and time provided. All paper submittals must include a USB/flash drive with an electronic copy of the submittals and any attachments.

The City is not responsible for lateness or non-delivery of mail, carrier, etc. to the City, and the time and date recorded by the City shall be the official time of receipt. IF A PROPOSAL IS BEING HAND DELIVERED TO CITY HALL, HAVE THE INDIVIDUAL TAKE A PHOTO OF THE PACKAGE NEAR THE FRONT DOOR OF CITY HALL AND TEXT IT TO 361-657-5955.

Sealed paper submittals must be in one sealed envelope clearly marked with the label below completed and affixed on the outside of the sealed envelope containing the submittal:

HONORABLE MAYOR STEVE NAGY AND COUNCIL

CITY ENGINEER REQUEST FOR QUALIFICATIONS FOR THE TOWN OF PINE ISLAND, TEXAS

RFQ-2026-001

2.2 RFQ Questions

Questions regarding this RFQ shall be emailed to the City's Purchasing Manager at pineislandtx@pineislandtx.gov with the RFQ number in the subject line no later than 12:00 PM CST MAY 22, 2026, NOON.

A pre-qualification meeting will NOT be held for this RFQ. Respondents shall not contact any City staff except those designated herein this RFQ or subsequent addendums. Noncompliance with this provision may result in the rejection of the submittal.

The City's response to the questions shall be provided to all respondents through an addendum and will be bound with and made a part of the contract documents. No other explanation or interpretation will be considered official or binding.

The Town of Pine Island shall not be held liable for any costs incurred by any respondent for work performed in preparation of and production of the submittal or for any work performed prior to the execution of an awarded contract.

2.3 RFQ Opening

There will not be a public opening of the submittals. Only the names of the firms submitting responses will be published on the Summary List of SOQs received. All submittals will be kept confidential during the evaluation process and prior to selection.

Any submittal may be withdrawn or a revised submittal provided prior to the submittal deadline. All submittals shall be subject to the Texas Public Information Act.

2.4. Additional Terms and Conditions

a. It is specifically understood and agreed that the firm shall not authorize or undertake any work, which would require the payment of any fee, expense, or reimbursement without having first obtained specific written authority from the City. It is understood and agreed that the City shall have complete control of the services to be rendered and that no work shall be done until the firm is instructed to proceed with the work.

b. The Town of Pine Island reserves the right to terminate this process at any time. No guarantee is expressed or implied that obligates the City to contract the consultant services for the proposed project. The City will not be liable for any costs associated with responding to this RFQ, for the firm's participation in the presentation, or any costs associated with negotiations.

c. It is expected that services performed will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. Licensed professionals ("Professional") shall comply with the applicable laws and rules of the current "Texas Engineering Practice Act", the "Professional Land Surveying Practices Act" and the "Texas Engineering and Land Surveying Practice Acts and Rules Concerning Practice and Licensure". The City's approval, acceptance, use of or payment for all or any part of the rendered services herein under or of the project itself shall in no way alter the firm's obligations or the City's rights thereunder.

d. At the time of final selection and contract execution, the Consultant will be expected to provide insurance information showing that the Firm carries General Liability, Workers

Compensation, and Errors and Omissions insurance for work performed. As well as any additional indemnification and amounts required by the City Attorney.

e. As individual contracts are finalized, it is the intent of the City to establish a schedule that meets the needs of both the firm and the City. If there is a critical deadline for the project, the City will communicate this to the firm as part of the final selection for a project. The ability to meet a time-sensitive schedule or ability to complete a project in a timely manner will be used as part of the final selection criteria in establishing a project contract with the highest qualified provider.

f. Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the Town of Pine Island, including affiliations and business and financial relationships such as persons may have with Town of Pine Island officers. An explanation of the requirements of Chapter 176, applicable forms, and a complete text of the new law is available at: https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm. By doing business or seeking to do business with the Town of Pine Island, you acknowledge that you have been notified of the requirements of Chapter 176 of the Texas Local Government Code and that you are solely responsible for complying with the information provided.

In the final execution of a project contract, the Consultant will be required to complete the Conflict of Interest Questionnaire - Form CIQ and the Form 1295, where applicable.

2.5. Scope of Services

Act as an owner representative, professional engineering services necessary for the design, bidding and construction of public infrastructure projects identified for consideration. Review, participate in development review and approve projects that require engineering review of private development project to ensure they are compliant with City ordinances and generally accepted engineering principles.

The scope of the professional services work in this RFQ may not include all City professional service work. If determined to be in the best interest of the City, the City may award work to firms, for undefined projects, separate from this RFQ.

For a firm to be selected, it is not necessary for the firm to be proficient in all areas outlined on the Project Category Checklist, but the firm should be proficient in all areas identified for consideration.

2.6. Submittal Requirements

The SOQ shall be a maximum of 15 pages plus an additional 10 pages per category selected in the Project Category Checklist with a total not to exceed 50 pages.

To assist with a timely review and to provide guidance in the preparation of the SOQ document, please organize the SOQ in the following manner:

Required Sections:

Introductory Letter – a letter of interest, not to exceed one (1) typed page, indicating why the firm is interested and how it is qualified to perform the selected services.

Qualifications of your firm.

- Please include the legal name of the firm and the office location that will serve Pine Island.
- Please identify policies, systems, technical capabilities, or processes that might differentiate your firm from others.
- General background data on the firm's focus and experience.
- Specific programs, policies, or procedures your firm will use to provide high-value services and in a timely manner.
- The length of time and number of personnel in business at the given location, and as a firm generally.
- Municipalities the firm represents.
- Qualifications of key personnel. Preference is given to small firms where the owner is the engineer and has performed work in Waller County, Tx and is familiar with the Waller County street and road specifications. It is the intent of the City to be preferential to small owner engineer firms
- Team roles and responsibilities for the various disciplines of engineering shall be identified.
- It is understandable that individuals and companies may part ways after a project and may identify the same project as part of project experience. For clarify, please identify which experience for key individuals was obtained while working with another employer.
- Relevant project experience for selected services
- Please provide a list of municipal project experience. Please include a simple description, design date and budget of the project to assist in understanding the basic scope of project experience. A detailed description including schedule is not necessary. Recent experience is preferred.

Supplemental Information:

- Please provide a list of up to five references Please provide references that are relevant to the municipal work that the Town of Pine Island performs. References from Waller County and Cities in Waller County
- Please provide a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the proposer or in which the proposer has been judged guilty or liable. Complicated situations arise, please feel free to provide an explanation or justification regarding contract or legal issues that may arise during a reference check.
- Provide quality assurance program information.

3. Evaluation Criteria

All submissions received from qualified, responsible, and responsive respondents will be evaluated fully to ascertain which respondent is the most qualified to provide the requested professional service. The respondent's submittal should provide a straightforward, concise description of the respondent's capabilities to satisfy the requirements listed in this RFQ.

An evaluation committee ("Committee") will review the submitted qualifications. The Committee will evaluate all submissions and ultimately determine a final list of the most competent and qualified respondents.

During the evaluation process, the City reserve the right, where it may serve the City's best interest, to request additional information or clarifications from the respondents. In fairness to all firms, requests for interviews, visits, or presentations prior to the closing time and date will not be permitted. Interviews with selected firms may or may not be requested at the sole discretion of the City after the closing date. Selection may be made strictly from the information provided in the SO. However, the Town of Pine Island reserves the right to conduct interviews with and request presentations from any respondents as part of the final selection process.

The City is issuing this RFQ in accordance with applicable laws that allow an agreement to be negotiated with a respondent who displays demonstrated competence and qualifications to perform professional services for the City. The City reserves the right to terminate this process and to cancel or modify this solicitation process at any time.

At the time of final selection, the City may ask for any and all sub-consultants that are intended to be used on a specific project. Qualifications of any and all sub-consultants may be used as part of final selection to determine the highest qualified provider.

The Statement of Qualifications will be evaluated on the following criteria and scored on a 100-point basis:

1. Qualifications/size of firm

Scoring Method:

Points Based Weight (Points):

30 (30% of Total)

2. Qualifications of Key Personnel

Scoring Method:

Points Based Weight (Points):

30 (30% of Total)

3. Relevant Project Experience for Selected Services

Scoring Method:

Points Based Weight (Points):

20 (20% of Total)

4. References and Supplemental Information

Scoring Method:

Points Based

Weight (Points):

20 (20% of Total)

4. Vendor Submissions

1. Authorized Respondent's Information

4.1. Authorized Official's Contact Information*

Please provide the contact Information of the authorized official submitting this response.

Legal Name

Title

Address

Email Address

Phone Number

License Number

EIN

*Response required