

**REQUEST FOR QUALIFICATIONS
ON CALL ENGINEERING SERVICES
WESTCHASE DISTRICT**

Westchase District is seeking qualifications from all interested consulting firms experienced in engineering services associated with a variety of consulting projects.

If you wish to respond, please submit one electronic copy of your statement of qualifications (SOQ) via email by *5:00 p.m., Monday, February 15, 2016* to:

Mrs. Irma H. Sanchez
isanchez@westchasedistrict.com
Westchase District
10370 Richmond Ave., Suite 1350
Houston, TX 77042
713-780-9434

Westchase District will only respond to written questions submitted prior to Monday, February 15, 2016. There will be no meetings with engineering firms regarding this request for qualifications.

The contract will be for a period not to exceed three (3) years. Westchase District reserves the right to extend the contract for two additional one (1) year periods.

This RFQ provides basic information regarding Westchase District's requirements. Services which are not specifically requested in this RFQ, but which are necessary to provide the functional capabilities proposed, shall be included in this submittal. Westchase District reserves the right to contract with a specialized firm if a required service is not satisfied by the selected firm(s).

Westchase District will review and evaluate all submittals received by the designated closing date using the evaluation criteria described in the following section. Westchase District may select a team based on the submittal or may elect to conduct interviews with a select group of shortlisted teams.

Consultants shall comply with Title VI of the Civil Rights Act of 1964. Westchase District strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on these projects.

POTENTIAL PROJECTS

Westchase District conducts studies and implements design related to projects which enhance traffic flow, improve safety and offer alternative transportation modes. The project evaluation and design is normally administered and funded through Westchase District and turned over to the corresponding agency for consideration and implementation. The selected firm should have a strong working relationship with TXDOT, HCTRA, City of Houston and METRO.

The Statement of Qualifications should reflect your firm's qualifications for various types of projects that may be required by Westchase District. Types of anticipated projects for this contract duration include, but are not limited to:

- Engineering and Feasibility Studies
- Traffic Signal Warrant Studies
- Access Management Studies
- Traffic Operations Studies
- GIS Mapping
- Roadway Design
- Trail Design (City of Houston, Flood Control, Management Districts)

The above list is only included to help proposing firms tailor their proposals for this RFQ. This list does not warrant or guarantee that Westchase District will proceed with any projects listed above.

STATEMENT OF QUALIFICATIONS CONTENTS

All information is to be submitted in electronic (PDF) format via email. SOQ's should be limited to a maximum of six (6) pages using 11 font texts.

The Statement of Qualifications should and will be evaluated on the point system criteria listed below:

- 1) Demonstrate firm's qualifications; **(20 pts)**
- 2) Demonstrate firm's similar project experience (see types of anticipated projects above); **(20 pts)**
- 3) Demonstrate qualifications and relevant experience of proposed key staff; **(20 pts)**
- 4) Include references, including names, telephone numbers and e-mail addresses for your proposed project manager; **(30 pts)**
- 5) Include any additional services you would propose be utilized and bring value to Westchase District projects. **(10 pts)**