



# CITY OF HUDSON OAKS

210 Hudson Oaks Drive  
Hudson Oaks, Texas 76087  
682-229-2400

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## January 2, 2024

The City of Hudson Oaks (“City”) is requesting Statements of Qualifications (SOQ) from firms and individuals desiring to perform professional planning, engineering, and surveying services for the City. A list of qualified architectural, engineering, and surveying services shall be approved by the City Council for a period of five (5) years, with two (2) possible one-year annual renewals on an individual firm basis.

The City will accept written Statements of Qualification (SOQ) from consultants through **11:00 AM, Wednesday, January 31, 2024**. Responses and questions shall be submitted through the City Secretaries office, Shelley Scazzero, [shelley.major@hudsonoaks.com](mailto:shelley.major@hudsonoaks.com), 682-229-2411.2

Responses shall include the following:

- A cover letter of no more than two pages
- Completed “Interest Spreadsheet”
- Table of Contents
- Company history and overview
- Relevant project experience including project specific references
- References from municipalities
- Primary and secondary points of contact, including office location
- Synopsis of key personnel and project managers (discipline specific)
- Information and qualifications of subcontractors that the firm regularly utilizes to perform its services
- Any additional information that demonstrates the firm’s available resources, specialized experience, or other information.
- Evidence of financial stability and insurance coverage
- Information regarding involvement in litigation in the last five (5) years
- Conflict of Interest Disclosure as described in Section 176 of the Texas Government Code – See attached
- Evidence of registration to practice in the state of Texas
- Signature page of person with authority to commit firm to contracts

## **Overview**

The City of Hudson Oaks is a General Law city located west of Fort Worth. With frontage on I20, Hudson Oaks maintains its property tax free abilities through a strong sales tax base. Being development friendly, although frequently said by most cities, is the engine that keeps our city functioning at a high capacity. The City is planning multiple capital improvement projects over the next several years, and is looking for firms to provide professional services, both to facilitate those capital improvements as well as to assist City staff in with any other applicable projects. The City of Hudson Oaks is preparing for projects that will improve its infrastructure to serve its growing population, construct new facilities, improve parks, and other projects that will lead to an overall increased quality of life for the City's residents. Potential upcoming projects are listed and described below:

### **Streets Projects:**

Oakridge roundabout project; installing a roundabout in front of Red Eagle subdivision on Oakridge

Traffic analysis for striping on the overpass in front of Chic-Fil-A

Street Maintenance Study

### **Water Projects:**

Lakeshore to Shannon 12" water line extension

Water mapping

### **Wastewater Projects:**

Wastewater Treatment Plant; either construction or partnership

Adding new Lift Station & New Force Main: new force main along southern portion of I20 connecting to Willow Park

### **Parks Projects:**

Parks Masterplan; visioning for City Parks and future expansion of Gene Voyles Park

### **Engineering Services:**

Routine engineering review services for commercial or capital improvement projects

## **Project Description**

The intent of this RFQ is to attract a diverse group of firms that are best suited for performing work in the professional service categories listed below. It is not necessary for a firm to be able to perform all services, and each firm will be selected based on their demonstrated experience in each individual category. The number of firms selected will depend on the number and quality of submissions received as part of this RFQ process. Firms may apply in as many or as few categories as they are qualified in, and may specify which areas of a category they are qualified in

### **Category 1: Planning**

Selected firm(s) will provide on-call general and specialized planning services, in connection with development projects or policy projects. May provide professional and technical expertise in the areas of economic analysis, site plan package reviews, urban design, long-range planning, zoning, land use, platting, and Ordinance and Code amendments and administration.

### **Category 2: Civil and Environmental Engineering**

Selected firm(s) will provide civil and environmental engineering services required to develop plans and other documents for permitting, bidding, and construction purposes. Plans may include demolition, grading and drainage, utility, and construction details. Other tasks may include third party review of current designs (public and private), hydraulic & hydrology engineering, on-site consultation, and AutoCAD assistance. Other related services may include utility infrastructure condition assessments, life-cycle/efficiency analyses, and environmental permitting.

### **Category 3: Landscape Architecture**

Selected firm(s) will provide landscape architecture services such as the design of parks and the design of landscaping in and around City facilities and rights-of-way.

### **Category 4: Geotechnical Engineering**

Selected firm(s) will provide geotechnical assessments including subsurface and laboratory studies. Geotechnical services may include, but are not limited to, compaction testing, concrete strength and materials testing, and bank stabilization recommendations. Services may also include retaining wall, pavement, and foundation design recommendations, as well as site inspections and monitoring.

### **Category 5: Traffic Engineering**

Selected firm(s) will provide traffic engineering and analysis services in support of project designs. Services may include signage and striping plans, traffic counts, congestion improvement studies, and traffic control plans. The firm(s) may also provide traffic impact analyses, review studies provided by other consultants, and recommend changes to the City's ordinances regarding traffic impact mitigation.

### **Category 6: Land Surveying**

Selected firm(s) will provide professional land surveying services relating to construction surveying and layout, right-of-way verification, easement documents, rights-of-way documents, subdivision plats, and topographical surveys.

## **Evaluation Criteria**

Firms will be evaluated individually for each area in which they express interest. Evaluation criteria used to evaluate the RFQ responses will include, but is not limited to, the following items.

### **Qualification of the firm (25%)**

Qualifications of the firm and team members, specifically relating to projects in the area(s) they are asking to be considered for.

### **Firm experience on similar projects (20%)**

Related experience of the firm and individuals who would be assigned to City projects. Pertinent professional experience of the project manager(s) and supporting staff should be included. The experience of any sub-consultants should be listed along with their experience.

### **Professional references (20%)**

Professional references should be provided that demonstrate the firm's on-going positive relationship with clients, timely completion of projects, efficiency, and innovation.

### **Available resources to complete projects (20%)**

Firms should be able to demonstrate that their project load is sufficient to be able to handle additional projects. Firms should also show that they have sufficient resources to design projects. Preference will be given to firms located within the Dallas-Fort Worth-Arlington MSA, and further preference will be given to firms with a presence in Denton or Collin county.

### **Project approach (15%)**

Firms will be evaluated based on the logical sequence and organization used to complete any awarded projects. Also evaluated will be innovative methods or approaches utilized, especially those regarding quality control, quality assurance, and minimizing unforeseen conflicts arising during the construction process.

## **Evaluation**

After evaluating all submittals, the City may invite top firms to make oral presentations to the selection committee. Firms invited to interview will also be asked to submit printed copies of their responses. At the conclusion of the selection process, a list of qualified firms will be submitted for approval by the Hudson Oaks City Council. As services are required, the City will evaluate qualified firms and enter negotiations with the highest qualified firm from the list of qualified firms. The City may also issue a project specific request for proposal for any project or invite firms included on the approved list to interview for specific projects.

A scope, duration, and terms and conditions will first be established. Upon agreement on the scope of services, the City will request a fee proposal. If an agreement is reached, the City will enter a written contract with the selected firm. In the event an agreement cannot be reached, the City will terminate negotiations and enter negotiations with the next most qualified firm. This procedure will continue until an acceptable agreement is reached with a qualified firm. A written contract is subject to approval of the City Administrator and Council.

## **General Information**

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing responses to this request.

By submission of a statement of qualifications, each firm certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from this procurement process by any local, state, or federal agency or other governing body.

The City of Hudson Oaks is subject to the Texas Public Information Act, Chapter 552, of the Texas Government Code. Information that the respondent believes is confidential as proprietary information should be clearly marked as such with a detailed justification for a claim on confidentiality.

The City of Hudson Oaks encourages the use of certified minority and women business enterprises (MWBE). Respondents agree to use good faith efforts in its selection of sub-consultants, as applicable, for projects that are awarded from this request for qualifications.

Lobbying or engaging in any conduct to influence City staff, City Administrator, or City Council Members will not be permitted or tolerated during this process and may result in disqualification of the firm from this solicitation and for a period of two years following.

The City reserves the right to request additional information or clarification and to permit the correction of errors and omissions contained within.



# CITY OF HUDSON OAKS

210 Hudson Oaks Drive  
Hudson Oaks, Texas 76087  
682-229-2400

January 9, 2024

## ADDENDUM 1

RE: REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ) – Professional Planning, Engineering, and Surveying Services for the city.

1. Regarding the above invitation to submit SOQ, please note The City Of Hudson Oaks wishes to attach the documents referenced in the below:
  - Completed “Interest Spreadsheet”
  - Conflict of Interest Disclosure as described in Section 176 of the Texas Government Code – See attached
  - Signature page of person with authority to commit firm to contracts, included on “Interest Spreadsheet”
2. Regarding the above invitation to submit SOQ, please note the verbiage correction:

### **Available resources to complete projects (20%)**

Firms should be able to demonstrate that their project load is sufficient to be able to handle additional projects. Firms should also show that they have sufficient resources to design projects. Preference will be given to firms located within the Dallas-Fort Worth-Arlington MSA, and further preference will be given to firms with a presence in ~~Denton or Collin~~ **Parker or Tarrant** county.

I hereby certify receipt of this addendum and have incorporated its information or changes in preparation of my submittal.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

# City of Hudson Oaks Interest Spreadsheet



### Company Information

Company	_____	City, State, ZIP	_____
Name	_____	Phone	_____
Address	_____	Email	_____

### Interested Professional Service Categories

Planning	_____	Geotechnical Engineering	_____
Civil and Environmental Engineering	_____	Traffic Engineering	_____
Landscape Architecture	_____	Land Surveying	_____

Signature of person with authority to commit firm to contracts.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date



## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.