

CITY OF FREDERICKSBURG, TEXAS



REQUEST FOR QUALIFICATIONS (RFQ) Electrical Engineering Services

City of Fredericksburg
126 West Main Street
Fredericksburg, Texas 78624

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1. Key Information

Statements of Qualifications Due To:

Kris Kneese, P.E. Director of Public Works and Utilities
City of Fredericksburg
126 West Main Street
Fredericksburg, TX 78624

Questions Due By: 4:30 PM – March 30, 2026

SOQ Submission Deadline: 3:30 PM – April 2, 2026

This solicitation is a Request for Qualifications (RFQ). The City of Fredericksburg is requesting statements of qualifications from engineering firms interested in providing professional electrical engineering services.

The City reserves the right to reject any or all submittals, waive informalities, negotiate with qualified firms, and revise the procurement schedule if necessary.

2. Introduction

The City of Fredericksburg anticipates continued investment in municipal infrastructure and utility system upgrades. The City seeks to establish a relationship with one or more qualified electrical engineering firms to assist with planning, design, analysis, and construction administration of electrical infrastructure projects.

3. Background

The City of Fredericksburg (referred to herein as the City) is located in Gillespie County in the Texas Hill Country, approximately 70 miles west of Austin and 65 miles north of San Antonio. The City maintains municipal infrastructure systems supporting residential and commercial growth.

The City operates its own water and wastewater treatment facilities, which serve the entire City, plus additional areas outside the city limits. The City also operates its own electric distribution system, and has a service area that covers most of the City's Limits. The power to the City is serviced from the LCRA electric generation through two substations and is distributed by over 90 miles of line.

4. Scope of Work

- Electrical engineering design for electrical distribution infrastructure projects
- Design of electrical systems subdivisions, multifamily, and commercial projects
- Electrical infrastructure planning and system improvements

- Preparation of plans, specifications, and construction documents
- Bid assistance and contractor coordination
- Construction administration and inspection
- Project cost estimating
- Coordination with surveyors and other consultants
- Electrical system assessments and system planning

All work products created for the City shall be provided in digital format including PDF, CAD, GIS files, and standard document formats.

The engineering firm must demonstrate:

- Efficient QA/QC process.
- Provide one point of contact for the City with a wide spectrum of knowledge of items above.
- The Consultant shall provide the City with all the information and data used by the Consultant.
- The Consultant will furnish all required labor, materials, supplies, and travel required in connection with the project.
- A more comprehensive scope of work will be created and agreed upon by the consultant and the City prior to beginning work. Each project will likely have its own scope of work and negotiated fee.
- Must have Texas licensed engineers on staff overseeing the project(s).

City's Responsibilities: The City shall assist the consultant with the following items:

- The City staff available to assist the selected consultant is limited.
- In addition, all public hearing notices and necessary facilities will be handled by City staff.
- The City will provide all available current digital, GIS mapping related information (City utilizes ArcGIS) to the consultant to utilize during the adoption process but provides no guarantee of compatibility of systems or software.
- City will provide all reasonable materials available and needed for consultant to complete the job.

5. RFQ Submittal Format

Section 1 – Cover Letter / Executive Summary

The cover letter/summary including the RFQ response due date, Respondent's (company) name, contact name, and telephone number. The executive summary shall provide a brief introduction of the respondent and project team, plus a summary-level overview of the proposed operation.

Section 2 – Statement of Qualifications

The Respondent shall demonstrate successful past performance through submission of documentation of relevant qualifications and experience. Respondent shall describe its qualifications referencing specific similar projects that have been deployed by the Respondent within the last 5 years. If examples/similar experiences are cited, then submittal must include a name and contact for the City to contact. Qualifications shall provide a straightforward, concise description of the respondent's ability to meet the requirements.

Section 3 – Technical Approach

The Respondent shall provide a detailed description of the service delivery proposal for satisfying the scope of work, describing how each (or some of the above work tasks) of the requirements of the Scope will be accomplished and by whom.

Section 4 – Personnel and Staffing

The Respondent shall include a staffing plan demonstrating staff qualifications and experience, including subcontractors (if any). This plan should describe the staff proposed and the functions they will perform.

Section 5 – Quality Assurance / Quality Control

The Respondent shall describe their methods and processes used to ensure quality deliverables.

Section 6 – References

The Respondent shall submit a minimum of three (3) references to substantiate the qualifications and experience requirements for services, with successful completion within the timeframe requested. References are preferred to be municipalities or utility providers in Texas. References shall attest to the Respondent's ability to provide the services outlined in this RFQ and Scope of Work. References shall include name, point of contact, telephone number, and type of service performed.

6. General RFQ Information

The Respondent's submission will be valid for a period of 90 days after the indicated deadline. The Respondent may elect to extend the validity period beyond this time at its discretion. The City is not liable for any costs incurred by the Respondent in replying to this RFQ.

Submission Deadline: Respondents shall have until the deadline date indicated on "Key Information" paragraph to submit their response. Responses (SOQ) must be clearly marked RESPONSE TO RFQ in sealed packages. No portion of responses will be publicly read or disseminated. One hard copy and thumb drive of the electronic version of the SOQ shall be submitted to the address in the notice.

Questions and Addenda: Respondents shall have until the deadline date indicated on “Key Information” paragraph to submit written questions, regarding the procurement, to the City Engineer. All questions must be received by the City prior to date and time indicated above. Questions should be submitted electronically to Kris Kneese (kkneese@fbgtx.org). All Respondents’ questions, along with answers, will be made available as an Addendum to the RFQ within the second week after issuance. The City will not be held liable by any oral statement or representation contrary to the written specifications of the RFQ. Any revision, clarification, or interpretation pertaining to this RFQ will be in writing and issued by the City as an Addendum. Any changes or interpretations not contained in an Addendum will not be binding on the City.

Statement of Qualifications: Respondents shall be required to provide a Statement of Qualifications, which will initially be scored on a pass/fail basis.

Disclosure of Response: All information submitted in an accepted response will be retained by the City for the period specified in the State of Texas records retention schedule. The information will not be returned to the Respondent. The Public Information Act, Government Code Chapter § 552, allows the public to have access to information in the possession of a governmental body through an open records request. Therefore, the Respondent shall clearly identify in the response any confidential or proprietary information. Proprietary information identified by the Respondent in the response will be kept confidential by City to the extent permitted by law. The City merely raises the exception on behalf of the Respondent, or the awarded vendor, an opportunity to present to the Office of the Attorney General its arguments for non-disclosure of its identified confidential, or proprietary information.

Alteration or Withdrawal of Response: Any alternations to a response previously made, before the submission deadline, shall be submitted in writing, sealed, and clearly marked “RFQ Response – Amendment.” The outer envelope must clearly show postmark or receipt stamp before the submission deadline to be considered. Responses cannot be altered or amended after the submission deadline. A response may be withdrawn, if requested in writing. The response will not be considered for award but will be retained by the City, unsealed, until after a contract is secured with the successful consultant. Responses will be returned upon written request after a contract is secured. The Respondent’s response will be valid for a period of 90 days after the submission deadline. The Respondent may elect to extend the validity period beyond this time at its discretion.

Interview: The City may request of a Respondent to attend an interview with the Committee, or the City’s staff, or a combination thereof. The respondents will be allowed (at their discretion) to make a short 10-minute presentation regarding their firm and experience. The interview may occur before or after the City selects the most qualified consulting firm. The Respondent’s personnel, who will perform the vast majority of the work for study and report, will be required to attend to answer questions and/or present their approach to the project.

Work Agreement: The City of Burnet will attempt to negotiate a Work Agreement with the Respondent that is best fit for this project and sets forth the duties and responsibilities of the parties with respect to the development of a successful design including:

- The tasks described in the RFQ;
- The proposed term and termination of the Agreement;
- Force Majeure;
- The Respondent's indemnification and insurance requirements; and
- The Respondent's performance Professional Liability Insurance.

If negotiations are successful, execution of the final Work Agreement is contingent upon and subject to approval by the City of the scope of work and contract. Furthermore, the statements in this RFQ neither dictate the contract terms, nor bind the City, its attorneys or its staff, in its negotiation, drafting or final approval of the Work Agreement.

Termination for Convenience: A termination for convenience clause shall be included in the Work Agreement. Except as otherwise provided in the final Work Agreement, the City, by written notice to the contract holder, may terminate the Contract, in whole or in part, when the City determines, in its sole discretion that it is in the City's interest to do so. The Consultant shall not furnish any product or services after the termination date stated within the notice of termination, except as necessary to complete the continued portion of the Contract, if any. The termination notice shall state the termination date; and Continued portion of the Contract to be completed, if any.

The Contractor shall not be entitled to recover any cancellation charges or lost profits.

Except as specifically provided for in the Work Agreement, all rights and obligations of the parties to one another that have not accrued before termination shall terminate with the Work Agreement.

Insurance: The Operating Agreement shall include provisions requiring the Consultant to provide insurance certificate as required by the Agreement.

7. City Responsibilities

- Provide a project manager or oversight committee
- Provide access to relevant data and documentation
- Coordinate internal review of deliverables
- Facilitate communication with City departments

The City will have the right, but not the obligation to perform periodic audits or field reviews as needed to determine whether the Contractor is operating under the requirements of federal, state, and local laws, and the terms of the agreement executed between the City and the Respondent.

8. Evaluation and Selection Process

Only complete responses containing the required submittal documents and meeting qualifications will be considered. Minor inconsistencies or deviations may be waived at the City's sole discretion. The City will rank all proposals that are complete and responsive to the requirements of the RFQ and may select the Respondent whose proposal offers the apparent best value to the City. Each proposal will be evaluated based on best value to the City and its taxpayers.

Other Provisions: The Respondent shall provide the specified service requirements in accordance with all applicable local, federal and state laws, standards, rules, and regulations necessary to perform the services. The Respondent may provide information including, but not limited to the following:

- Have experience working with federal, state, or local governmental entities providing services similar in size and scope.
- Be in good financial standing and current in payment of all taxes and fees.
- Provide personnel, subcontractors, or operators that are fully competent, fully trained, and duly certified to perform the work authorized or required by the Work Agreement.

If for any reason of force majeure, either the contractor or the City shall be rendered unable, wholly or in part, to comply with this RFQ, the parties shall give notice of the reasons within a reasonable time after the occurrence of the event, which shall be defined as acts of God, natural or man-made disasters which interrupt operations and cannot be reasonable avoided, unavoidable civil disturbances, or other generally defined force majeure conditions. Force majeure shall not be used as absolute grounds for failing to perform. Force majeure shall be one of the conditions precedents for excusing performance under the RFQ.

Evaluation: The City has set up a Review Committee to evaluate and select a Respondent.

Respondents shall not contact members of the evaluation team.

The Respondent's qualifications will initially be scored on a pass/fail basis. It is the Respondent's obligation to ensure referenced projects are relevant and the scope performed is clear to the evaluation team. If the Respondent's qualifications demonstrate the minimum qualifications, the response will be further evaluated and ranked.

Respondents that do not demonstrate that they meet the qualification criteria may not receive further consideration, and their technical responses may not be evaluated.

Responses will be evaluated and ranked based on the following scale:

- Qualifications and Availability: 30 percent.
- Technical Proposal and Quality Assurance: 20 percent.
- Experience: 30 percent.
- References: 20 percent.

The response may be disqualified if the City is unable to verify qualification and experience requirements from the Respondent's references. The response may be disqualified if the City receives negative responses. The City will be the sole judge of references.

Award: Following evaluation and recommendation by the City's Review Committee, the City's project manager may inform the City Council regarding the proposal determined to provide the apparent best value to the City. The Council may favor or object the recommendation, and if permitted, will authorize the City Staff to negotiate with the apparent best Respondent. Negotiated contract may be submitted to the City Council for ratification and award and may be subject to the successful completion of negotiations or any other conditions identified in the RFQ, or by the Respondent. If an agreement satisfactory to the City cannot be negotiated with that Respondent, or if in the course of negotiations, it appears that the proposal will not provide the City with the overall best value, the City will then formally end negotiations with that Respondent and, in its sole discretion, may either (1) reject all proposals, (2) modify the RFQ and begin again the solicitation, or (3) proceed to the next most highly ranked proposal and attempt to negotiate an agreement with that Respondent. Selections may be based on the City authorizing staff to negotiate individual projects. Respondents may be required to make presentations and/or provide written clarifications of their responses at the request of the City.