



Procurement Plan

TITLE: RFQ 18-026A Nature Center Shoreline Restoration Project

PURCHASING AUTHORITY:

**Alfred C. Turner, Purchasing Manager
Purchasing Department**

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I. SUMMARY OF PROPOSED PROCUREMENT

This Proposed Procurement Plan is developed to contract with a professional services firm for an effective period of January 1, 2019 through December 31, 2021. This procurement is to seek qualified firms interested in design and support the City with the Nature Center Shoreline Restoration Project caused by Hurricane Harvey. It is the intent of the City to select a single firm to accomplish all services outlined. This procurement plan is in accordance with 2 CFR 200.321(b)(3) to comply with FEMA Reimbursement Federal Policies for Public Assistance Program qualifications.

A. BACKGROUND

A.1. Location

The City serves an area of approximately 55 square miles with a population of approximately 100,000 and is located in Galveston County, 23 miles southeast of Houston, and the same distance northwest of the city of Galveston.

B. SCOPE OF WORK

B.1 General

The City is recovering from the damages occurred during Hurricane Harvey in 2017. Recovery from hurricane effects continues currently. This Restoration contract to the damage Nature Center Shoreline will encompass a coordinated effort between City Project Management Personnel, subcontractors, suppliers and other stakeholders involved in the project.

B.2 Tasks

B.2.2.1 Design an extension of the existing rock shoreline protection at the outfall previously designed and constructed under the Nature Center Wetland Enhancement & Shoreline Protection Project. The additional section of shoreline protection will be based on the topographic surveys, but anticipated to be approximately 250 feet long extending from the existing structure in a northeasterly direction.

B.2.2.2 Prepare and submit plans, technical specifications and a project manual based on the City's standard front-end documents to City for review and comment.

B.2.2.3 Coordinate with City in application/renewal of US Army Corps of Engineers Nationwide Permit.

B.2.2.4 Assist City with bidding phase services to include; advertising for and obtaining bids for the project and to maintain a record of prospective bidders to whom



bidding documents have been issued, attend pre-bid conference, and receive and process contractor charges for the bidding documents.

B.2.2.5 Issue addenda as appropriate to clarify, correct, or change the bidding documents.

B.2.2.6 Consult with City as to the acceptability of Contractor, subcontractors, suppliers and other individual and entities proposed for the project

B.2.2.7 Attend the bid opening, prepare bid tabulation sheets and assist City in evaluating bids or proposals and in assembling and awarding contracts for the project.

B.2.2.8 Review contractor submittals, such as shop drawings, project data, samples, and other data required to be submitted by contractor.

B.2.2.9 Conduct Site visits.

B.2.2.10 Provide consultation and advice the City during construction.

B.2.2.11 Conduct final inspection of completed work with City.

B.2.2.12 Prepare record drawings based on contractor's "As-Built" drawings; as one (1) paper copy and one (1) PDF electronic copy of record drawings.

- B.3 Awarded firm shall be responsible for maintaining records, developing worksheets and other required documentation which will be required by FEMA, and League City's Emergency Management statutes.

C. MARKET RESEARCH

Planning the purchase of these professional services involves ensuring the feasibility and level of competition exist and to confirm local businesses exist to meet the requirements of restoration project. To have a procurement that is fair and reasonable the Purchasing Team performed market research which involved identifying suppliers in the City's Purchasing Database, reaching out to other firms within our Interlocal Agreement Networks and request for initial information from suppliers and internet sources to review capabilities that are similar in breadth, depth and scope of the COLC Nature Center Project. Through this research the Purchasing Team identified the following existing firms:

Firm	Location
Tetra Tech	Houston, Texas
Huitt-Zollars	Houston, Texas
LJA Engineering	Galveston, Texas
SSCI	Houston, Texas

The conclusion is that adequate competitive sealed bidding exists. This purchase acquisition strategy will be a sealed competitive Request for Qualifications (RFQ) solicitation with a best qualified designation to follow Texas Professional and Consulting Services Code 2254.



II. Price Research/Independent Cost Estimate

Included in this Procurement Plan is price research and government independent cost estimate to evaluate and determine cost reasonableness in determining fair and equitable pricing from selected firm. The Purchasing Team along with the assistance of City Project Management Office first obtained a rough order of magnitude estimate and budgeted in the amount of \$228,500. This number was based on historical information such as City budget amount obligated for repair efforts and engineering estimates for restoration.

The cost estimated breakdown are as follows:

Phase	Estimated Budget
Design	\$28,500
Construction (Approved Budget)	\$200,000
Construction (Cost Estimate)	\$171,500

III. CONTRACT TERMS

The City of League City is anticipating a two (2) year base contract with two (2) 12-month option periods. We anticipate this contract to be a fixed price contract with invoicing at a fixed price monthly. Based on Independent Cost Estimate it is anticipated that the contract value will be an estimated of \$1.16M for the 4-year period with the initial base period estimate of \$580,000.

IV. PROPOSED PROCUREMENT/PROJECT TIMELINE

The estimated Procurement Timeline was developed in coordination and estimated time input from City's Project Management Office (PMO) so that award is made before January 1, 2019 to factor in time for approval by COLC Council, Contract Signature and Transition. This estimated timeline builds in time for delays, possible extensions and contract negotiations.

Task	Estimated Time Frame
Request for Qualifications	September 2018
Pre-Submission Conference	September 2018
Deadline for Submission of Questions	September-October 2018
RFQ Proposal Submissions	September -October 2018
Selection Process	October- November 2018
Planned Award of Contract	November – December 2018



V. PROCUREMENT METHODOLOGY AND STRATEGY

Based upon adequate competition this procurement will be exercised as a competitive sealed (Request for Qualifications – RFA). The following process will be executed as follows:

1. Issue RFQ
2. Evaluate Offeror(s) Proposals/Qualifications
3. Award Contract
4. Implement Contract Award
5. Measure, Monitor Report

This procurement will be “Best Value” selection process. As a basis for evaluating the qualification of firms the following evaluating factors will be utilized:

- **Qualifications.** Response that includes detail information and summary of firms’ capabilities and professional qualifications. Identify the project manager and personnel who will work as part of this engagement with sufficient experience in past projects similar in scope, depth and breadth to the requirements. **(40 points)**
- **Experience.** Technical Response and approach to staffing in projects similar to depth, breadth and scope of requirements. Response that includes an obvious thorough understanding of the bid and understanding service requirements and experience in working with FEMA Projects. **(30 points)**
- **Project Methodology/Approach.** Technical response that includes a work plan that describes the firm’s methodology based on prior experience in design repairs, “As-Built” drawing and technical specifications. The work plan must be detailed sufficiently to allow the City to determine compatibility of the approach to the City’s overall goals. **(20 points)**
- **Capacity to Perform.** Technical response that includes resource management approach, financial and knowledge/experience to execute proposed requirements. **(10 points)**
- **References.** Include five (5) names and telephone numbers of persons whom the City can contract to verify firm’s past performance on similar projects. **(Pass/Fail)**

The Purchasing Department will organize an Evaluation Committee that will consist of representatives from the City’s Project Management Office.



VI. PRICE REASONABLENESS DETERMINATION

This Acquisition will conduct cost and price analysis to comply with 2 CFR 200 Uniform Rules and to ensure that the price for this competitive acquisition is fair and reasonable. Per Texas Professional and Consulting Services Code 2254 price reasonableness will be determined by a comparison of proposed price with independent cost estimates and analysis of pricing information provided by the offeror. Professional and Consulting Services Code 2254 directs that all procurement under this regulation that pricing information shall be obtained once a contractor has been selected. Per FEMA instruction for Reimbursement under the Federal Policies for Public Assistance Program Qualifications this methodology will be used that will determine the cost reasonableness of this project.

VII. CONTRACT MANAGEMENT

The Purchasing Department as the Contract Authority will retain the rights and responsibilities for contract administration, vendor performance coordination, dispute resolution, change orders, reviews and termination issues relating to the contractor awardee. All elements will be coordinate with the City's Project Management Office (PMO). The Purchasing Team will develop a contract management plan in accordance with City and Municipality Statutes.

A. TEAM

The contract will be managed by a team members comprise of the following members:

Name	Position	Role and Responsibility
1. Scott Tuma	Project Manager	Project Oversight
2. Alfred C. Turner	Purchasing Manager	Purchasing and FEMA Procurement Policy Oversight
3. Robin Cochran	Budget Manager	Oversight of Project Budget
4. Kristin Clark	Financial Analyst	Oversight of Expenditures and cost oversight of the project.



B. TRANSITION AND RISK MANAGEMENT

Upon contract execution, a Kick-Off Meeting will be executed between the contractor awardee and the Program Management Team. This Kick-Off Meeting will discuss transition plan that contractor will finalized from their proposal response. Coordination between outgoing contractor and incoming contractor will be addressed to mitigate any risk and prevent any gaps in service delivery during this transition.

C. PERFORMANCE MANAGEMENT

This contract will be a performance based award where reporting will be required by the contractor Daily, Weekly, Monthly, Semi-Annual and Annually. Meetings will take place monthly to evaluate performance, address risks as well as establish communication on issues and other topics. Upon execution of award a Performance Management Plan will be finalized and executed by contractor and Program Manager. The following Performance Management Standard have been drafted to be included as part of the Performance Management Plan.