

**REQUEST FOR QUALIFICATIONS  
CITY OF ALVIN ON-CALL PROFESSIONAL ELECTRICAL SERVICES**

The City of Alvin seeks experienced electricians for on-call professional electrical services for the maintenance of City property and other future projects.

The scope of services will be determined by individual project needs and will be on going as needed. The purpose of this RFQ is to establish the most qualified electricians for on-call services as needed, and the duration of the electrician listing may be for 5 years.

The RFQ document may be downloaded from the City Secretary Page of the City of Alvin's website at [www.alvin-tx.gov](http://www.alvin-tx.gov) or obtained in person at Alvin City Hall: 216 West Sealy, Alvin, Texas 77511.

All proposals submitted for consideration must include three (3) copies, be clearly marked on the outside of the sealed envelope with the words "2018 RFQ For Electricians, Attention: City Secretary", and must contain the name of the company submitting the RFQ.

**RESPONSES MUST BE RECEIVED BY THE CITY SECRETARY OF THE CITY OF ALVIN NO LATER THAN 2:00 P.M. ON THURSDAY, APRIL 19, 2018. NO RESPONSES WILL BE ACCEPTED AFTER THAT DATE AND TIME.**

Respectfully Submitted,

Dixie Roberts, City Secretary

**For City Information – Not to include in advertisement:**

1<sup>st</sup> Advertisement: *The Alvin Sun*, April 8, 2018

2<sup>nd</sup> Advertisement: *The Alvin Sun*, April 15, 2018



## City of Alvin Request for Qualifications for On-Call Electricians

### I. Purpose

The City of Alvin invites the submittal of responses to this Request for Qualifications (RFQ) from experienced Electricians for on-call professional electrical services for the maintenance of City property and other future projects.

### II. Services Required

The Electricians selected are to have adequate experience providing electrical maintenance including but not limited to the installation, replacement, and repair of electrical systems, outlets, and lighting. Selected electricians must hold their own Master Electrician certification or be employed by and operate under a Master Electrician. The City may request services through an on-call relationship with a separate agreement for each project.

### III. Scope of Work

The scope of services will be determined by individual project needs. The scope will be on going and as needed. Selection of an Electrician, by the City, in response to this Request does not guarantee that professional services will be required. The City also maintains sole discretion in assigning projects, if any, to selected electricians. The purpose of this RFQ is to establish the most qualified electricians for on-call services as needed.

### IV. Submission

Submissions must be limited to five (5) 8.5-inch x 11-inch single-sided pages, inclusive of cover letter. Responses must be received at the City of Alvin – City Hall, City Secretary's Office, 216 West Sealy, Alvin, Texas 77511, no later than **2:00 p.m., Thursday, April 19, 2018**. In the interest of fairness to all respondents submitting Qualification documents and to allow for the City's timely review, RFQs received after the scheduled receipt time will not be accepted. All RFQs received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. A total of three (3) hard copies and one (1) electronic copy "2018 RFQ for Electricians".

### V. Proposal Requirements

Each submittal must address, but does not need to be limited to, the following issues:

1. Company name, including the address of all the respondent's offices, identifying out of which office electricians will be provided.
2. Name, position, phone number of primary contact person.

3. Names of electrician(s) in the company and number of years company has been in business.
4. Number of staff and titles in the office that will be working on behalf of the City.
5. Amount of professional liability insurance coverage carried by the company.
6. Any other items which the respondent deems necessary.

Each submittal should provide a brief summary detailing the experience and understanding of the role of providing electrical services. This summary should include examples and size of prior electrical work completed and list a minimum of three (3) professional references.

## **VI. Evaluation Process**

After the deadline of receipt of RFQ's, an evaluation committee made up of City staff will review all proposals utilizing the evaluation criteria noted below.

Based on the committee's review, it is expected that several firms will be short listed for further consideration and may be required to submit supplemental information.

## **VII. Evaluation Criteria**

The following criteria and rating points (100-point maximum) will generally be used to evaluate the RFQ.

Description	Maximum Points
Demonstrate competence on previous electrical work completed	0-25 Points
Reputation for professional integrity and competence	0-15 Points
Key personnel's professional background, caliber and ability for electrical work to be completed	0-15 Points
Quality and quantity of work completed over the last year	0-25 Points
Familiarity with the location, size, and type of City facilities	0-20 Points

## **VIII. Basis of Selection**

The City of Alvin will create a list of qualified electricians based on the following:

- Demonstrated competence, experience, knowledge and qualifications.
- Rating points bases on the evaluation criteria by the City staff.

## **IX. Duration Term**

It is anticipated that the duration of the electrician listing may be for 5 years or extended by the City.

Questions regarding this request should be directed in writing to City Secretary Dixie Roberts at [droboterts@cityofalvin.com](mailto:droboterts@cityofalvin.com) no later than one week before the RFQ due date. Maintaining the integrity of the RFQ process is of paramount importance for the City. To this end, do not contact any members of City Council or City Staff, other than the City Secretary, regarding the subject matter of this RFQ until selection has been made. All clarifications and interpretations shall be in writing.

This RFQ does not commit the City to pay for any direct and/or indirect costs incurred in the preparation of the RFQ and/or presentation of submittal.

The City reserves the right to reject any and all submittals, and to waive all technicalities. The right is reserved to utilize a firm that as considered to be the most advantageous to the City.

#### **X. Award**

The City reserves the right to negotiate with any and all respondents that submit qualifications.

The engagement process is summarized as follows:

- Requests for Qualifications (RFQ) will be published as legal notices in the local paper (The Alvin Sun/Advertiser).
- The City will open and review submittals.
- The Review Committee shall rank submissions according to the qualifications criteria and prepare a list of potential electricians.
- The Review Committee may, at its discretion, request respondents to be interviewed if needed.
- The listing of qualified electricians will be on file in the City Secretary's office.