



REQUEST FOR QUALIFICATIONS

CITY OF UNIVERSAL CITY COMPREHENSIVE SAFETY ACTION PLAN

CITY OF UNIVERSAL CITY
PUBLIC WORKS
DEPARTMENT
2150 Universal City Blvd.
Universal City, TX 78148





ISSUE DATE: April 2, 2025

TO: Engineering Firms

FROM: Randy Luensmann, Director of Public Works – Universal City.

SUBJECT: Request for Qualifications: Safe Streets for All (SS4A) Grant Program

The City of Universal City is requesting a Statement of Qualifications (SOQ) from all qualified engineering consulting firms to assist the City with consulting services for the Safe Streets for All (SS4A) Grant Program. Enclosed for consideration is a Request for Qualifications (RFQ). To be considered for this project, your firm must meet the qualifications and satisfy the requirements set in the RFQ.

A committee consisting of Universal City staff and its designated representatives will rate the submissions using the evaluation criteria provided in the RFQ. The selection committee may interview one or more firms to further evaluate qualifications. The selection committee will present their recommendations to the City Council who will select the consultant for this project.

All questions, clarifications, or comments should be directed to Randy Luensmann, Director of Public Works at pwdirector@uctx.gov or 210-658-5364.

Contact regarding this project with any Universal City staff or officials other than the Director of Public Works or his designated representative(s) after the issue date (April 2, 2025) of this RFQ will be grounds for removal of the firm from consideration.

The deadline for submission is **at 2:00 pm on April 22, 2025**, to Universal City at the Universal City Municipal Building, Attn: Randy Luensmann (2150 Universal City Blvd., Universal City, TX 78148)

The contract is expected to be awarded around May 6, 2025.

Request for Qualifications

City of Universal City

Consulting Services for Safe Streets for All Grant Program

Project Description

The City of Universal City (the “City”) is seeking qualifications from qualified firms to provide consulting services for the Safe Streets for All (SS4A) grant program. The selected firm will assist the City in planning, designing, and implementing strategies to improve safety and reduce traffic-related fatalities and serious injuries on all roadways within Universal City.

The City of Universal City will allocate funds to develop a Comprehensive Safety Action Plan aimed at advancing the objectives outlined in the forthcoming Vision Zero Action Plan. This initiative focuses on ensuring the effective implementation of recommended strategies and interventions across the community, with a particular emphasis on addressing the needs of disadvantaged areas.

Background

The Safe Streets for All grant program is a federally funded initiative designed to support local governments in creating safer transportation networks. Universal City has been awarded funding to develop and execute a comprehensive safety action plan that addresses critical traffic safety issues, promotes equitable transportation access, and enhances multimodal safety infrastructure.

Scope of Services

The selected consultant will be expected to provide services that may include, but are not limited to:

1. Strategic Planning

- Develop or update the City’s Comprehensive Safety Action Plan.
- Identify high-risk areas and prioritize interventions.

2. Data Collection and Analysis

- Gather and analyze traffic and crash data.
- Conduct safety audits and public outreach to identify safety concerns.

3. Project Design and Implementation

- Propose and design safety improvement projects.
- Provide engineering and technical support for implementing safety measures.

4. Grant Management and Compliance

- Ensure compliance with all federal, state, and local regulations.
- Prepare required reports and documentation for the SS4A program.

5. Community Engagement

- Conduct stakeholder meetings, workshops, and public outreach.
- Develop materials to communicate project goals and progress to the public.

Qualifications

Firms must demonstrate expertise and experience in the following areas:

- Transportation safety planning and engineering.
- Federal grant program compliance and management.
- Data analysis and GIS mapping for transportation projects.
- Community engagement and stakeholder coordination.
- Successful completion of similar projects, particularly under the SS4A program or other federal initiatives.

Content and Selection Criteria

The below factors must be included in the firm's submission. Each item will be evaluated by the City of Universal City with the corresponding weighting. The total possible points will be 100 (plus 25 additional points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. Limitations on the volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all considered items may not be thoroughly reviewed or may be rejected as non-responsive.

Submission Requirements

Interested firms must submit a qualifications package that includes:

1. Statement of Interest

5 points maximum

- Provide a statement of interest and explain the project team's unique qualifications for the proposed scope of work.

2. Experience of Project Manager and Project Principal (past 5 years)

20 points maximum (Project Manager – 15 points; Project Principal – 5 points)

- Provide the experience of the Project Manager and the Project Principal, on projects like the project described. The Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal.

3. Project Team Experience

10 points maximum

- Provide the project team’s organization structure and define their role for the project. Identify reporting responsibilities, how firm will interface with the City project Manager and the sponsoring department, and how subconsultants will work with the management structure. Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must confirm that staff proposed in this submittal would be available for the proposed work.

4. Prime Firm’s Relevant Project Experience

25 points maximum

- Provide the prime firm’s history and success with similar projects, budgets and/or clients as the project described in this RFQ. List no more than five (5) projects for meeting these criteria. Projects must have been completed within the past ten (10) years. The City is interested in the team’s experience in traffic and long-range thoroughfare planning. In addition, City may consider the history of firm in complying with project programs, schedules, and budgets on previous City projects.

5. Project Approach

20 points maximum

- Demonstrate the project team’s understanding of the project issues and their approach to the project. Describe how the project will be formatted from design through completion, and any specific tools that will be used in the project.

6. Project Team Familiarity and History with Local Issues

20 points maximum

- Provide the project team’s experience and familiarity/history with the City of Universal City and Bexar County transportation issues. This may be evidenced by existence of local offices, project team member(s) involvement with local organizations, or work with the City of Universal City or other public entities within Bexar County during the past 5 years.

7. Interview (optional)

25 points maximum

- The City may determine that it is necessary to interview the short-listed firms prior to making a recommendation to the City Council. Generally, staff may interview the top firms based on the submissions received.

Evaluation Criteria and Selection

Submissions will be evaluated based on the following criteria:

- Experience and qualifications of the firm and key personnel
- Understanding of the project and proposed approach
- Past performance on similar projects
- Familiarity with federal grant programs
- Quality and clarity of the submission

Selection of submissions:

- The selection committee and/or Director of Public Works will review the submissions at the earliest convenience after the submittal deadline.
- The submissions will be reviewed and rated relative to the evaluation criteria established for this project.
- If necessary, the selection committee and/or Director of Public Works will invite one or more responsive firms for an interview.
- After completing the evaluation process, the selection committee will determine the most qualified firm and present their recommendation to City Council for selection.
- City Council will consider the selection committee and/or Director of Public Works' recommendation at its earliest convenience.

Proposed Submission Schedule and Instructions

Advertisement of this RFQ	April 2, 2025
Deadline for questions pertaining to this RFQ	April 17, 2025
Response due to City office	April 22, 2025
City announces shortlist and contact firms to schedule interview, if necessary	April 25, 2025

- **Deadline:** April 22, 2025, at 2:00 pm
 - **Format:** Submit one (1) electronic copy (PDF format) and five (5) hard copies. Documentation should be limited to 5 single-sided pages. References, Conflict of Interest forms, resumes, and proposed modifications are not included in the page limit.
 - **Delivery Address:** City of Universal City, Attn: Randy Luensmann. 2150 Universal City Blvd. Universal City, TX 78148
 - **Contact Information:** For questions, contact Randy Luensmann, Director of Public Works. (210)658-5364.
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Conflict of Interest

The Texas Ethics Commission adopted the attached conflict of interest Questionnaire (Form CIQ) pursuant to Texas Local Government Code Chapter 176, as amended. For questions about these forms, please see the Texas Ethics Commission at:

[Conflict of Interest Forms](https://www.ethics.state.tx.us/forms/conflict/) (https://www.ethics.state.tx.us/forms/conflict/)

The proposer shall answer each question in the attached From CIQ relation to the following individuals and submit a completed form with its submission.

<u>Local Government Officer</u>	<u>Title</u>
Tom Maxwell	Mayor
Christina Fitzpatrick	Mayor Pro Tem
Lori Putt	Councilmember
Bear Goolsby	Councilmember
Phil Vaughan	Councilmember
Ashton Bulman	Councilmember
Kim Turner	City Manager
Randy Luensmann	Director of Public Works
Brandon Peterson	Assistant Director of Public Works

Reservation of Rights

The City reserves the right to:

- Reject any or all submissions.
- Request additional information or clarification.
- Modify the scope of services as necessary.
- Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
- Waive irregularities or permit corrections to data submitted with any response to this RFQ until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
- Appoint a selection committee to review submissions or responses, make recommendations and seek the assistance of outside technical experts and consultants in submission evaluation.
- Disclose information contained in a submission to the public as required under the Texas Public Information Act.
- Exercise any other rights reserved or afforded to the City of Universal City under this RFQ or applicable law. The City reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the City.

Participation in this RFQ process does not oblige the City to award a contract.

We look forward to receiving your qualifications.