

City of Sandy Oaks

Request for Qualifications for City Engineer

RFQ No. 2021-0001

The City of Sandy Oaks issues this Request for Qualifications from experienced firms or individuals for the purpose of providing City Engineering services to the City of Sandy Oaks, Texas. The duties and responsibilities of such firm or individual are described in Section 4 of Ordinance No. 2014-9 and include:

- a. Plan, implement and direct comprehensive engineering related programs intended to update City infrastructure including streets, storm drainage, potable water distribution and wastewater collection.
- b. Provide traffic engineering studies, evaluation and make recommendations for improvements or installation of traffic control devices in conformity with the requirements of the Manual on Uniform Traffic Control Devices.
- c. Evaluate methods used in providing engineering, drafting and plans inspection services; make recommendations for areas of improvement; implement appropriate recommendations.
- d. Monitor project compliance with appropriate Federal, State and local laws and regulations.
- e. Assist in development and administration of City development policies, standards and procedures.
- f. Review plans and specifications for public improvement projects; establish technical criteria and standards for making technical engineering and planning related decisions.
- g. Oversee the engineering review of private development projects; general plans, subdivision plats, development site plans and improvement construction plans.
- h. Manage any Street and Storm water Capital Improvement Program; act as liaison to outside public and private agencies
- i. Act as Flood Plain Administration; direct the enforcement of ordinances related to plain administration; oversee City participation in the National Flood Insurance Program.
- j. Perform other engineering work on a case by case basis as directed by the City Council.

Please submit seven (7) copies of the entire statement of qualifications, each in separate sealed envelopes, to: City of Sandy Oaks, Texas, Attention: City Clerk, P.O. Box 828, Sandy Oaks, TX 78112 or hand delivered to City of Sandy Oaks, Texas, Attention: City Clerk, 22870 Priest Road, Sandy Oaks, Texas 78112 during City Hall's normal business hours and one (1) electronic copy on either flash drive with the mailed or hand delivered statements or by email to cityclerk@cityofsandyoaks.com by 5:00 p.m. on November 24, 2021. The statement of qualification's outside envelope must be clearly marked "City Engineer RFQ." Any proposal received after this time will not be considered, unless such deadline is extended by the City by addendum or the late response is the only response received by the City. It is the responsibility of the Respondent to ensure that the City receives the statement of qualifications by the deadline.