



KELLER PEDESTRIAN FACILITIES MASTER PLAN

REQUEST FOR QUALIFICATIONS (RFQ)

MARCH 2025

1100 BEAR CREEK PARKWAY, KELLER, TEXAS 76244

INTRODUCTION AND BACKGROUND

The City of Keller requests TxDOT Local Government Project Procedures (LGPP) Certified firms to provide their statement of qualifications to provide professional engineering services to develop the Keller Pedestrian Facilities Master Plan. Interested firms are encouraged to review the project scope outlined in Attachment A. The City will utilize the submitted Statements of Qualifications (SOQ) received in response to this Request for Qualifications when selecting the most qualified firm.

The City of Keller has been awarded \$600k in federal funds as part of TxDOT's FY23 Transportation Set-Aside Grant Program to fund the development of a Pedestrian Facilities Master Plan (PFMP). This plan will include a citywide ADA Transition Plan and eleven (11) Safe Routes to Schools (SRTS) plans to address pedestrian safety. See Attachment A for more details.

GENERAL REQUIREMENTS

The City of Keller requests SOQ's from LGPP firms certified in the TxDOT's Local Government Policies and Procedures process within the past 3 years and who are experienced with the Federal Acquisition Regulation (FAR) standards as outlined in 23 CFR Part 172, to provide professional engineering services for the Keller Pedestrian Facilities Master Plan. Firms wishing to be considered must submit one copy only in a sealed envelope and referenced as "Keller Pedestrian Facilities Master Plan – Statement of Qualifications".

Based on the project's Federal funding, type of work, location, overall and item cost estimate values, subcontracting opportunities, certified DBE firms in the vicinity, and size of the project, there is a race-conscious DBE goal of **ZERO PERCENT (0%)** for this project as defined in 23 CFR 172.9. Race-neutral DBE participation is encouraged and is achievable through various opportunities such as DBE material supplier, subcontracting, etc.

Submit responses **no later than 2:00 pm on March 27, 2025** to:

SOQ mailing address:

City of Keller
Public Works
P.O. Box 770
Keller, Tx 76244

SOQ delivery address:

City of Keller
Public Works
1100 Bear Creek Parkway
Keller, Tx 76244

SOQ content must be completed in accordance with the submittal instructions. Failure to comply with the instructions may result in rejection of the submission.

SUBMITTAL INSTRUCTIONS

The Statement of Qualifications (SOQ) shall be submitted in a 3-ring binder and digital format (PDF) on a thumb drive. Interested firms are requested to submit one copy of their SOQ as described below:

- A. One-page cover letter that contains contact firm name, address and telephone number, including the contact information for the principal-in-charge for the Project.
- B. Qualifications – all areas are to be addressed in the order listed below:
- Relevant Past Experience. A list of at least three relevant projects completed by your firm in the last five years, which are similar to those described in the project. For each project listed, provide a one (1) paragraph description of the project, its location, date of completion, the cost of project and any change orders. The name, address and telephone number for a project reference that is familiar with each must be provided.
 - Relevant Current Experience. Provide a list of similar projects similar in nature to the proposed Project in which your firm is currently engaged. For each project, give a one (1) paragraph description of the project, location, anticipated completion date and cost. The name, address and a telephone number for a project reference that is familiar with each must be provided.
 - Key Personnel. Identify the key personnel who will have direct responsibility for the required services, indicating their areas of project responsibility, total years of experience, the amount of time they have been employed with the firm submitting the SOQ and their role in delivering any projects listed under relevant experience with similar past or current projects. Provide a one (1) page resume for each key person listed.
- C. Firm Information
- Firm's ability to withstand loss of key personnel
 - Special expertise in project topic
 - Ability to coordinate service with private, local, state and federal agencies
 - Organizational Chart
 - Identification of all proposed subcontractors
 - Statement affirming No Conflict of Interest
 - Statement affirming ability to adhere to Federal FAR requirements
 - Statement affirming firm's ability to comply with TxDOT's LGPP requirements

The City will verify firm's eligibility under state and local law and ensure no firm/consultant is considered that has been suspended or debarred from engaging in projects.

SOQ's will be reviewed by City Staff and evaluated on the following:

- 25% on relevant firm experience with similar projects
- 25% on staff qualifications of the personnel assigned to the project(s)
- 25% on the ability to meet the required schedule
- 15% on the adherence to the requirements and clarity of this RFQ submission
- 10% on the response of references

Please direct questions regarding this RFQ to the person indicated below. Effective the date of this RFQ, any contact with City employees or officials directly and/or indirectly, other than this designated contact may result in disqualification of the firm for further consideration.

Alonzo Liñán, P.E.
Director of Public Works
817-743-4080
alinan@cityofkeller.com

SOQ's will be accepted until 2:00 pm on March 27, 2025.

SELECTION PROCESS

Firms will be selected based on one of the following methods or as otherwise determined by the Public Works Director or City Engineer to be in the City's best interest:

1. A firm may be selected for the project and invited to a pre-project interview. If the pre-project interview is favorable, a detailed scope and fee will be negotiated with the firm; or
2. Two or more firms may be selected to participate in a presentation/interview process for the project. Selected firms will be informed in writing and will be provided the parameters for the presentation/interview process. If the City decides to continue with the project at the conclusion of the presentation/interview process, a detailed scope and fee will be negotiated with the top-ranked firm.
3. Final Selection expected to be before May 2025

GENERAL COMMENTS

1. The nature of this selection process is to find the best qualified firm for the project.
2. The City reserves the right to evaluate SOQ submittals, to waive irregularities and/or reject any or all submittals.
3. Ultimately, an engineering services agreement will be awarded to the most qualified firm.
4. Qualifications, experience and presentation/interview performance will be considered as elements of the selection process at the sole discretion of the City.
5. If a detailed scope and fee cannot be reached with the selected/top-ranked firm, negotiations will be terminated with the top-qualified firm and negotiations with the next-qualified firm will commence upon approval of the Public Works Director or the City Engineer.
6. The City's selection decision is not subject to recourse action.
7. This RFQ does not commit the City to award an agreement or to pay for any costs incurred by successful or unsuccessful consultants for participating in the selection process.

Attachment A

Project Scope of Work

PURPOSE

The City of Keller, Texas has been awarded \$600k in federal funds as part of TxDOT's FY 2023 Transportation Set-Aside Grant Program to fund the development of a Pedestrian Facilities Master Plan (PFMP). The plan will include a citywide ADA Transition Plan and eleven (11) Safe Routes to Schools (SRTS) plans to address pedestrian safety.

In addition to the ADA Transition Plan document and SRTS site plans, the resulting PFMP will provide a prioritized list of pedestrian improvement projects with estimated costs. The PFMP will integrate SRTS and ADA accessibility to provide a well-rounded and comprehensive approach of best practices for pedestrian mobility projects.

The results of project will be documented into a final report for adoption by City Council.

PROJECT AREA

City of Keller, Texas

TIMELINE AND DELIVERABLES

Task Name	2025			2026
	Q2	Q3	Q4	Q1
Task 1 Project Management	25%	25%	25%	25%
Task 2 Coordination	25%	25%	25%	25%
Task 3 Public Involvement	50%			50%
Task 4 Discovery	100%			
Task 5 ADA Transition Plan	50%	50%		
Task 6 Safe Routes to School Plan		50%	50%	
Task 7 Project Identification & Prioritization			100%	
Task 8 Implementation Plan				100%

Deliverables:

- Task 1 – Monthly Invoices and Progress Reports, Project Work Plan
 - Anticipated April 2025 through March 2026
- Task 2 – PFMP Kick-off Meeting, Virtual Coordination Meetings, ADA Liaison Committee Meetings, KISD Coordination Meetings
 - Anticipated April 2025 through March 2026
- Task 3 - Community Engagement Plan, Project Website, ADA & SRTS Surveys, Pop-Up Meetings, City Council Presentations
 - Anticipated April 2025 – July 2025 and November 2025 – March 2026
- Task 4 - Data Collection Needs List Memorandum, PFMP Vision & Goals Framework

- Anticipated April 2025 – June 2025
- Task 5 - Detailed evaluations of all items in the inventory, Field work data in GIS format, Individual barrier photos in JPG format, Facility reports in PDF format, Electronic copies of the draft and final ADA Transition Plan in Microsoft Word and Adobe PDF formats, Electronic copies of the final ADA Transition Plan Appendix in PDF format, Electronic copy of a training presentation in Adobe PDF format, Technical memorandum summarizing desired functional requirements of a web application, ESRI dashboard for viewing the self-evaluation facility geodatabase, including cost and priority.
 - Anticipated April 2025 – July 2025
- Task 6 - Existing Sidewalks and Trails maps for each of the eleven (11) study areas, Existing Deficiencies maps with notes and photos based on field audits for each of the eleven (11) study areas, Final Safe Routes to School Concept Plans for each of the eleven (11) study areas. All maps shall be in a format to integrate into the city's ESRI GIS system as a shapefile.
 - Anticipated June 2025 – November 2025
- Task 7 – Prioritized project List with Planning Level Cost Estimates and Prioritization Criteria.
 - Anticipated August 2025 – November 2025
- Task 8 - Action Matrix, Pedestrian Facilities Master Plan (Word & PDF), Pedestrian Facilities Master Plan (Word & PDF), Final Pedestrian Facilities Master Plan Document (Word & PDF).
 - Anticipated December 2025 – February 2026

EXISTING CONDITIONS ANALYSIS

Create a file sharing system to share data between the Consultant and the City Project Team. Utilizing online engagement and in-person activities with City Staff, the ADA Liaison (Keller HR), and Keller ISD Staff, a vision and goals framework for pedestrian mobility will be developed for the City. This framework will serve as a basis for the development of the Action Matrix and Prioritization phase of the PFMP. The goals may be based on typical mobility indicators or other items such as demographics, equity, access, proximity to pedestrian activity nodes, economic vibrancy, affordability, environmental, health, and safety.

The pedestrian paths of travel that will be evaluated based on GIS data City by the provided. Field teams will conduct field evaluations of the following facilities:

- Buildings and Parking Lots - Up to 18 public buildings and associated parking lots. Building evaluations will limited to public-use spaces and employee common-use spaces. Employee work areas will not be evaluated. All on-site sidewalks (not in the street right of way) shall be evaluated and all associated curb ramps, ramps, stairs, and other pedestrian paths of travel required to be ADA compliant within the building site.
- Parks and Parking Lots - Up to 12 parks and associated parking lots will be evaluated. Park amenities will be evaluated along with all sidewalks, curb ramps, ramps, stairs, pedestrian bridges, and other pedestrian paths of travel required to be ADA compliant.

This evaluation may be reduced based on the current Sports Park renovation project currently underway.

- Signalized Intersections – Up to 13 signalized intersections will be evaluated including the evaluation of up to 95 curb ramps.
- Sidewalk Corridors – Approximately 60 total linear miles of sidewalk corridors along the City's arterial and collector roadway network will be evaluated. Sidewalk corridors consist of the sidewalk, pedestrian street crossings, and pedestrian driveway crossings. The sidewalk corridor length should be calculated using the centerline of pedestrian path of travel.
- Unsignalized Intersections and Driveways – Unsignalized intersections and driveways along the sidewalk corridors will be evaluated. It is anticipated that this will consist of the evaluation of up to 465 intersections and up to 1,435 curb ramps.
- Railroad Crossings – The existing pedestrian railroad crossings along the sidewalk corridors will be evaluated. Railroad crossings along the pedestrian path of travel that do not currently have a sidewalk leading up to the railroad tracks will be included. The city currently has a design in hand for the Bear Creek Parkway crossing that will be included in the summary evaluation of the railroad crossings.
- School Site Assessment – A need assessment for each of the eleven (11) Keller ISD school sites will be conducted. The study area boundaries for each school will include all roads and trails within a 15-minute walkshed (or ½ mile of walk distance) of the school's primary entrance. Existing pedestrian facilities will be confirmed via a walking audit to document existing facilities and deficiencies.

STAKEHOLDER ENGAGEMENT

A Project Work Plan will be prepared. This will provide an understanding of the project, highlight the project team members involved, and include a milestone schedule that assigns target dates to each deliverable. Project contacts, data exchange protocols, and invoicing procedures will also be discussed in this document. This up-front documentation will facilitate smooth communication between the project team, the public, community stakeholders, and the City of Keller.

Stakeholders to be involved are City Staff, ADA Liaison, the Community and Keller ISD.

A plan for community outreach and a strategy for communication with the public is required. The Community Engagement Plan (CEP) will incorporate outreach and engagement methods that foster meaningful participation for input into the development and implementation of the PFMP. The CEP will also identify a list of key stakeholders outside of the City Staff to target for engagement throughout the plan. Innovative communication and outreach strategies are encouraged.

RECOMMENDATIONS

The recommended improvements identified in Tasks 5 and 6 will be combined into a prioritized project list with estimated construction costs. Prioritization criteria will be developed using the PFMP's Vision & Goals Framework and input gathered from the public outreach. The draft criteria will be presented and approved by the City project team before being used to score the project list. The final scored projects will then be sorted into three tiers of priority (low, medium, and high) for the City to implement when funding becomes available. The final prioritized project list will be provided in an Excel file, a GIS shapefile and a pdf map.

The recommended goals and objectives of the plan will be compiled into a single matrix and identify actions for the City to complete during the implementation phase of the project. These actions may include but are not limited to:

- Policy revisions
- Safety & ADA best practices
- Project implementation timelines
- Program management recommendations
- Funding application guidance
- Agency coordination tasks