

**Request for Proposals (RFP)**  
**Professional Civil Engineering Services**

**Bid No: 2026-105**

**RFP Post Date: Monday, 04-06-2026**

**SOQ Submittal Date and Time: Tuesday, 04-21-2026 at 2:00 p.m. mst**

**Overview & Purpose**

Pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, the Town of Horizon City (TOHC) is requesting sealed Statements of Qualifications (SOQ's) from Texas licensed civil engineering firms to provide comprehensive on-call professional services for the design and construction of Public infrastructure projects to include, but not limited to, storm drain systems, transportation systems, water distribution systems, wastewater collection systems, technical reports, ADA compliance and subdivision plan reviews. Close collaboration with the TOHC shall be essential to achieving project objectives.

This qualifications-driven selection will emphasize demonstrated expertise and experience in comprehensive civil engineering services, quality controls and public engagement strategies.

The TOHC shall review SOQ's and shortlist qualified firms for consideration of work. Shortlisted firms shall be retained on a two-year on-call Engineering Services Agreement with an option to extend one (1) additional year. Selected firms shall work as the lead design consultant in accordance with the Agreement.

No pricing or fee information is requested at the time.

Any inquiries regarding this SOQ must be submitted electronically in writing, five (5) days prior to the submittal deadline, to Mr. Arturo Rubio, Planning Director for the TOHC at [arubio@horizoncity.org](mailto:arubio@horizoncity.org). The TOHC will evaluate inquiries and determine if an Addendum will be issued.

SOQ's shall be evaluated using the following criteria matrix:

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Points</b>
1.	Quality of Vendor Service	20
2.	Vendor's Experience	15
3.	Vendor's Project Understanding	15
4.	Vendor's ability to staff project	15
5.	Vendor's quality of Project Team	10
6.	Vendor's ability to meet Owner's needs	10
7.	Vendor's past relationship with the TOHC	5
8.	Project Quality Control/Quality Assurance	5
9.	Vendor's References and Reputation	5
<b>Total Points</b>		<b>100</b>

SOQ's must be submitted before the deadline date and time. Late submittals will be rejected.

The SOQ submittal shall consist of six (6) hardcopy sets and one (1) electronic copy using a CD or flash drive. The TOHC shall discard extra SOQ sets that exceed the requested amounts. The TOHC shall notify any firms of disqualification.

The SOQ is limited to 20 pages on 8 ½" x 11" sheets. A page that has information on both sides shall be counted as two (2) pages toward the twenty (20) page limit. The SOQ and shall address each item described below.

**Item 1: Cover Letter:** Shall address authorized signatory, firm registration number, services offered, years of experience, scope overview and understanding, technical approach, quality control, stakeholder engagement strategy and confirmation of ability to execute professional service contract and work orders in a timely manner.

**Item 2: Prime Consultant Information:**

- 2.1 Incorporation date and office locations
- 2.2 Organizational chart
- 2.3 Number of Licensed Professionals
- 2.4 Total number of Employees
- 2.5 Team Availability percentage statement

**Item 3: Sub Consultant Team:**

- 3.1 Architectural
- 3.2 Structural
- 3.3 Mechanical/Plumbing
- 3.4 Electrical
- 3.5 Surveying
- 3.6 GIS/Mapping
- 3.7 Geotechnical
- 3.8 ADA compliance
- 3.9 Cost Estimating

**Item 4: Relevant Project Experience**

- 4.1 List four (4) relevant projects that were successfully completed. List shall include:
  - 4.1.1 Client Name
  - 4.1.2 Project Number and Project Name
  - 4.1.3 Scope Summary (services offered)
  - 4.1.4 Construction Start Date and Date of Substantial Completion.
  - 4.1.6 Original and Final Construction Costs
  - 4.1.7 Number of Additional Professional Services Authorizations and percentage with respect to original professional services contract fee.
  - 4.1.7 Number of Construction Change Orders and final Change Order percentage with respect to original construction cost.
  - 4.1.8 Outcome (was project completed within scope, schedule and budget)

**Item 5: References** (minimum 3) with contact information (title, address, telephone number, email);

5.1 Reference Number 1

5.2 Reference Number 2

5.3 Reference Number 3

A debarment check will be performed prior to execution of a contract. The Planning Director shall confirm that the vendor does not appear on the debarment list maintained by the federal government at sam.gov.

The Cone of Silence shall begin on the date that the RFQ is issued and will end on the date of the Notice of Award. No person or registrants shall engage in any lobbying activities with Town officials, employees, or representatives, prior to Award.

A non-mandatory Pre-proposal conference is scheduled for Tuesday, 04-14-2026 at 9:00 a.m., mst. at City Council Chambers, 14999 Darrington Road, Horizon City, TX 79928.

Sealed SOQ's must be submitted before the deadline date and time. Late submittals will be rejected. The TOHC reserves the right to reject any and all SOQ's received.

The SOQ must be received by Tuesday, 04-21-2026 at 2:00 p.m. mst at:

**The Town of Horizon City**  
**Bid No. 2026-105, Professional Civil Engineering Services**  
C/O: Mr. Arturo Rubio, Director of Planning  
14999 Darrington Road  
Horizon City, Texas 79928