

The City of Floresville, Texas

Request for Proposal: The City of Floresville City Hall Parking Lot and Associated Drainage System Improvements

Project Location: 1120 D Street, Floresville, Texas, 78114

RFP Issue Date: March 25, 2026

Proposal Due Date: April 22, 2026 at 3:00 p.m.

Contact Person: Cynthia Sturm

Email Address: financedir@floresvilletx.gov

Phone Number: 830.393.3105

1. Introduction:

The city of Floresville, Texas, is seeking qualified firms to provide comprehensive design and engineering services for the comprehensive improvements to the existing city hall parking lot, and installation of an upgraded drainage system (to include adjacent outfall areas) to ensure long-term durability, safety, and compliance with local stormwater regulations.

The successful firm will need to demonstrate expertise in site planning, civil engineering, site demolition, site preparation, construction, and a strong understanding of local zoning and environmental regulations, particularly concerning stormwater management.

2. Project Description:

The primary goals of this project include:

- **Enhanced Functionality:** Design a parking lot that efficiently accommodates current and future vehicle traffic and parking needs for staff and visitors. This includes optimizing parking space layout, traffic flow, and pedestrian pathways.
- **Superior Drainage and Stormwater Management:** Implement a robust and sustainable drainage system that effectively manages stormwater runoff, prevents pooling, and minimizes environmental impact. Solutions must comply with all local, state, and federal regulations.
- **Improved Aesthetics:** Enhance the overall appearance of the parking area through thoughtful material selection, contributing to a welcoming and professional environment for our facility.
- **Durability and Longevity:** Specify materials and construction methods that ensure the long-term durability and low maintenance of the parking lot infrastructure.
- **Compliance:** Adhere to all applicable building codes, accessibility standards (e.g., ADA), environmental regulations, and local ordinances.

3. Scope of Services:

The selected firm will be responsible for, but not limited to, the following services:

- **Phase 1: Site Analysis and Conceptual Design**
 - Conduct a comprehensive site analysis, including topographic surveys, geotechnical investigations (if necessary), and existing utility mapping. Firms should outline any additional data collection they deem necessary.
 - Assess existing drainage patterns and identify problem areas.
 - Develop multiple conceptual design options for the parking lot, illustrating various layouts, traffic flows, and stormwater management strategies.
 - Provide preliminary cost estimates for each conceptual design.
 - Present conceptual designs to city leadership for review and feedback.
- **Phase 2: Schematic Design and Design Development**
 - Refine the selected conceptual design based on city's feedback.
 - Develop detailed schematic designs, including proposed grading, drainage plans, parking layouts, and lighting plans.
 - Prepare design development drawings and updated cost estimates.
- **Phase 3: Construction Documents**
 - Prepare comprehensive construction documents, including detailed, civil, and electrical drawings, specifications, and schedules necessary for bidding and construction.
 - Provide detailed calculations for drainage and stormwater management systems.
- **Phase 4: Bidding and Construction Administration Support**
 - Assist city in the bidding process, including answering contractor questions and evaluating bids.
 - Provide construction administration support, including site visits, review of shop drawings, and respond to Requests for Information (RFIs) during the construction phase.
 - Conduct punch-list inspections and assist in project close-out.

Phase 5: Post-Construction Support

- Provide a proposal for any desired post-construction support, such as a warranty period review of drainage performance after significant rain events within the first year.

4. Proposal Requirements:

Interested firms are invited to submit a comprehensive proposal that addresses the following.

Please ensure your proposal adheres to the following format:

- **Executive Summary:** A concise overview of your firm's understanding of the project and

your proposed approach.

- **Firm Qualifications and Experience:**
 - Company profile, including size, structure, and history.
 - Resumes of key personnel who will be assigned to this project, highlighting their relevant experience.
 - Demonstrated experience with similar parking lot design, drainage, and site integration projects, particularly for municipal clients. Include a minimum of **five (5)** relevant project examples with client references (contact name, title, phone, email).
- **Project Understanding and Approach:**
 - Your firm's understanding of city's project goals and objectives.
 - A detailed description of your proposed methodology and work plan for each phase of the project.
 - Your approach to stormwater management and sustainable design practices.
- **Project Schedule:** A proposed timeline for completing each phase of the project.
- **Fee Proposal:** A detailed breakdown of your professional fees, including:
 - Total fixed fee or hourly rates for all services (Phases 1-4).
 - Breakdown of fees by project phase.
 - Identification of any anticipated reimbursable expenses.
 - A separate, optional fee proposal for "Phase 5: Post-Construction Support."
- **References:** A minimum of **five (5)** professional references from clients for whom you have completed similar projects within the last five years.
- **Insurance:** Proof of adequate professional liability insurance.

5. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Firm's qualifications, experience, and reputation – 5 points.
- Expertise of the proposed project team – 10 points.
- Clarity of the project understanding and proposed approach – 5 points.
- Quality of past project examples and client references – 20 points.
- Feasibility and realism of the proposed project schedule – 15 points.
- Competitiveness and transparency of the fee proposal – 25 points.
- Commitment to sustainable and innovative design – 20 points.

The City of Floresville reserves the right to accept or reject any and all proposals, to waive any informalities, and to negotiate with the selected firm(s) in the best interest of the city.

6. Submission Instructions:

Proposals must be submitted electronically to financedir@floresvilletx.gov by **3:00 PM CST on Wednesday, April 22, 2026.**

7. Questions and Clarifications:

Please direct any questions regarding this RFP in writing to Cynthia Sturm at financedir@floresvilletx.gov by **3:00 PM CST on Wednesday, April 15th, 2026**. All questions and answers will be shared with all prospective bidders to ensure fairness.

8. Pre-Bid Conference and Site Visit:

A pre-bid conference meeting will be held at Floresville City Hall Council Chambers, 1120 D Street, Floresville, TX, on Wednesday, April 8th, 2026 at 10:00 AM CST. A site visit, if needed, will be presented to firms via Pre-Bid Conference. If selected, all firms are highly encouraged to attend the site- visit meeting. The city reserves the right to only hold one (1) site-visit at a determined date and time, if the city chooses to conduct an on-site visit.

9. Restricted and Prohibited Communications:

During the period between the date the city issues this RFP and the selection of the Firm who is awarded a contract agreement by the city, if any, Respondents shall restrict all contact with the Mayor and City Councilmembers, and city staff, and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the Finance Director through email at financedir@floresvilletx.gov.

Do not contact members of the City Council and Mayor, other employees of the City of Floresville. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made, may result in disqualification of the Respondent.

10. Addenda:

If required, will be issued by the city on the city website, to all those known to have received a complete set of proposal documents.

11. Costs:

All Respondents are responsible for all costs, including printing and duplication of this RFP, associated in preparation for submitting a proposal. The city will not reimburse any costs associated with a Respondent's submittal.