



# REQUEST FOR QUALIFICATIONS

RFQ 2025-002

SH-281 Pedestrian Crossing  
ENVIRONMENTAL ASSESSMENT  
SERVICES

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**ENVIRONMENTAL ASSESSMENT SERVICES  
For  
SH-281 Pedestrian Crossing**

**1. KEY INFORMATION**

RFQ TO BE SENT TO: MARIA GONZALES, CITY SECRETARY  
1001 BUCHANAN DR. SUITE 4  
BURNET, TX 78611  
(512) 715-3217

QUESTIONS DUE BY: 5:00 P.M., JUNE 2, 2025

SOQ DUE BY: 11:00 A.M., JUNE 5, 2025

DBE/WBE/MBE Participants are encouraged to submit according to CFR §200.321. Please include in the submittal cover page and elsewhere any such qualification.

This solicitation is a Request for Qualification (RFQ) and is issued in accordance with procurement regulations under 2 CFR Part 200 and HUD guidelines. The City of Burnet is requesting submittals from qualified firms or individuals interested in providing the City with Environmental Assessment Services as required by the Federal Department of Housing and Urban Development (HUD) for the Pedestrian Crossing at Highway 281 in the City of Burnet, TX. Attached is a format which HUD prefers to use. Moreover, HUD also has an electronic system for environmental reviews called HEROS which walks through the environmental review process.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances may arise. The procurement method is qualifications-based selection per 2 CFR 200.320.

If a Respondent finds a discrepancy in, or omission from, or has a question about the meaning of, this RFQ or other related documents, the Respondent should immediately notify the City.

By submitting a response to this RFQ, each firm (or Respondent) unequivocally acknowledges that they have read and fully understand this RFQ, have asked questions, and received satisfactory answers from the City regarding any provisions of this RFQ with regard to which clarification was desired. The City of Burnet is not liable for any costs incurred by the Respondent in replying to this RFQ. The selected responder will be required to provide insurance and licensing documentation.

**2. INTRODUCTION**

The City of Burnet has been awarded a federal HUD CPF grant to construct a pedestrian crossing at Highway 281, near 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> street, in the City of Burnet. Although the scope of work is limited at this point, in order to continue the project, an environmental assessment is needed. The City has received an Environmental Review from HUD to procure engineering and other services to begin the project. One such procurement is the environmental assessment service.

### 3. SCOPE OF WORK

The general scope of work shall include, but not be limited to the following:

- A. Conduct an Environmental Assessment (EA) under 24 CFR Part 58
- B. Review project scope and perform needed surveys for an Environmental Assessment.
- C. No other environmental services have been done in this area.
- D. Perform assessments in accordance with the requirements of the US Fish and Wildlife Service (USFWS) under Section 10(a)(1)(A), the EPA, other applicable federal and state agencies.
- E. Prepare report acceptable to HUD. While the City of Burnet is the Responsible Entity under 24 CFR Part 58 and is responsible for completing the environmental review in the HUD Environmental Review Online System (HEROS), the selected firm must assist the City in entering data and uploading documents into HEROS.
- F. The report is required to be open for public comments not less than 15 days. Assist the City in preparing a public comment notice and addressing public comments through the process.
- G. Assist the City through the HUD Environmental Review Process.
- H. Provide support for publication and issuance of a Finding of No Significant Impact (FONSI), if applicable

### 4. STATEMENT OF QUALIFICATIONS

The Respondent should provide information that indicates experience and expertise in the field including but not limited to the following:

- A. Indicate license as a biologist, environmentalist, or other applicable qualifications in such area.
- B. Required qualifications (NEPA experience, HUD project experience, etc.)
- C. Name, address, phone number, and email address of the person the City should contact regarding the response submission.
- D. Demonstrate to have conducted such a survey within the last 5-years.
- E. Submit the names and contact information of clients for whom such surveys and reports were completed.
- F. Timeline that the Respondent is proposing to complete the analysis and report.
- G. The proposed approach (including timeline and key staff) to do such survey and report.
- H. Submit Statement of Qualifications in electronic format (PDF) to [cityengineer@cityofburnet.com](mailto:cityengineer@cityofburnet.com).

Submittal should be indexed and tabulated as shown below:

- A. Cover Letter
- B. Project Approach
- C. HUD Experience

- D. Key Personnel
- E. Past Projects and References
- F. Capacity to Perform

Please submit not less than 3 copies of the Statement of Qualifications to the address above, along with a digital copy via thumb drive or to the e-mail address below.

**Questions and Addenda:** Questions should be submitted electronically to Eric Belaj at [cityengineer@cityofburnet.com](mailto:cityengineer@cityofburnet.com).

## 5. RFQ EVALUATION AND SELECTION

Only complete responses containing the required submittal documents and meeting qualifications will be considered. Minor inconsistencies or deviations may be waived at the City's sole discretion. The City will select the firm offering the best value and price shall be considered with the selected proposer.

### EVALUATION CRITERIA

- Project understanding and proposed approach – 20%
- Relevant experience with NEPA and HUD projects – 30%
- Qualifications of key personnel – 20%
- Past performance and references – 10%
- Other factors & capacity to complete in a timely manner – 20%

**Award:** Following evaluation, the City's project manager or City Manager may select an individual or firm to perform the environmental assessment and prepare the required report. The City will not pre-pay any individual to begin any type of work; payment will only be made after the completion of the work, or specific portions thereof, as determined by the City. The selected firm will be required to comply with all applicable federal, state, and local requirements.

The selected offeror shall:

1. Complete No Conflict of Interest
2. Submit a No Boycott of Israel Certification
3. Comply with the Davis-Bacon Act (if applicable)
4. Comply with Contract Work Hours and Safety Standards Act
5. Provide Debarment and Suspension (verification via SAM.gov)
6. Submit a Byrd Anti-Lobbying Certification (if over \$100,000)