



Updated January 22, 2026 – See Section VII

CITY OF JOSEPHINE, TEXAS REQUEST FOR QUALIFICATIONS FOR ON-CALL CITY ENGINEERING SERVICES

Issued By: City of Josephine, Texas, 201 Main Street, Josephine, TX 75173, 972-694-7281, lpalomba@cityofjosephinetx.com

Qualifications Submitted To: City of Josephine, Attn: RFQ On-Call City Engineering Services, 201 Main Street, Josephine, TX 75173

Josephine is a small but rapidly growing community located in southeastern Collin County and southwestern Hunt County. The city has a population of approximately 4,000 but serves an estimated 14,000 residents due to significant Municipal Utility District (MUD) development just outside the city limits.

Questions regarding this RFQ may be emailed to Lisa Palomba, City Administrator, at lpalomba@cityofjosephinetx.com no later than Friday, January 9, 2026, by 4:30 p.m. The City will compile all questions received and post written responses on the City's website by Friday, January 16, 2026. **Final submissions are due on Monday, January 26, 2026, by 4:30 p.m.**

I. Purpose

The City of Josephine, Texas, is soliciting Statements of Qualifications from experienced and qualified engineering firms or individuals to provide on-call City Engineering Services. The selected firm will support the City Council, Mayor, City Administrator, and City staff by providing general civil engineering services, development review, capital project support, infrastructure planning, and technical guidance on an as-needed basis.

The City requests that one licensed professional engineer be designated as the Lead Engineer and primary point of contact. This is not an exclusive contract. The City currently utilizes the services of two engineering firms. Due to the community's rapid growth, the City intends to retain a list of pre-approved on-call engineering firms that may be used on a rotational basis or as needed to supplement existing services.

II. Required Qualifications and Services

Minimum Qualifications The selected firm must:

- Employ at least one Texas-licensed Professional Engineer (P.E.) in good standing
- Demonstrate a minimum of ten (10) years of municipal engineering experience
- Have experience working with small and rapidly growing Texas cities
- Demonstrate expertise in water, wastewater, drainage, transportation, and development review
- Maintain adequate staffing to provide timely on-call support

Scope of Services The selected firm will be expected to provide on-call engineering services including, but not limited to:

- a. Review subdivision plats, development plans, engineering reports, drainage studies, and construction plans
- b. Provide engineering guidance on water, wastewater, stormwater, and roadway infrastructure
- c. Assist with capital improvement planning, project scoping, and cost estimating
- d. Prepare or review engineering design documents, specifications, and bid packages
- e. Assist with construction administration, inspections, and compliance monitoring
- f. Provide guidance on TCEQ, EPA, and state regulatory requirements
- g. Support the City in coordinating with TxDOT, NTMWD, Collin County, and other agencies
- h. Attend City Council, Planning and Zoning Commission, or other meetings as needed
- i. Provide engineering input on annexation, ETJ matters, and development agreements
- j. Assist with grant applications, project funding strategies, and reporting
- k. Provide general engineering consultation to City staff on an as-needed basis
- l. Assist City officials in maintaining compliance with applicable engineering standards and regulations

III. Proposal Submission Requirements

Each proposal must include the following:

1. Introductory Letter • Overview of the firm and services offered • Demonstrate understanding of the scope of services requested • Signed by an individual authorized to enter into an agreement with the City

2. Firm Information • Firm name, ownership, address, and contact information • All office locations and identification of the office where work will be performed • Number of years operating under the current firm name; list former names if applicable
3. Principals and Key Personnel • List of firm principals and key staff with biographical summaries, education, years of experience, and areas of specialization • Identification of the Lead Engineer who will serve as the primary point of contact
4. Supporting Staff • List of additional engineers, technicians, or specialists who may provide services, including education, experience, and areas of specialty
5. Municipal Clients • List of current municipal clients with contact information • Identify five clients most comparable to the City of Josephine
6. Experience Summary • Provide a concise summary of the firm's experience in the following areas and describe how any gaps would be addressed or sub-contracted:
 - Water and wastewater system design and analysis
 - Stormwater and drainage engineering
 - Roadway and transportation engineering
 - Subdivision and development plan review
 - Capital improvement planning
 - Construction administration and inspection
 - Regulatory compliance (TCEQ, EPA, TxDOT)
 - GIS, mapping, and asset management
 - Grant funding and project management
 - Coordination with MUDs, PIDs, and other special districts

IV. Evaluation Criteria

Proposals will be evaluated based on the following:

1. Qualifications and experience
2. Strength and availability of the Lead Engineer and supporting team
3. Quality, clarity, and completeness of the proposal
4. Understanding of municipal engineering needs and regulatory requirements
5. Professional reputation, references, and demonstrated reliability

V. Submission Format

One original hard copy proposal must be submitted by mail or in person and must include one electronic copy on a USB flash drive.

VI. RFQ Timeline

RFQ Posting Date: December 22, 2025 on the City website

Greenville Herald Banner & Farmersville Times Posting: Weeks of December 22, 2025 and December 29, 2025

Questions to City Due: January 9, 2026, by 4:30 p.m.

City Responses to Questions Posted: January 16, 2026

Final Submittal of Qualifications Due: January 26, 2026, by 4:30 p.m.

Shortlist Determined: February 9, 2026

Interviews: Scheduled after February 9 (dates TBD)

Final Selection Expected: March 9, 2026

VII. Final Selection of Firms for On-Call Engineering Services

The City Council is expected to make the final selection of firms no later than March 9, 2026. Selected firms will be placed on a pre-approved list of on-call engineering service providers. This list will not constitute an exclusive contract. The City currently utilizes the services of two engineering firms, and due to rapid growth, intends to retain multiple firms to ensure adequate coverage. Firms on the approved list may be engaged on a rotational basis or as needed to supplement existing services.

The City reserves the right to determine the number of firms selected, the scope of assignments, and the rotation or distribution of work among approved firms.

Responses to Questions – Posted January 16, 2026

1. What exactly is the City looking for under construction administration?

This will vary from project to project. Generally, this may involve all or some of the following: preparing bid documents, posting bid documents, handling any pre-bid meetings and answering questions, bid openings and tabulations and recommendation letter for award of bid, checking references, pre construction meetings, contractor requests for information, change orders, evaluating alternative materials or equipment if needed, occasional site visits, working with city inspection staff as needed.

2. Is there a page limit for City of Josephine RFQ On-Call City Engineering Services?

No

Updated January 22, 2026

Due to expected weather conditions, electronic copies of RFQs will be accepted and considered timely. Please send to lpalomba@cityofjosephinetx.com

Please deliver a hard copy when weather conditions improve.