

## Request for Qualifications (RFQ) for Engineering

The City of Port Lavaca is seeking the services of a qualified engineering consultant to assist the City of Port Lavaca with the engineering and project implementation of necessary upgrades to the **Ultra Violet (UV) Disinfection System at the Lynn's Bayou WWTP**. These consulting services shall be performed in accordance with all applicable local, State, and Federal laws, regulations, and executive orders.

The City will receive Statements of Qualifications (SOQ) from interested firms until 10:30 am, Monday June 25, 2018, at the location stated below. Submittals received after this deadline will not be considered.

The complete submittal consisting of 1 original, 3 copies and 1 color pdf (cd or thumb drive) must be delivered to City Hall in a sealed package, clearly marked on the outside **SOQ for UV System at the Lynns Bayou WWTP**.

*Mandy Grant, City Secretary*

*City of Port Lavaca, 202 N. Virginia St., Port Lavaca TX 77979*

To receive a copy of this RFQ or for information concerning this RFQ, including specific requirements and evaluation criteria, please visit [www.portlavaca.org](http://www.portlavaca.org) or contact Jody Weaver, City Engineer, at 361-827-3601 or [jweaver@portlavava.org](mailto:jweaver@portlavava.org).

The City of Port Lavaca reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Texas Engineering Practices Act.

The City of Port Lavaca is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus firms are encouraged to submit Statements of Qualifications.

## Request for Qualifications (RFQ) for Engineering/ Services

The City of Port Lavaca is seeking to enter into an engineering services contract with a state-registered engineer. The following outlines this request for qualifications.

- I. Scope of Work - The engineering contract will encompass all project-related engineering services to the City of Port Lavaca under its *Utility Revenue Fund* infrastructure project for:
  - A. Replacement of UV system controls
  - B. Upgrade of UV electrical connections
  - C. Upgrade of UV modules and bulbs as needed

The contract shall include but not limited to the following:

- Prepare preliminary and final design plans and specifications, including design survey
- Prepare the bid package and coordinate bid process and contract award
- Review and approve change orders
- Administer construction oversight
- Conduct all field testing and inspections (interim and final); and
- Prepare record drawings, to be provided to the locality in digital format
- Other special engineering services required to complete project as described
- Easement or other real property survey if acquisition is required

Please propose actual tasks to be performed under each of these categories.

- II. Technical Expertise - The City of Port Lavaca is seeking to contract with a competent engineering firm, registered to practice in the State of Texas. It is anticipated that the successful firm, will have extensive knowledge and expertise in the following areas:
  - Municipal engineering, including but not limited to wastewater treatment projects;
  - UV Treatment Controls systems
  - Municipal Projects located in this general region of the state
  - Project construction management experience

As such, please provide within your proposal a list of past local government clients, as well as resumes of all engineers that will or may be assigned to this project if you receive the engineering services contract award.

Also, please provide a copy of your current certificate of insurance for professional liability.

III. Selection Process:

This RFQ provides information necessary to prepare and submit a **Statement of Qualifications (SOQ)** for consideration and ranking by the City of Port Lavaca using the point system described below. The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Requirements and Evaluation section which follows.

IV. Statement of Qualifications Requirements and Evaluation

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below:

Item 1: General Qualifications and Availability 15 pts

- a. Provide the following information:
  - Legal name of firm
  - Location of Office that will be conducting the work
  - Contact Persons
  - Date of firm formation
  - Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
  - Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business.
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of Port Lavaca's staff. Regular weekly, biweekly or monthly project meetings will be required, depending upon the project.
- c. Provide a statement of interest for the project including a narrative describing the benefits that the City will realize in selecting the Respondent's firm or team, including the firm's specific expertise and unique qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.

Item 2: Proposed Staff 25 pts

- a. Organizational chart for personnel (including any sub-consultants) who are to work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their office locations.
- c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.

- d. Provide staffing size by areas of expertise.
- e. Provide staff availability to perform services.

Item 3: Project Experience

40 pts

- a. Provide an overview and brief history of the firm.
- b. Provide verifiable examples of similar projects completed within the last ten (10) years by the firm, including:
  - Project name and location
  - Services provided
  - Date of completion or project status
  - Final construction costs
  - Client name and contact person
  - History of meeting project schedules and budget
  - Detail cost savings or cost increases.

Item 4: Project Approach

20 pts

- a. Explain how the team will assess and design the project(s).
- b. Provide an example of a typical project schedule.

V. Responsiveness to Request for Qualifications:

SOQs shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City of Port Lavaca's needs. One (1) original and Three (3) hard copies (limit 20 pages not including resumes) and one digital PDF of the SOQ are required. The RFQ must be signed by a person having authority to bind the firm in a contract.

Proposals must indicate "SOQ for UV System – Lynn's Bayou WWTP" on the coversheet.

VI. Historically Underutilized Businesses

The respondent agrees to take all necessary affirmative steps to assure that qualified Historically Underutilized Businesses (HUB's) are used for subcontracted work whenever possible and that all bid documents contain such required language for these affirmative action steps. Affirmative steps must include:

1. Placing qualified HUBs on solicitation lists;
2. Assuring that HUBs are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by HUBs;
4. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and regional Minority Business Development Centers;
5. The respondent shall, if subcontracts are to be let, take the affirmative steps listed in paragraphs (1) through (4) of this section.

VII. Compliance with HB 1295

Prior to entering into an agreement, the successful firm(s) shall be required to complete Form 1295 in accordance with Texas HB 1295. The required form is completed online at [www.ethics.state.tx.us/file](http://www.ethics.state.tx.us/file).

V. Deadline for Submission - The proposals received will be received no later than Monday, June 25 at 10:30 am at the following address: 202 N. Virginia Street, Port Lavaca, Texas 77979.