

Request for Qualifications (RFQ) for Professional Engineering Services
for
WATER DISTRIBUTION SYSTEM AND WASTEWATER COLLECTION SYSTEM
of the City of Port Lavaca
RFQ 2019-01.23.19

The City of Port Lavaca is seeking the services of an experienced professional engineering consultant to assist in the assessment of existing water and wastewater infrastructure and planning for future upgrades and expansion. Anticipated Task Orders include preparation of a Hardy Cross computer model of the water distribution system and an assessment of the condition and capacity of all existing wastewater system lift stations. Other Task Orders may include: conducting studies, preparing recommendations, assisting the City with TCEQ compliance, developing construction plans, specifications, cost estimates, bid documents, construction management; and performing other related services pertaining to the City's water and wastewater systems. At the sole discretion of the City, more than one respondent may be selected and awarded a contract as a result of this Request for Qualifications.

The City will receive Statements of Qualifications from interested firms until **2:30 p.m., Tuesday, February 5, 2019**, 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 **RFQ 2019-01.23.19** and addressed to:

City of Port Lavaca
Attn: City Engineer
RFQ 2019-01.23.19
202 N. Virginia Street
Port Lavaca, Texas 77979

To receive a copy of this Request for Qualifications (RFQ) or for information concerning this RFQ, including specific requirements and evaluation criteria, please visit www.portlavaca.org or contact Jody Weaver, the City Engineer, at 361-827-3601 [or jweaver@portlavaca.org](mailto:jweaver@portlavaca.org). The CITY OF PORT LAVACA reserves the rights to negotiate with any or all firms submitting qualifications, as per the Texas Professional Services Procurement Act. Small and Minority businesses, Women's business enterprises, and labor surplus area firms are encouraged to submit qualifications. The CITY OF PORT LAVACA is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

General Scope of Work

The City of Port Lavaca seeks to obtain statements of qualifications from experienced engineering firms to assist in the assessment of existing water and wastewater infrastructure and planning for future upgrades and expansion. Anticipated Task Orders include the preparation of a Hardy Cross computer model of the water distribution system and an assessment of the condition and capacity of all existing wastewater lift stations. Other Task Orders may include conducting studies; preparing recommendations; assisting the City with TCEQ compliance; developing Construction Plans, Specifications, Cost Estimates, Bid and Construction Documents; Construction Management; and perform other related services pertaining to the City’s water and wastewater systems. At the sole discretion of the City, more than one respondent may be selected and awarded a contract as a result of this Request for Qualifications.

Technical Expertise

It is anticipated that the successful firm(s) will have extensive knowledge and expertise in the technical areas of public water distribution systems and public wastewater collection systems, the rules of the Texas Commission on Environmental Quality pertaining to water and wastewater systems design and operation, and the use of computer software to assist in the evaluation of water distribution systems via the Hardy Cross Method and the design and evaluation of wastewater lift stations.

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. As stated above, at the sole discretion of the City, more than one respondent may be selected and awarded a contract as a result of this Request for Qualifications.

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.

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 and the TBPE Firm number
 - 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, 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 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. Indicate the specific persons who will be assigned to develop the Hardy Cross computer model and their experience.
- e. Provide staffing size by areas of expertise.
- f. Provide current workload of prime firm.
- g. Provide staff availability to perform services.
- h. Provide the Project Managers experience with similar size/type projects.
- i. Provide the sub-consultants experience with similar size/type projects.

Item 3: Project Experience

40 pts

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Provide verifiable examples of projects where the respondent has developed a Hardy Cross computer model for a water distribution system, including:
 - A brief description of the scope of services provided
 - Date of completion or project status
 - Approximate total length and range of sizes in the water distribution system
 - The computer software and version used
 - Client name and contact person
- c. Provide verifiable examples of projects involving the evaluation, analysis, and/or projects for improvement or expansion of wastewater lift stations by the prime firm and sub-consultants, including:
 - Project name and location
 - A brief description of the scope of services provided
 - Date of completion or project status
 - Client name and contact person

Item 4: Project Approach

20 pts

- a. Explain how the firm will assess and approach the project(s).
- b. Briefly describe anticipated roles and responsibilities of the City and the firm in these projects.
- c. Provide an example of a typical project schedule.

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 25 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.

The SOQ must indicate “City of Port Lavaca - RFQ 2019-01.23.19” on the coversheet.

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.

Due Date and Contact

Statement of Qualifications Due: **Tuesday, February 5, 2019 at 2:30 p.m. Central Standard Time.**

**City of Port Lavaca
Attn: City Engineer – RFQ 2019-01.23.19
202 N. Virginia Street
Port Lavaca, Texas 77979
(361) 552-9793 ext 224**

Any questions about this RFQ may be directed to the City Engineer at the number above or emailed to jweaver@portlavaca.org. Any Addenda to this RFQ will be posted on the City’s website and emailed to those firms which have notified the City Engineer of their intention to submit a SOQ.

PERSONS OR FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

The City of Port Lavaca will not provide compensation or defray any costs incurred by any firm related to the response to this request; reserves the right to negotiate with any and all persons or firms; and reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise. At the sole discretion of the City, more than one respondent may be selected and awarded a contract as a result of this Request for Qualifications.