



REQUEST FOR QUALIFICATIONS

INCREASED WATER DISTRIBUTION CAPACITY

**Prepared by
City of Carrizo Springs**

**Finance Department
November 4, 2020**

**RESPONSES DUE:
5:00 P.M., December 4, 2020**

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Carrizo Springs (City) is soliciting statements of qualifications from qualified Engineers to provide Increased Water Distribution Services for the Community and City of Carrizo Springs. City of Carrizo Springs invites and welcomes proposals for their City of Carrizo Springs project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

It is the intention of the City to select at least three consultants for on call water related engineering services whose qualifications are deemed most advantageous to the City in accordance with the evaluation criteria set forth in this Request for Qualifications. The short list will be effective for a period of four years.

Qualifications for these services will be accepted until 5:00 p.m. Central Standard Time on **December 4, 2020**, at the City of Carrizo Springs City Hall located at 308 W. Pena St., Carrizo Springs, Texas 78834. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

REQUEST FOR QUALIFICATIONS Increased Water Distribution Services City of Carrizo Springs

The City reserves the right to reject any or all Statements of Qualifications and to waive informalities, and to negotiate with all firms submitting qualifications per the Texas Professional Services Procurement Act. The RFQ is available on the City's web site or may be obtained from the City of Carrizo Springs Finance Department.

1. GENERAL INFORMATION

a. Introduction

The City of Carrizo Springs (City) applied for the Border Environmental Infrastructure Fund (BEIF/Project Development Assistance Program (PDAP) to make improvement to its water system. The City of Carrizo Springs is seeking responses from Engineers with demonstrated professional competence and experience to provide water infrastructure services for the City of Carrizo Springs. Qualified individuals interested in providing such services are invited to submit responses to this Request for Qualifications (RFQ).

b. Definitions

The following definitions are used in this RFQ:

- “Consultant” means the firm selected from this RFQ.
- “Contractor” and “Consultant” may be used interchangeably.
- “Proposer” means a firm submitting a proposal in response to this RFQ.
- “City” or “Department” means the City of Carrizo Springs.

c. Scope of Services

Services requested include, but are not limited to, those described below.

- i. Engineering Feasibility Report (EFR): The ERF will be prepared using the most recent Texas Water Development Board (TWDB) guidance for preparation of drinking water engineering feasibility reports to develop the most appropriate recommendation for water services for the project area (as defined). The TWDB guidance must be consistent with the applicable Texas Administrative Code (TAC) and Texas Commission on Environmental Quality (TCEQ) rules pertaining to drinking water sources, treatment, storage, and distribution.
- ii. Environmental Information Document (EID): The EID will be prepared to provide documentation required for an environmental assessment and ruling by the EPA to support NEPA compliance.
- iii. Final Design. Documents required for a project ready for construction bidding, including: construction plans, construction contract and specifications, construction cost estimate, identification of required permits, assistance with easements, etc.

d. Restrictions on Lobbying Activity

Respondents are prohibited from directly or indirectly communicating with City Commission members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Respondents are prohibited from contacting City staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a City staff member. Any violation will result in immediate disqualification of the Respondent from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Director of Finance for response, determination, and dissemination to all firms. Any communication by firms or their representatives toward other city officers or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification of a Proposer. A lobbyist or a Proposer or any of their agents may not perform any act or refrain from any act for the express purpose and intent of placing any City official under personal obligation to the lobbyist or Proposer.

e. Clarification of the Specifications and Requirements

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Finance Director, 308 W. Pena St., Carrizo Springs, TX 78834, email cityofcs@sbcglobal.net no later than **November 24, 2020**. No telephone inquiries will be accepted or answered in relation to this RFQ.

2. PROPOSAL SUBMISSION AND ORGANIZATION

a. Submitting the Proposal

The Proposer must submit one (1) original plus three (3) copies of the proposal, and one (1) PDF electronic format in a portable memory (USB). Sealed proposals should be addressed to the City Clerk's Office, City of Carrizo Springs, PO Box 329, Carrizo Springs, TX 78834, and will be received until **5:00 p.m., December 4, 2020**. Proposals will be evaluated at a later date. Proposals must be properly signed with a manual signature of an authorized representative of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

REQUEST FOR QUALIFICATIONS

Increased Water Distribution Services City of Carrizo Springs

Proposers mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. Late proposals will not be accepted.

b. Proposal Format

- Proposal should be submitted on 8.5 by 11-inch paper bound securely.
- The font size of written text shall be no smaller than Calibri 11 font.
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- Proposals shall be a maximum of 30 pages, excluding introductory letter, and index.
- Proposals shall be clearly and concisely written, neat, indexed as appropriate, and logically assembled.

c. Proposal Content

Proposal shall cover all the factors described below, which will be followed by each reviewer to evaluate proposals. Failure to adhere to the outline or failure to include any of the items listed under each topic will result in lower evaluation scores.

- i. **Introductory Letter** - Include name of firm and contact information for the primary contact for the firm.
- ii. **Company Biography and other information** - Provide a brief company history including date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Provide evidence of proper licensing and registration, professional and regulatory, including copies of up-to-date licenses issued by the State of Texas. Proposer may also provide any other general information that the proposer believes is appropriate to assist the City in its evaluation.

iii. **General Experience** – This section describes the proposer’s general experience as an organization.

- General Experience – Describe up to five (5) projects for each task (Engineering Feasibility Report, Environmental Information Document, and Final Design), which the proposers has participated in during the past five (5) years. Include in the project description information such as: the category, the project location, the services provided, total cost, benefitted population, and staff that participated in the project and will also be part of the proposed project team, etc. The following table may be used.

General Experience			
Year	Project Name	Client Contact Information	Project Data
		Name Phone E-mail	Location (community and state) Total project cost Project manager Benefitted population Category (W Services provided (EID, EFR, FD)

W = Water

EID = Environmental Information Document; EFR= Engineering Feasibility Report.

FD = Final Design

- State and Community Experience – Highlight any previous experience in the state where the proposed project is located, and the proposer’s level of familiarity with state regulations and agencies. Indicate if the proposer has worked with the project community previously.

iv. **Work Team** – In this section, the proposer must identify all team members who will participate in the project, including subconsultants. Outline the task responsibilities and assignments, describing how each participant’s knowledge and expertise will lead to the successful completion of the project’s objectives stated in the Scope of Services. The Work Team proposal must contain at a minimum, the following components:

- Organizational Chart – Provide a chart identifying each team member with his/her title and reporting relationships.
- Team Description – Provide a description of the roles and/or main functions of each team member and relate them to the

project objectives. The main roles and responsibilities of the Project Manager (PM) shall be the starting statement.

- **Team Experience** – Provide a description of professional experience of each team member in relation to the project, as well as a summary of the professional qualifications, educational degrees, certifications, professional licenses, etc. for each member. Unique and specialized expertise that will contribute to the project’s success, should be highlighted in this section.

v. **References** - The proposer shall submit five or more former governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein. References will be contacted by evaluation team.

vi. **Litigation/Ethics** -

- Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the proposer, including its parent, sister, or subsidiary companies, and proposed sub-contractors.
- Provide detail of any ethics violations or board actions within the past five (5) years against the proposer, including its parent, sister, or subsidiary companies, and proposed sub- contractors

vii. **Potential conflict of interest with other clients, if any.**

3. PUBLIC INFORMATION NOTIFICATION

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.001-1 et seq.) after the contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential”.

Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

4. SELECTION AND AWARD PROCESS

The purpose of the Statement of Qualifications is to demonstrate the consultant's qualifications, competence, capability, and capacity to meet the City's requirements. An evaluation team will review the proposals submitted and rank each based on the evaluation criteria specified below. The City may require additional information after the review of the initial information received.

Discussions may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. The City of Carrizo Springs reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

a. Evaluation Criteria

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

- General Experience (35 points)
 - Organization's General Experience
 - State and Community Experience
- Work Team (45 points)
 - Organizational Chart
 - Team Description
 - Team Experience
 - Resumes
- References (10 points)
- Overall Proposal (10 points)

b. Right to Reject Proposals and Negotiate Contract Terms

The City reserves the right to reject any one or more submittals solely at its own discretion, as it may deem to be in the best interests of the City. In addition, the City reserves the right to request additional information from any and all firms, to waive any informalities, irregularities or omissions in any response and, prior to the response deadline to change any portions or requirements of this RFQ, provided notice of the same shall be given to all persons or entities receiving this RFQ. The City of Carrizo Springs reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, City of Carrizo Springs may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

5. INSURANCE AND INDEMNIFICATION

- a. The Consultant will maintain professional liability insurance during the term of this agreement in an amount of not less than \$1,000,000 per occurrence or annual aggregate and, if the policy is on a claims made basis, for a period of not less than five (5) years after the Project is complete, and provide proof of such continuing coverage.
- b. Consultant will further maintain general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.
- c. With respect to the above required liability insurances, the City will:
 - i. Be named as additional insured for general liability insurance.
 - ii. Be provided with a waiver of subrogation, in favor of City.
 - iii. Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
 - iv. Prior to execution of the Agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by the City Attorney's Office.

d. Indemnification

The Respondent will indemnify, hold harmless and defend the City and its employees, agents, officers, and servants from any and all lawsuits, claims, demands and causes of action of any kind arising from the negligent or intentional acts errors or omissions of the Contractor, its officers, employees, or agents. This will include, but not be limited to, the amounts of judgements, penalties, interest, court costs, reasonable legal fees, and all other expenses incurred by the City arising in favor of any party, including the amounts of any damages or awards resulting from claims demands and causes of action for personal injuries, death or damages to property alleged or actual infringement of patents, copyrights, and trademarks and without limitation by enumeration, all other claims, demands, or causes of action of every character occurring, resulting, or arising from any negligent or intentional wrongful act, error or omission of the Contractor or its agents or employees. This obligation by the Contractor will not be limited by reason of the specification of any particular insurance coverage required under this Agreement.

6. OFFER AND CERTIFICATIONS

- a. Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Statement of Qualifications, as stated in Section

- 2.a.
- b. Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.
 - c. By submitting a proposal the Proposer certifies that Proposer is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three year period or had a civil judgement against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.
 - d. By submitting a proposal, each Proposer certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.
 - e. The City of Carrizo Springs prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy fostering, promoting, and conducting business with women and minority owned business enterprises. The City of Carrizo Springs, Minority and Women-Owned Business (M/WBE) Certification Program demonstrates the City's continued commitment to the success of minority-and women-owned businesses offering certification opportunities to MBE and WBE Firms. The Department of Procurement Services Certification and Compliance division certifies minority-and women-owned businesses that:
 - Have at least 51 percent ownership by a minority and/or woman
 - Have at least 51 percent of their business controlled by one or more minority groups or women
 - This contract is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) businesses. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps. The fair share objectives/goals negotiated by EPA with the TCEQ are:
 - **MBE: CONSTRUCTION 7.34%; SUPPLIES 19.37%; SERVICES 12.98%; EQUIPMENT 19.57%**

- **WBE: CONSTRUCTION 10.60%; SUPPLIES 14.15%; SERVICES 23.70%; EQUIPMENT 19.64%**
- f. Include a copy of any certifications your firm/company has as a Minority and/or Woman Owned Business.

REFERENCE DATA SHEET

REPRODUCE SHEET AS NECESSARY

Provide the name, organization, and phone number of five or more former governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein.

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Services Provided:

PROPOSER DATA SHEET

Proposing Company Name: _____

City: _____ State: _____

Federal Employer Identification Number: _____

OR Social Security Number (if sole proprietorship): _____

Corporation: YES [] NO []

Proposal Contact Person:

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

Mailing address where reimbursements are to be mailed and person the department should contact concerning billing:

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

Is the firm submitting this proposal as an individual?

YES [] NO []