

REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

WATER WELL FIELD DEVELOPMENT PROJECT



May 2018

**CITY OF STEPHENVILLE
ENGINEERING DIVISION**

298 WEST WASHINGTON STREET
STEPHENVILLE, TEXAS 76401
(254) 918-1223

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1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice

The City of Stephenville (City) plans to enter into an agreement with a Professional Engineering Services firm and is seeking Statements of Qualifications (SOQ) from firms whose combination of resources, experience, and expertise will provide capable and timely professional services to the City of Stephenville.

The City of Stephenville is always conscious and extremely appreciative of the respondent's efforts and time investment in the preparation of submittal information. The City will receive Qualification Statements at Stephenville City Hall until 5 pm Friday, June 1, 2018. Information related to this solicitation, including any addenda, will be posted to the City website at www.stephenvilletx.gov.

For questions related to this RFQ, contact:

City of Stephenville
Nick Williams, P.E., CFM, Director Public Works, or
Eugene Calvert, P.E., PTOE, City Engineer
298 West Washington Street,
Stephenville Texas 76401
254.918.1201/254.918.1223;
gcalvert@stephenvilletx.gov or nwilliams@stephenvilletx.gov

1.2 Purpose and Project Overview

This RFQ is issued by the City of Stephenville to obtain information about professional engineering firms interested in providing services to the City to layout, develop and implement a new public water supply well field in Stephenville's 536-acre property, located east of the city, including approximately 1.5 miles of water transmission main. Engineering firms with extensive experience in well field planning, development, and Texas Water Development Board funding requirements are invited to respond to this request for qualifications (RFQ).

1.3 RFQ Schedule and Package Submission

Anticipated schedule of events.

Action	Date
Advertisement of RFQ:	Wednesday, May 16 th and May 23 rd , 2018
Deadline for RFQ Inquiries:	Friday, May 25 th , 2018 at 5 p.m.
Response to RFQ Inquiries:	
DUE DATE & TIME FOR PROPOSALS:	Friday, June 1, 2018 at 5 p.m.
Proposal Evaluations:	Monday, June 4 th – Friday, June 15 th , 2018 (anticipated)
Selection Announcement:	Tuesday, June 19, 2018 (anticipated)

Enclose SOQs in a sealed envelope or package, addressed to the City of Stephenville. Place firm name, address, and RFQ Title outside the package. Include all items required for a responsive SOQ. It is respondent's sole responsibility to ensure SOQ package is received no later than established due date, time, and location. SOQs received after due date and time will not be considered. The Public Works Executive Assistant's time will govern. SOQs submitted by facsimile or other electronic means will not be accepted. ***To avoid delivery-related complications, please consider submitting your Qualifications Package at least one hour before deadline.***

Submit and Deliver to: City Engineer, Eugene Calvert, P.E., PTOE
City of Stephenville Engineering Department
298 West Washington Street, 2nd Floor
Stephenville, Texas 76401

1.4 Changes to the Solicitation by Addenda

The City reserves the right to make changes to the RFQ by written addendum, issued to all who obtained the RFQ by hand pickup, electronic, or regular mail through the City of Stephenville Public Works Department. Any addenda issued will also be made available on the City's website: <http://www.stephenvilletx.gov>

Respondents are advised to check City website regularly for addenda.

A prospective Respondent may request a change in the RFQ by submitting a written request to address set forth. Request must specify the RFQ provision in question and contain an explanation of requested change. All requests for changes to the RFQ must be submitted to or received by the City no later than Friday, May 25, 2018, 5 p.m.

The City will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. Changes accepted by the City shall be issued in the form of an addendum to the RFQ.

All addenda shall have the same binding effect as though contained in the main body of the RFQ. Oral instructions or information concerning scope of work or project, are not binding.

No addenda will be issued later than date set, except an addendum, if necessary, postponing date for receipt of qualifications, withdrawing the invitation, modifying elements of the qualification packet resulting from delayed process, or requesting additional information, clarification, or revisions of qualifications.

Each Respondent is responsible for obtaining all addenda before submitting a qualifications package. Acknowledge receipt of each addendum (if issued) in writing as part of submission packet.

1.5 Qualifications

Firm consideration is based on meeting the following minimum qualifications:

- a. Firm shall be properly registered with the Texas Board of Professional Engineers.
- b. Firms shall have completed well field design, specifications, and evaluation services and have at least 20 years of experience in design and evaluation of well fields.
- c. Firm shall have planned, designed and overseen the construction of at least 20 screened and gravel-packed public water supply wells, over a minimum of five (5) well fields, completed in the last five (5) years. Owner contact references shall be submitted.
- d. Firm shall staff at least five (5) licensed Professional Engineers, registered in Texas, which have overseen the design, specifications, and evaluations of well fields.
- e. Firm shall submit a list of all relevant, applicable well field projects within the last five years.
- f. Firm shall submit a list of all well field projects receiving Texas Water Development Board Funding over the last five (5) years in which the firm has been involved in a design capacity.

1.6 Evaluation and Selection Criteria

All submitted SOQs will be evaluated by an Evaluation Committee. SOQ review will be based on the following selection criteria.

1. Criteria

- A. Project Understanding: Provide a description of the Respondent’s understanding of the project. Points will also be affected by the firm’s identification of a general project approach demonstrating a clear understanding of the scope of this project.
- B. Work Plan: Provide a well-defined work plan and detailed approach to this project. Points will be awarded based on the ability of each Respondent to provide a clear and concise work plan, schedule, and focused approach related specifically to this project. Firms should demonstrate knowledge of City business and work practices under this subsection. Include any specific thoughts, enlightenments, or recommendations the firm desires to bring forward which are not necessarily discussed in this RFQ, and that will further demonstrate the firm’s capabilities exceed those of mutually competing firms.
- C. Experience: Provide directly relevant and concise information regarding the experience of the proposed project team. Include concrete, verifiable information demonstrating past performance of team members. Identify the experience and performance of key staff assigned to this project. Points will be awarded based on the evaluation committee’s perception of quality and relevance of sited experience, project team, key staff, and demonstrated performance. Points will be deducted from the Respondent’s score if the committee feels the information provided is unrelated to the scope described in this RFQ.
- D. Quality of Response: Consultant shall provide a qualifications packet free of spelling, punctuation, and grammar mistakes. Each Respondent shall exhibit their ability to submit a quality proposal communicating a realistic approach, technical soundness, and enhancements to elements outlined in this Request for Qualifications. Points may be deducted in this category if SOQ contains errors in spelling, punctuation, or grammar. Points may be affected by SOQ formatting and organizational mistakes. Clarity and realism in approach, technical soundness, and proposed enhancements to elements outlined in the RFQ may affect points in the category.

SCORING OVERVIEW			
Evaluation Criteria	%		%
Project Understanding	25%	Experience	40%
Work Plan	25%	Quality of Response	10%
Total	50%		50%

The City will utilize an evaluation committee whose responsibilities include performing independent evaluations of qualifications packages and making selection recommendations based on the evaluation criteria provided. Evaluations will focus on identifying relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews with individual firms may be held at the evaluation committee’s discretion. The City may obtain clarification or additional information with any firm in regards to a submission.

The City reserves the sole right to select the most qualified firm based on the highest-ranked overall qualifications package deemed most beneficial and advantageous to the City.

Firms submitting qualifications will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of City of Stephenville City Council. The City reserves the right to accept or reject any or all submissions, and to waive any informalities or irregularities in the RFQ process.

1.7 Selection Process

1. The evaluation committee will evaluate and rank each respondent's experience, technical competence, capability to perform, past performance of the respondent's team and team members, and other appropriate factors submitted. Cost-related or price-related evaluation factors will not be considered. Each respondent must certify each engineer listed was selected based on a history of demonstrated competence and qualifications as provided by Sections 2254.003 and 2254.004, Government Code. The City shall review the written responses and rank Respondents on demonstrated competence, qualifications, and responsiveness to the RFQ.
 - A. Section 2254.003 of the Government Code States:
"Sec. 2254.003. SELECTION OF PROVIDER; FEES.
 - (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - (1) on the basis of demonstrated competence and qualifications to perform the services; and
 - (2) for a fair and reasonable price.
 - (b) The professional fees under the contract may not exceed any maximum provided by law."
 - B. Section 2254.004 of the Government Code States:
"Sec. 2254.004. CONTRACT FOR PROFESSIONAL SERVICES OF ARCHITECT, ENGINEER, OR SURVEYOR.
 - (a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:
 - (1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
 - (2) then attempt to negotiate with that provider a contract at a fair and reasonable price.
 - (b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:
 - (1) formally end negotiations with that provider;
 - (2) select the next most highly qualified provider; and
 - (3) attempt to negotiate a contract with that provider at a fair and reasonable price.
 - (c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into."
2. The licensed Engineer member(s) of the firm will have full responsibility for complying with all legal requirements, including those of Chapter 1001, Subtitle A of the Texas Occupations Code (Regulation of Engineering and Related Practices).
3. The City may, but is not obligated to, request additional information regarding; demonstrated competence and qualifications, the feasibility of implementing project(s) as proposed, the ability of the respondent to meet schedules or other factors as deemed appropriate by the City.
4. The successful Respondent will enter into a Professional Services Agreement with the City. If mutual agreement of the scope of services and compensation cannot be reached, negotiations with the firm shall cease and the City will open negotiations with the next ranked firm.
5. Upon execution of an Agreement, the Respondent must show the ability to provide the City with any required insurance and/or bonding.

1.8 Respondent's Acceptance of Evaluation Methodology

WAIVER OF CLAIMS: Each Respondent, by submission of a response to this RFQ, waives any claims it has or may have against the City or its consulting engineers, and their respective employees, officers, members, directors and partners connected with or arising out of this RFQ, including, RFQ administration, RFQ evaluation, and selection of qualified Respondents to receive an RFQ. Submission of qualifications indicates a Respondent's acceptance of the evaluation technique(s) and Respondent's recognition that some subjective judgments must be made by the City during the determination of qualifications. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluation rankings shall be made public in accordance with applicable law and waives any claim it has or may have, due to information contained in such evaluations.

1.9 Response Format

Interested firms must submit three bound qualifications packets, and one USB flash drive containing a digital copy of the complete qualifications package in PDF. Please begin file name of PDF copy with the Respondent's firm name.

To achieve a uniform review process and obtain the maximum degree of comparability, SOQs must be organized as specified. SOQs are limited to maximum 15 single-sided, numbered pages including the Table of Contents and Letter of Transmittal. Resumes, tabs/dividers, and cover sheet do not count toward page limit.

Print SOQs on 8 1/2- x 11-inch paper, although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper to preserve legibility. Type size shall be no smaller than 11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions not conforming to requirements listed herein may be removed from consideration at the sole discretion of the City of Stephenville.

1.10 Response Content

Responses shall be arranged as follows:

1. **Coversheet: General Information**
Show date, RFQ title, firm name, address, phone number(s), name of contact person.
2. **Table of Contents**
Clearly identify submittal contents by section and page number.
3. **Letter of Transmittal**
 - A. Briefly state the firm's understanding of services performed and make a solid commitment to provide services specified.
 - B. Give name(s) of person(s) authorized to make representations for the firm, their titles, address(es), and phone numbers.
 - C. Transmittal letter must be signed by a corporate officer or other individual with authority to bind the firm. The letter must also be signed by the project manager.
4. **Contents**
Tab 1: Engineering Firm's Understanding of Project.
 - A. Discuss the firm's understanding of the project objectives and the anticipated work.
 - B. Describe general project approach to deliver Services in an effective, timely and professional manner.
 - C. Describe any support needed from City staff in order to execute the Services.

Tab 2: Engineering Firm's Specific Approach and Work Plan.

- A. Outline project plans, specifications, and services and how/when services are provided.
- B. Describe firm's detailed project approach and a focused work plan for this specific project. Description should fully and completely demonstrate firm's intended methodology for servicing project requirements.
- C. Describe the firm's project management and quality control procedures.

Tab 3: Qualifications, certifications, and abilities of key staff identified in SOQ Package.

- A. Provide a firm description including origin, background, current size, financial capacity, available resources, general organization, and firm headquarters. Identify name and title of the person(s) authorized to enter into an agreement(s) with the City.
- B. Describe firm's interest in this RFQ and unique advantage firm and team bring to the City of Stephenville.
- C. Provide an organizational chart to clearly identify key members of the project team. Include sub-consultants, if any. **Specifically identify individual(s) who will serve as project manager(s) and points of contact.** Provide the following information for the project manager(s) and key team members:
 - Name, title, licensures;
 - Office and email Addresses, phone number(s)
 - Role in and name of similar past projects; and
 - Name of company employing project manager for each past project listed.
- D. Submit resumes for each proposed key team member. Resumes do not count towards page limit.
- E. State any possible conflicts of interest your firm or any key team member may have with performing work for the City of Stephenville.
- F. Discuss the team's ability to handle multiple concurrent projects in terms of resources, including equipment, staff availability, and scheduling capacity.

Tab 4: Experience of the firm providing similar services for similar projects.

- A. Provide a description of a minimum of five (5) well field design projects, currently in progress or completed **in the past five years**, including any projects with the City, containing work demonstrating the skills and abilities of the key team members as follows:
 1. List only projects involving key team members or subs proposed for this project.
 2. List projects in order by date with newest projects listed first and include:
 - a) Brief project description, including recent experience with other municipal projects and with groundwater supply and related agencies.
 - b) Owner's representative having knowledge of the firm's work. Include contact names, phone numbers, email, and physical addresses;
 - c) Name(s) of key team member(s) involved; including any changes to project team and/or key team member(s) after project initiation, and if key team member(s) completed, or did not complete, the project. Include project's current status if not yet completed. If experience for a key team member is listed from a previous employer, fully disclose with what firm the work was performed.
 - d) A list highlighting skills demonstrated by key team member(s).
 - e) Identify if the project was involved in any construction claims, how any claims were resolved and what the role of the key team members were for resolution.
 3. For services including construction drawings, discuss the percentage the engineer's opinion of probable construction cost was within initial bid award and final construction amounts. Include an explanation for differentials greater than ten (10) percent.

2 REPRESENTATIONS, CONDITIONS, AND OTHER SUBMITTAL REQUIREMENTS

2.1 Duties and Obligations of Firms in the RFQ Process

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a response. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, error or inconsistency.

2.2 Addenda

To clarify or modify any part of this RFQ, addenda may be issued and posted at the City's official website: www.stephenvilletx.gov

Submit any requests for information or clarification in writing to contacts listed in this RFQ by the deadline for questions.

2.3 No Collusion, Bribery, Lobbying, or Conflict of Interest

By responding to this RFQ, firm is deemed to have represented and warranted proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is without collusion or fraud. Furthermore, firm certifies neither it, any affiliates or subcontractors, nor any employees of foregoing bribed or lobbied, or attempted to bribe or lobby, or has a conflict of interest with an officer or employee of the City in connection with this RFQ.

2.4 Public Records

Upon receipt by the City, each response becomes the property of the City and considered a public record. Responses will be reviewed by the City's evaluation committee.

2.5 Cost of Proposal Preparation

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree submittals are prepared at firm's own expense with express understanding the firm cannot make any claims whatsoever for reimbursement from the City for costs and expense associated with preparing and submitting a response. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

2.6 Advertising

In submitting an RFQ, respondent agrees not to use results therefrom as part of any commercial advertising without prior written approval of the City of Stephenville.

2.7 Financial Capacity; Insurance Requirements

Selected firm must have financial capacity to undertake work and assume associated liability. Selected firm(s) may be required to provide certificates of insurance evidencing coverage for professional liability in minimum amount of \$1,000,000; auto liability in minimum amount of \$1,000,000; commercial general liability in minimum amount of \$1,000,000; and workers' compensation insurance as required by Texas statutes.

2.8 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFQ (collectively, "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. Intellectual Property shall be prepared in the City's name and the sole and exclusive property of the City, whether work contemplated therein is performed. The City grants the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the work in the agreement.

2.9 City Rights and Reservations

The City anticipates selection of a firm, but reserves the right to request substitutions of any team member, including key staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including, but not limited to experience, qualifications, abilities, resources, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to RFQ, cancel RFQ, readvertise for new RFQ responses with identical or revised specifications, or accept any RFQ response, in whole or part, deemed in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as an agreement.

The City of Stephenville reserves the sole right to award an agreement or agreements to the most qualified firm(s) on the basis of best overall response deemed to be most advantageous to the City.

2.10 Professional Services Agreement

RFQ contents and all provisions of successful response deemed responsive by the City of Stephenville may be incorporated, in whole or in part, into a Professional Services Agreement and become legally binding when approved and executed by both parties.

Engineering services shall be performed in a prompt and professional manner and per the standards of the profession.

All work, unless otherwise specified, shall be completed to the satisfaction of the City Administrator, Director of Public Works, City Engineer, or designee within time periods allocated, as mutually agreed upon at the beginning of the assignment. Engineer shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by the City.

2.11 References

List at least three (3) companies or governmental agencies (preferably municipalities) where same/similar products and/or services as contained in this package were recently provided.

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

email

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

EXHIBIT A
SCOPE OF WORK
NEW WELL FIELD DEVELOPMENT PROJECT

GENERAL INFORMATION

All work accomplished under the agreement shall be in accordance with federal, state, and local manuals, standards, guidelines, standard specifications, and standard procedures. Although every effort is made to fully describe scope of services, changes may be required during the course of the project to accommodate input from the public, other agencies within and outside the City. Changes to the scope of work required to provide a complete project shall be negotiated and authorized by an amendment. Any changes made to the proposed project team must be approved by written notice from the City.

I. Well Field Expansion Project

This project includes all required work associated with well field planning, water transmission main extension, and assistance with an application for Texas Water Development Board funding. Upon notice of board funding, project will include detailed technical specifications, bidding and construction phase services for the development of the City's "536 Well Field" including layout of wells; pump and motor sizing; well field collection system design; electrical and telemetry; power supply; and future treatment plant expansion design.

Follow-up services may include, at the City's option, related construction phase services for on-site project representation, observation, review and documentation of work progress.

II. SCOPE OF WORK

Work required of the Consultant shall include:

A. Preliminary Analysis & Investigation

1. Develop, oversee and analyze results from a testing program to investigate the underground lithology of the wellfield area.
2. Perform hydraulic analysis/modeling of existing infrastructure along with the implementation of the expanded system.
3. Develop a Technical Memorandum with conceptual layout and review with City staff including transmission line operational considerations coordinated with the City's existing Airport Well Field wells.

B. TWDB IUP Submittal

1. Develop engineer's opinion of probable construction cost formatted to meet funding agency specifications.
2. Prepare and administratively complete TWDB Funding application and submit the application on the City's behalf prior to the deadline for funding.

C. Final Design and Regulatory Compliance

1. Develop design drawings/specifications (30%/60%/90% /Final) and incremental reviews with staff.
2. Complete the appropriate state proposal documentation and coordinate with assigned staff through construction approval.
3. Coordinate with funding agency on payment structure and timeline.

D. Bidding and Award

Engineer shall assist City in preparing the bid documents. Such administration duties shall include, but not be limited to, the following during the bidding phase: attendance at pre-bid conference and bid opening; Preparation of responses to contractor questions prior to bid opening; preparation of bid tabulation form; review of Contractor bid submittals; and recommendation of award.

E. Construction Administration

1. Coordinate pre-construction meeting and review contractor's milestone schedule.
2. Assist with construction inspection and project management services through the project duration.
3. Assist city staff during the operational startup of the system.
4. Provide construction record (as-built) drawings.