



Request for Qualifications

For

Engineering Services

GIS and System Mapping

Issue Date: October 1, 2017

Response Deadline: October 31, 2017, 2:00 p.m.

General

In accordance with the applicable provisions of Texas Local Government Code, Riverbend Water Resources District (“Riverbend”) is requesting qualifications to contract with a qualified engineering firm with considerable experience to provide engineering services to a local governmental entity.

Riverbend is located in Bowie, Cass, and Red River Counties and is chartered by the Texas Legislature (2009) as a conservation and reclamation district created under and essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution, as set forth in Title 6, Special District Local Laws Code, Subtitle L, Municipal Water Districts, Chapter 9601, with statutory powers including the authority to acquire any and all storage rights and storage capacity in a reservoir or other water source inside or outside the boundaries of the district, and to acquire the right to take water from that reservoir or source, subject to the rights or permits held by municipalities or other persons. A primary goal of RWRD is to provide a sustainable water supply for water user groups within the region.

Scope

Riverbend is seeking to enter into an engineering services contract with a Professional Engineering firm for GIS Mapping for the water and sewer utilities on the Red River Army Depot Base. The scope of work will encompass all water and sewer lines, including but not limited to the following: lift stations, water towers, and manholes.

There is no mandatory pre-bid meeting but if you would like to have an overview of the size and location of the utilities there will be a pre-bid meeting on Thursday, October 12, at 10:00 a.m. at the Riverbend main office located at 228 A Texas Avenue, Texarkana, Texas 75570.

Contract

It is the intent of Riverbend to enter into a master engineering contract with the selected provider and issue task orders for the work to be performed under this request.

Minimum Submission Requirements

The following minimum requirements must be demonstrated in order for the submission to be **considered responsive** to Riverbend. Any response received, which is determined to not meet these mandatory requirements shall be immediately disqualified and rejected as non-responsive.

The Statement of Qualifications (SOQ) shall be provided as one (1) original and five (5) hard copies along with one (1) PDF copy on a flash drive. The SOQ shall be no more than twelve (12) 8-1/2” x 11” pages (Times Roman, 12 font) with 1” margins, excluding an appendix that includes one-page resumes of no more than three team members that would be assigned to the project.

Section 1 of the SOQ shall be no more than 4 pages and shall include the following:

- Information on the firm including office location and a general breakdown of staff (PE's, graduate engineers, techs, etc.) in the office that the work will be performed in.
- Qualifications of the firm and proposed team members.

Section 2 of the SOQ shall be no more than 8 pages and shall include the following:

- A description of your understanding of a typical GIS Mapping;
- A proposed timeline and the ability to meet this timeline;
- A proposed schedule of costs and hourly rates;
- A list of similar projects in scope that the proposed team members have completed over the last five years including scope, cost and duration; and
- Other information the responder deems pertinent.

The SOQ shall be sent by mail or hand delivery no later than **Tuesday, October 31 at 2:00 p.m.** SOQs received after the above date and time will be considered non-responsive and will be returned unopened. All SOQs shall be placed in an opaque envelope identified with the following information visible on the envelope:

GIS and System Mapping

Firm Name: _____
Due Date: **Tuesday, October 31, 2016**
Time Due: **2:00 p.m.**

The SOQ shall be delivered to the following address:

Riverbend Water Resources District
Attn: Eli Hunt
228 Texas Avenue, Suite A
New Boston, TX 75570

Deadlines and Approximate Timeline

Publication of Notice	October 1, 2017 and October 8, 2016
Optional Pre-Bid Meeting	October 12, 2017 at 10:00 a.m. Riverbend Main Office 228 Texas Avenue, Suite A New Boston, TX 75570
Deadline for Submitting Bids/Opening of Bids	October 31, 2016 at 2:00 p.m. Riverbend Main Office 228 Texas Avenue, Suite A New Boston, TX 75570
Contract Negotiations	Nov 6 - Nov 15, 2017
Board of Directors Selects Firm to Begin Contract Negotiations	Nov 15, 2017

Selection Process and Evaluation Factors

Riverbend may select an individual, firm, or a team that it determines to be the most qualified to perform the work as defined in the scope of work. If a team of firms is proposed for the project, the team must be structured in a manner where one firm is the prime (contracting party) and the other(s) will be a sub-contractor to the prime. **Please be advised that an individual, firm, or team determined to be the most qualified to perform the work may be required to submit information pursuant to Chapter 2252 of the Texas Government Code and in compliance with HB 1295 as passed by the 84th Regular Legislative Session.**

All proposals received will be evaluated by a committee. The committee will rank all proposals. Riverbend reserves the right to conduct interviews with the top ranked firms if deemed appropriate to further aid in the selection of the best qualified firm.

The SOQ's will be evaluated based on the following criteria:

- Quality of the Response 10%
- Team Organization
 - Project Leadership Team (PM, PIC, Technical Experts) 25%
 - Technical Support Staff 15%
- Project Experience 20%
- Project Approach and Projection Implementation Timeline 25%
- Summary 5%

After evaluation by the selection committee, a recommendation will be made to the Riverbend Board of Directors for approval. Upon approval by the board of directors, negotiations will commence with the selected firm. If a satisfactory contract cannot be negotiated with that firm, Riverbend shall formally end negotiations with that firm and consider the next most favored provider and attempt to negotiate with that firm. Riverbend reserves the right to reject any and/or all proposals and to waive any and/or all technicalities and informalities received in response to this RFQ.

Lobbying of selection committee members, RWRD Board Members and staff will not be permitted nor tolerated during the RFP solicitation period.

If Riverbend decides to interview selected firms, the interview will consist of a 20 to 25 minute presentation, followed by a 15 to 20 minute question-and-answer session with an interview panel. The presentation your consultant team will make may be of a content/format of your choosing, but it should illustrate your overall work approach, experience, scope highlights, and personnel to be applied to the project. Up to three members of your consultant team may be present at the interview which shall include the proposed project manager.

Reservation of Rights and Contact Person

Riverbend reserves the right to:

- Reject any and all qualifications received.
- Issue a subsequent RFQ.
- Amend the RFQ or cancel the entire RFQ.
- Remedy technical errors in the RFQ process.
- Negotiate with any, all or none of the Respondents to the RFQ.
- Waive informalities and irregularities.

This RFQ does not commit Riverbend to enter into a Contract, nor does it obligate it to pay any costs incurred in the preparation and submission of proposals or in anticipation of a contract.

All questions should be directed to Eli Hunt in writing at elihunt@rwr.org.