



# **Request for Statements Qualifications(RFQ)**

**For**

**Master List  
Engineering Services  
Civil, Structural, and Environmental  
Engineering  
and  
Local, State, and Federal Water  
Planning/Contract Execution  
for  
Water and Wastewater Systems**

**Issue Date: September 5, 2018**

**Response Deadline: October 16, 2018, 3:00 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 one or more 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 engineering services contracts with up to seven (7) engineering firms to provide professional engineering services for the most northeastern region of the State of Texas. The scope of work may encompass any and all civil, structural, and environmental engineering as well as local, state, and federal water planning/contract execution on water and wastewater services for Riverbend. It is the intent of Riverbend to select a number of engineers/firms with a variety of expertise and experience. Therefore, each engineer/firm is highly encouraged to focus on a particular field of work and to highlight work within that field. For example, particular fields could include the following: intake and federal permitting on a US Corps reservoir; new build for water treatment facilities; wastewater treatment and industrial pretreatment; state water planning and funding; project management and owner advisor role; etc.

A separate proposal is not necessary for each field of work that each engineer/firm intend to highlight for this RFQ. A proposal may include all fields of expertise in one proposal, if you desire to highlight many. Again, it is highly recommended to focus on one area and no more than three areas of specialty.

## **Contract**

It is the intent of Riverbend to enter into an engineering services contract for professional services with up to seven (7) engineers/firms 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 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 or offices 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, depending on the focus area for the firm, shall include the following:
  - A description of your understanding of the typical operations for water and wastewater industry and unique challenges that small operators might face as service providers;
  - A discussion (general narrative) of typical scope, preliminary engineering, design, bidding, and construction phase services for the following:
    - Raw water intake;
    - Raw water pipeline;
    - Water treatment facilities;
    - Water distribution systems;
    - Wastewater treatment facilities expansion and rehabilitation;
    - Wastewater industrial pre-treatment maintenance and rehabilitation;
    - State water planning and funding;
    - Environmental permitting of water supply projects, and
    - Project management and owner advisor role.
  - 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 16 at 3:00 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:

**Engineering Master List**

**Firm Name:** \_\_\_\_\_

**Due Date:** **Tuesday, October 16, 2018**

**Time Due:** **3:00 p.m.**

The SOQ shall be delivered to the following address:

**Riverbend Water Resources District  
Attn: Liz Fazio Hale  
228 Texas Avenue, Suite A  
New Boston, TX 75570**

## **Deadlines and Approximate Timeline**

|   |   |
|---|---|
| <b>Publication of Notice</b>  | September 5, 2018   |
| <b>Deadline for Submitting Bids/Opening of Bids</b>                       | October 16, 2018 at 3:00 p.m.<br>Riverbend Main Office<br>228 Texas Avenue, Suite A<br>New Boston, TX 75570 |
| <b>Board of Directors Selects Firm<br/>to Begin Contract Negotiations</b> | October 24, 2018  |
| <b>Contract Negotiations</b>  | October 24 – November 16, 2018  |
| <b>Notice to Proceed</b>  | November 19, 2018   |

## **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 or firms.

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

- Quality of the Response and Overall Summary 15%
  - Response is Specific to Riverbend Needs and Not Generic Proposal Language
- Team Organization

- Project Leadership Team (PM, PIC, Technical Experts) 25%
- Technical Support Staff 15%
- Project Experience and Approach to Riverbend Projects 45%

After evaluation by the selection committee, a recommendation of the best qualified firm or firms will be made to the Riverbend Board of Directors for approval. These firms will then enter into a Master Services Agreement. As needed for a specific project authorization, Riverbend will request a proposal from one of the selected firms for a task order to be performed pursuant to this Master Services Agreement. Riverbend and the selected firm will negotiate a scope of work and fee for each task order. 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 experience, overall approach to projects of this type, , and personnel that will be made available. Up to three members of your consultant team may be present at the interview, including 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 Liz Fazio Hale in writing at [lizfazio@rwr.org](mailto:lizfazio@rwr.org).