

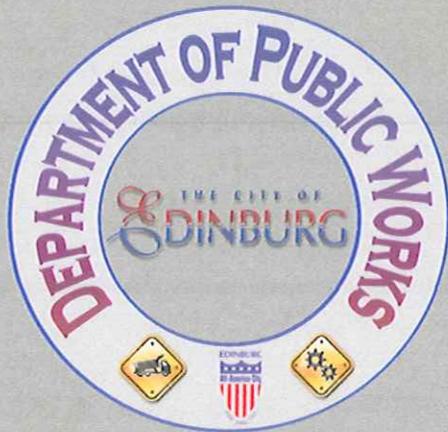


REQUEST FOR QUALIFICATIONS RFQ 2013-009

TEXAS WATER
DEVELOPMENT BOARD
FLOOD PROTECTION PLAN
GRANT # 1348321592
(MASTER DRAINAGE PLAN)

SUBMITTAL DEADLINE
AUGUST 19, 2013,
@ 3:00 PM

Prepared By:



**2012-2013
City Officials**

Richard H. Garcia, Mayor
Elias Longoria Jr., Mayor Pro-Tem
Homer Jasso Jr., Councilmember
J.R. Betancourt, Councilmember
Vacant, Councilmember
Ramiro Garza Jr., City Manager

415 W. University Dr. • P.O. Box 1079 • Edinburg, Texas 78540

REQUEST FOR QUALIFICATIONS

RFQ #2013-009

**TEXAS WATER DEVELOPMENT BOARD (TWDB) FLOOD PROTECTION PLAN GRANT # 1348321592
(MASTER DRAINAGE PLAN)**

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REQUEST FOR QUALIFICATIONS

The City of Edinburg is soliciting sealed Request for Qualifications; hereinafter referred to as RFQ, to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFQ'S will be received until **3:00 p.m. Central Time**, on **Monday August 19, 2013**, shortly thereafter all submitted RFQ'S will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any RFQ received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFQ submitted shall have sufficient time to be received by the City Secretary's Office prior to the RFQ opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the RFQ's. RFQ's will not be accepted by telephone or facsimile machine. All RFQ'S must bear original signatures and figures. The RFQ shall be for:

RFQ # 2013-009
TEXAS WATER DEVELOPMENT BOARD (TWDB) FLOOD PROTECTION PLAN
GRANT # 1348321592 (MASTER DRAINAGE PLAN)

Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR QUALIFICATIONS" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the City of Edinburg web page address: www.cityofedinburg.com, or may obtain copies of same by contacting the office of: LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, EDINBURG, TX 78541 by calling (956) 388-1895 Ext. 8972 or by e-mailing your request to the following e-mail address: lfuentes@cityofedinburg.com

If you have any questions or require additional information regarding this RFQ, please contact **Mr. Ponciano N. Longoria P.E. C.F.M.**, Director of Public Works, at (956) 388-8210.

Hand Delivered RFQ'S:

415 W. University Drive
C/o City Secretary Department
(1st Floor)

If using Land Courier (i.e.FedEx, UPS):

City of Edinburg
C/o City Secretary
415 W. University Drive
Edinburg, Texas 78541

If Mailing Proposals:

City of Edinburg
C/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all RFQ's and to waive any or all formalities or technicalities and to accept the RFQ deemed most advantageous to the City, and hold the RFQ's for a period of 60 days without taking action.

RFQ's must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFQ number and title.

Please read your requirements thoroughly and be sure that the RFQ offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFQ. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

PURPOSE

(1) The purpose of these solicitation documents is to execute a Professional Services Contract for:

RFQ # 2013-009
TEXAS WATER DEVELOPMENT BOARD (TWDB) FLOOD PROTECTION PLAN
GRANT # 1348321592 (MASTER DRAINAGE PLAN)

INTENT

(2) The services to be provided under this RFQ shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFQ. There is no intention to disqualify any respondent who can meet the requirements.

SUBMITTAL OF RFQ

(3) RFQs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Five (5) complete sets of the response One (1) original marked "ORIGINAL," and Four (4) copies marked. RFQs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFQ in response to this solicitation constitutes an offer by the respondent. Once submitted, RFQ's become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFQ regardless of whether that respondent/firm is selected. Submission of a RFQ in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFQ, unless clearly and specifically noted in the RFQ submitted and confirmed in the contract between the City and the successful respondent otherwise. RFQs which do not comply with these requirements may be rejected at the option of the City. RFQs must be filed with the City of Edinburg before the deadline day and hour. No late RFQs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFQ requirements may be grounds for disqualification.

Hand Delivered RFQ'S:

415 W. University Drive
C/o City Secretary Department (1st Floor)

If using Land Courier (i.e.FedEx, UPS):

City of Edinburg
C/o City Secretary
415 W. University Drive
Edinburg, Texas 78541

If Mailing RFQ's:

City of Edinburg
C/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

TIME ALLOWED FOR ACTION TAKEN

(4) The City of Edinburg may hold RFQ/s 60 days after deadline without taking action. Respondents are required to hold their RFQ/s firm for same period of time.

RIGHT TO REJECT/AWARD

(5) The City of Edinburg reserves the right to reject any or all RFQs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

ASSIGNMENT

(6) Respondents are advised that the City of Edinburg shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFQ in whole or in part, to a third party without the written approval of the City of Edinburg.

AWARD

(7) Respondents are advised that the City of Edinburg is soliciting RFQs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

NUMBER OF CONTRACTS

(8) THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFQ.

STATUTORY REQUIREMENTS

(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

ALTERATIONS/AMENDMENTS TO RFQ

(10) RFQ **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFQ may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

NO RESPONSE TO RFQ

(11) If unable to submit a RFQ, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS

(12) The respondent shall attach to his/her RFQ a list of any exceptions to the specifications/ requirements.

PAYMENT

(13) The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after

SERVICES have been completed, introduced to the City, and found to meet City of Edinburg specifications/requirements. No other method of payment will be considered.

SYNONYM

(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for Qualifications **STORMWATER MASTER DRAINAGE PLAN** as specified.

RESPONDENT'S EMPLOYEES

(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

INDEMNIFICATION CLAUSE

(16) The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the RFQ. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "Addenda and Modifications".

VERBAL THREATS

(18) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract.

CONFIDENTIAL INFORMATION

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

PAST PERFORMANCE

(20) Respondent's past performance shall be taken into consideration in the evaluation of RFQ submittal.

JURISDICTION

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the

State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

RIGHT TO AUDIT

(22) The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

VENUE

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

CONFLICT OF INTEREST

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

CONFIDENTIALITY OF INFORMATION AND SECURITY

(25) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

TERMINATION OF CONTRACT

(26) The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day

notice.

RESPONSE DEADLINE

(27) Responses to the RFQ must be addressed to Mr. Ponciano N. Longoria P.E. C.F.M., Director of Public Works, City of Edinburg, 415 W. University Drive by **August 19, 2013 until 3:00 p.m.** for consideration. An original and four (4) complete sets of the response must be submitted no later than this date and time in a **sealed envelope** indicating that its contents are in response to the RFQ for **“TEXAS WATER DEVELOPMENT BOARD (TWDB) FLOOD PROTECTION PLAN GRANT # 1348321592 (MASTER DRAINAGE PLAN)”**. Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

Hand Delivered RFQ's:

415 W. University Drive
C/o City Secretary Department (1st Floor)

If using Land Courier (i.e.FedEx, UPS):

City of Edinburg
C/o City Secretary
415 W. University Drive
Edinburg, Texas 78541

If Mailing RFQs:

City of Edinburg
C/o City Secretary
P.O. Box 1079
Edinburg, Texas 78540-1079

ADDENDA AND MODIFICATIONS

(28) Any changes, additions, or clarifications to the RFQ are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFQ or other documents may request an interpretation from the Purchasing Division. At the request of the respondent, or in the event the Purchasing Division deems the interpretation to be substantive, the interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this RFQ shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFQ Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. Addendums are available online at www.cityofedinburg.com.

RFQ PREPARATION COSTS

(29) The City of Edinburg shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFQ or for any work performed prior to execution of contract.

EQUAL EMPLOYMENT OPPORTUNITY

(30) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

AUTHORIZATION TO BIND RESPONDENT TO RFQ

(31) RFQs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFQ. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFQ. A corporation shall execute the RFQ by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the RFQ. Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

GENERAL

The City of Edinburg's Department of Public Works is currently seeking for a qualified professional Engineering firm for design and consulting work to help develop a city wide storm water master drainage plan. The City through the Department of Public Works, is addressing pervasive and persistent local flooding to protect the health, safety, and welfare of The City of Edinburg residents and surrounding areas. This document outlines the requirements, selection process and documentation necessary to submit to this Request for Qualifications (RFQ).

SCOPE OF SERVICES

The RFQ, will be evaluated only with regard to **OVERALL QUALIFICATIONS, BACKGROUND, TRAINING, EXPERIENCE, and PREVIOUS EXPERIENCE WITH CITY.**

The following professionals should apply for consideration:

Registered Professional Engineers

- Texas Licensed Professionals with superior background, training, and qualifications meeting all requirements of this RFQ.
- Registered or licensed in the State of Texas
- Individuals who have experience in the following:
 - New Construction
 - Renovation
 - Planning
 - Upgrading existing systems

SCOPE OF WORK

The scope of work describes the work tasks and product deliverables by study phase. Study phases will include the following:

- Phase I – Hydrologic and Hydraulic Baseline Report
- Phase II – Environmental Baseline Report
- Phase III – Master Drainage Plan Report

A brief description of the study phases and primary study tasks are presented below:

Phase I. Hydrologic and Hydraulic Baseline Report

The development of the hydrologic and hydraulic baseline report will be conducted to update the analysis of the existing watershed hydrologic and hydraulic models. The hydrologic and hydraulic studies will be performed in accordance with FEMA study requirements for subsequent submission as a Physical Map Revision (PMR) to the Flood Insurance Rate Maps for the City of Edinburg.

❖ Task 1.0: Study Coordination and Meetings

The Engineer shall coordinate the study progress on a regular basis with the City of Edinburg. Regularly scheduled progress meetings shall be held on a monthly basis with the City of Edinburg staff and other representatives as deemed necessary. A detailed Project Management Plan shall be prepared to guide the study process, milestones, and deliverables to the City of Edinburg. A Quality Assurance/Quality Control (QA/QC) plan shall be submitted to ensure adherence to accepted engineering standards and procedures, proper checking of field data, hydrologic and hydraulic modeling, engineering computations, and study products. The Engineer will assist at Public Meetings. The Engineer shall prepare requested exhibits, handouts, and presentation materials for Public Meetings.

❖ Task 2.0: Data Collection

Research all existing pertinent data to avoid duplication of effort. This research effort shall include a literature search and an information search to obtain and review all applicable hydrologic and hydraulic models, soils information, right-of-way data, and previous studies. A field reconnaissance will be performed to gather relevant information on the extent and condition of the floodplains, physical watershed characteristics, and hydraulic features along the streams.

❖ Task 3.0: Topographic Surveys

Topographic surveys shall be performed to obtain channel cross sections, overbank sections, and the physical dimensions of all hydraulic structures along the studied streams. All elevations shall be referenced to NAVD 88. Reference markers/monumentation shall be established along the streams in accordance with FEMA standards. LIDAR (Light Detection and Radar) data developed for FEMA Map Mod project for Cameron County shall be used for the purpose of this study. A Digital Elevation Model (DEM) shall be developed for the planning area using the LIDAR data and channel cross sections.

❖ **Task 4.0: Hydrologic Analysis**

The U.S. Army Corps of Engineers HEC-HMS computer program shall be used to perform the hydrologic analysis. The model parameters will be reviewed and revised for the drainage areas, to reflect current development conditions, ultimate development conditions, and with new storage data from the revised hydraulic models. Flow rates shall be computed for various storm frequencies.

❖ **Task 5.0: Hydraulic Analysis**

The U.S. Army of Corps of Engineers HEC-HMS computer program shall be used to perform the hydraulic analysis. The hydraulic analysis shall be updated to reflect current conditions and include all channel improvements, new crossing structures, and applicable FEMA Letter of Map Revisions (LOMR's). Flood profiles shall be generated along the studied streams for the various storm frequencies. The hydraulic analysis will include a flood hazard and floodway analysis.

❖ **Task 6.0: Existing Flood Hazards and Request for FEMA Physical Map Revision**

Flood hazard mapping and flood profiles shall be prepared for studied streams. A Physical Map Revision will be prepared for revisions to the FEMA Flood Insurance Rate Maps (FIRM) for the City of Edinburg. Appropriate documentation and application/certification forms shall be completed in support of a Physical Map Revision for major tributaries. All study work will be generally performed in accordance with the FEMA Guidelines and Specifications for Flood Hazard Mapping Partners.

❖ **Task 7.0: Hydrologic and Hydraulic Baseline Report**

A hydrologic and hydraulic baseline report shall be prepared to document the study technical approach and analyses, watershed hydrologic and hydraulic computer models, and flood hazard areas. Appropriate maps, tables and exhibits will be prepared to document the watershed characteristics, stream characteristics, special flood hazard areas, base flood elevations, and floodway table. Ten copies (10) of the draft Final Report will be submitted to the City of Edinburg for review and comment. Upon review and comment, ten copies (10) of the Final Report and all electronic files will be submitted to the City.

Phase II. Environmental Baseline Report

An environmental baseline investigation will be performed to evaluate the environmental quality, issues, needs and opportunities in the propose planning area. The overall environmental considerations are to protect, preserve, and maintain existing environmental values and to minimize unavoidable damages to the environment. Opportunities to optimize the environmental components of the watershed will also be explored. It is the intent of environmental baseline report to identify environmental constraints to facilitate the assessment of alternative flood reduction plans for the planning area. The environmental tasks are outlined below.

❖ **Task 1.0: Study Coordination and Meetings**

The study effort will involve regular study coordination and meetings with the planning team, participation in public meetings, and coordination with regulatory agencies.

❖ **Task 2.0: Data Collection and Land Use Characterization**

Data collection will consist of a literature review, aerial photograph interpretation, and a field reconnaissance to verify literature and photographic data. A land use characterization will be performed to aid in the identification of environmental constraints and opportunities in the planning area. A Geographic Information System (GIS) data layer will be developed to incorporate the environmental constraints and opportunities, and other environmental data to be superimposed on digital aerial photographs of the planning area.

❖ **Task 3.0: Limited Phase I Environmental Site Assessment**

A limited Phase Environmental Site Assessment will be conducted based on a review of regulatory agency site listing and databases.

❖ **Task 4.0: Environmental Baseline Report**

An environmental baseline report will be prepared to document and describe how it relates to the planning objectives and constraints for the regional drainage plan. Environmental constraints maps will be generated using GIS technologies to define the environmental issues and findings in the planning area.

Phase III. Master Drainage Plan Report

Master drainage planning is essential to define flood control improvements needed to serve urban growth. The rapid urban growth, the flat topography, and the relatively impervious soils in study area contribute to the existing flooding problems in the watershed, specifically at the City of Edinburg, and highlight the importance of long-range planning for flood management. A master drainage plan will be prepared to eliminate or reduce existing flooding problems, and provide a blueprint to serve full urbanization of the study area. The scope of work for the master drainage plan is presented below.

❖ **Task 1.0: Study Coordination, Meeting & Public Information Program**

The Engineer shall coordinate the study progress on a regular basis with the City of Edinburg. Regularly scheduled progress meetings shall be held with the City of Edinburg staff and other representatives as deemed necessary. A detailed Project Management Plan shall be prepared to guide the study progress, milestones and deliverables to the City of Edinburg. A Quality Assurance/Quality Control (QA/QC) plan shall be submitted to ensure adherence to accepted engineering standards and procedures, proper checking to field data, hydrologic and hydraulic modeling, engineering computations, and study products. The Engineer will assist in coordination with the City and at Public Meetings. The Engineer shall prepare requested exhibits, handouts, and presentation materials for Public Meetings.

❖ **Task 2.0: Identify Problems & Opportunities**

Flooding problems and opportunities will be identified for the studied streams. Flood hazard areas will be identified from floodplain mapping generated in Phase I and repetitive flood loss claim data. Historical flooding data and citizen input will also be used to identify existing flood hazards areas within the planning area.

❖ **Task 3.0: Formulas Alternative Drainage Plans**

Potential solutions to flooding problems will be identified, and the benefits and costs of these solutions will be estimated for each alternative. Formulation of alternative will involve consideration of flood concepts including (1) no-action alternative; (2) non-structural alternative; (3) channelization alternative; (4) detention alternative; and (5) combination alternative. Engineering performance criteria will be established in concert with the City of Edinburg. Plan formulation will consider ultimate drainage improvements needs and the impact these improvements would have.

❖ **Task 4.0: Evaluate Plan Effects**

Each alternative plan will be analyzed and compared based on the basic criteria of engineering considerations, economic considerations, cost analysis, environmental impact, and implementation strategy. A screening matrix will be developed to compare the merits and impacts of each plan alternative. The screening matrix will consider such components as degree of flood protection, damage reduction benefits, engineering considerations, costs, social impacts, environmental consequences, public acceptance, and practicality for implementation. Public input is anticipated from the citizen advisory committee and public meetings.

❖ **Task 5.0: Recommended Plan**

A recommended plan of improvements will be determined from the evaluation of the alternative plans. The recommended plan of improvements would most likely include both structural and non-structural flood reduction measures and a floodplain management strategy to guide future development. Site-specific environmental consequences of flood control improvements will be assessed, and proposed environmental mitigation measures for the recommended plan of improvements will be developed. A detailed cost analysis will be performed for the recommended plan of improvements.

❖ **Task 6.0: Plan Implementation and Management Strategies**

Funding opportunities for plan implementation and management strategies will be defined to ensure adequate funding sources to implement the master drainage plan. It is anticipated that funding sources would include both capital improvement funds from the City of Edinburg and private funds from continued urban development in the planning area.

❖ **Task 7.0: Master Drainage Plan Report**

A Master Drainage Plan Report will be prepared to document the master drainage plan and environmental investigation. The report will present the study technical approach and analyses,

and include appropriate text, tables, exhibits and appendices. Ten copies (10) of the draft Final Report will be submitted to the City of Edinburg for review and comment. Upon review and comment, ten copies (10) of the Final Report will be submitted.

PAYMENT

The method of payment to the selected firms shall be on a time-and-material basis. This amount shall include labor, overhead, profit and expenses including transportation, communications, and materials. Progress payments will be based on actual hours and contract hourly rates charged to a particular task on a monthly basis. Each invoice submitted to the City for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date and amount remaining.

SUBMITTAL REQUIREMENTS

TEXAS WATER DEVELOPMENT BOARD (TWDB) FLOOD PROTECTION PLAN GRANT # 1348321592 (MASTER DRAINAGE PLAN) Request for Qualifications (RFQ) is requested to be submitted to the City Secretary's Office at 415 W. University Dr. Edinburg, Texas 78541 no later than 3:00 PM ON AUGUST 19, 2013.

The RFQ must be submitted according to the instructions outlined herein. Each response should include, at a minimum, the following items:

1. Transmittal letter – Indicate interest and commitment to perform services for the City of Edinburg, include contact information (physical address, telephone, fax, cell phone, and email address) for the primary person responsible for your RFQ who will be the point of contact for the City on all correspondence and communications pertaining to the RFQ. State whether any addendums to this RFQ have been received by your firm and whether consideration of their content has been included in your RFQ. The letter must be signed by an officer of the firm who is authorized to bind the firm to contract and shall contain a statement to this effect;
2. Firm Qualification and Experience – Discuss the firm's experience and history in performing engineering and project management services in a timely manner, particularly for other governmental agencies in the past five (5) years. Discuss the firm's uniqueness to best perform these services for the City. Identify the office location that will be providing the services and the approach to handling part-time staffing needs for smaller assignments.
3. Team Member Qualifications and Experience – Submit resumes summarizing qualifications and experience of project manager, key staff and any support staff likely to be assigned to the work.
4. References – Provide at least three references (names and current phone numbers) from recent work and List all past projects with the City of Edinburg for each proposed team member. Include a brief description of the projects associated with the reference, and the role of the individual.
5. Fee Schedule – Provide a list of hourly billing rates for each proposed team member. Hourly billing rates shall include all direct and indirect labor expenses, transportation, cell phone, computer, sub-consultant fee mark-ups, and etc...

6. Insurance - Provide information on the types and amounts of insurance carried by the PSP, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage. A list of any insurance claims against the firm within the past 5 years.
7. Professional Services Agreement – Provide a statement that the Professional Services Agreement has been read, that the firm will meet the prerequisite insurance requirements, and the firm, if selected, agrees to enter in to such agreement.
8. Presentation – Each firm must submit five (5) bound copies of the RFQ.

SELECTION PROCESS

Evaluation will include confirmation by City Staff that respondents have the required registration, license, insurance or expertise to render requested services. The evaluation process is not intended to select one best qualified provider but rather shall include several similarly qualified providers that will be placed on a pre-qualified list.

The selection Committee shall screen and rate all of the respondents that are submitted. Selection ratings will be based on 100-point scale rating and shall be based on the following criteria.

a.	Overall Qualification of Team	40 points
b.	Previous Experience with City	10 points
c.	Ability to meet Schedules and Deadlines	30 points
d.	Stability and References	15 points
e.	Presentation	5 points

The City may select one (1) or more firms to provide services based on this evaluation or it may choose to follow up with an interview on Monday, August 26, 2013 if necessary. This process will result in the selection of a firm or firms to provide services. The City reserves the right to reject any and all RFQ's for any reason whatsoever. The City may waive informalities or irregularities in the RFQ's received where such is merely a matter of form and not substance, and the correction or waiver thereof is deemed by the City not prejudicial to other RFQ's.

After the selection of the most qualified firm(s), scope of services and billing rates will be negotiated and used as attachments to the City's Professional Services Agreement. This Agreement will then be submitted to the City Council for approval. If the City and the selected firm cannot successfully negotiate an agreement, then the City will enter into negotiations with the next best qualified firm on the evaluation rating list. This procedure may be repeated until one (1) or more firms has been selected and approved by the City Council.

The City currently anticipates conducting the selection process proceeding in accordance with the following list of milestones. This schedule is subject to revision and the City reserves the right to modify this schedule as necessary, in its sole discretion.

RFQ Issued	August 2, 2013
Publish RFQ	August 2, 2013
RFQ Submission Deadline (Post Marked or Delivered)	August 19, 2013
RFQ Review	August 19-23, 2013
Firms Interviews, if required	August 26, 2013
City Council Selects Firm(s)	September 3, 2013

CITY CONTACT

If you should have any questions regarding the preparation of the RFQ contact Mr. Ponciano N. Longoria P.E. C.F.M. Director of Public Works at (956) 388-8210 or plongoria@cityofedinburg.com.

Responses to the RFQ must be addressed to City Secretary's Office, City of Edinburg, and received at City Hall, at 415 W. University Drive, Edinburg, Texas 78541 by August 19, 2013 and no later than 3:00 pm. Five (5) complete sets of the response no larger than 30 bound pages must be submitted no later than this date and time. The RFQ is to be placed in a sealed envelope indicating that its contents are in response to the Request for Qualifications for the **TEXAS WATER DEVELOPMENT BOARD (TWDB) FLOOD PROTECTION PLAN GRANT # 1348321592 (MASTER DRAINAGE PLAN)**.