THE CITY OF EDINBURG

REQUEST FOR QUALIFICATIONS

RFQ #2012-001 PROFESSIONAL ENGINEERING SERVICES – WEST WATER TREATMENT PLANT EXPANSION PROJECT

The City of Edinburg is seeking Request for Qualifications for Professional Engineering Services for the West Water Treatment Plant 8.0 MGD Expansion Project. The City of Edinburg will receive sealed envelopes containing Request for Qualifications to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas, 8:00 a.m. - 5:00 p.m., Monday through Friday.

RFQ's shall be addressed to: **CITY OF EDINBURG, C/O CITY SECRETARY, 415 W. UNIVERSITY DRIVE, P.O. BOX 1079, EDINBURG, TX 78540.**

Request for Qualifications will be received by **Monday, August 22, 2011** no later than 3:00 p.m. RFQ's sent via facsimile **shall not** be accepted. **RFQ's shall 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.** Overnight mail must also be properly labeled on the outside of the express envelope or package in reference to the RFQ. Any RFQ received after closing date and time will be returned to the firm unopened.

Please direct your questions regarding the preparation of the RFQ to Mr. Arturo Martinez, Director of Utilities, by calling (956) 388-8212.

415 W. University Drive • P.O. Box 1079 • Edinburg, Texas 78540
Phone (956) 388-8204 • Fax (956) 383-7111

CITY OF EDINBURG

Professional Engineering Services for the West Water Treatment Plant 8.0 MGD Expansion Project

1.0 RFQ NO. 2012-001

1.1 Project Description

The City of Edinburg has submitted an Intended Use Plan (IUP) application to the Texas Water Development Board (TWDB) and has been invited to apply for financial assistance from the TWDB through the Drinking Water State Revolving Fund (DWSRF) to expand the west water treatment plant. The City of Edinburg is soliciting a qualified Engineering Firm to provide professional services through the Request for Qualification process for the funding, design, bidding, and construction management for engineering services.

This Request for Qualifications (RFQ) is to pre-qualify firms that may provide professional services for the design and construction and funding of a project funded through the TWDB. It is the intent of this RFQ that the individual and/or firm for the project is provided by a single-respondent or joint venture for each of the different services. The City of Edinburg intends to negotiate a fixed price contract with the most highly qualified firm that is a fair and reasonable price for the work that is agreed upon, but reserves the right to reject any and all qualification statements received in response to this public notice. The City of Edinburg reserves the right to short list respondents and base final selection rankings. City Council has the right to request presentation from short list candidates.

The selection and award of a contract are contingent upon the funding and approval through the TWDB. The anticipated contracts will be awarded September 20, 2011 and the anticipated completion date for all components of work including construction administration is November 2013. Federal requirements are applicable to these projects, regarding procurement, cost and pricing data, solicitation of Minority and Women's Business Enterprises (MWBE) and Equal Employment Opportunity (EEO). It is the respondent's responsibility to make a good faith effort in offering fair opportunity for participation in projects.

The anticipated overall duration of these service contracts is 25 months with a tentative starting date of November 2011.

1.2 Site Location and Description

The City of Edinburg is located in Hidalgo County, Texas. The City is responsible for planning, constructing and operating the City's water and wastewater utility systems. The City is planning on expanding the existing 8.0 MGD west water treatment plant to 16.0 MGD in compliance with state regulations.

1.3 Scope of Services

The scope of services for the RFQ will include engineering services for the funding approval, design, bidding and negotiation, construction and post construction phase of the projects as well as coordination/consultation meetings for all facets of services.

1.3.1 The scope of services for the Consultants is expected to include:

1.3.1.a Preliminary Engineering Phase

The selected firm must have prior experience in the design and construction of water treatment plants. Tasks may include development of facilities to be constructed, an estimate of probable construction cost for the proposed improvements, and prioritization of improvements to fit within budget and schedule limitations of the project. Services necessary to accomplish the Preliminary Engineering Phase may include:

- Preparation of an Engineering Feasibility Report
- Environmental Compliance considering Full State/Federal Guidelines
- Conduct preliminary site investigations
- Develop an estimate of probable construction cost for proposed modifications, including a prioritization of proposed improvements, to facilitate staged construction of proposed modifications, if necessary, to comply with any project budget limitations.

1.3.1.b Final Design and Bid Phase Services

The selected engineering firm(s) (Engineer) shall, upon specific written authorization, conduct or other wise acquire the necessary field surveys, soils, and peripheral investigations for final design of the proposed improvements. The Engineer shall prepare final plans, specifications, contract documents and cost estimates for the construction of proposed improvements as approved by the City of Edinburg and work in conjunction with the City Utility Department. The Engineer shall furnish sub-consultant services as may be appropriate for the execution of the design and assist in applying for and obtaining agency approvals and permits as necessary for the construction of the project(s). The Engineer shall also assist the Purchasing Department in advertising the project for bids and preparation of construction contract documents.

1.3.1.c Construction Phase Services

The construction phase professional services, which may be provided by the selected consultant(s), are those generally associated with the construction phase and might include, but not necessarily be limited to all or some of the following:

- Periodic visits to the job site by the design professionals to generally review the progress and quality of the work being performed.
- Review of periodic payment estimates of the contractor for completed work.
- Review and approve shop drawings and any necessary change orders.
- Interpretation of the plans, specifications, and other contract documents as required.
- Project reviews with the contractor and the appropriate City of Edinburg officials.
- Preparation of record drawings, prepared from as-built marked up drawings provided by the contractor, of the completed facilities.
- The service of a resident Project Representative to monitor and report on the progress and quality of work being performed by the contractor.
- Other necessary and related services associated with the Engineer's design as applied to the construction processes.

1.3.1.d Warranty Phase Services

If authorized by the City of Edinburg in writing, the selected engineering firm shall provide warranty phase services generally consisting of assistance to the City of Edinburg in correcting project malfunctions or deficiencies.

1.4 Intent

The intent of the City is to procure professional services for these projects via a two-step procurement process with formal advertising. Evaluation of the Respondent's Statements of Qualifications will be by the initial selection team composed of five persons representing the City. Procedures for Professional Services procurement are presented in the following text,

1.4.1 Step 1- Request for Qualification (RFQ)

A. This RFQ is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative agreements to State and Local Governments). Each offeror will submit four (4) copies of the Qualifications Package to the City.

B. Qualifications will be received and evaluated solely on the basis of criteria contained in this RFQ. Do not submit pricing information. If pricing information is submitted, the response to the RFQ will not be considered.

C. If any offerors have any questions or need any additional information to clarify the intent of this RFQ, submit questions or requests in writing as

discussed in Section 2.6. The Initial Selection Team will collect these questions and respond to all the RFQ package holders in writing prior to evaluation.

D. The Initial Selection Team may contact offerors for the purpose of obtaining additional information or clarification during the evaluation period.

E. The City reserves the right to reject any or all qualifications received and to conduct new professional services selection procedures for this or future projects.

1.4.2 Step 2- Interviews

Out of the Qualifications received by the City of Edinburg, the City will determine which firm(s) has (have) the best qualifications. The City reserves the right to shortlist the three best firms for final consideration. Interviews will be in the form of a presentation conducted in order for the Council Members to ask questions for each candidate and evaluate their responses. The firms and principles under consideration will be notified as time, date, and location of these interviews.

The City of Edinburg does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities. Small, minority, and women owned business enterprises are encouraged to submit. The City of Edinburg is an Equal Opportunity Employer.

2.0 INSTRUCTIONS AND PROCEDURES

2.1 General

The Qualification Package will be prepared as indicated in the instructions below. The instructions are intended as an aid to the offeror, as well as to provide a consistent equitable basis for Qualifications. These instructions are not themselves evaluation criteria.

2.2 Qualification Package Preparation

The Qualification Package will include the following four (4) components and shall be numbered as shown:

1. A one-page transmittal letter. The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.

The Qualification Package shall include the following Certifications, Statements and Documentation signed by the offeror:

2. Statement concerning insurance. Confirmation that the offeror will provide general liability insurance, worker's compensation and professional liability insurance for the project within 10 calendar days ofany Notice of Award.

3. Statement concerning conflict of interests. Those interests of the offeror that would impede with or interfere in the carrying out of the duties and responsibilities of the position of Project Design Firm are deemed conflicting.

The Qualification Package shall include as its body of work:

4. Statement concerning qualifications. A Statement of Qualifications in order of format as shown in Section 3.0.

The offeror shall submit four (4) copies of Qualification Package to the Initial Selection Team.

No material shall be incorporated by reference only, nor should brochures, photos, or additional data be submitted. Any such material will not be considered in the evaluation process. The entire Qualification Package shall stand alone and include full responses to all RFQ instructions.

2.3 Cost of Preparing Qualification Package

Cost for preparing the Qualifications Package and any subsequent materials or presentations shall be solely the responsibility of the prospective offeror.

2.4 Submitting Qualification Package

Qualifications must be submitted to Ms Lorena Fuentes, Purchasing Agent, by 3:00 p.m. Central U.S. Time on August 22, 2011 at 415 W. University Drive, Edinburg, Texas 78541. Qualifications shall be placed in a sealed envelope marked clearly, **"Response to RFQ for West Water Treatment Plant 8.0 MGD Expansion Project".**

Responses submitted in any other format may not be reviewed by the Initial Selection Team. LATE PROPOSALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Questions concerning this solicitation must be submitted in writing no later than Monday, August 12, 2011 to Mr. Arturo Martinez, Director of Utilities, office number (956) 388-8212.

2.5 Public Record

All data and information submitted by the offeror in response to the RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001-552-026. Neither the Council nor the City assumes responsibility for asserting legal arguments on behalf of the offeror.

2.6 Inquiries

Offerors should not attempt to contact any individual Selection Team member other than by the form provided in the Request for Qualifications. Should any offeror find discrepancies in, or omissions from the RFQ, or should the offeror be in debt as to their meaning, the offeror shall notify the Purchasing Agent via fax at (956) 383-7111 or via certified letter and confirm at (956) 388-1895. Request for clarifications will be received in writing up to 24 hours of the submittal deadline. Answers to all such requests will be given in writing by the Initial Selection Team to all prospective offerors within 72 hours of the submittal deadline. Oral explanations or instructions will not be binding. Written requests for clarifications may be sent to the same address as shown for final Qualification Package submittal. Clarifications will be sent to all firms that have received the Qualification Package.

2.7 Evaluation Process

The Initial Selection Team will evaluate each Qualification Package received in response to this RFQ and may call upon anyone they deem necessary to assist with this evaluation. The evaluation will be based on the contents of the Qualification Package, and any subsequent written clarification required. The Initial Selection Team will not consider any information or data incorporated by the offeror by reference or otherwise referenced. Qualifications will be received by the Initial Selection Team in order to identify up to three (3) consulting firms who may then be interviewed by City Council. The final consulting firm's selections will be made upon completion of the interviews by the City Council.

The following factors, in order of relative importance, will be used in the selection process:

1. Familiarity with geographic project area. 10 pts

2. Past experience with similar kinds of projects. 20 pts

3. Project approach and challenges. 10 pts

4. Experience in working with state and federal funding agencies. 10 pts

5. Capability to meet tight schedules and project budget requirements. 10 pts

6. Resumes of key personnel. 10 pts

7. Anticipated workload during period of engagement and availability of personnel. 10 pts

8. Office location. 5 pts

9. Performance record and experience with similar type projects. 15 pts

Upon notification of selection by the City, the best qualified Respondent shall submit a statement of certification regarding the firm's indirect cost rate as audited by federal standards (48 CFR, Part 31) and as presented in DWTAP-101 (Form 5700-41) within 48 hours to the City. Following the City Council's selection of the best qualified Respondent the City Manager shall request a detailed proposal based on the proposed scope of work. Upon receipt of proposal, the City Council and Prosper will attempt to negotiate scope and extent of work to be performed, time for full performance, compensation, and other terms. Negotiation for compensation will comply with Title 48 code of Federal Regulations, Part 31 Contract Cost Principles and Procedures-Commercial Firms. Final selection of the successful Prosper will be contingent upon the approval of the City.

3.0 STATEMENT OF QUALIFICATIONS FORMAT

The information in the offeror's Statement of Qualifications in this package shall be presented either on these sheets or in the same sequence as outlined below.

3.1 Organization

The offeror shall describe the firm's organization in accordance with the format below:

3.1.1 General

1. Firm Name: _____

2. Address & Phone Number: _____

3. Submittal is for _____ Parent Co. _____ Branch Office

4. Year Present Firm Established: _____

5. Former Firm Name: _____ Year Est. _____

6. Type of Ownership: _____

7. Name of Parent Co. (If any): _____

8. Name of Principles and Titles:

Principles: Title:

9. Present office number of Personnel in each office type of discipline(s):

Office	Personnel	Discipline

Examples of disciplines: Administrative, Draft Persons, Computer Technicians, Civil Engineers, Architects, Construction Managers, Project Managers, Inspectors, Schedulers, and other.

3.2 Key Personnel/Project Team

3.2.1 The offeror shall provide a brief profile for key personnel that will be assigned to this project. The information for the project team must include the following: name, areas of expertise, years of experience in that area, experience with government agencies, professional licensee or registration number (if applicable). Professional license or registration number (if applicable). Professional standing and TCEQ operational license. Please also note whether each individual is bilingual or not.

3.2.2 The offeror shall identify each specific item of Section 1.3.1 and describe specific project experience which would demonstrate expertise in each item.

3.2.3 Include an organizational chart showing participants and disciplines for specific portions of assigned work on this project, and line of authority for all portions of the work.

3.2.4 For those team members that maintain a professional license issued by a state agency, indicate that person's current standing with that agency. Also please note whether each individual is bilingual or not.

3.2.5 The offeror shall provide a list of names, addresses and specification of outside consultants/associates for this project and prior working relationship. List specific areas of responsibility (including administrative, technical and financial) for each firm.

3.2.6 Identify the level of participation of MWBE team members in percent of total work effort.

3.3 Resource Utilization

3.3.1 Labor Resources - The offeror shall include a brief statement describing how staff will be provided, allocated and balance during sickness, attrition and periods of the firms increased workloads.

3.3.2 Equipment Resources - Offeror shall list all pieces of office or field equipment which is owned or offeror has direct access that is pertinent to this project.

OFFICE

_____

_____

_____

_____

_____

FIELD

_____

_____

_____

_____

_____

3.4 Workload Status

3.4.1 Based on the offeror's current workload and staff, indicate the current percentage of capacity at which the offeror is operating. Indicate the current backlog (if any) of the assignments in months.

3.4.2 Based on current assignments, backlogged assignments and known future assignments not currently in-house, indicate the percentage of capacity that the offeror will be operating during the time period indicated in the RFQ and the ability to meet the time constraints for completion of the of the project tasks while completing other prior committed workloads which involve members of the team identified for assignment to this project.

3.4.3 Identify the percentage of time key personnel will devote to this project.

3.4.4 Identify tasks to be completed locally, by an identified associate office or by an identified subcontractor.

3.5 Experience

Offeror shall list examples of the firm's project management and inspection experience. List the most recent 3 years experience (maximum of 10 assignments). Experience must include: name, location, contact person and telephone number, date of engagement for assignment.

3.6 References

The City Council will contact references. In addition to the contact person(s) listed, the City Council may discuss the offeror's work performance with any current or former employee of the reference firm.

References must include: project name and location, offeror's role and responsibility, specific client contacts, list name(s) and phone number(s) of the Corporation(s) representatives, list name(s) and phone number(s) of Governmental Agency contact and brief description of the project and firm's duties.

3.7 Claims/Performance/Insurance/Bonding

3.7.1 If the offeror is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.

3.7.2 If the offeror has ever been terminated from an assignment for non-performance, please briefly explain.

3.7.3 Name of offeror's General Liability, Worker's Compensation and Professional Liability Insurance Carrier and agent's address-telephone.

3.7.4 Name of offeror's Bonding Carrier and agent's address-telephone.

3.8 Joint Venture/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or 25% or more of the assignment based on either coast or time is to be subcontracted, provide the company's name of the joint venture partner and/or subcontractor and the proposed work for which it is responsible.

3.9 Submittal Shall Be Signed In Accordance With The Following Format:

Submitted By: (must be principle of the firm)

_____

Signature

_____

Name (typed)

_____
Title

CONFLICT OF INTEREST STATEMENT

I certify that the following statement is true with respect to the Request for Qualifications for Engineering Services for the City of Edinburg.

1. No principle or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment;

2. No employee, officer, or agent of the City of Edinburg or their immediate family members, has financial or other interest in this firm;

3. This firm will not engage in construction contracting or in the supply of goods, materials, and/or equipment for the construction of this project;

4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction or this project.

_____
Signature

_____
Name (typed)

_____
Title