

REQUEST FOR QUALIFICATIONS

**Request for Qualifications No. 2021-02
December 10, 2021**

**Rio Grande City Water Treatment Plant
Rehabilitation and East Water Loop Engineering
Design and Project Management
Rio Grande City, Texas**

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1.0 OVERVIEW

The City of Rio Grande City (City) is soliciting proposals from engineering firms licensed to perform such work in the State of Texas for:

Rio Grande City WTP Rehabilitation and East Water Loop Engineering Design and Project Management.

This project is to be funded with Federal and State funding. It is possible that project funding will be provided by the Texas Water Development Board (TWDB).

It is the intention of the City to select the highest scored consultant for Rio Grande City WTP Rehabilitation and East Water Loop related engineering services whose qualifications are deemed most advantageous to the City in accordance with the evaluation criteria set forth in this Request for Qualifications.

Regarding offeror's past performance, good standing, and ethical conduct as described by direct and indirect references, as well as any performance history with the City of Rio Grande City, TX. The Evaluation Team may request and evaluate additional material, information, and/or references from sources other than those provided by an Offeror.

The contracts awarded under this RFQ is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) businesses. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps.

The City reserves the right to reject any or all submittals or to waive minor submittal informalities and to select the firm that the City believes is most beneficial to the City. The City also reserves the right to cancel the solicitation without regard to liability to any and/or all offerors.

2.0 SCOPE OF SERVICES

Services requested include, but are not limited to, those described below.

- A. Provide Engineering Design and Project Management necessary for the rehabilitation of the Rio Grande City WTP up to a capacity of 5.0 MGD by re-habilitating and/or replacing existing facilities within the Rio Grande City WTP.
- B. Provide Engineering Design and Project Management necessary to construct the installation of a water loop, approximately 15,000 l.f., to the east side of town.
- C. Provide Engineering Design and Project Management necessary to provide home hook-ups and septic tank abandonment for the six Colonias to be serviced by the extended first-time sanitary sewer service.
- D. Environmental Studies:
- E. Feasibility
 - 1) Provide Engineering Services for the preparation of an environmental information document for the rehabilitation of the Rio Grande City WTP up to a capacity of 5.0 MGD by re-habilitating and/or replacing existing facilities within the Rio Grande City WTP.
 - 2) Provide Engineering Services for the preparation of an environmental information document for the water loop to the eastern area of the City.
 - 3) Environmental studies must comply with the Federal and State NEPA regulations.
 - 4) If necessary, prepare any necessary permits with regulator agencies, including but not limited with TCEQ, IBWC, TxDOT, etc.
 - 5) Prepare applications and documents to agencies for funding.

3.0 INSTRUCTIONS FOR SUBMITTAL PROPOSALS

3.1 Interpretation and Schedule of Events

- A. This Request for qualifications is being issued on **December 10, 2021**, bearing City of Rio Grande RFQ no. 2021-02.
- B. Please direct your inquiries to Elisa Y. Beas, Director of Utilities at eybeas@cityofrgc.com.
- C. Questions of a technical or contractual nature concerning this solicitation shall be submitted by electronic correspondence no later than **December**

21, 2021, directly to the Director of Utilities. Questions will be transmitted via electronic mail. Telephone inquiries will not be accepted by City staff. The City will answer all questions on **July 23, 2021**, via electronic mail.

- D. No remarks or responses to questions by City staff shall change or qualify any of the terms or conditions of the solicitation. The solicitation requirements can only be changed by a formal written amendment issued by the City.
- E. Proposals are to be delivered to the Office of the City Secretary located at City Hall, 5332 East US HWY 83, Rio Grande City, Texas 78582 on or before 5:00 PM (CST) **on December 28, 2021**.
- F. Proposals received after 5:00 PM (CST) deadline, will not be accepted. The clock in the City Secretary's office will be the official time clock.
- G. Proposals sent via e-mail will not be accepted.
- H. Offerors are cautioned that during the solicitation phase, and prior to award of a contract, communications regarding this requirement, whether technical or contractual in nature, shall be solely with the Utilities Director, and shall be done in writing. At no time prior to award of a contract, shall an Offeror call the City Staff to find out the status of his solicitation. Offerors who do not comply with the requirement may be subject to being disqualified and may be prohibited from participating further in this procurement.
- I. Offerors are responsible to check the City's website for updates or modifications to the RFQ.

3.2 Addenda

- A. Addenda will be e-mailed with return receipt requested to all who are known by the Contracting Agency to have received a complete set of the RFQ.
- B. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the RFQ or one which includes postponement of the date for receipt of Proposals.

4.0 SUBMITTAL PROCEDURES

- A. Each Offeror shall ascertain, prior to submitting the RFQ, that the Offeror has received all Addenda issued, and shall acknowledge that receipt in the Submittal transmittal letter.
- B. Offerors shall submit one (1) PDF electronic format in a portable memory (USB), one (1) bound original submittal stamped "ORIGINAL", and six (6) individually bound copies and, each stamped "COPY" in one (1) large-sealed envelope prominently marked, in the center:

City of Rio Grande City RFQ No. 2021-02

**Rio Grande City WTP Rehabilitation
and East Water Loop**

Planning, Engineering Design and Project Management.

- C. The name of the Submitting Firm shall be written on the **top left-hand corner** of the face of the envelope.
- D. Proposals shall be submitted in the English language.
- E. Offerors are advised that the City does not conduct formal proposal opening ceremonies and it shall not be necessary for a firm representative to be present on the proposal due date.

5.0 PROPOSAL

- A. All proposals must be typewritten on standard 8 ½" X 11" size paper with at least 1" margins, and able to be bound on the left-hand margin and a font size of written text no smaller than computer Calibri 11 font.
- B. Proposals shall be a maximum of **25** pages, including title sheet and index but not including the front and back covers.
- C. Proposals shall have a title page identifying the Offeror, the solicitation number, and the contents. In addition, designate a contact person, with appropriate contact information.
- D. All proposals shall be clearly and concisely written, neat, indexed as appropriate and logically assembled.
- E. All proposal pages shall be numbered sequentially and shall identify the Offeror and this RFQ.

- F. Any Proposal that does not adhere to this format, and which does not address each requirement with the RFQ may be deemed non-responsive and rejected on that basis.

The following outline is the ranking guide that the City uses for the proposal evaluation process. The Evaluation Criteria lists specific factors, which will be followed by each reviewer to evaluate proposals; the criteria should be referred to as part of the offeror’s proposal preparation. Failure to adhere to the outline or failure to provide all the items listed under each topic may result in lower evaluation scores.

I. GENERAL EXPERIENCE

This section will describe the offeror’s general experience as an organization.

- 1.1 Organization’s General Experience** – Name and describe up to five (5) projects, **relevant** to the procured project, which the offeror has participated in during the past 10 years. Include **ALL Projects that have involved funding through the Texas Water Development Board (TWDB)**, in the project’s description information such as: the category, the project location, the services provided, total cost, benefitted population, staff that has participated in the listed project who will also be part of the project team, etc. The following table may be used:

Organization’s Experience			
Year	Name of the Project	Client’s contact information	Project Data:
		Name Phone E-mail	Location, community and state Total Project Cost Project Manager Benefitted population Category (W, WW, WWTP, Etc) Services Provided (Design, EID, PER, Etc)

- 1.2 Local Experience** – Please highlight the offeror’s previous experience in the project area, and the offeror’s level of familiarity with Starr County (County) and the City of Rio Grande City, in particular. Indicate if the offeror has worked with the City and County previously.

- 1.3 Local Office** - Please indicate if the offeror has a local office (within approximately 50 miles), if the local office will be participating in the project being offered.

1.4 Federal and State Funding Experience – describe any previous experience that the offeror has had with the Federal and State funded projects during the past 10 years, then please, provide the information requested in the following table:

Projects developed with City		
Contract No.	Project Title	Name of City's Project Engineer in charge

1.5 Past Performance - Regarding offeror's past performance, the technical evaluation team may request and evaluate additional material, information and/or references from sources other than those provided by an Offeror pertaining to good standing and ethical conduct as described by direct and indirect references, as well as any performance history with Rio Grande City, Texas.

II. WORK TEAM

In this section, the offeror must identify all team members who will participate in the project, including subconsultants, outline task responsibilities and assignments, describing how each participant's knowledge and expertise will lead to the successful completion of the project objectives stated in the Scope of Work (SOW).

The Work Team proposal must contain at a minimum, the following components:

2.1 Organizational Chart – The offeror shall provide a chart identifying each team member with his/her title and their reporting relationships. Accompany the chart with a description of each team member's roles and responsibilities (see section 2.2)

2.2 Team Description -- Provide a description of the team roles and/or major functions and relate the responsibilities to the project's objectives. The Project Manager (PM) major roles and responsibilities shall be the starting statement.

2.3 Team Experience -- Provide a description each team member's professional experience related to the project, and a summary each member professional qualifications, educational degrees, certifications, professional licenses, etc.

Unique and specialized expertise that will contribute to the project's success, should be highlighted in this section.

III REFERENCES

The proposer shall submit contact information of five or more former governmental and/or commercial clients for whom the proposer has performed similar or like services to those being offered herein. References will be contacted by evaluation team.

IV LITIGATION/ETHICS

4.1 Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the proposer, including its parent, sister, or subsidiary companies, and proposed sub-contractors.

4.2 Provide detail of any ethics violations or board actions within the past five (5) years against the proposer, including its parent, sister, or subsidiary companies, and proposed sub- contractors.

6.0 GENERAL INFORMATION

6.1 Sub-consultants

- A. The Offeror shall list and state the qualifications for each Sub-consultant the Offeror propose(s) to use for all subcontracted Work.
- B. The Offeror is specifically advised that any person or other party to whom it is proposed to award a subcontract under this SOQ, must be acceptable to the City after verification of the current eligibility status, including but not limited to suspension or debarment. The City reserves the right to reject any proposed sub-contractor or company that it deems unqualified or susepended.

6.2 Withdrawal of Proposals

- A. A proposal may be withdrawn by the Offeror prior to the delivery deadline by providing written notice to Director of Uilties, Elisa Y. Beas or Deputy City Manager, Noe Castillo at email, who will acknowledge receipt of the withdrawal notice via e-mail.

- B. Offerors may not submit more than one proposal at a time; however, a new or modified proposal may be submitted once the previous proposal has been formally withdrawn as indicated above and if it is delivered prior to the submission deadline.

6.3 Notice of Contract Requirements Binding on Offeror

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extent of the RFQ dealing with federal, state, and local requirements, which are part of this RFQ.

6.4 Rejection or Cancellation of Proposals

- A. This RFQ may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the city.

6.5 Correction or Withdrawal of RFQ

- A. A RFQ containing a mistake discovered before the submittal due date may be modified or withdrawn by the Offeror prior to the time set by delivering written notice to the location designated in the RFQ as the place where the Submittal is to be received.
- B. Withdrawn Submittals may be resubmitted up to the time and date designated for the receipt of Submittal, provided they are fully in conformance with the RFQ.

6.6 Notice of Contract Requirements Binding on Offeror

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extent of the RFQ dealing with federal, state, and local requirements, which are part of this RFQ.

6.7 Rejection or Cancellation of Proposals

- A. This RFQ may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the city.

7.0 PROPOSAL EVALUATION

The purpose of the RFQ is to demonstrate the consultant's qualifications, competence, capability, and capacity to meet the city's requirements. An evaluation team will review

the proposals submitted and rank each based on the evaluation criteria specified below. The City may require additional information after the review of the initial information received. **See Exhibit A.**

The City reserves the right to reject any and all submittals and does not guarantee a contract will be awarded.

All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

8.0 NEGOTIATIONS

- A. The cost of preparing a proposal and of negotiating a contract, including trip to the project site or to the locale of the Sponsor is not a reimbursable direct cost of the Project.
- B. The City shall negotiate with the highest ranked firm based on the key personnel named in the proposal. Substitutions may be considered in cases of unexpected delays in the starting date or because of incapacity of the personnel for health or other reasons.
- C. The firm with the highest ranked proposal will be invited to negotiate Agreement terms based on the scope of work and the cost proposal.
- D. Representatives conducting negotiations on behalf of the consulting firm must have authority to negotiate the financial and other terms to conclude a binding agreement. If the negotiations are not successful, the firm submitting the next highest ranked proposal will be invited for negotiations as necessary until an agreement is reached.

EXHIBIT A EVALUATION CRITERIA

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

- I General Experience (35 points)
 - Organization's General Experience
 - Local Experience
 - Local Office
 - Federal and State Funding Experience
 - Past Performance

- II Work Team (45 points)
 - Organizational Chart
 - Team Description
 - Team Experience
 - Resumes

- III References (10 points)

- IV Overall Proposal (10 points)