



**City of  
Bertram**

## **REQUEST FOR QUALIFICATIONS**

**Sealed RFQ's will be received for:**

**Engineering & Hydrogeologist Services for**

**City of Bertram 2023 Water Supply & Groundwater**

**Development Project**

**Request for Qualifications will be received until 3:00 PM. on  
Tuesday, April 7, 2023**

**CITY OF BERTRAM, TEXAS**  
**City of Bertram 2023 Water Supply & Groundwater Development Project**  
**Engineering Services**

1.1 REQUEST FOR QUALIFICATIONS

1.2 General Information

The CITY OF BERTRAM, TEXAS requests the submission of Statements of Qualifications (SOQ) with respect to planning, design, and construction management phase services associated with the planning, design, construction management, and construction of a water supply and groundwater development project to serve the City of Bertram that may or may not be funded using possible loan and/or loan forgiveness funding through the Texas Water Development Board (TWDB). This Request for Qualifications (RFQ) solicits information that will enable the City to determine the highest qualified Engineering Firm that may provide professional engineering services for the planning, design and construction management of a project, or projects that may be funded through the TWDB.

1.3 Intent

The intent of the City is to hire an Engineering/Geologist Firm to provide planning, design, and construction management phase engineering services via a two-step procurement process with formal advertising. The City will evaluate each Respondent's Statements of Qualifications in step one and may conduct interviews with short-listed Respondents, in step two. At the conclusion of either step one or step two of this process, the City will rank candidates by order of highest qualifications and first attempt to negotiate a fair and reasonable fixed price contract with the highest qualified Firm. If unable to negotiate a mutually acceptable contract, the City will terminate negotiations with the highest qualified Engineering and Geology Firm and begin negotiating with the next highest qualified candidate. If necessary, the City will repeat these steps until an acceptable contract is obtained. Complete procedures for procuring the Engineering and Geology Services are presented in Section 2.0 of this RFQ.

The City reserves the right to reject any or all qualification statements received in response to this public notice. The City reserves the right to short list respondents and base final selection rankings on personal interviews. The City reserves the right to conduct new project planning, design, and construction management phase engineering services selection procedures for this or future projects.

1.4 Standards

The selection of a service provider and award of a contract may be contingent upon the funding and approval through the TWDB DWSRF or Development Fund if the funding source is used.

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).

State and Federal requirements are applicable to this Project, including requirements 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 this project. Documentation of applicable efforts may be required.

Small, Minority, and Women Business Enterprises (SMWBE) are encouraged to submit qualification statements for consideration.

### 1.5 Project Schedule and Submittal Deadline

The project planning, design and construction management phase services contract is anticipated to be awarded in May 2023 and run through the completion of the project. The contract may be extended at the mutual agreement of the parties, or whatever greater period of time allowed by the TWDB during which the contract is in effect, if the funding source is used.

The SOQ Package (see Section 2.2) must be submitted to the City no later than 3:00 P.M. Central Time on April 7, 2023. See Section 2.3 for mailing or delivery instructions.

### 1.6 Project Description

The proposed various future projects for the period of service may include, at the City's determination and schedule, the following:

- 1.6.1 Project coordination and administration with the TWDB and other agencies for the development of a City owned water supply project which may include drilling of wells. The first phase will include a study and subsequent financing and design for future water supplies to the City. Tasks includes survey, geotechnical, structural, electrical, SCADA, easement acquisition, project and program management and Civil Design.

### 1.7 Public Record

All data and information submitted by the Engineering and Geology Firm in response to this RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001 - 552.026. The City does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Engineering and Geology Firm.

### 1.8 Cost of Preparing Statement of Qualifications Package

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be solely the responsibility of the prospective Engineering and Geology Firm.

### 1.9 Scope of Services

The Selected Engineering and Geology Firm shall provide timely and professional planning documents, geotechnical investigations, design surveys, construction plans and technical specifications and contract documents, operations and maintenance manuals and other specific services as discussed below. It is the intent of this RFQ that a consistent quality of services is provided for all of the Project's components.

The scope of Planning, Design, and Construction Management Phase Engineering Services is expected to include:

- 1.9.1 Attend preliminary conferences with the City, TWDB personnel (if the funding source is used), and other interested parties regarding the Project. Assist the City in the preparation of applications and supporting documents for government grants, loans, or advances in connection with the Project. Assist in the preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
- 1.9.2 Prepare a Preliminary Engineering Feasibility report, which shall, as appropriate, contain schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to the City, which the Engineer recommends.

- 1.9.3 Determine the necessity for acquisition of any additional real property/easements/right-of-way for the City's potential Project(s) and, if applicable, furnish all necessary information such as name and address of property owners, legal descriptions of parcels to be acquired and map of entire tracts with designation of part to be acquired by the City. Prepare property surveys, detailed descriptions of sites, maps, or drawings as required assist in negotiating for land and easement rights. The Engineer will assist the City to obtain all necessary right-of-way and easements on behalf of the City and do so pursuant to federal requirements acceptable to public funding agencies.
- 1.9.4 Furnish and submit, on behalf of the City, the engineering data necessary for applications for routine permits by local, state and federal authorities (as distinguished from detailed applications and supporting documents for government grants-in aid, or for planning advances).
- 1.9.5 Provide field surveys to collect information required for planning and design and complete related office computations and drafting.
- 1.9.6 Perform geotechnical investigations such as auger borings core borings, soil tests, or other subsurface explorations and laboratory testing and inspecting of samples or materials relevant to design.
- 1.9.7 Prepare detailed construction plans, specifications and contract documents for the construction authorized by the City in accordance with all State and Federal requirements.
- 1.9.8 Prepare estimates for probable construction cost of the authorized construction.
- 1.9.9 Furnish the City with copies of approved contract documents including notices to bidders and proposal forms.
- 1.9.10 Assist the City in the advertisement of the project for Bids.
- 1.9.11 Attend the bid opening and tabulate the bid proposal, analyze the responsiveness of the bidders) and make recommendations for awarding contract(s) for construction to the lowest responsive bidder(s) or the bidder providing the best value to the City.
- 1.9.12 Prepare and coordinate approval of formal Contract Documents and coordinate issuance of Notice to Proceed from the TWDB,
- 1.9.13 Consult and advise the City during construction; issue all instruction to the contractor requested by the City and prepare and issue routine change orders with the City's approval. Prepare alternate designs or non-routine contract change orders that are necessary due to no fault of the Engineer and upon approval of the City and TWDB, if the funding source is used.
- 1.9.14 Review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of material and equipment and other data which the contractor submits. The Engineer will review and approve for conformance with the design concept, all shop drawings and other submittals as required by the Contract Documents to be furnished by contractors.

- 1.9.15 Obtain and review monthly and final estimates for payments to contractors, and furnish any recommended payments to contractors or suppliers to the City and assemble written guarantees which may be required by the Contract Documents.
- 1.9.16 Attend monthly meetings with the City during construction, and TWDB, if the funding source is used.
- 1.9.17 Prepare an operation and maintenance manual that meets applicable TWDB guidelines for submission to the City before construction of the project is 90% complete.
- 1.9.18 Conduct, in the company of the City, a final inspection of the project for compliance with the Contract Documents and submit recommendations concerning project status of the City's final payment to the contractor. Prior to submission of recommendation for final payment on each contract, the Engineer will submit a certificate of substantial completion of work done under that contract to the City, TWDB (if the funding source is used) and others as required.
- 1.9.19 Revise the Contract Drawings (unless redrawing is required) from as-built drawings submitted by the contractor, to show the work as constructed. The Engineer will provide the City with one set of reproducible records (as-built) drawings and two sets of prints. Such drawings will be based on the resident project inspector's construction data and the construction records provided by the contractor during the construction.
- 1.9.20 Coordinate approval and issuance of Certificate of Completion from TWDB (if the funding source is used) and others as required.
- 1.9.21 Conduct, within one month of its expiration, in the company of the City, a warranty inspection of the project for compliance with the Contract Documents and submit recommendations concerning project warranty issues to the City, TWDB and others as required.
- 1.9.22 The Engineer shall review the first year's operation of the Project and revise the operations and maintenance manual for the Project as necessary to accommodate actual operational requirements and expenses. Eleven months after initiation of the Project's operation, the Engineer shall advise the City in writing whether the Project meets the project performance standards.
- 1.9.23 The Engineer shall assist in training operating personnel and coordinate the preparation of curricula and training materials for operating personnel.

## 2.0 INSTRUCTIONS AND PROCEDURES

### 2.1 Prohibition

Do not submit pricing information. If pricing information is submitted, the response to the RFQ will not be considered.

### 2.2 SOO Package Preparation

The Qualification Package will include the following four (4) components:

- 2.2.1 One Page Transmittal Letter. The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact.
- 2.2.2 Statement Concerning Insurance. A brief statement (which may be included as part of component 2.2.1 or 2.2.4) confirming that the Engineering and Geology Firm will provide general liability insurance, worker's compensation and professional liability insurance for the project within 10 calendar days of any Notice of Award.
- 2.2.3 Statement Concerning Conflict of Interests. Those interests of the Engineering and Geology Firm that would impede with or interfere in the carrying out of the duties and responsibilities of the position of

Project Design Engineer are deemed conflicting. Utilize the attached Conflict of Interest Statement form.

2.2.4 Qualifications Statement. Use the format in Section 3.0, Statement of Qualifications - Format. 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. The Qualification statement must not exceed 15 pages of 8 ½” x 11” paper.

Note: If the Engineering and Geology Firm is a Joint Venture firm, then documentation of its incorporation may be requested.

2.3 Submitting the SOQ Package

The Engineering and Geology Firm shall submit three (3) copies of the Statement of Qualifications Package. Packages may be delivered by courier or mail. No faxes or electronic submissions will be accepted. **Proposals must be received no later than 3:00 PM (Central Time) on April 7, 2023, at the City Hall, 110 East Vaughan, Bertram, Texas 78605. Proposal must be sealed and labeled as follows:**

**CONFIDENTIAL: STATEMENT OF QUALIFICATIONS ENCLOSED  
ENGINEERING AND GEOLOGY SERVICES  
ATTENTION: GEORGINA HERNANDEZ, CITY ADMINISTRATOR**

2.4 Evaluation Factors and Relative Importance

The following factors, in order of relative importance, will be used in identifying the highest qualified Engineering and Geology Firm:

2.4.1 Professional qualifications of the individual(s) (including subcontracted personnel) who will perform the work.

<u>Criteria</u>	<u>Points</u>
Experience	40
Capacity to perform	30
Familiarity with the City and TWDB	30

2.5 Inquiries

Engineering and Geology Firms should not attempt to contact any individual from the City other than in the form provided in this Request for Qualifications. Should any Engineering and Geology Firms find discrepancies in or omissions from the RFQ, or should the Engineering and Geology Firm be in doubt as to their meaning, the Engineering and Geology Firm shall notify Georgina Hernandez, City Administrator, at [ghernandez@cityofbertram.org](mailto:ghernandez@cityofbertram.org). Clarifications will be received in writing up to 96 hours prior to the submittal deadline. Answers to all such requests will be given in writing by the City to all prospective Engineering and Geology Firms no later than 48 hours prior to of the submittal deadline. Oral explanations or instructions will not be binding. Written request for clarifications may be sent to same address as shown for final SOQ Package submittal. Clarifications will be sent to all individuals or firms that have received the RFQ.

## 2.6 Evaluation Process

The City may call upon anyone they deem necessary to assist with the evaluation.

The City may obtain information from references.

The City may contact the Engineering and Geology Firms for the purpose of obtaining additional information or clarification during the evaluation period.

The City will evaluate each Qualification Package received, in accordance with the factors in Section 2.4, based on the contents of the SOQ package, any subsequent written clarifications required, and reference information obtained. The City will not consider any information or data incorporated by the Engineering and Geology Firm by reference or otherwise referenced, except it will consider reference information the City obtains from existing and prior clients of the Engineering and Geology Firm.

The City may rank and determine the highest qualified Engineering and Geology Firm based solely upon the evaluation of the Statement of Qualifications package, any subsequent written clarifications required, and reference information obtained.

If, based on the review of the Qualifications Packages the City deems it necessary to interview Engineering and Geology Firms in order to determine the highest qualified Engineering and Geology Firm, the City may identify two or more Engineering and Geology Firms to be interviewed.

## 2.7 Notification of Selection

The City will notify the most qualified Engineering and Geology Firm in writing. Upon notification of selection by the City, the Engineering and Geology Firm shall submit a detailed cost proposal based on the proposed scope of work. Upon receipt of the proposal, the City and Proposer will attempt to negotiate scope and extent of work to be performed, time for full performance, compensation, and other terms. Final selection of the successful Engineering and Geology Firm will be contingent upon approval of the City Council.

## 2.8 Additional Information Contract may be contingent upon release of funds from the Texas Water Development Board (TWDB).

2.9.2 Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be funded in part by a loan or loan forgiveness from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFQ or any resulting contract.

2.9.3 This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA approved "fair share goals" for Minority Business Enterprise (MBE) & Women Business Enterprise (WBE,) firms in the Construction, Supplies, Equipment; and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to SMWBE's. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

**New TWDB negotiated Fair Share Goals (see table below) are now in effect.**

<b>CATEGORY</b>	<b>MBE</b>	<b>WBE</b>
CONSTRUCTION	19.44%	9.17%
EQUIPMENT	16.28%	11.45%
SERVICES	20.41%	13.66%
SUPPLIES	25.34%	8.82%

2.9.4 Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of labor regulations 41 CFR; Part 60. Small, minority and women-owned firms are encouraged to submit proposals.

3.1 STATEMENT OF QUALIFICATIONS- FORMAT

The information in the Engineering and Geology Firm's Statement of Qualifications in this Package shall be presented either on these sheets or in the same order and sequence as outlined below.

3.2 Organization

Describe the Engineering and Geology Firm's organization in accordance with the format below:

General

3.2.1 Firm Name: \_\_\_\_\_

3.2.2 Address & Phone Number: \_\_\_\_\_

3.2.3 Texas Board of Professional Engineers/Geologist Firm Registration Number:.

3.2.4 Submittal is for:  Parent Company  Branch Office

3.2.5 Year Firm Established: \_\_\_\_\_

3.2.6 Former Firm Name(s): \_\_\_\_\_

3.2.7 Type of Ownership: \_\_\_\_\_

3.2.8 Name of Parent Company (if any): \_\_\_\_\_

3.2.9 Name of Principals and Titles:

Principal Name: _____	Title:.
Principal Name: _____	Title:.
Principal Name: _____	Title:.
Principal Name: _____	Title:.
Principal Name: _____	Title:.

3.2.10 Office Locations, Number of Personnel in each Office and Types of Disciplines in each Office. Examples of Disciplines: Administrative, Draft persons, Computer Technicians, Civil Engineers, Construction Managers, Inspectors, Schedulers and other.

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_  
Disciplines: \_\_\_\_\_

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_

Disciplines: \_\_\_\_\_

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_  
Disciplines: \_\_\_\_\_

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_  
Disciplines: \_\_\_\_\_



### 3.3 Key Personnel/Project Team

- 3.3.1 The Engineering and Geology Firm shall provide a brief profile for key personnel that will be assigned to this project. The information for each member of the Project Team must include the following: Name, Area(s) of Expertise, Years of Experience in that area(s), Professional License(s), including registration number(s), (if applicable), TCEQ Licenses, (if applicable) and experience with State and Federal Agencies (if applicable).
- 3.3.2 For those team members that maintain a professional license issued by a state agency, indicate their current standing with that agency.
- 3.3.3 The Engineering and Geology Firm shall describe their specific project approach and key elements identified relative to the project description in 1.6 and the tasks shown in 1.9 of the RFQ.
- 3.3.4 Include an organizational chart showing participants and disciplines for specific portions of assigned work on this project, and lines of authority for all portions of the work.
- 3.3.5 The Engineering and Geology Firm shall provide a list of names, addresses and specialties of outside consultants/associates for this project and prior working relationship. List specific areas of responsibility (including administrative, technical and financial) for each firm.
- 3.3.6 Identify the level of participation of MWBE team members in percent of total work effort.

### 3.4 Resource Utilization Plan

- 3.4.1 Labor Resources: The Engineering and Geology Firm shall include a brief statement describing how staff will be provided, allocated, and balanced during sickness, attrition, and periods of increased workloads.

### 3.5 Workload Status

- 3.5.1 Based on the Engineering and Geology Firm's current workload and staffing, indicate the current percentage of capacity at which the Engineering and Geology Firm is operating. Indicate the current backlog (if any) of the assignments in months.
- 3.5.2 Identify the percentage of time key personnel will devote to this project.
- 3.5.3 Identify tasks to be completed locally, by an identified associated office or by an identified subcontractor.

### 3.6 Experience

The Engineering and Geology Firm shall list examples of the Firm's project management, design and construction management experience with emphasis on working with TWDB. List the most recent 5 years of relevant experience (maximum of 10 projects) Experience must include: project name, description, location, contact person, telephone number and year of project.

### 3.7 References

The City will contact references. In addition to the contact person(s) listed, the City may discuss the Engineering and Geology Firm's work performance with any current or former employee of the reference firm. References must include specific client contacts, name(s) and phone number(s).

### 3.8 Claims/Performance/Insurance/Bonding

- 3.8.1 If the Engineering and Geology Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.
- 3.8.2 If the Engineering and Geology Firm has ever been terminated from an assignment for non-performance, please briefly explain.
- 3.8.3 Name of Engineering and Geology Firm's General Liability, Workers Compensation and Professional Liability insurance carrier and agent's address and telephone number.

3.9 Joint Ventures/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or of 25% or more of the assignment based on either cost 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. Joint venture partners and subcontractors responsible for 25% of the work as indicated above must provide a separate Qualification Package.

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

Submitted By: (must be principal of the Firm)  
Signature

Name (typed)

Date

Title:

## CONFLICT OF INTEREST STATEMENT

I certify that the following statement is true with respect to the Request of Qualification for Engineering and Geology Planning, Design and Construction Management Services for the two phase 2019 Water Supply, Water Transmission Main and Elevated Storage Tank Project for the City of Bertram, Texas.

1. No principal 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 Bertram, Texas, 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 of this project.

Signed by Principal of Firm

Name Typed

Title

(To be completed by awarded vendor)

<b>CERTIFICATE OF INTERESTED PARTIES</b>		<b>FORM 1295</b>	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		<b>OFFICE USE ONLY</b>	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.			
4		Nature of Interest (check applicable)	
Name of Interested Party	City, State, Country (place of business)	Controlling	Intermediary
5 Check only if there is NO Interested Party.			
6 AFFIDAVIT		I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.	
AFFIX NOTARY STAMP / SEAL ABOVE		Signature of authorized agent of contracting business entity	
Sworn to and subscribed before me, by the said		. this the                      day	
of                      . 20                      to certify which, witness my hand and seal of office.			
Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath	
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>			