

**PROFESSIONAL ENGINEERING SERVICES  
REQUEST FOR QUALIFICATIONS FOR DESIGN ENGINEERING SERVICES**

To provide advice and professional engineering services to North Alamo Water Supply Corporation (the "Corporation") for planning, acquisition, design, and construction management phase services associated with the North Alamo WSC Regional WWTP Phase 2 Improvement Project to be financed through the Texas Water Development Board Programs ("TWDB") Clean Water State Revolving Fund ("CWSRF") and/or other funding agencies.

**A. INTENT OF PROPOSAL**

The Corporation is soliciting Request for Statement of Qualifications ("SOQ") from interested qualified professional engineers demonstrating their qualifications for planning, acquisition, design, bid, construction management, surveying, and resident project inspection related to the construction of various improvements to its wastewater utility system. All engineering services performed by the submitting party ("Proposer") selected for this project shall be in conformity with industry standards, as well as any requirements of state and federal agencies. The submitting party must also demonstrate major experience working with North Alamo Water Supply Corporation, Texas Water Development Board, and in wastewater treatment plant and sewer collections systems.

**B. PROJECT DESCRIPTION:**

The Corporation is proposing to develop plans and specifications to expand its wastewater system. The proposed project is the second phase of a project to bring first time sewer service to an area north of the City of Donna. The proposed project is to add nine colonias that were not included as part of the original TWDB EDAP project that brought first time sewer service to an area largely located west and east between Cesar Chavez Road and Val Verde Road and north and south between Alberta Road and Sioux Road.

The original project provided first time sewer service to 401 connections within six colonias and the construction of the NAWSC Donna Regional WWTP being a 0.500 MGD activated sludge plant operating in the single stage nitrification mode.

This project being proposed will service nine additional colonias and provide first time service to an additional 419 connections. This project will include the construction of five lift stations, 24,530 LF of force mains, and 25,548 LF of gravity lines. The second component will be the design and construction to expand and improve the existing wastewater treatment plant consisting of constructing a new aeration basin, constructing onsite a plant lift station, constructing two small backup drying beds, and making some small improvements to the existing chlorine contact basin to provide an additional contact time. The project will also include all of the related piping, valves, electrical, instrumentation, and other miscellaneous work for a complete functional project.

All of the planning and design for the above proposed improvements will follow TWDB guidelines, and TCEQ Rules and Regulations.

**C. SCOPE OF SERVICES:**

The services to be provided by the Engineer shall include, but are not limited to, the following duties, as necessary:

- Direction and coordination of all programs of financing, specifically including preparation and coordination of filing an application with the TWDB for loan assistance from the CWSRF program.
- Project Design-develop specifications and drawings for treatment and collection system improvements.
- Advice and consultation on design requirements.
- Prepare an engineering feasibility report plus environmental documents related to the project site.

- Coordinate a geotechnical site investigation.
- Provide design and construction surveying services.
- Provide bid phase services.
- Provide resident project inspection services.
- Provide construction administration management services.
- Attend monthly construction meetings.
- Certify quantities.
- Certify contractor pay request.
- Assist in Procuring easements and/or permits.
- Any other engineering related duties that may be required by the Corporation for this wastewater system improvement project.
- Maintain liaison with TWDB, the Corporation, and Subconsultants.

#### **D. STATEMENT OF QUALIFICATIONS**

The Proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to water supply corporations and municipalities in Texas and other information relevant to the provision of Engineering Design Services. The following information shall be included in your proposal and please provide the following information within 25 pages:

1. A brief transmittal letter summarizing the proposal's key points. It must be signed by an authorized representative who is responsible for committing the firm's resources.
2. General information about the firm.
  - A. Name, address, and telephone number of the firm.
  - B. Structure of firm, i.e. sole proprietorship, partnership, corporation, and size of firm.
  - C. Information pertaining to the firm's compliance with licensing and other requirements of the State of Texas.
  - D. List names and titles of firm representatives who will be directly responsible for engineering services.
  - E. History of the firm.
  - F. A description of the firm's capability to design the project.
3. Identify personnel to be assigned responsibility for administering the account (provide a flow chart of the project team, resumes, identify individuals with North Alamo WSC and Texas Water Development Board DWSRF and/or CWSRF Program experience. Identify location for the individual representatives that the firm will assign to the account).
4. A description of the present and projected workload for key dedicated staff.
5. A list of five (5) municipal and/or public utility clients and representative projects demonstrating the firm's competence and capabilities to perform the work required on this project. Please list the services performed, including the total project cost associated with the project. Please include the names, addresses, and telephone numbers of contact persons.
6. References.

List of five (5) references for which similar services have been provided. Please include the names, addresses, and telephone numbers of contact persons.

7. Completed TWDB-0215, TWDB-0216, TWDB-0217, and TWDB-0373 form to be submitted in the response package. (TWDB Project Number 13984, Clean Water SRF, Funding Request \$16.0M)

#### **E. RECEIPT OF PROPOSALS**

If your firm is interested in being considered for this project, your proposals must be received no later than **4:00 PM, Central Time on December 8, 2021**, at the office of Ms. Susan Headley, Purchasing Agent, 420 South Doolittle Road, Edinburg, TX 78541. Four (4) copies of the statement of qualifications must be sealed and clearly marked on the face of the shipping material "North Alamo WSC Regional WWTP Phase 2 Project SOQ for Professional Engineering Services". Questions regarding this RFQ should be directed to Mr. Agustin Gomez, Wastewater Operations Manager at [agomez@naswsc.com](mailto:agomez@naswsc.com). Questions regarding this RFQ received after 3:00 PM, Central Time on December 6, 2021 will not be answered in order to allow ample time for distribution of answers and/or addendum to this RFQ. Answers to this RFQ and any amendments will be emailed or faxed to those on the RFQ Holders List by 3:00 PM Central Time on December 7, 2021.

#### **F. ADDITIONAL INFORMATION**

1. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contract awarded under the Request for Qualifications (RFQ) are expected to be funded in part by a loan from the TWDB. Neither the U.S. Environmental Protection Agency (EPA) or 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,
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) and 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 Minority Business Enterprise and Women-Owned Business Enterprise firms. 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:

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

TWDB document TWDB-0210 *Guidance for U.S. Environmental Protection Agency Disadvantaged Business Enterprise Program* dated February 5, 2015, describes requirements of this program.

Respondents may contact the TWDB for assistance at 512-463-0991 for clarification with issues specifically related to the completion of the required TWDB DBE Program forms.

4. Equal Opportunity Employment – All qualified Applicants will receive consideration for employment without the regard to race, color, religion, sex, age, handicap or 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. The City is an Affirmative Action/Equal Opportunity Employer. Small, minority and women-owned firms are encouraged to submit proposals.

5. The Corporation will make its selection based on demonstrated competence, experience and qualifications. The Corporation will negotiate a contract with the selected firm. The Corporation reserves the right to award the contract to the next best qualified Respondent if the selected Engineer does not execute a contract acceptable to the Corporation within 45 days after final approval of the contract.

**G. SELECTION CRITERIA**

The following will be used as a basis for the selection of the Engineer:

<b><u>Criteria</u></b>	<b><u>Points</u></b>
Professional Qualification of Company.....	40
Experience of Personnel.....	40
Capacity to Perform.....	10
Familiarity with the Texas Water Development Board.....	10

**TWDB-0215**  
**APPLICANT/ENTITY**  
**TEXAS WATER DEVELOPMENT BOARD**  
**AFFIRMATIVE STEPS CERTIFICATION and GOALS**

**I. PROJECT INFORMATION**

TWDB Project Number	Applicant/Entity Name	Total of TWDB Funding Request	Program Type (insert "X" for all that apply)	
13984	North Alamo Water Supply Corporation	\$16.0M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input checked="" type="checkbox"/>	Clean Water SRF (CWSRF)

**II. GOOD FAITH EFFORT (Applicable to all PRIME contracts awarded by the applicant/entity)**

I understand that it is my responsibility to comply with all state and federal regulations and guidance in the utilization of Minority and Women-Owned Businesses in procurement. I certify that I will make a good faith effort to afford opportunities for Minority Business Enterprise (MBE), and Women-Owned Business Enterprise (WBE) by:

1. Including qualified MBEs and WBEs on procurement solicitation lists
2. Soliciting potential MBE's and WBE's
3. Reducing contract size/quantities when economically feasible to permit maximum participation by MBE's and WBE's
4. Establishing delivery schedules to encourage participation by MBE's and WBE's
5. Using the services and assistance of the Small Business Administration, Minority Business Development Agency, U.S. Department of Commerce, and Texas Marketplace
6. Requiring all Prime Consultants/Contractors to follow steps 1-5 listed above in employing MBE and WBE Subcontractors

Signature - Applicant/Entity Representative	Title (print legibly)	Date

**III. PROJECT PARTICIPATION ESTIMATES**

The Cost Categories mentioned below are goals. These goals are neither standards nor quotas. Recipients of financial assistance are not required to meet the fair share objectives. They must, however, acknowledge that they are aware of and are actively pursuing the fair share objectives with their procurements.

	Potential MBE Participation	Potential WBE Participation
Cost Category	Goal	Goal
Construction	19.44%	9.17%
Supplies	25.34%	8.82%
Equipment	16.28%	11.45%
Services	20.41%	13.66%

*The fair share goals listed above are required by 40 CFR Part 33 Subpart D and are directly negotiated with EPA Region 6. Entities receiving federal financial assistance are subject to the TWDB's goals and may not be substituted with other agency or program goals.*

**IV. TWDB APPROVAL SIGNATURE**

Signature indicates the form meets DBE Requirements.

DBE Coordinator	Approval Date

**TWDB-0216**  
**TEXAS WATER DEVELOPMENT BOARD**  
**AFFIRMATIVE STEPS SOLICITATION REPORT**

**I. PROJECT INFORMATION**

TWDB Project Number	Applicant/Entity Name	Total TWDB Funding Request	Program Type (insert "X" for all that apply)	
13984	North Alamo Water Supply Corporation	\$16.0M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input checked="" type="checkbox"/>	Clean Water SRF (CWSRF)

**Project Name:** North Alamo WSC Regional WWTP Phase 2 Project

**Solicitation By:** ☐ Applicant/Entity OR ☒ Prime Contracted Business: \_\_\_\_\_

**Project Phase:** ☒ Prior to Closing ☐ Release of funding for PADs ☐ Construction Contract # \_\_\_\_\_

**II. SOLICITATION METHOD(S) UTILIZED**

At least two methods of solicitation are required. Select the method(s) utilized for the solicitation. Copies of the actual postings, direct contact email/phone log, etc. must be attached to this form as support documentation for each method used. Failure to adequately follow these steps will result in the requirement to complete additional steps in order to become compliant.

- ☐ Newspaper Advertisements
 ☐ Meetings or Conferences
 ☐ Trade Association Publications  
☐ Minority Media
 ☐ Internet & Web Postings
 ☐ Other Government Publications  
☐ Direct Contact by Phone, Fax, USPS Mail, or Email\*

*\*If using direct contact, entities must solicit to a **minimum of 3** businesses/firms (at least one being a DBE) for each category of contract sought (i.e., construction, supplies, equipment, or services) to demonstrate a Good Faith Effort.*

**III. PROJECT BIDDERS LIST:**

List on the following table, or provide on a separate list, each business entity directly solicited for procurement or that submitted a bid for consideration.

<b>Instructions for Columns 1 - 4</b>	1 - Full business name (line one) & point of contact (line two) 2 - Business address 3 - Telephone number 4 - Email address for the business
<b>Instructions for Column 5</b>	Enter one of the following procurement or contract categories: <b>CONSTRUCTION – SUPPLIES – EQUIPMENT – SERVICES</b> <i>For detailed definitions, review guidance document, TWDB-0210.</i>
<b>Instructions for Column 6</b>	Enter the type of business: <b>MBE</b> - Minority Business Enterprise, <b>WBE</b> - Women-owned Business Enterprise, or <b>OTHER</b> - Company or firm is Non-MBE or WBE

**Notice:** Entities receiving State Revolving Fund financial assistance must create and maintain a Bidders List if the entity is subject to, or chooses to follow, competitive bidding. The Bidders List must include all firms that bid or quoted on contracts under EPA assisted projects, including both MBE/WBEs and non-MBE/WBEs. Entities must keep all Bidders Lists until project completion or the recipient is no longer receiving EPA funding under the loan, whichever is later. Entities with loans totaling less than \$250,000 during a state fiscal year are exempt from the Bidders List requirement, but must still meet DBE program requirements. The Bidders List requirement also applies to all Prime Contracted Businesses/Firms that make subcontracting.

	Column 1 Business Name & Point of Contact	Column 2 Business Address	Column 3 Telephone Number	Column 4 E-Mail Address	Column 5 Procurement Category	Column 6 MBE/WBE Status
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Use additional sheets if necessary

Signature – Authorized Representative	Title (print legibly)	Date

**IV. TWDB APPROVAL SIGNATURE**

Signature indicates the form meets DBE requirements.

DBE Coordinator	Approval Date

**TWDB-0217**  
**TEXAS WATER DEVELOPMENT BOARD (TWDB)**  
**PRIME CONSULTANT/CONTRACTOR CERTIFICATION**

**I. PROJECT INFORMATION**

TWDB Project Number	Applicant/Entity Name	Total of TWDB Funding	Program Type (insert "X" for all that apply)	
13984	North Alamo Water Supply Corporation	\$16.0 M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input checked="" type="checkbox"/>	Clean Water SRF (CWSRF)

Prime Consultant/Contractor: \_\_\_\_\_

Contract Number: N/A Contract Amount: N/A

**II. GOOD FAITH EFFORT (Applicable to all subcontracts awarded by the prime contractor/consultant)**

I understand that it is my responsibility to comply with all state and federal regulations and guidance in the utilization of Minority and Women-owned Businesses in procurement. I certify that I will make a "good faith effort" to afford opportunities for Minority Business Enterprise (MBE), and Women-owned Business Enterprise (WBE) by:

1. Including qualified MBEs and WBEs on procurement solicitation lists
  2. Soliciting potential MBEs and WBEs
  3. Reducing contract size/quantities when economically feasible to permit maximum participation by MBEs and WBEs
  4. Establishing delivery schedules to encourage participation by MBEs and WBEs
  5. Using the services and assistance of the Small Business Administration, Minority Business Development Agency, U.S. Department of Commerce, and Texas Marketplace
  6. Submitting documentation to the Applicant/Entity to verify good faith effort, steps 1-5.
- ☐ **EXCEPTION:** As the Prime Consultant/Contractor, I certify that I have reviewed the contract requirements and found no available subcontracting opportunities. I also certify that I will fulfill 100 percent of the contract requirements with my own employees and resources. (Check if applicable)

Signature – Prime Consultant/Contractor	Title (print legibly)	Certification Date

**III. PROJECT PARTICIPATION ESTIMATES**

The Cost Categories mentioned below are goals. These goals are neither standards nor quotas. Recipients of financial assistance are not required to meet the fair share objectives. They must, however, acknowledge that they are aware of and are actively pursuing the fair share objectives with their procurements.

	Potential <b>MBE</b> Participation	Potential <b>WBE</b> Participation
Cost Category	Goal	Goal
Construction	19.44%	9.17%
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*The fair share goals listed above are required by 40 CFR Part 33 Subpart D and are directly negotiated with EPA Region 6. Entities receiving federal financial assistance are subject to the TWDB's goals and may not be substituted with other agency or program goals.*

**IV. TWDB APPROVAL SIGNATURE**

Signature indicates the form meets DBE Requirements.

DBE Coordinator	Approval Date



**TWDB-0373**  
**TEXAS WATER DEVELOPMENT BOARD**  
**PARTICIPATION SUMMARY**

**I. PROJECT INFORMATION**

TWDB Project Number	Applicant/Entity Name	Total TWDB Funding Request	Program Type (insert "X" for all that apply)	
13984	North Alamo Water Supply Corporation	\$16.0M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input checked="" type="checkbox"/>	Clean Water SRF (CWSRF)

**Project Name:** North Alamo WSC Regional WWTP Phase 2 Project**Solicitation By:** ☐ Applicant/Entity OR ☒ Prime Contracted Business: \_\_\_\_\_**Project Phase:** ☒ Prior to Closing ☐ Release of funding for PADs ☐ Construction Contract # \_\_\_\_\_**Instructions**

<b>Column 1</b>	Enter the full name, street address, city/state/zip for each firm awarded a contract for the project.
<b>Column 2</b>	Enter one of the following procurement or contract categories: <b>CONSTRUCTION – SUPPLIES – EQUIPMENT – SERVICES</b>
<b>Column 3</b>	Enter the type of business: <b>MBE (Minority Business Enterprise), WBE (Women-owned Business Enterprise), or OTHER (NOTE: OTHER = Company or firm is Non-MBE or WBE)</b>
<b>Column 4</b>	Enter the exact amount of the awarded contract.
<b>Column 5</b>	Enter the exact date the contract was executed or the proposed date of contract execution.

If valid MBE/WBE firms are awarded contracts, a copy of their certification is required to be attached with this form for each MBE/WBE business listed.

**Notice:** Brokers may not be listed below as an MBE or WBE. A broker is a firm that does not perform, manage, or supervise the work of its sub/contract in a manner consistent with the normal business practices for sub/contractors in its line of business. For more specifics, review guidance document, TWDB-0210.

**II. LIST OF ACTUAL CONTRACTS/PROCUREMENTS**

	<b>Column 1</b> Name & Address of Contracted Firm/Vendor	<b>Column 2</b> Procurement Category	<b>Column 3</b> MBE/WBE Status	<b>Column 4</b> Contract Amount (\$)	<b>Column 5</b> Contract Execution Date
1.					
2.					
3.					
4.					
5.					
6.					

(Table continues on the next page)

	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
	<b>Name &amp; Address of Contracted Firm/Vendor</b>	<b>Procurement Category</b>	<b>MBE/WBE Status</b>	<b>Contract Amount (\$)</b>	<b>Contract Execution Date</b>
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Use additional sheets if necessary

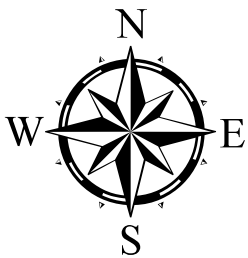
<b>Signature – Authorized Representative</b>	<b>Title (print legibly)</b>	<b>Date</b>

### III. TWDB APPROVAL SIGNATURE

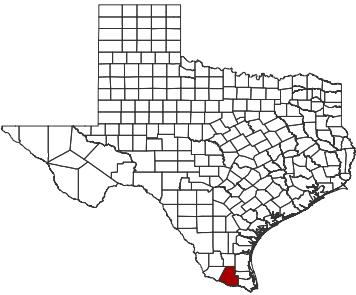
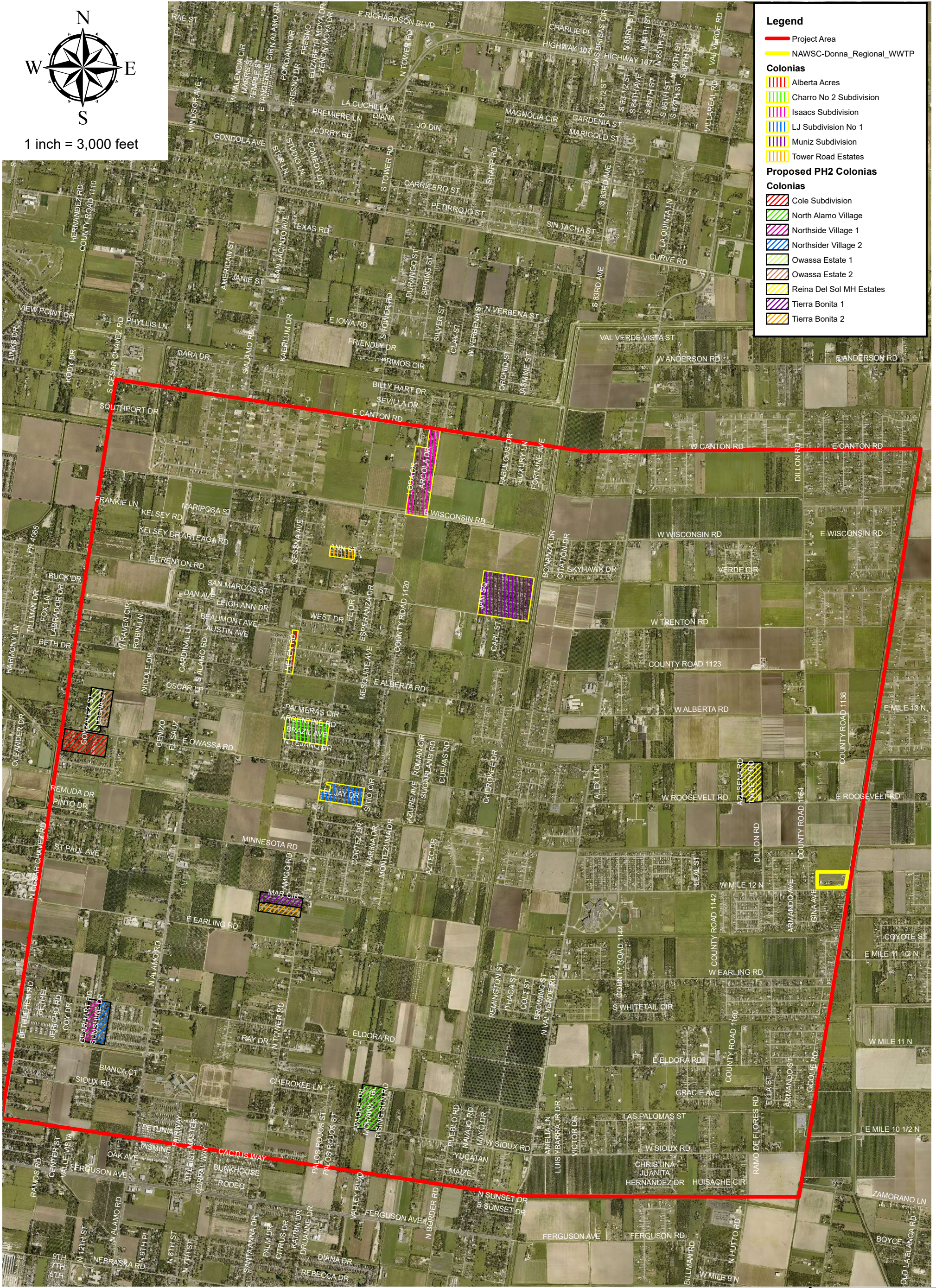
Signature indicates the form meets DBE requirements.

<b>DBE Coordinator</b>	<b>Approval Date</b>





1 inch = 3,000 feet



North Alamo Water Supply Corporation  
North Alamo WSC Regional WWTP PH2

Project Location Map