

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES-TEXAS LICENSED PROFESSIONAL HYDROGEOLOGIST

To provide advice and professional engineering services to North Alamo Water Supply Corporation (the “Corporation”) for planning, design, bidding, construction administration, and construction inspection phase services associated with the North Alamo WSC Brackish Groundwater Desalination Project to be financed through the Texas Water Development Board Programs (“TWDB”) Drinking Water State Revolving Fund (“DWSRF”) and/or other funding agencies.

A. INTENT OF PROPOSAL

The Corporation is soliciting Request for Statement of Qualifications (“SOQ”) from interested qualified licensed professional hydrogeologist demonstrating their qualifications for the potential of groundwater production for public water supply purposed in the service area of North Alamo Water Supply Corporation. The firm will work with North Alamo Water Supply Corporation staff, design engineers, and others required for the purpose of constructing several high-volume public water supply wells planned for the service area of North Alamo Water Supply Corporation. The work will include test well installation, pump test, wellfield design, bid phase services, construction administration and construction inspection of the production wells. The wells will connect to the Corporation’s existing Reverse Osmosis Treatment Facilities.

The Statement of Qualifications (“SOQ”) from interested qualified licensed hydrogeologist must demonstrate their qualifications for planning, design, bid, construction management, and resident project inspection related to the construction of public water supply wells.

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 public water supply wells.

B. PROJECT DESCRIPTION:

The Corporation is proposing to develop plans and specifications to expand its public water supply wells for the following reverse osmosis facilities:

1. Owassa Road RO Facility
2. Doolittle Road RO Facility
3. Donna RO Facility

All of the planning, design and construction 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 Licensed Hydrogeologist shall include, but are not limited to, the following duties, as necessary:

- Project management.
- Advice and consultation on design requirements.
- Evaluation of existing public water supply wells.
- Groundwater modeling.
- TCEQ Submittals.
- Assist in procuring easements and/or permits.
- Testing program.
- Production well design, specifications, and drawings.
- Provide bid phase services and selection.

- Provide resident project inspection services.
- Provide construction administration management services.
- Attend monthly construction meetings.
- Certify quantities.
- Certify contractor pay request.
- Any other engineering related duties that may be required by the Corporation for this public water supply well project.
- Maintain liaison with TWDB, the Corporation, Project Engineers, Subconsultants, Well Drillers and General Contractors.

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 Planning, Design, Bidding and Construction 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 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 62858, Drinking Water SRF, Funding Request \$17.4M)

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 January 20, 2023**, 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 "Request for Qualifications North Alamo WSC Brackish Groundwater Desalination Project for Professional Engineering Services-Hydrogeologist". Questions regarding this RFQ should be directed to Mr. Robert Rodriguez, Assistant General Manager/Water Operations Manager at rrodriguez@naswsc.com. Questions regarding this RFQ received after 4:00 PM, Central Time on January 13, 2023 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 4:00 PM Central Time on January 17, 2023.

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 Statement of Qualifications (SOQ) are expected to be funded in part by a loan and grant 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 SOQ, 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:

CATEGORY	MBE	WBE
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 consultant 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:

<u>Criteria</u>	<u>Points</u>
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)	
		\$17.4M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input 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.

Cost Category	Potential MBE Participation Goal	Potential WBE Participation 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)	
		\$17.4M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input type="checkbox"/>	Clean Water SRF (CWSRF)

Project Name: _____

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.

Instructions for Columns 1 - 4	1 - Full business name (line one) & point of contact (line two) 2 - Business address 3 - Telephone number 4 - Email address for the business
Instructions for Column 5	Enter one of the following procurement or contract categories: CONSTRUCTION – SUPPLIES – EQUIPMENT – SERVICES <i>For detailed definitions, review guidance document, TWDB-0210.</i>
Instructions for Column 6	Enter the type of business: MBE - Minority Business Enterprise, WBE - Women-owned Business Enterprise, or OTHER - 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	Column 2	Column 3	Column 4	Column 5	Column 6
	Business Name & Point of Contact	Business Address	Telephone Number	E-Mail Address	Procurement Category	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)	
62858		\$17.4M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input type="checkbox"/>	Clean Water SRF (CWSRF)

Prime Consultant/Contractor: _____

Contract Number: _____ Contract Amount: Not Applicable

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.

Cost Category	Potential MBE Participation Goal	Potential WBE Participation 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)	
		\$17.4M	<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input type="checkbox"/>	Clean Water SRF (CWSRF)

Project Name: _____

Solicitation By: Applicant/Entity OR Prime Contracted Business: _____

Project Phase: Prior to Closing Release of funding for PADs Construction Contract # _____

Instructions

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

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

(Table continues on the next page)

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

Use additional sheets if necessary

Signature – Authorized Representative	Title (print legibly)	Date

III. TWDB APPROVAL SIGNATURE

Signature indicates the form meets DBE requirements.

DBE Coordinator	Approval Date