



## **WEST WISE SPECIAL UTILITY DISTRICT (WWSUD) ENGINEER REQUEST FOR QUALIFICATIONS (RFQ)**

The **West Wise Special Utility District (WWSUD)** is requesting the submission of qualifications statements, which may lead to the possible award of a contract to provide Engineering services for drinking water system improvements. Professional services resulting from selection of a service provider and award of a contract under this RFQ are expected to be funded in part or in full by funds from the Texas Water Development Board (TWDB). This Request for Qualifications 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).

### **1. Scope of Work**

#### **A. The proposed Engineering services include:**

Scope of Work: The engineering contract will encompass all project-related engineering services for the West Wise Special Utility District, including but not limited to the following:

- Preparation of an Engineering Feasibility Report and, if required an Environmental Information Document in accordance with requirements of the Texas Water Development Board (TWDB)
- Preparing concept reports, feasibility studies, cost estimates and associated technical services.
- Preliminary and final design plans and specifications
- Preparation of the bid packet and construction documents
- Construction phase engineering and inspections (interim and final)
- Other special services as may be required

### **2. Guidelines for Content of Qualification Statements**

DO NOT INCLUDE COST OR CONTRACT INFORMATION with the qualification statement. Responses that include cost or pricing information will be rejected and will not be considered by the WWSUD. All of the following content is applicable to engineering firms

The qualifications statement is limited to 10 pages excluding the cover, table of contents, resumes, and back cover.

- A. Name of firm, firm profile, and the location of the primary contact with the firm.
- B. Resumes including the education and qualifications of the primary contact and other key members of the firm.
- C. Experience of the firm and key members of the firm reflecting the services requested, including but not limited to technical capabilities, project experience, and funding experience in conjunction with governmental improvement projects.
- D. Specific experience with water facilities, water utilities, and/or special utility districts.
- E. The name, organization and phone number of three governmental clients who may be contacted for reference.

**3. Minimum Qualifications and Selection Criteria**

The WWSUD will evaluate the proposals to determine which firm has the best qualifications based on the following selection criteria as applicable to each service described above:

- A. The competence to perform the services as reflected by education, general experience, and specific experience in providing the services outlined herein, particularly water systems, construction management and Federally and State funded construction projects. Extent of experience with Texas Water Development Board and projects located in this general region.
- B. The ability to perform the services and the availability of adequate personnel to complete services in a timely manner when requested.
- C. Past projects completed in a satisfactory manner, on time and within budget with a work product that is of a consistently high quality.
- D. Past performance of services for governmental entities as reflected by past clients with respect to such factors as control of costs, quality of work, ability to meet deadlines and address problems.
- E. Respondent’s plan to comply with EPA’s Fair Share Policy.
- F. Selection Criteria: The qualifications received will be evaluated and ranked according to the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Experience	25
Past Work Performance	25
Capacity to Perform	15
Familiarity with this Project	25
Fair Share Compliance	10
<b>Total</b>	<b>100</b>

**4. Inquiries and Restrictions**

- A. Questions or additional information to clarify the intent of this RFQ, must be submitted in writing no later than **2 p.m. on May 20, 2022** to: **jlwestwise@wccs.net**. The Selection Team will collect these questions and respond in writing. Oral explanations or instructions will not be binding.
- B. Except as provided in 4.A. above, respondents or their representatives are prohibited from communicating with WWSUD board members and employees regarding this RFQ from the time the RFQ is released until the contract is awarded.
- C. This prohibition on contact includes “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the RFQ and/or proposal submitted by Respondents.
- D. Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent’s proposal from consideration.

**5. Submittal Deadline**

Please submit seven (7) hard copies and one electronic (flash drive) of the qualification statements to the attention of **Mr. James Ward, West Wise Special Utility District, 3412 FM 2952, Bridgeport, TX 76426**. The submittal deadline for the Request for Qualifications proposals is **2:00 p.m. Thursday, May 26, 2022**. Any proposal received after this time and date will be rejected and will not be considered by the WWSUD.

**6. Contract Terms and Negotiation Schedule**

The consultant for Engineering services are expected to negotiate an agreement for services which is acceptable to the WWSUD immediately after the qualified Respondent is selected. The contract resulting

from this request for proposals shall be on an ongoing basis terminable at any time by either party with written notice. If an acceptable contract cannot be negotiated, the WWSUD may formally end negotiations and begin negotiating with the next most qualified person or firm.

**7. Cost of Preparing Qualifications Package**

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

**8. Special TWDB and EPA Requirements relating to DWSRF and CWSRF and other funding programs**

- A. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
- B. Any contracts awarded under the Request for Qualifications (RFQ) are expected to be funded in part by a loan from the TWDB. Neither the Environmental Protection Agency nor 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.
- C. 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 six affirmative steps. The current fair share goals for the State of Texas are as follows:

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

TWDB document TWDB-0210 Guidance for U.S. Environmental Protection Agency Disadvantaged Business Enterprise Program dated January 28, 2022, describes requirements of this program.

- D. West Wise Special Utility District (WWSUD) will not discriminate on the basis of race, color, national, origin or sex in the award and performance of any federally- assisted contracts or in the administration of the requirements of 2 CFR 200.321. The District shall take all necessary and reasonable steps under 2 CFR 200.321 to ensure nondiscrimination in the award and administration of federally assisted contracts. The WWSUD is an Affirmative Action/Equal Opportunity Employer. Small, minority and women-owned firms are encouraged to submit proposals.