

REQUEST FOR QUALIFICATIONS (RFQ)
WATER PLANT NO. 1 CLARIFIER REHABILITATION PROJECT – ENGINEERING DESIGN, BID AND CONSTRUCTION PHASE SERVICES

(RFQ No. WW-20-04-01)

LEGAL NOTICE

The Laguna Madre Water District (District) requests the submission of qualifications statements, which will lead to the possible award of a contract(s) to provide:

Engineering Design, Bid and Construction Phase Services for the rehabilitation of one of the District's clarifiers and miscellaneous piping improvements at Water Plant No. 1.

SCOPE OF WORK

The services to be obtained for the **Engineer** require: Engineering Design, Bid and Construction Phase Services for Rehabilitation of one of the District's clarifiers and miscellaneous piping improvements at Water Plant No. 1.

GUIDELINES FOR CONTENT OF QUALIFICATION STATEMENTS

DO NOT INCLUDE COST INFORMATION with the qualification statement. Responses that include cost or pricing information will be rejected and will not be considered by the District.

Detailed instructions on preparation of the qualification statement must be obtained from the District. For more information on preparing and submitting the qualification statement, contact Charles Ortiz, District Engineer, at (956) 572-0314 or cortiz@lmwd.org. This information should be requested as soon as possible in order to allow time to prepare the document and comply with the procedures.

SUBMITTAL DEADLINE

One original and three (3) hardcopies of the qualifications statement must be on file with the District by: Friday, May 1, 2020, at 2:00 pm, at the offices of the Laguna Madre Water District, ATTENTION: Carlos J. Galvan, Jr., General Manager, 105 Port Road, Port Isabel, Texas 78578.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

The District will evaluate the proposals to determine which firm(s) has the best qualifications.

CONTRACT TERMS AND NEGOTIATION SCHEDULE

The consultant for Engineering services is expected to negotiate an agreement for services that is acceptable to the District. If an acceptable contract cannot be negotiated, the District may formally end negotiations and begin negotiating with the next highest qualified person or firm.

Laguna Madre Water District intends to request reimbursement from the Texas Water Development Board (TWDB) for the requested services. Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be reimbursed in part by a loan 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. RFQ's are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act).

This contract 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) firms. 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. For more details of the DBE Program and the current, applicable fair share goals, please visit www.twdb.texas.gov/dbe.

The Laguna Madre Water District is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.

The successful respondent will be required to submit TWDB-0217 (Prime Consultant/Contractor Certification). Should the successful respondent require sub-consultants/sub-contractors, the Prime Consultant/Contractor is required to perform a Good Faith Effort solicitation for these sub-consultants/sub-contractors following the TWDB Disadvantaged Business Enterprise guidance found on the TWDB DBE web page, <http://www.twdb.texas.gov/financial/programs/DBE/index.asp>. In addition, the following additional forms will be required: TWDB-0216 (Affirmative Steps Solicitation Report) and TWDB-0373 (Participation Summary).

SCOPE OF SERVICES

The Laguna Madre Water District (LMWD) is seeking a response to this RFQ for qualified consulting firms to provide engineering services for the following projects:

Design, Bid and Construction Phase Services for rehabilitation of one clarifier and miscellaneous piping improvements at Water Plant No. 1. The project should accomplish the following objectives:

1. Engineering and Design Phase Services
 - a. Replace existing solids contact clarifier equipment inside of a circular basin.
 - b. Provide rehabilitation of concrete basin, as required.
 - c. Provide miscellaneous piping and valve rehabilitation and replacement at clarifier.
 - d. Provide miscellaneous piping and valve improvements to facilitate addition of chlorine dioxide system.
 - e. Provide electrical improvements.
 - f. The District intends to procure TWDB funding for engineering services and construction costs. Pending items include procurement of Engineering Services and completion of an Engineering Feasibility Report (EFR). The EFR should form the conceptual basis for the portion of the improvements included in this project. The EFR shall bear the signed and dated seal of the registered professional engineer responsible for the design. Please refer to Guidance for the Preparation of Engineering Feasibility Reports as described in Form TWDB-0555 for further details.

American Iron & Steel Requirements:

Federally funded projects will have to comply with the American Iron & Steel requirements as described in TWDB-1106. EFR must provide a discussion of any known issues or special considerations that may affect the design or construction as a result of the iron and steel requirements.

2. Bid Phase Services – Provide bid phase services to select a contractor to perform the work in accordance with State and TWDB requirements.

3. Construction Phase Services

- a. Provide general representation and construction management
- b. Provide inspection services

PRE-SUBMITTAL MEETING N/A – Field visits and technical questions may be scheduled through Charles Ortiz, P.E., District Engineer, at (956) 572-0314 and/or cortiz@lmwd.org.

FIRM QUALIFICATIONS AND EXPERIENCE

Firm shall be regularly engaged in the engineering design and construction management services for municipal water treatment facilities. Firm's project manager shall have at least 10 years of experience in managing water distribution and/or treatment facility projects. Project manager shall be a registered professional engineer in the state of Texas.

STATEMENT OF QUALIFICATION (SOQ) SUBMITTAL

The format of the SOQ shall be as follows:

Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-½ x 11-inch pages. 11 x 17-inch pages count as two pages. Front and back cover and resumes are not included in the page count. All graphics and other images are included in the page count.

1. General Information of the Firm

- a. General Information of the Firm – Identification of the firm responding to the RFQ. Location of the firm's office(s) should be indicated, as well as the location of each key firm's personnel's office where work on this project will be performed.
- b. Project Team Experience – Provide organizational chart(s) (Two charts may be provided, one for each project.) for the proposed project team members and resumes of key project personnel. Identify any other firms that may be used on this project; include their project role and firm resumes. Include resumes for project manager, discipline leads (civil, mechanical, structural, electrical, and instrumentation), and field inspector(s), as applicable. Resumes must demonstrate experience relating to the scope of this RFQ, include at least three project descriptions, including a summary of the project, services provided, personnel, project construction cost, and owner references with contact information.
- c. Section not to exceed six (6) pages.

2. Project Specific Documentation

- a. Project Understanding – Provide a brief summary how the firm understands the project objectives and specific technical requirements.
- b. Firm Experience – Provide a summary demonstrating the firm's qualifications to satisfy all the technical areas identified in the Scope of Services. Provide at least three projects relating to the rehabilitation or design of surface water treatment facilities as indicated in the scope of work. Provide a description of services where the firm has provided similar services, including a client contact, current phone number, and e-mail address for each project described in this section.
- c. Project Approach – Provide a summary of the firm's approach to the proposed scope of services. Include any innovative concepts to enhance project delivery, plus any additional scope items to meet the project goals and objectives.

- d. Each prospective firm may submit other information as deemed appropriate for the proper evaluation of its Statement of Qualifications.
- e. Section not to exceed ten (10) pages.

RFQ SCHEDULE

The District anticipates the following schedule associated with this Request for Qualifications:

Issue Request for Qualifications	April 16, 2020
SOQ Submittals	May 1, 2020
Professional Services Committee Meeting	May 5, 2020
Consultant Selection	May 13, 2020
Contract Execution	May 27, 2020

STATEMENT OF QUALIFICATIONS EVALUATION PROCESS

All Statements of Qualifications (SOQ) must be complete and convey all the information requested in order to be considered responsive. If the SOQ fails to conform to the essential requirements of the Request for Qualifications (RFQ), LMWD alone will determine whether or not the variance is significant enough to consider the SOQ capable of being made acceptable and, therefore, a candidate for further consideration. This SOQ will be evaluated by the LMWD Professional Services Committee on the basis of the criteria listed below, and the Committee’s recommendation will be presented to the LWMD Board of Directors for consideration and approval at a regularly scheduled board meeting.

1. Proper submission of SOQ – Firms will be evaluated on the format and content of their Statement of Qualifications as requested by the LMWD in this Request for Qualifications. (25 points)
2. Firm Experience and Capability – Firms will be evaluated with respect to their experience with similar projects, project experience with the District, and level of commitment to this project. (25 points)
3. Qualifications of Key Personnel – Firms will be evaluated on the qualifications and experience of the firm’s proposed key personnel for this project. (25 points)
4. Project Approach – Firms will be evaluated on the overall understanding of the project and their technical approach to meeting the project objectives. (25 points)