

PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

To provide professional engineering services associated with the preparation of an application for financing from Texas Water Development Board (TWDB) for wastewater system facility to serve the City of Ingleside. Financing for these improvements may include, but not limited to, TWDB Drinking Water State Revolving Fund (DWSRF), Clean Water State Revolving Fund (CWSRF) programs, TWDB's Water Development Fund (DFund).

A. INTENT OF PROPOSAL

The City of Ingleside is soliciting Request for Qualifications (RFQ) from interested qualified professionals to provide the following: to provide application for financing from TWDB for wastewater system facility being funded through the Texas Water Development Board. The City of Ingleside reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the City of Ingleside.

B. SCOPE OF SERVICES

The services to be provided by the qualified professional engineer or professional engineering consulting firm shall include the following duties:

- Provide engineering and environmental information for any applications for financial assistance.
- Develop a preliminary engineering report detailing the wastewater system improvements
- Develop a final engineering report detailing wastewater system improvements
- Provide as needed services during consideration of the City's application by TWDB.

. C. 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 municipalities in Texas and other information relevant to the provision of Professional Engineering services. Qualification statements should be limited to 30 pages. Attachments with resumes, proposed contracts, cover letter and front and back covers are excluded from the 30 page limitation. Please provide the following information:

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. History of the firm.
 - C. Structure of the firm, i.e. sole proprietorship, partnership, corporation, and size of firm.
 - D. List name and titles of officers of the firm who will be directly responsible

- for professional engineering services.
- E. Information pertaining to the firm's compliance with licensing and other requirements.
- F. Completed TWDB-0217 form to be submitted in the response package.

3. References.

List of five (5) references for which similar services have been provided.

- 4. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
- 5. List the experience of the individuals assigned to the account with the Texas Water Development Board's (TWDB) Drinking Water State Revolving Fund (DWSRF) and Clean Water State Revolving Fund (CWSRF) programs, TWDB's Water Development Fund (DFund). Please list the work performed, including the dollar amount of the projects. Please include the names, addresses, and telephone numbers of contact persons.
- 6. Additional services - describe any other service or experiences of the firm which you deem beneficial in acting as Engineer to the City of Ingleside.
- 7. Please disclose any conflicts of interest that your firm might experience in serving the City of Ingleside as qualified professional engineer or professional engineering consulting firm.
- 8. Attach a copy of engineering services contract proposed by your firm without fee information.

D. RECEIPT OF PROPOSALS

If your firm is interested in being considered as the qualified professional engineer or professional engineering consulting firm for the City of Ingleside, proposals must be received no later than 3:00p.m. June 26, 2017, at 2671 San Angelo, Ingleside, Texas 78362 .

Five (5) copies of the proposal must be sealed and clearly marked on the face of the shipping material "PROFESSIONAL ENGINEERING SERVICES" RFQ. No electronic submission will be accepted.

E. ADDITIONAL INFORMATION

1. Any loan award is contingent upon release of funds from the Texas Water Development Board (TWDB) (or other funding agencies).
2. Any contract or contracts awarded under the Request for Qualifications (RFQ) are expected to be funded in part by a loan from the Texas Water Development Board. Neither the State of Texas nor any of its dependents, 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.

CATEGORY	MBE	WBE
CONSTRUCTION	12.94%	8.72%
EQUIPMENT	7.12%	5.39%
SERVICES	10.84%	5.72%
SUPPLIES	9.68%	9.34%

TWDB document TWDB-0210 *Guidance for US. Environmental Protection Agency Disadvantaged Business Enterprise Program* dated February 28, 2012, describes requirements of this program.

Respondents may contact the TWDB for assistance at 512-463-4841, Ms. Rosario Flores, DBE & Policy Coordinator, Program & Policy development, for clarification with issues specifically related to the completion of the required TWDB 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.

RANKING CRITERIA

The following criteria will be used as a basis for the selection of the qualified professional engineer or professional engineering consulting firm:

EXPERIENCE OF PERSONNEL 35 POINTS

To assess the background and experience of the personnel in working with Texas Public Finance Entities.

TEAM MEMBERS 40POINTS

To identify the personnel the firm proposes to commit on a day-to-day basis and evaluate the specific qualifications of these individuals.

REFERENCES 25
POINTS

To demonstrate client satisfaction and the candidate's familiarity with municipal issues.

TOTAL POINTS 100