



**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL ENGINEERING SERVICES FOR  
WATER & WASTEWATER CONVEYANCE MASTER PLANNING**

---

**SOQ Submittal Deadline and Opening Date and Time: January 24, 2020**

## **I. REQUEST FOR QUALIFICATIONS (RFQ) NOTICE**

Sealed Statements of Qualifications (SOQ) will be received by the Town of Pecos City (City) at the office of the Public Works Director until **January 24, 2020 @ 3:00 PM (Submittal Deadline)** for:

### **PROFESSIONAL ENGINEERING SERVICES FOR WATER & WASTEWATER CONVEYANCE MASTER PLANNING**

The RFQ documents may be downloaded from the City's website ([www.pecostx.gov](http://www.pecostx.gov)). SOQs received after the deadline will not be considered.

The City reserves the right to reject any or all responses, to waive any or all formalities or technicalities, and to negotiate and enter into a contract with any, all, or none of the respondents, and to continue to contract with such firm(s) beyond the scope of initial contract(s) entered into as a result of this RFQ.

## **II. OBJECTIVE AND BACKGROUND**

### **A. Objective**

The City seeks a qualified engineering firm to provide comprehensive master planning services for its water and wastewater conveyance systems (i.e. distributed assets including pipelines, lift stations, pump stations, elevated and ground storage tanks, and appurtenant structures and components, but excluding raw and reclaimed water conveyance).

The master planning effort is primarily intended to develop a capital improvement plan (CIP) for a 20-year planning period having project definition for each of the first 10 years and large projects forecast for the following 10 years. It is also intended that the master plan consider longer-term planning for buildout involving major elements including siting of additional treatment plant(s), regional lift stations, elevated/ground storage and pumping, large diameter interceptors and transmission mains, and associated conveyance system re-configurations.

Additionally, the City intends for the successful candidate to develop a fully functional GIS system to represent the water and wastewater conveyance systems.

### **B. Background**

The City is located in the eastern portion of Reeves County.

Water System. The City operates three independent well fields to produce groundwater for delivery to a chlorination system at the City Maintenance Yard. There is currently no Water Treatment Plant. Demands for water range from 3.5 MGD – 6.0 MGD. The water distribution system consists of mains ranging in size from 2-inch to 16-inch diameter, four (4) elevated storage tanks.

Through wholesale agreements, the City is the exclusive supplier of potable water for the city

of Barstow.

Wastewater System. The City operates one WWTP with a collection system consisting of gravity sewer mains (4-inch to 24-inch diameter), several lift stations and force mains.

GIS Data. The City does not currently utilize GIS for its water and wastewater assets. The City has limited AutoCAD mapping data, which is not to scale.

Project Budget. The budget for providing services under this RFQ is \$300,000 - 400,000 depending on the level of field measurements and investigations, site visits for condition assessment, and software training undertaken.

### **III. SCOPE OF SERVICES**

The successful respondent will provide comprehensive master planning services for the City's water and wastewater conveyance systems. The following major tasks are anticipated to be included in the scope of services.

#### **A. Data Collection**

1. Collect distribution and collection system information from the AutoCAD files. Obtain performance data, and operating records for the high service pump station, elevated storage tanks, and lift stations. Some field survey of existing infrastructure will be required.
2. Collect water consumption data for retail and wholesale customers.
3. Collect and compile local construction cost data from the City's bids, in-house construction, and other local sources.
4. Creation of data necessary for the development of GIS system.

#### **B. Water Demand and Wastewater Flow Projections**

1. Evaluate historical water consumption, wastewater flows, and growth projections to develop water demand and wastewater flow projections for 5-year, 10-year, 20-year and ultimate buildout planning horizons based on growth projections (High Growth, Medium Growth, Low Growth).
2. Determine Water Production and WWTP capacity utilization for all planning horizons and estimate the timing of regulatory triggers for capacity expansion.

#### **C. Approach for Master Planning of System Extensions**

1. Assist the City in defining system extension needs and in developing the master planning approach for system extension.

#### **D. Condition Assessment**

1. Review existing asset condition information and interview the City's operations staff to collect soft data. Identify and analyze available hard data sources from which the condition

of major buried assets or asset groupings can be ascertained. Conduct site visits to visually assess the condition of critical surface assets.

2. Assess likelihood of asset failure based on condition assessment criticality, estimate the consequence of failure, and assign a risk score for major assets and asset groupings.
3. Recommend methodologies, tools, and strategies for on-going collection and analysis of condition assessment data and for the determination of an asset's consequence of failure.

## **E. Water Distribution System**

### 1. Model Development

- Develop a hydraulic modeling software and perform quality control review and corrections.
- Allocate historical water demands to the model.
- Conduct field testing during peak demand months using pressure recorders for model calibration. Pressure recorders are to be provided by the consultant.
- Compare preliminary hydraulic simulations with field test data to identify any suspected constriction points. Calibrate model by adjusting C-factors, peaking factors and demand distribution.
- Model needs to be provided to the City using EPANET, or similar non-proprietary software.

### 2. Water System Analysis

- **Hydraulic Modeling:** Perform extended period simulations of the water distribution system at Year 2020 and at the 5-year, 10-year, 20-year, and buildout planning horizons. Determine capacity and pressure deficiencies within the system.
- **Fire Flow Modeling:** Perform steady state fire flow analysis under existing maximum day demands to identify areas with less than adequate fire flow capacity.
- **Water Age Analysis:** Use the model to determine water age during worst case conditions. Graphically present the spatial and temporal distribution of water age and highlight problematic areas. Review current operations and recommend protocols to minimize water age, disinfection byproducts, monochloramine degradation, and sediment buildup in piping and storage tanks.
- **Pumping and Storage Evaluation and Compliance Review:** Evaluate performance of the system and compliance with State regulations and guidelines pertaining to system pressure, storage, and pumping.

### 3. Water Projects Development

#### (a) Capacity Projects

- **Develop Capacity Improvement Projects:** Recommend new and upgraded infrastructure to meet requirements for maximum day demands and desired system performance for Year 2020 and 5-year, 10-year, 20-year and buildout planning horizons.
- **Pressure Plane Delineation:** For each of the planning horizons, evaluate need for

additional pressure plane(s). If recommended, define plane boundaries and develop infrastructure project scope & cost estimates for operating such plane(s).

- Evaluate existing ground storage tanks and provide recommendations for future utilization, continued non-use, re-purposing, or demolition.

(b) Rehabilitation Projects

- Develop Rehabilitation Projects based on asset risk scores, evaluation of rehabilitation projects on the current 5-year CIP, and the input of City staff.

## **F. Wastewater Collection System**

### **1. Model Development**

- Develop a hydraulic modeling software and perform quality control review and corrections.
- Identify points within the collection system where field measurement of velocity, depth, flow, and rainfall is recommended for hydraulic model calibration and I&I determination. Collect field measurements for a minimum 30-day duration during peak rainfall season (September-October). Field measurement and data logging devices are to be provided by the consultant. Determine I&I and its spatial distribution across the system.
- Compare preliminary hydraulic simulations with field test data to identify gross deviations from field measurements. Calibrate the hydraulic model by adjusting roughness factors, peaking factors, and flow loading allocation.

### **2. Wastewater System Analysis**

- Hydraulic Modeling: Perform extended period dynamic simulations of the collection system at Year 2020 and at 5-year, 10-year, 20-year and buildout planning horizons. Identify the portions of the system 8-inch diameter and larger where surcharge, overloading, and overflow are predicted.
- Travel Time and Wastewater Age Modeling: Use hydraulic model to determine travel time from source of origin and calculate composite wastewater age at various system locations.
- Lift Station Evaluation: Catalog existing lift station infrastructure and operating characteristics. Assess firm capacity for future expansion of the contributory portion of the system. Identify lift stations that can potentially be eliminated.

### **3. Wastewater Projects Development**

- Capacity Improvement Projects: Recommend new and upgraded infrastructure necessary to convey peak wet weather flows without overload for Year 2020 and 5-year, 10-year, 20-year and buildout planning horizons.
- Rehabilitation Projects: Based on asset risk scores, evaluation of rehabilitation projects on the current 5-year CIP, and the input of City staff.

## **G. Capital Improvement Plan (CIP)**

Prepare a prioritized Capital Improvement Plan for all projects, showing the interrelationship between projects.

1. **Cost Estimates:** Prepare cost estimates including acquisition, engineering, and construction in 2020 dollars for each project.
2. **Financial Analysis:** Evaluate the net value of all City system assets, depreciation rates and policies, and system age metrics typically considered by bond rating agencies. Provide recommendations for categorizing and assigning depreciation rates for various asset categories. Recommend annual CIP expenditure levels for system age targets to be assigned to scheduling options for CIP.
3. **Draft Prioritization and Scheduling of Projects:** Develop project prioritization criteria, rank projects by priority, and define generic completion year schedules (ex. Year 1, 2, or 3).
  - Develop a fixed schedule for capacity improvements.
  - Develop and recommend scheduling options (e.g. slow, moderate, fast, etc.) for rehabilitation, extension, and capacity projects.
4. **CIP Schedules:** Prepare separate water and wastewater CIP cost schedules broken down by project and infrastructure type.
5. **CIP Mapping:** Prepare service area-scale maps that identify the location of water and wastewater capital projects with proposed in-service dates.

## **H. Master Plan Report and Presentations**

1. Prepare Draft Master Plan Report and present to City staff.
2. Revise and Finalize Master Plan Report based on comments received on draft Report Presentation, and present to the City Council for adoption.
3. Provide ten (10) bound or 3-Ring copies of the Final Master Plan Report along with a digital copy.

## **I. Project Execution and Support**

1. Advise City staff on procurement of hydraulic model procurement as well as options for ongoing maintenance of the model and in-house use for on-going analysis. Provide software training as requested by the City.
2. Prepare and submit technical memoranda documenting the data, work, findings, recommendations, and deliverables for each of the major project tasks.
3. Work closely with City staff in the performance of services and conduct workshops in Pecos to coordinate, perform, and present results of project tasks.
4. Perform extensive field reconnaissance to develop depth of understanding of the service area, existing infrastructure, and CIP project site conditions.

**J. ESTIMATED TIMELINE**

Respondents should have an experienced staff and a workload reasonably free from conflicts to provide professional engineering and consulting services in a timely manner. The following project timeline is anticipated:

SOQ Submittal Deadline .....	January 24, 2020
Potential Interviews .....	Jan. 29 – Feb. 6, 2020
Respondent Selection.....	February 7, 2020
Contract Negotiation.....	Feb. 10-21, 2020
Council Award of Contract.....	Feb. 27, 2020

Respondents must have the demonstrated ability, experience, and availability to fully satisfy the City’s objectives for the project on time with a high standard of quality.

**K. EVALUATION AND SELECTION**

**1. Evaluation Criteria and Scoring**

After the deadline for receipt of SOQ, an Evaluation Committee will review and consider all responsive SOQ and other experience and reference information that may be or become known to the Committee. The Committee will evaluate and numerically score each respondent firm in accordance with the criteria listed below, assigning points up to the maximum indicated. A respondent’s failure to provide information necessary to assign a score for a given criterion will result in no points being awarded for that criterion.

1. Project Team and Resumes.....	25
2. Project Experience .....	35
3. Project Understanding and Approach.....	30
4. Availability and Ability to Meet Schedule .....	<u>10</u>
	MAXIMUM TOTAL 100

**2. Selection Process**

After scoring, several firms may be short-listed and required to provide supplemental information or give a formal presentation to executive management.

The Evaluation Committee will identify the most qualified respondent(s), then contract negotiations will begin. If negotiation is successful, executive management will make a recommendation to the City Council, whose approval will be required before entering into a contract.

If negotiations are unsuccessful, negotiations will be formally terminated and negotiations with the next most qualified respondent will begin. This process will continue until contract terms are successfully negotiated.

## **L. COMMUNICATION**

### **1. Lobbying Prohibited**

During the period between SOQ submission and contract award, respondents, including their agents and representatives, shall not directly discuss or promote their SOQ with any member of the Pecos City Council, or City staff except in the course of City-initiated inquiries, briefings, interviews, or presentations. Violation of this provision may result in the disqualification of the respondent.

### **2. Site Visits**

Prospective respondents wishing to schedule a site visit with City staff may contact Ross Blackketter, P.E., Public Works Director, at [rblackketter@pecostx.gov](mailto:rblackketter@pecostx.gov) or 432.445.2421.

### **3. Questions and Requests for Clarification**

Any respondent in doubt as to the intended meaning of any part of the RFQ or needing additional information may request clarification via email from Ross Blackketter, Public Works Director. If the clarification request is deemed to be substantive, the City will publish clarification via addendum on the City's website ([www.pecostx.gov](http://www.pecostx.gov)). In order to have a request for clarification considered, the request must be submitted in writing via email and delivered to the Public Works Director no later than five (5) days prior to the submittal deadline. No verbal explanations or clarifications will be binding.

### **4. Addenda**

Any changes, supplemental information, or clarifications to this RFQ will be made only by addenda posted on the city's website. Notifications of addenda to registered prospective respondents will be issued by email.

Addenda will become part of the RFQ documents having the same binding effect as provisions of the original RFQ. It shall be the respondent's responsibility to ensure that it has downloaded and reviewed all addenda. Furthermore, respondents must acknowledge receipt of each addendum by signature on the Respondent Questionnaire. The City does not assume responsibility for the receipt of any addenda posted. Failure of any respondent to obtain any addendum will not relieve such respondent from its terms and requirements.

## **M. SUBMITTING A RESPONSE**

### **A. Deadline**

SOQ must be filed with the City before the deadline date and time. No late SOQ will be accepted – they will be returned to Respondent unopened (if properly identified).

### **B. Submission and Delivery Requirements**

Responses must include five (5) hard copies of the SOQ enclosed within a sealed envelope delivered to the Purchasing Office. Additionally, one (1) electronic copy of the SOQ in portable document format must be submitted with the SOQ. Electronic copy must be identical in content and format to the hard copy SOQ. Sealed envelopes must be marked on the outside as follows:

**SOQ – PROFESSIONAL ENGINEERING SERVICES FOR WATER &  
WASTEWATER CONVEYANCE MASTER PLANNING  
Attn: Public Works Director**

SOQ submittals shall have no more than 30 pages excluding covers, dividers, questionnaire, checklist, and any other required form. Pages counting against the limit must be numbered. Font shall be uncompressed width no smaller than 11 point, and page size shall be 8.5” x 11”. Drawings may be submitted on 11” x 17” page size where appropriate.

It is recommended that responses submitted on the Deadline date be hand-delivered to ensure receipt. If delivering by courier, send to:

**Town of Pecos City  
Public Works  
115 W 3<sup>rd</sup> St  
Pecos, TX 79772**

**C. Content and Organization**

The required SOQ content shall be organized and titled as follows:

1. Submittal Response Checklist. Complete and include the Submittal Response Checklist (included herein) within the SOQ. Verify that the checklist is signed and that all documents on the checklist have been included with the SOQ.
2. Respondent Questionnaire. The Respondent Questionnaire captures general information regarding the respondent firm submitting an SOQ. It also includes acknowledgements for the attached exhibits and addenda. The document is required and must be completed and included in the SOQ.
3. Project Team and Resumes.
  - (a) Provide an organizational chart identifying Key Personnel of the Respondent’s team to be involved in providing the services described in this RFQ. At a minimum, Key Personnel should include the following:
    - Principal-in-charge (including those of any sub-consultants)
    - Lead Project Manager
    - Project team Task leads and senior engineers responsible for oversight and quality control of the various elements of the scope of services (including those of any sub-consultants)
  - (b) Provide resumes for Key Personnel including title, education, a brief overview describing their professional qualifications such as licenses, certifications,

associations, and all relevant experience as it relates to services to be provided under this RFQ, and the branch office location out of which they will normally work while assigned to the Project. Resumes should not exceed one (1) page. Multiple resumes may be presented on a single page.

- (c) Identify the percentage of full-time engagement that each Key Person will be committed to the Project, indicate whether or not they will be assigned for the duration of the Project, and identify percentage of time each is or will be expected to be committed to other projects.
- (d) Describe the succession plan process for the replacement of Key Personnel in the event of their separation from the Respondent's team during the project.
- (e) Identify any sub-consultant personnel that are included as part of the proposed team, their role, and related experience for the Project.
- (f) Identify any additional skills, experiences and qualifications that distinguish the respondent for the scope of services to be performed under this RFQ.

#### 4. Project Experience.

- (a) Respondent must have demonstrated experience within the past seven (7) years serving as lead engineer on at least four (4) water and four (4) wastewater conveyance master planning projects of similar range of scope. Combined water/wastewater projects under a single contract will count as a qualifying project in each category. Only projects for clients having more than 15,000 utility service connections will qualify for the purpose of satisfying the experience requirement. Reference projects on which Key Personnel (as proposed under this RFQ) served in a similar capacity are preferred and will be evaluated accordingly.
- (b) Describe reference project experience, the involvement of the Respondent's proposed sub-consultants (if any), and the roles and responsibilities that Key Personnel (as proposed under this RFQ) held on each reference project. As necessary, describe proposed sub-consultants' independent experience relevant to the proposed Project. For each reference project, include the following:
  - Name of owner and location (city and state).
  - Brief description of the project.
  - Corresponding year and duration of assignments.
  - Schedule and fees for project, major challenges/issues and solutions offered.
  - Respondent's overall role and the roles and responsibilities of Key Personnel proposed to serve in a similar capacity under this RFQ.
  - Provide reference project contact information including names, titles, valid phone number and email addresses (previously verified by the Respondent).

5. Project Understanding and Approach.

(a) Description of the Respondent's project understanding, team structure and roles of each sub-consultant (if any), and approach to the Project including tasks that must be accomplished to complete each of the project tasks and final deliverables on schedule. Descriptions should include:

- Understanding and familiarity with the Project including any unique aspects or challenges.
- Project leadership, reporting structure, and communication with the proposed design team and the City.
- Specialized skills needed and resources to be utilized.
- Responsiveness, attention to details, follow-through and responsibility of sub-consultants.

(b) Describe any potential alternative or innovative approaches proposed to meet the City's objectives or add supplemental value to the Project.

6. Availability and Ability to Meet Deadlines. This project will require extensive face-to-face interaction, field investigations, and workshops in Pecos with City staff throughout the duration of the project.

(a) Describe in detail the Respondent's availability.

(b) Indicate the location of Respondent's offices and how location will impact responsiveness especially with respect to Key Personnel's participation in local meetings, field investigations, and workshops.

(c) Explain how workload will be managed and coordinated between multiple offices, team members, and sub-consultants.

(d) Describe how respondent will meet the required schedule and deadlines.

By submission of a response, respondents acknowledge they have read and thoroughly understand and agree to the scope of services, terms, and conditions contained in the RFQ, unless exceptions are clearly and specifically noted in the SOQ.

## **N. GENERAL REQUIREMENTS AND INSTRUCTIONS**

### **A. Ownership and Use of SOQ**

Once submitted, SOQ become the property of the City; as such, the City reserves the right to use any ideas contained in any proposal regardless of whether or not a respondent is selected.

## **B. Deviation from Specification/Requirements**

Respondents are directed to read the project requirements thoroughly and ensure their SOQ submittals comply with all requirements. Any variation from the solicitation requirements must be clearly indicated by letter, on a point by point basis, attached to and made a part of the SOQ. If no exceptions are noted, it will be required that the services and requirements defined in this RFQ be provided and met by the selected respondent.

## **C. Time for Action and Notification of SOQ Changes**

The City reserves the right to hold SOQ up to **90** days after the submittal deadline without taking action. During this period, respondents are required to advise of any substantive changes in the information, approach, or assignment of personnel stated in the SOQ. No supplemental, expounding, or clarifying revisions or additions will be considered after the submittal deadline. Handwritten alterations of SOQ made before opening time must be initialed by respondent demonstrating authenticity.

## **D. Award**

Respondents are advised that the City is soliciting SOQ in compliance with Government Code 2254 "Professional Services Procurement Act", and award shall be made to the respondent that, in the opinion of the City, is the most qualified.

## **E. Right to Reject/Award**

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL SOQ, TO WAIVE ANY OR ALL FORMALITIES OR TECHNICALITIES, TO ENTER INTO A CONTRACT WITH ANY, ALL, OR NONE OF THE RESPONDENTS AS MAY BE DEEMED TO BE THE BEST AND MOST ADVANTAGEOUS TO THE CITY, AND TO CONTINUE TO CONTRACT WITH SUCH FIRMS FOR SIMILAR SERVICES BEYOND THE SCOPE OF INITIAL CONTRACT(S) ENTERED INTO AS A RESULT OF THIS SOLICITATION.

## **F. Respondent's Employees**

Neither the respondent nor its employees engaged in fulfilling the terms and conditions of a professional services contract resulting from this RFQ may be current employees of the City.

## **G. Past Performance**

Respondents' past performance known to the City outside of SOQ information submitted may be taken into consideration in the evaluation the SOQ. The City may request additional information from respondents to clarify information provided in their SOQ.

## **H. SOQ Preparation Costs**

Issuance of this RFQ does not commit the City, in any way, to pay any costs incurred in the preparation and submission of SOQ. All costs related to the preparation and submission of SOQ shall be borne by the respondents.

**Equal Employment Opportunity**

Respondent agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by law.

#### **I. Certificate of Interested Parties – Form 1295**

Texas Government Code §2252.908 (H.B. 1295) prohibits a Texas governmental entity from entering into a contract that either (1) requires an action or vote by the governing body of the entity, or (2) has a value of at least \$1 million, unless the business entity with which the governmental entity is contracting submits a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity.

The selected respondent(s) with which the City intends to contract under this RFQ is anticipated to fall under the filing requirements of §2252.908. The Texas Ethics Commission (“Commission”) has adopted a certificate of interested parties form (Form 1295) and rules requiring the business entity to complete Form 1295 electronically and submit an executed copy to the governmental entity. Respondents are advised that the City will require the selected respondent(s) to complete Form 1295 and submit it to the Purchasing Manager after successful negotiation of a contract and before it is considered for approval by the Pecos City Council.

**Respondents should not complete and include Form 1295 in their SOQ.**

Information and instructions regarding the filing requirements are available on the Commission’s website at the following links:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

[https://www.ethics.state.tx.us/whatsnew/FAQ\\_Form1295.html](https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html)

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

The filing process requires filers to:

- Register and create an account on the Commission’s website.
- Click the password setup link in the email from the Commission and create password.
- Enter email address, password, and user type (Business Entity) to log in to the filing application section to enter the required information on Form 1295.
- In Section 3 enter the Contract Identification Number and Project Name. The City’s RFQ solicitation number is to be used as the contract identification number.
- Print a copy of the completed form which includes a unique certification of filing number assigned by the application.
- An authorized agent of the respondent must sign the form. The completed, executed Form 1295 with the certification of filing must be submitted before the City meets to consider approval of a contract.

#### **J. Conflict of Interest – Form CIQ**

Respondents are advised that they must be in compliance with Chapter 176 of the Texas Local Government Code requiring that any vendor or person considering doing business with a local government entity disclose in Form CIQ the vendor or person’s affiliation or business

relationship that might cause a conflict of interest with a local government entity. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information and to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at:

<https://www.ethics.state.tx.us/forms/CIQ.pdf>

PROSPECTIVE RESPONDENTS ARE DIRECTED TO CONSULT WITH THEIR LEGAL COUNSEL REGARDING ANY QUESTION ABOUT COMPLIANCE WITH THE CODE. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

### **K. Contract Terms and Insurance Requirements**

The City's contract for professional engineering design is attached to this RFQ. Respondents must acknowledge on the Respondent Questionnaire the receipt and understanding of the terms and conditions of the contract and the insurance requirements incorporated therein. The terms of a contract resulting from this RFQ will be subject to negotiation; however, the City does not guarantee flexibility on any provision in the contract or its insurance requirements.

The insurance limits applicable to the anticipated contract are as follows:

Employer's Liability:	\$1,000,000.00
Commercial General Liability:	\$1,000,000.00 per occurrence \$2,000,000.00 in aggregate
Commercial Automobile Liability:	\$1,000,000.00
Excess/Umbrella Liability:	\$1,000,000.00
Professional Liability:	\$1,000,000.00 per claim \$1,000,000.00 in aggregate

### **L. Confidential Information**

Any information in an SOQ deemed to be confidential by the respondent should be clearly noted as such on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

#### **M. Disclaimer on Electronic Files**

While precautions have been taken to ensure that files downloaded from the City's website will not interfere with or cause damage to a user's system or its existing data, the City accepts no responsibility for damages that may be caused by these files and makes no other warranty or representation, neither expressed nor implied, with respect to these files. These files are provided "as is", and the user assumes the entire risk of their use.

## SUBMITTAL RESPONSE CHECKLIST

Project Name: Professional Engineering Services for Water & Wastewater  
Conveyance Master Planning

Firm Name: \_\_\_\_\_

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Respondent Questionnaire
- Project Team and Resumes (including Organizational Chart)
- Project Experience
- Project Understanding and Approach
- Availability and Ability to Meet Deadlines
- Conflict of Interest Questionnaire

I certify that the proposal submitted includes the items as indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# RESPONDENT QUESTIONNAIRE

**PROJECT NAME:** PROFESSIONAL ENGINEERING SERVICES FOR WATER & WASTEWATER CONVEYANCE MASTER PLANNING

**Instructions:** The Respondent Questionnaire must be completed and submitted with the SOQ. Complete the questionnaire by inserting the requested information. Do not modify or delete the questions.

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this SOQ includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\_\_\_\_\_ Years in Business: \_\_\_\_\_ Social Security Number or Federal

Employer Identification Number: \_\_\_\_\_

2. Contact Information: List the one person who the City may contact concerning the SOQ or setting dates for meetings.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

3. Principal-in-Charge: Identify the Principal-in-Charge authorized to commit the Respondent to a contractual agreement and provide title or other indication of such authorization.

\_\_\_\_\_

4. Organizational Changes: Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes  No

5. Is Respondent authorized and/or licensed to do business in Texas?

Yes  No  If "Yes", list authorizations/licenses.

\_\_\_\_\_

5. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes  No  If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances

surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

6. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes  No  If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

---

7. Prior Business Names: Provide any other names under which Respondent has operated within the last 10 years.
- 

8. Litigation Disclosure: Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required in the Litigation Disclosure questions may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

- a. Have you or any member of your Firm or Team to be assigned to this project ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes  No

- b. Have you or any member of your Firm or Team to be assigned to this project been terminated (for cause or otherwise) from any work being performed for the City or any other Federal, State or Local Government, or Private Entity?

Yes  No

- c. Have you or any member of your Firm or Team to be assigned to this project been involved in any claim or litigation with the City or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes  No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

9. Compliance Agreement:

Nondisclosure. No information obtained by Respondent from the City shall be disclosed by Respondent to any third party. In the event Respondent is subject to the Texas Public Information Act, upon receipt of a request for any information obtained by Respondent, Respondent shall provide notice to the City of the request along with a copy of the request, and give the City the opportunity to respond to the request prior to its release by Respondent.

No Lobbying and Compliance with Law. During the selection process for the project named in this RFQ, Respondent agrees to comply with all applicable laws and regulations, including but not limited to restrictions against direct or indirect lobbying of public officials. Respondent agrees not to make or permit to be made any improper payments, or to perform any unlawful acts.

This agreement shall be construed to be enforceable to the maximum extent permitted by law.

Failure to complete this question or comply with its terms may subject this firm to elimination from the selection process at any time.

---

Does the Respondent agree to the above?

Yes  No

10. Boilerplate Contract Terms and Conditions: Respondent acknowledges having read the boilerplate contract for services to be provided in connection with this RFQ including the insurance requirements incorporated therein. Respondent shall indicate whether or not it takes substantive exceptions to its terms.

No Exceptions  Exceptions  If Exceptions are taken, Respondent should submit proposed alternative language to the City as an attachment accompanying this questionnaire.

Exceptions will not be accepted after the proposal due date and time.

11. Addenda: Each Respondent is required to acknowledge receipt of all addenda.

None  Yes  If "Yes", identify each.

---

The information provided above is true and accurate to the best of my knowledge. Furthermore, we understand that failure to complete the Respondent Questionnaire may subject this firm to elimination from the selection process.

---

Signature

---

Date

---

Printed Name

---

Title

---