

August 24, 2016

REQUEST FOR QUALIFICATIONS – Profession Engineering Services - Laboratory Testing for SLWWTP 18.0 MGD Expansion Project

A Request for Qualifications (RFQ) to provide professional engineering services laboratory testing related to SLWWTP 18.0 MGD Expansion Project within the City of Laredo is enclosed.

This RFQ includes the following:

- Submittals – Attachment I
- Scope of Work – Attachment II
- Selection Criteria – Attachment III
- Disadvantaged Business Enterprise Requirements – Attachment IV

Request for qualifications should be presented in accordance with the specified requirements in Attachment I. Supplementary material such as exhibits, biographical information, and other documentation may also be submitted separately bound from the request for qualifications.

The funding for the project is through the Texas Water Development Board (TWDB) Clean Water and Drinking Water State Revolving Fund programs receive federal funds from the U.S. Environmental Protection Agency (EPA). As a condition of federal grant awards, EPA regulations require that loan recipients make a “good faith effort” to award a fair share of work to DBE’s who are Minority Business Enterprises (MDE’s), and Women-owned Business Enterprises (WBE’s) whenever procuring construction, supplies, services and equipment. More information on Disadvantaged Business Enterprise requirements (DBE) is available in Attachment IV.

Six copies of the request for qualifications must be submitted to the Director no later than 5:00 pm CST September 23, 2016. Pre-RFQ meeting is scheduled on September 13, 2016, 10:00 a.m. at City of Laredo Utilities Department Conference Room located at 5816 Daugherty Avenue, Laredo, TX 78041. Department staff will be available to discuss the proposed project and answer questions. Request for qualifications will be evaluated by Department staff in accordance with the selection criteria specified in Attachment III. The consultant selection process will be followed by contract negotiations.

It is expected that the selected consultant should be ready to proceed on or about November, 2016.

Questions concerning this RFQ should be directed to Riazul I. Mia, P.E., C.F.M at (956) 721-2000 or rmia@ci.laredo.tx.us

Sincerely,

Riazul I. Mia, P.E., C.F.M.
Utilities Director

Attachments

ATTACHMENT I

PREQUEST FOR QUALIFICATIONS SUBMITTALS

A. Request for qualifications Format

The request for qualifications is required to contain the following information and should be no more than twenty pages (excluding cover, title sheets, dividers, etc.)

SECTION 1 – Approach

- Provide an approach for completing the Scope of Work for (Type of Services). (See Attachment II).
- Present project review and quality assurance program.
- Discuss any unique ideas/concerns relating to the project.

SECTION 2 – Project Organization

- Lead firm (or firms in the case of joint ventures)
 - Names(s)
 - Address (es)
 - Telephone number(s)
 - Name of responsible corporate officer(s)
- Sub consultants
 - Name(s)
 - Address (es)
 - Telephone number(s)
 - Name of responsible corporate officer(s)
- Organization Chart
- Brief description of responsibilities and summary resumes of key professional personnel emphasizing experience directly relating to responsibilities on this project, as well as any specialty certification which demonstrates special qualification related to this project.
- Indicate which team members will participate in each area of the work.

SECTION 3 – Schedule

This waterline installation project is expected to complete in 120 working days.

SECTION 4 – Personnel Effort

Describe type of Services by task.

SECTION 5 – Management Control Program

- Schedule control method/system
- Proposed project status reporting system.

SECTION 6 – Experience and References

- Project Manager – Brief description of not more than five (5) projects similar to the work to be undertaken within the last five (5) years performed by the proposed project manager.
- Project Engineer – Brief description of not more than five (5) projects similar to the work to be undertaken within the last five (5) years performed by the proposed project engineer(s).
- Name, address, and telephone number of references for each of the project described above.

ATTACHMENT II

SCOPE OF WORK

The SLWWTP 18.0 MGD Expansion Project includes installation of additional pumps to Influent Pump Station, construct addition unit of Aeration Basin, Aeration Basin Influent Splitter Box, Blower and Electrical Building, new Clarifier Splitter Box, new Secondary Clarifier, Chlorine Contact Basin, Effluent Sampling Building, Installation of 48-in Effluent Pipe and Headwall Structures, and associated mechanical and electrical installations. The scope of work is to provide professional engineering services laboratory testing for the construction phase of the project.

The owner will provide the following services related to the project:

- Conformed Documents for the Project including plans and specifications, geotechnical soils investigation report

Following is a brief description of the scope of work:

Provide laboratory testing services including:

- Compaction in-place field density test
- Proof-roll observation
- Moisture-density relationship for soils
- Moisture-density relationship for base materials
- Material finer than No. 200 sieve
- Gradation of base material
- Atterberg limits
- Lab preparation of samples/materials
- Concrete testing
 - Concrete slump
 - Air entrainment
 - Concrete temperature
 - Concrete compression test
- Testing of batched asphaltic concrete
- Compaction in-place field density for asphalt
- Asphalt core
- Professional Archeologist for monitoring and inspection services during construction of effluent headwalls and installing of 48-in effluent pipe.

ATTACHEMENT III

SELECTION CRITERIA

Selection of the consultant(s) will be based on the request for qualifications.

Request for qualifications Evaluation Criteria

1. Specialized Experience of Firm (30 Percent)

This includes specialized experience directly relating to this projects, demonstrated ability to complete the work within the required schedule and budget, quality control/assurance programs, and the depth of in-house and sub consultant support.

2. Project Personnel (40 Percent)

This includes the role, commitment, and qualifications (including possession of Applicable licenses and certifications) of key personnel and their experience in the areas assigned.

Principal-In-Charge	40 Percent
Project Manager	35 Percent
Project Engineer	25 Percent

3. Approach to Work (25 Percent)

This includes the approach to the project scope in Attachment II, the understanding of the project scope and schedule of work, and the interfacing of tasks.

4. Other Considerations (5 Percent)

This includes comments received from references and unique/creative approaches to work.

ATTACHEMENT IV

Disadvantaged Business Enterprise Requirements

REFER TO NEXT PAGE

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Instructions to Bidder Conditions

I. DISADVANTAGED BUSINESS ENTERPRISE GOALS

The Texas Water Development Board's (TWDB) Clean Water and Drinking Water State Revolving Fund programs receive federal funds from the U. S. Environmental Protection Agency (EPA). As a condition of federal grant awards, EPA regulations require that loan recipients make a "**good faith effort**" to award a fair share of work to DBE's who are Minority Business Enterprises (MBE's), and Women-owned Business Enterprises (WBE's) whenever procuring construction, supplies, services and equipment. More information on Disadvantaged Business Enterprise requirements (DBE) is available under section 14. DISADVANTAGED BUSINESS ENTERPRISES.

The current fair share goals for the State of Texas are as follows:

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

2. CONTINGENT AWARD OF CONTRACT

This contract is contingent upon release of funds from the Water Development Board . Any contract(s) awarded under this Request for Qualification (RFQ) is/are expected to be funded in part by a loan or grant from the Texas Water Development Board and a grant from the United States Environmental Protection Agency, U.S. EPA. Neither the State of Texas, the U.S. EPA , nor any of its departments, agencies, or employees, are or will be a party to this RFQ or any resulting contract.

3. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Bidders on this work will be required to comply with the Department of Labor regulations 41 CFR Part 60-2 Affirmative Action Programs which include the President's Executive Order No. 11 246 as amended by Executive Order 11 375.

4. DEBARMENT AND SUSPENSION CERTIFICATION

This contract is subject to the provisions the Federal Debarment and Suspension requirements of 2CFR Part 1 532. 220 and 1532.332.

Instructions for Certification

- 4.1 By signing and submitting this RFQ, the prospective consultant is providing the certification set out below.
- 4.2 The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the

prospective consultant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

4.3 The prospective consultant shall provide immediate written notice to the person to whom this RFQ is submitted if at any time the prospective consultant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4.4 The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 1 2549. You may contact the person to which this RFQ is submitted for assistance in obtaining a copy of those regulations.

4.5 The prospective consultant agrees by submitting this RFQ that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

4.6 The prospective consultant further agrees by submitting this RFQ that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

4.7 A consultant in a covered transaction may rely upon a certification of a prospective consultant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A consultant may decide the method and frequency by which it determines the eligibility of its principals. Each consultant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

4.8 Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

4.9 Except for transactions authorized under paragraph 5 of these instructions, if a consultant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions.

- (1) The prospective consultant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective consultant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

5. BID GUARANTEE (NOT APPLICABLE)

Each consultant shall furnish a bid guarantee equivalent to five percent of the bid price. (Water Code 17.183). If a bid bond is provided, the contract or shall utilize a surety company which is authorized to do business in Texas in accordance with Art. 7.19-1 . Bond of Surety Company; Chapter 7 of the Insurance Code.

6. AWARD OF CONTRACT TO NONRESIDENT CONSULTANT (NOT APPLICABLE)

A governmental entity may not award a governmental contract to a nonresident consultant unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located . A non-resident bidder is a contractor whose corporate offices or principal place of business is outside of the state of Texas. (Source: Texas Government Code Chapter 2252 Subchapter A Nonresident Bidders, (§ 2252.002.) The bidder will complete form TWDB-0459, Vendor Compliance with Reciprocity on Non-Resident Bidders, **which must be submitted with the bid.**

Forms to be submitted with RFQ:

Consultant's Certifications (WRD-255) regarding Equal Employment Opportunity and Non - Segregated Facilities

- Vendor Compliance with Non-Resident Consultant Requirements (TWDB-0459)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters. SRF-404

Disadvantaged Business Enterprise (DBE) Construction Contract Phase Forms

	Prime Contractor	Prime's Subcontractors	Submit Form To
TWDB-0216	Required		TWDB
TWDB-0217	Required		TWDB
TWDB-0373	Required		TWDB

Debarment / Suspension Certification

I, _____, hereby certify that I have checked on the federal
(Authorized Representative of Recipient)

System for Award Management (www.sam.gov) website and determined that

_____ is not shown as an “excluded party” that is debarred,
(Name of entity)

suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549. (See 2 CFR Part 180 and 2 CFR Part 1532 for additional information on the federal governmentwide debarment and suspension system for nonprocurement programs and activities.)

I understand that a false statement herein may subject me to penalties under federal and state laws relating to filing false statements and other relevant statutes.

Signature

Date

Title

Name of Recipient

Verifying prime contractors and subcontractors for construction, equipment, supplies and services: Using the www.sam.gov website, the recipient must verify prior to awarding the contract that the prime contractor is not listed as an “excluded party” that is debarred, suspended or otherwise excluded from or ineligible. Once any subcontractors are known, they also must be verified as not listed as an “excluded party” prior to award of a subcontract. The recipient must print a dated record of the verification from the www.sam.gov website and retain a copy that is available for review by TWDB. The prime contractors and subcontractors must be verified prior to the contract award or the costs may be disallowed.

TWDB-0216

**TEXAS WATER DEVELOPMENT BOARD
AFFIRMATIVE STEPS SOLICITATION REPORT**

I. PROJECT INFORMATION

A. TWDB Project No.	B. Applicant/Entity Name	C. Total TWDB Funding Request	D. Program Type (insert "X" for all that apply)	
			<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input type="checkbox"/>	Clean Water SRF (CWSRF)

Project Name: _____

Solicitation By: Applicant/Entity Prime Contractor: _____

Project Phase: Application Planning/Design Construction Contract # _____

II. PROJECT BIDDERS LIST:

Instructions Columns 1 - 4	List on this form, or provide on a separate list, each business entity solicited for procurement, the following: 1-Full business name & point of contact, 2-business address, 3-telephone number and 4-email for each business or firm. Entities must solicit to a minimum of 3 business/firms for each type of contract sought (i.e. three engineering, financial advisor, and bond counsel firms) to demonstrate a Good Faith Effort .
Instructions Column 5	Enter one of the following procurement or contract categories: CONSTRUCTION – SUPPLIES – EQUIPMENT – SERVICES
Instructions 6	Enter the type of business: Minority Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), or OTHER (NOTE! "OTHER" = Company or firm is Non-MBE or WBE)
Instructions Column 7	To achieve a "Good Faith Effort" a minimum of two methods must be utilized for solicitation, however, additional methods are encouraged by the TWDB should any of the attempted methods fail to meet DBE program requirements. Adequate backup documentation must be attached to this form for each method used. Methods of solicitation include: <ol style="list-style-type: none"> 1. Newspaper Advertisements 2. Direct Contact by Phone, Fax, USPS Mail, E-mail 3. Meetings or Conferences 4. Minority Media 5. Internet & Web Postings 6. Trade Association Publications 7. Other Government Publications

Notice: Entities receiving federal SRF loans must create and maintain a bidder's list if the recipient of the loan is subject to competitive bidding requirements. The list must include all firms that bid or quote on subcontracts under EPA assisted projects, including both MBE/WBEs and non-MBE/WBEs. Entities must keep the bidders list until the project is complete, the project period has expired, and the recipient is no longer receiving EPA funding under the loan.

	Column 1 Business Name & Point of Contact	Column 2 Business Address	Column 3 Telephone Number	Column 4 E-Mail Address	Column 5 Procurement Category	Column 6 MBE/WBE Status	Column 7 Solicitation Methods
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Use additional sheets if necessary

Signature - Applicant/Entity or Prime Contractor	Title	Certification Date

III. TWDB APPROVAL SIGNATURE

Form meets DBE Requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DBE Coordinator	Approval Date	

TWDB-0217

**TEXAS WATER DEVELOPMENT BOARD (TWDB)
AFFIRMATIVE STEPS CERTIFICATION and GOALS**

I. PROJECT INFORMATION

A. TWDB Project No.	B. Applicant/Entity Name	C. Total TWDB Funding Request	D. Program Type (insert "X" for all that apply)	
			<input type="checkbox"/>	Drinking Water SRF DWSRF)
			<input type="checkbox"/>	Clean Water SRF (CWSRF)

Prime Contractor: _____

Contract Number: _____ Contract Amount: _____

II. GOOD FAITH EFFORT (Applicable to all sub-agreements awarded by the prime contractor)

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	Submitting documentation to the Texas Water Development Board to verify good faith effort, steps 1-5.	
<input type="checkbox"/>	EXCEPTION: As the Prime 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 & resources. (Check if applicable)	
	Signature – Consultant/Prime Contractor	Title
		Certification Date

III. PROJECT PARTICIPATION ESTIMATES

Total Procurement		Potential MBE Participation		Potential WBE Participation	
Cost Category	Total	Goal	Extension	Goal	Extension
Construction	\$	12.94%	\$	8.72%	\$
Equipment	\$	7.12%	\$	5.39%	\$
Supplies	\$	9.68%	\$	9.34%	\$
Services	\$	10.84%	\$	5.72%	\$
Total Procurement (must equal contract amount)	\$		\$		\$

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

Form Meets DBE Requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DBE Coordinator	Approval Date	

TWDB-0373

**TEXAS WATER DEVELOPMENT BOARD
LOAN/PRINCIPAL FORGIVENESS PARTICIPATION SUMMARY**

I. PROJECT INFORMATION

A. TWDB Project No.	B. Applicant/Entity Name	C. Total TWDB Funding \$ _____	D. Program Type (insert "X" for all that apply)	
			<input type="checkbox"/>	Drinking Water SRF (DWSRF)
			<input type="checkbox"/>	Clean Water SRF (CWSRF)

Project Name: _____

Solicitation By: Applicant/Entity Prime Contractor: _____

Project Phase: Loan Commitment/Closing Planning/Design Construction Contract # _____

II. LIST OF ACTUAL CONTRACTS/PROCUREMENTS

Instructions Column 1	Enter the full name, street address, city/state/zip for each firm awarded a contract for the project					
Instructions Column 2	Enter one of the following procurement or contract categories: CONSTRUCTION – SUPPLIES – EQUIPMENT – SERVICES					
Instructions Column 3	Enter the type of business: Minority Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), or OTHER (NOTE: "OTHER" = Company or firm is Non-MBE or WBE)					
Instructions Column 4	Enter the exact amount of the awarded contract					
Instructions Column 5	Enter the exact date the contract was or will be executed					
Instructions Column 6	Indicate if valid MBE/WBE Certification is attached					
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Name & Address of Contracted Firm/Vendor	Procurement Category	MBE/WBE Status	Actual Contract Awarded (\$)	Contract Execution Date	MBE/WBE Certification Included? (Y/N) (if applicable)
1						<input type="checkbox"/> Yes <input type="checkbox"/> No
2						<input type="checkbox"/> Yes <input type="checkbox"/> No

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Name & Address of Contracted Firm/Vendor	Procurement Category	MBE/WBE Status	Actual Contract Awarded (\$)	Contract Execution Date	MBE/WBE Certification Included? (Y/N) (if applicable)
3						<input type="checkbox"/> Yes <input type="checkbox"/> No
4						<input type="checkbox"/> Yes <input type="checkbox"/> No
5						<input type="checkbox"/> Yes <input type="checkbox"/> No
6						<input type="checkbox"/> Yes <input type="checkbox"/> No
7						<input type="checkbox"/> Yes <input type="checkbox"/> No
8						<input type="checkbox"/> Yes <input type="checkbox"/> No
9						<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature - Applicant/Entity Representative			Title		Certification Date	

III. TWDB APPROVAL SIGNATURE

Form meets DBE Requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
DBE Coordinator	Approval Date

VENDOR COMPLIANCE WITH RECIPROCITY ON NON-RESIDENT CONSULTANTS (TWDB-0459)

Government Code 2252.002 provides that, in order to be awarded a contract as consultant, a non-resident consultant must bid projects for construction, improvements, supplies or services in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. A non-resident bidder is a contractor whose corporate offices or principal place of business is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all out-of-state or non-resident bidders in order for your bid to meet specifications. The failure of out-of-state or non-resident contractors to do so will automatically disqualify that bidder. Resident bidders must check the blank in Section B.

A. Non-resident vendors in _____(give state), our principal place of business, are required to be _____ percent lower than resident bidders by state law. A copy of the statute is attached.

Non-resident vendors in _____(give state), our principal place of business, are not required to underbid resident bidders.

B. Our principal place of business or corporate offices are in the State of Texas: _____ .

BIDDER:

Company _____

City

State

Zip

By: (please print) _____

Signature _____

Title: (please print) _____

THIS FORM MUST BE RETURNED WITH THE BID

CONSULTANT'S CERTIFICATIONS

Project Name: _____

Project Number: _____

Contract For: _____

The following certifications must be completed by the consultant for each contract.

A. EQUAL EMPLOYMENT OPPORTUNITY:

I have developed and have on file at my each establishment affirmative action programs pursuant to 41 CFR Part 60-2.

I have participated in previous contract(s) or subcontract(s) subject to the equal opportunity clause under **Executive Orders 11246 and 11375**. I have filed all reports due under the requirements contained in 41 CFR 60-1.7.

I have not participated in previous contracts(s) subject to the equal opportunity clause under **Executive Orders 11246 and 11375**.

I will obtain a similar certification from any proposed subconsultant(s), when appropriate.

B. NONSEGREGATED FACILITIES

I certify that I do not and will not maintain any facilities provided for my employees in a segregated manner, or permit my employees to perform their services at any location under my control where segregated facilities are maintained; and that I will obtain a similar certification prior to the award of any federally assisted subcontract exceeding \$10,000 which is not exempt from the equal opportunity clause as required by 41 CFR 60-1.8.

I understand that a false statement on this certification may be grounds for rejection of this Request for Proposal or termination of the contract award.

Typed Name & Title of Consultant's Authorized Representative

Signature of Consultant's Authorized Representative Date

Name & Address of Bidder