

Request for Qualifications Statements

BND WATER DISTRIBUTION AND WASTEWATER TREATMENT – ENGINEERING

REQUEST FOR QUALIFICATIONS STATEMENTS ENGINEERING DESIGN SERVICES FOR BND WATER DISTRIBUTION AND WASTEWATER TREATMENT

The Brownsville Navigation District (the “District”) invites qualified firms to submit qualifications for professional engineering design services for Water Distribution and Wastewater Treatment projects at the Port of Brownsville in Cameron County, Texas.

These services include providing and/or coordinating pre-design geotechnical and topographic services and preliminary and final engineering design services, and other pertinent and required services to prepare bidding and construction documents for water system repairs or replacements and for a wastewater treatment plant. One (1) engineering firm will be selected for these services.

Five (5) printed copies and one (1) electronic copy in PDF format, on a disk or data storage device (e.g., USB flash drive), of the SOQ must be received no later than 4:00 P.M. on Monday, April 8, 2019. SOQs must be addressed as follows:

Mr. Ariel Chávez II, P.E./R.P.L.S.
Director of Engineering Services
Brownsville Navigation District
1000 Foust Road
Brownsville, TX 78521

Statement of Qualifications for:
PORT OF BROWNSVILLE WATER DISTRIBUTION AND WASTEWATER TREATMENT
PROFESSIONAL ENGINEERING DESIGN SERVICES

The District expressly reserves the right to accept or reject any and all SOQs submitted and is under no legal requirement to execute a resulting contract on the basis of this advertisement and intends the material provided only as a means of identifying the various engineering consultant alternatives. The District will base its choice on demonstrated competence, qualifications, and evidence of superior ability to conform with criteria.

This Request for Qualifications does not in any manner obligate the District to pay for any costs incurred prior to execution of a contract. Issuance of this material in no way obligates the District to award a contract or to pay any costs incurred in the preparation of a response. The District specifically reserves the right to modify any and all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of the District.

Any inquiries in reference to this Request for Qualifications must be submitted in writing to Mr. Ariel Chávez II, P.E./R.P.L.S., and must be received at the above address, or by email at achavez@portofbrownsville.com, no later than 4:00 P.M. on Monday, April 8, 2019.

1. GENERAL INFORMATION.

1.1. **Purpose:** The District is issuing this RFQ in an effort to obtain qualified professional engineering services required to prepare bidding and construction documents for potable water distribution line repair or replacement projects and for construction of a wastewater treatment plant to replace the Port's current Fishing Harbor Wastewater Treatment Plant. Any firm proposing to provide professional engineering services for these projects must have the professional qualified staff to provide these services, including registered professional engineers in the State of Texas with experience in the type of projects mentioned above. Any firm proposing to provide professional engineering services for the contemplated projects must:

- 1.1.1. Be qualified as consultants as required by law for the services proposed,
- 1.1.2. Be capable of providing the in-house personnel and services indicated in the basic services required, and
- 1.1.3. Have on-staff professional engineers with current and valid registration to practice in the State of Texas.
- 1.1.4. This RFQ provides engineering firms with sufficient information to enable them to prepare and submit their Qualifications for Professional Engineering Services for Water Distribution and Wastewater Treatment projects.

1.2. **Issuing Office:** This RFQ is issued by Mr. Ariel Chávez II, P.E./R.P.L.S., Director of Engineering Services for the Brownsville Navigation District, on behalf of the Board of Commissioners of the District. Mr. Chávez is the contact person for this RFQ.

1.3. **Project Objective:** The work associated with this RFQ will be for all Professional Engineering Services associated with the Water Distribution and Wastewater Treatment projects being contemplated at the Port of Brownsville.

1.4. **Services Required:** The services required of the selected firm may include, but are not limited to, the following:

- 1.4.1. Professional Engineering and related Services
 - 1.4.1.1. Repair and Replacement of Water Distribution System pipelines.
 - 1.4.1.1.1. Topographical and (if required) Geotechnical Data collection.
 - 1.4.1.1.2. Design and preparation of drawings and specifications, including bidding and construction documents.
 - 1.4.1.1.3. Construction Phase Engineering Services.
 - 1.4.1.2. Permitting and Construction of an Industrial Wastewater Treatment Plant.
 - 1.4.1.2.1. Topographical and (if required) Geotechnical Data collection.
 - 1.4.1.2.2. Securing any and all required permits from the Texas Commission on Environmental Quality (TCEQ) and any other jurisdictional agency or entity.
 - 1.4.1.2.3. Design and preparation of drawings and specifications, including bidding and construction documents.
 - 1.4.1.2.4. Drawings and specifications will include sludge pressing and drying features and equipment in conformance with jurisdictional entities requirements.
 - 1.4.1.3. Construction Documents and Specifications shall bear the seal and signature of the professional engineer of record, who shall have a current and valid registration as a professional engineer in the State of Texas.

2. STATEMENT OF QUALIFICATIONS SUBMITTAL

2.1. Number of Copies of the SOQ Needed: A firm shall submit a SOQ for the services listed above provided they are qualified to perform the services described. The Professional Engineering Firm shall provide information as stated in this request for SOQ.

The proposing firm shall submit five (5) printed copies and one (1) electronic copy in PDF format on a disk or data storage device (e.g., USB flash drive) of the SOQ submittal; no other distribution of the SOQ will be made by the proposing firm. On each copy an authorized representative of the proposing firm shall print or type his/her name and manually sign the SOQ.

2.2. Statement of Qualifications Format: The originals must be submitted in bound volumes on standard 8 ½" x 11" (letter-size) paper. Tabloid 11" x 17" paper will be permitted but will be counted as two (2) pages. The response is limited to fifteen (15) pages, single sided, and may include typed text, graphics, charts and photographs. Minimum type or font size shall be 11 point. Front and back covers, tabs and resumes are not included in the fifteen (15) limit. All other pages, including the 3.2. Letter of Transmittal and 3.6. Certification, will be included in the fifteen (15) page limit. Resumes will be limited to one (1) page and included in the appendix.

2.3. Officials Not to Benefit: No District employee, BND Commissioner or elected official shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

2.4. Rejection of SOQs: The District reserves the right to reject any and all SOQs received as a result of this Request for Qualifications, or to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the District. There is no intent by the District to pay, nor is there any representation by the District that it will pay, for the information solicited or obtained in response to this RFQ.

2.5. Incurring Costs: The District is not liable for any cost incurred by the proposing firm prior to issuance of a contract.

2.6. Inquiries: Questions regarding this Request for SOQ must be submitted in writing to the issuing office or department. Questions and answers that change or substantially clarify the SOQ will be issued in writing to firms that have submitted a request for the RFQ in writing. Any inquiries relating to this SOQ must be submitted in writing, including contact information, and must be received no later than 4:00 P.M. on Monday, April 8, 2019.

Any necessary requests for clarification, delineation, or explanation of a company's SOQ will be made in writing by the District Director of Engineering Services or other designated agent with copies to the Board of Commissioners and the response will follow the same procedure or as otherwise directed by the District.

2.7. Addenda to the RFQ: In the event it becomes necessary to revise any part of this RFQ, addenda will be issued to firms that have submitted a request for the RFQ in writing.

2.8. Response Date: To be considered, SOQs must arrive at the issuing office or department no later than 4:00 P.M. on Monday, April 8, 2019. Engineering firms mailing SOQs should allow normal mail delivery time to ensure timely receipt of their SOQ.

2.9. Type of Contract: The District will require for the professional services agreement with the engineering firm to include certain characteristics. The characteristics of that agreement will include, but not be limited to the following:

2.9.1. An indemnification provision holding the District/City harmless from negligence on the part of the professional, professional's employees, agents or consultants;

2.9.2. A requirement that the engineering firm comply with all Federal and State laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the projects; and

2.9.3. A requirement that the engineering firm carry and show proof of \$1,000,000 (US Dollars) minimum Comprehensive General Liability insurance, \$2,000,000 Excess/Umbrella Liability insurance, \$1,000,000 Automobile Liability insurance, \$1,000,000 Professional Liability (Errors & Omissions) insurance, and Worker's Compensation as required by law and by the Brownsville Navigation District.

2.10. Acceptance of the Request for SOQ and Content: To be considered, engineering firms must submit a complete response to this request for SOQ. The contents of this SOQ and of the selected engineering firm and its sub-consultants may become contractual obligations, if a contract ensues. SOQs must be signed by an official authorized to bind the firm to its provisions. The engineering firm will make no other distribution of the SOQs.

2.11. SOQ Preparation: Each SOQ should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

2.12. Oral Presentation: Engineering firms who submit SOQs may be required to make an oral presentation of their qualifications to the selection committee and/or the Brownsville Navigation District Commissioners. These presentations provide an opportunity for the respondents to clarify their qualifications and understanding of the work to be performed. The Issuing Office will schedule these presentations.

2.13. Prime Contractor Responsibilities: The selected engineering firm will be required to assume responsibility for all services offered in the SOQ whether or not the engineering firm produces them. Furthermore, the District will consider the selected engineering firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

3. INFORMATION REQUIRED FROM ENGINEERING FIRM:

3.1. Cover Citation: The following citation should be on the cover:

Submitted to:

Ariel Chávez II, P.E./R.P.L.S.
Director of Engineering Services
Brownsville Navigation District
1000 Foust Road
Brownsville, TX 78521

Statement of Qualifications for:

PORT OF BROWNSVILLE WATER DISTRIBUTION AND WASTEWATER TREATMENT
PROFESSIONAL ENGINEERING DESIGN SERVICES
(Date of submittal)

3.2. Letter of Transmittal: The transmittal letter must include the following:

3.2.1. Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the time period.

3.2.2. Name of the contact person or representative for the firm, their title, address and phone number. State whether the contact person is authorized to bind the firm. If not, provide the name of the individual who is authorized to bind the firm.

3.3. Engineering Firm Information: The respondent will provide information about the firm(s) and for each key personnel to be assigned to the contemplated projects, as follows:

3.3.1. The name and business address of the firm and the principal who would be responsible for the work.

3.3.2. Current resumes of the proposed project manager and key personnel to be committed to the contemplated projects.

3.3.3. A list of projects recently completed or under contract by the firm similar in scope to the contemplated projects with approximate construction costs and date completed.

3.3.4. A list of references complete with names, addresses, phone numbers, and projects in which the firm worked with or for the referenced individual or entity.

3.3.5. A statement of the firm's qualification as a Small, Minority & Woman Owned Business Enterprise (SMWBE). This Request for Qualifications has 0% Small Business participation goal. However, firms are encouraged to utilize small and disadvantaged businesses if possible.

3.3.6. A statement of the extent to which the firm has a place of business within or in the proximity of the Port of Brownsville, Cameron County, Texas.

3.3.7. An assessment of the present workload at each of the offices where the contemplated projects will be accomplished, including number of projects by size and on-site technical staff availability.

3.4. Project Approach/Work Plan: Identify and outline what the firm proposes to do. Describe your firm's approach to performing the specific services required in the contemplated projects as noted in Section 1.4. **Services Required.** Describe in sufficient detail the engineering firm's understanding of the necessary services and its approach and methodology to providing those Services. The work plan should include at a minimum; itemized tasks, resource requirements, specialized skills needed, special considerations, and possible challenges in completing the project.

3.5. Management Plan: Describe both by narrative and graphically how the firm proposes to manage the project if selected. Provide general information on the organization and management processes of the firm(s) involved in the project, as well as a more specific outline of the structure of the proposed project team (sole proprietor, partnership, corporation, joint venture, etc.). This section should answer such questions as: Who will have overall responsibility? What will the lines of authority be? How much of each person's time will be committed to the project? Discuss how the coordination and exchange of information will be assured between the District, Consultant and other governmental entities.

In addition to the narrative, the management plan should include an organizational chart of the project team, and a chart indicating the time commitments and task responsibilities for each project team member for the project. This section should be summed up with assurances that any joint venture will be well coordinated and that any problems that may arise can be considered and resolved without infringing on the project timeline.

3.6. Certification: The respondent is required to include the following notarized statement and signature area. Failure to provide a notarized seal shall disqualify the firm:

I certify that _____ has carefully reviewed this request for Statement of Qualifications and recognize that this Statement of Qualifications becomes the property of the Brownsville Navigation District and is non-returnable. I further certify that the enclosed information is accurate, and verifiable by the Brownsville Navigation District, and that the below named signatory is fully authorized to bind the firm to the provisions of this Statement of Qualifications.

Signature of Principal

Name of Firm

Date

Signature of Notary

Seal:

Date

4. SELECTION CRITERIA

The submitted SOQs will be evaluated by a Selection Committee comprised of District Staff and ranked according to the total points accumulated (100 point total) in the categories below. Based on review of the RFQ, finalist candidates may be selected for interview. The Selection Committee may interview all or any number of the firms that submitted responsive SOQs. The timing of the evaluation of firms and all other steps in the evaluation or award process shall be based on the sole discretion of the Selection Committee.

The district discourages any unsolicited verbal or written communications from competing companies which may pertain to, or relate directly or indirectly to, any SOQ being evaluated by the Selection Committee or the District Commissioners which has been submitted in response to this Request for SOQ's and which contemplates award of a professional contract, unless provided for in this RFQ.

Negotiations may be undertaken with the engineering firm whose SOQ best addresses the needs of the contemplated projects and demonstrates the ability and experience to perform the work. Award of the contract will be to the responsive engineering firm whose SOQ is most advantageous to the District.

SOQs will be evaluated on evidence of understanding of the problems, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in the evaluation of the SOQ:

4.1. **Qualifications** (20 points) – The extent to which the firm has personnel with the necessary experience and training to perform the work.

4.2. **Professional Competence** (20 points) – The extent to which the engineering firm has demonstrated competence in performing similar work and/or the extent of former client satisfaction.

4.3. **Availability** (15 points) – The extent to which the firm has personnel available the time to do the job.

4.4. **SOQ Work Plan** (15 points) – The extent to which the firm has developed a work program and an end product that demonstrate a thorough understanding of the scope of the projects and that will meet the needs of the District.

4.5. **Organization Depth** (10 points) – Backup capability relative to key personnel.

4.6. **Previous Performance** (10 points) – Previous performance with the Brownsville Navigation District and other governmental or institutional clients (by references).

4.7. **Management Plan** (10 points) – An organizational structure and management plan for the project that makes it evident the engineering firm has a clear and concise understanding of the project needs, that will enable him to be highly responsive to the needs and interests of the District on the contemplated projects.