

CITY OF POTEET
ENGINEERING AND ADMINISTRATION
REQUEST FOR QUALIFICATIONS
AND
STATEMENT OF QUALIFICATIONS

To provide engineering and administration services to the City of Poteet, Texas (the “City”) for infrastructure improvements and provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board (“TWDB”).

A. INTENT OF SOLICITATION

The City is soliciting Statements of Qualifications from interested qualified professionals to provide: engineering and administration services for the City of Poteet Drinking Water State Revolving Fund Project. The project includes the inventory and replacement of the City’s lead services lines and related work associated with TWDB’s LSLR Program. The City reserves the right to accept or reject any or all statements of qualifications for any reason it finds to be in the best interest of the City.

The city seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to provide the services described herein.

B. SCOPE OF SERVICES

The services to be provided by the Engineer shall include, but are not limited to, the following:

- Initial Engineering, Inventorying, and Design Support;
- Engineering and Final Design Support;
- Permitting and Environmental Coordination;
- Bid and Award Support;
- Contract Management and Construction Oversight;
- Assistance with TWDB reporting, invoicing; and
- Specialized Services

C. STATEMENT OF QUALIFICATIONS

The Responding Firm 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 Engineering and Administration services. The following information shall be included in your statement of qualifications:

1. Public works construction including but not limited to mitigation and infrastructure improvement projects;
2. State & Federally funded projects;
3. Familiarity with projects involving waterlines, streets, and TCEQ permitting
4. Projects located in this general region of the state;
5. Transmittal letter including;
 - a. Brief statement of the firm’s understanding of the scope of the works to be performed;
 - b. Confirmation that the firm meets the appropriate state licensing requirements to practice as an engineer in Texas;
 - c. Confirmation that the firm has not had a record of substandard work within the last five years;
 - d. Confirmation that the firm has not engaged in any unethical practices within the last five years;
 - e. Any other information that the firm feels appropriate to support their understanding;
 - f. Company profile;

- g. Set forth all experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ including the following:
 - i. Experience with public works construction including but not limited to utility design and construction management
 - ii. Experience with state & federally funded construction projects;
- h. A list of past local government clients, as well as resumes of all engineers/architects/surveyors that will or may be assigned to this project if you receive the engineering services contract award; and,
 - i. Furnish a minimum of five (5) references.

D. RECEIPT OF STATEMENTS OF QUALIFICATIONS

If your firm is interested in being considered as Bond Counsel for the City, the statement of qualifications must be received no later than 3:00 p.m. (local time) July 22, 2024, at the office of the City. Three (3) physical copies and one (1) digital copy of the statement of qualifications must be sealed and clearly marked on the face of the shipping material "ENGINEERING AND ADMINISTRATION SERVICES STATEMENT OF QUALIFICATIONS".

STATEMENT OF QUALIFICATIONS FOR ENGINEERING AND
ADMINISTRATION SERVICES
Kerry McCollough
City of Poteet
491 Avenue H
Poteet, TX 78065

E. SELECTION CRITERIA

The City shall use the following selection criteria and point system to evaluate and score each statement of qualifications.

<u>Criteria</u>	<u>Points</u>
Experience	40
Capacity to perform	40
Familiarity with the City and TWDB	10
Affirmative Action	10
Total	100

F. ADDITIONAL INFORMATION

1. This contract is contingent upon the release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be funded in part by funding from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFQ, or any resulting contract.
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) & 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 SMWBE's. 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. The current fair share goals for the State of Texas is 8% (eight percent) for all service categories.
4. Equal Opportunity in Employment -- All qualified Applicants will receive consideration for employment without 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. Small, minority and women-owned firms are encouraged to submit statements of qualifications.