

Request for Qualifications Engineering Services

General

The Williamson-Travis Counties Municipal Utility District (the District) seeks the services of a qualified Engineering consultant for the construction of water distribution, wastewater collection, storm drainage, and pumping and wastewater treatment facilities by the District.

Basic Services:

Technical assistance on matters related to the operations and maintenance of the facilities of the District as pertains to the general District engineering.

Professional engineering services to include preliminary project planning and development, as well as project management of design and construction phases.

Project development consultation will include coordination of all permitting, including coordination with outside agencies, and any other items necessary to successfully develop the District's construction projects.

Review construction plans submitted to the District by the design engineer of record. Provide review comment letters to the design engineer and provide recommendations to the District for approval of design plans when appropriate.

Provide field observation of construction projects within the District on a regular basis commensurate with each project's scope. This observation is not intended to provide continuous observation of the projects; however, it is intended to meet the requirements of the Texas Commission on Environmental Quality.

Review monthly construction progress reports and monthly payment requests for the District provided by the District's construction contractors and design engineers.

Review test results, inspection reports, and as-built drawings for each construction project as required by the District's contracts with construction contractors and design engineers.

Attend the inspection meetings at Substantial and Final Completion of each construction project.

Provide an Engineer's Certification of Completion of each construction project after all required information has been received.

Develop systems and procedures for control of the operation and maintenance of and record keeping for facilities of the District.

Additional Services:

Upon a majority approval of and Authorization to Proceed by the Board of Directors of the District:

1. Prepare analyses and reports, including engineering reports for bond issuance, systems analysis reports, and other requested reports.
2. Provide project engineering services.
3. Provide other engineering and technical services as request by the District.

Technical Expertise

Interested firms shall have extensive knowledge and expertise in the technical areas of utility design, environmental regulations, facility access design, the requirements of the Elimination of Architectural Barriers Texas Government Code, contract management, and construction phase services. Experience with the environmental requirements of working in a sensitive recharge and contributing zone, including all requirements of the Texas Commission on Environmental Quality.

Selection Process

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the District. The District Board of Directors will analyze and evaluate the Statements of Qualification (SOQ) and rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon approval by the Board, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

Acceptance of evaluation methodology: By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section.

Requirements for Statement of Qualifications

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications to all questions in this RFQ as formatted below:

Item 1: Qualifications and Availability (60 pts):

- a. Provide the following information:
 - (1) Legal name of firm
 - (2) Location of Office that will be conducting the work
 - (3) Contact Persons
 - (4) Date of firm formation
 - (5) Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the work, reporting responsibilities and how the firm will interface with the District's Board of Directors.
- c. Provide a statement of interest for this position including a narrative describing the firm's specific expertise and unique qualifications.

Item 2: Proposed Staff (40 pts):

- a. Organizational chart for personnel (including sub-consultants) who are to work on District projects including licensure information.
- a. Names and roles of key personnel proposed and their office locations.
- b. Include resumes for all key personnel and indicate any individuals who have had previous experience with work in Municipal Utility Districts.
- c. Provide staff availability to perform services.
- d. Provide the Project Managers experience with similar size/type utility Districts

Responsiveness to Request for Qualifications:

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and

understanding of the District's needs. One digital copy transmitted via email in PDF format of the Statement of Qualifications are required and be limited to 10 pages, excluding resumes.

Disclosure of Interested Parties

Prior to entering into a contract that is voted on by the Williamson-Travis Counties Municipal Utility District #1, Submitter must provide a "Certificate of Interested Parties" Form, in accordance with Texas Government Code Section 2252.908, as amended. Within 30 days of receipt of the form, the District must submit a copy to the Texas Ethics Commission.

Due Date and Contact

Emailed Statements of Qualifications are to be received by 5:00pm, September 11, 2023 to:

ckonopka@coatsrose.com

Submissions by email received after this date and time are rejected and will not be considered.

Persons or firms practicing Engineering services in the State of Texas must possess a proper registration in accordance with Texas laws.

The District will not provide compensation or defray any costs incurred by any firm related to the response to this request. The District reserves the right to negotiate with any and all persons or firms. The District also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous based on demonstrated competence and qualifications to perform the services.