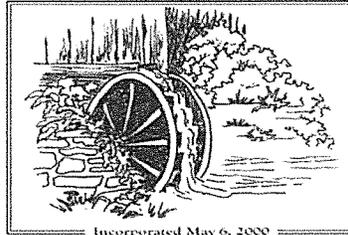


City of Wimberley



Request for Qualifications for Professional Services – Project Management

CENTRAL WIMBERLEY WASTEWATER PROJECT

August 18, 2016

REQUEST FOR QUALIFICATIONS

Professional Services for City of Wimberley Central Wimberley Wastewater Project Project Management

I. Background and Project Description

The City of Wimberley is a small city located in Hays County, the fifth fastest growing county in the United States and the fastest growing county in the State of Texas. It features a tourist-based economy with no ad valorem tax. The City relies largely on sales tax revenues to meet the needs of its residents and visitors. The most recent population estimate for Wimberley is 2,670 (2015).

The City of Wimberley is a General Law-Type A municipality. As of 2016, the Wimberley City Council includes Mayor Mac McCullough, Mayor Pro-Tem John White, and Council members Bob Dussler, Craig Fore, Sally Trapp and Gary Barchfeld. The City Administrator is Don Ferguson.

The heart and economic core of Wimberley is its central business district, commonly referred to as the Wimberley Square. Bounded by the Cypress Creek and Blanco River, the business district is facing serious wastewater issues which threaten the future of the district. Properties in this business district rely on largely outdated and inadequate septic systems, some of which are failing and causing serious environmental concerns. Many property owners do not have the financial means and almost no property owners have the additional land needed to bring their systems into compliance with current regulations. As a result, many could be forced to close their businesses if they are required to make their septic system compliant.

To protect the environment, preserve existing businesses and facilitate future economic development in the district, the City is preparing to construct a wastewater collection system and treatment plant to serve the approximately 170 properties that make up the city's central business district. The subject wastewater system will be the City's only wastewater system and serve only the referenced service area.

The project includes site work, piping, buildings, process equipment, tanks, electrical equipment, and other construction typical of a wastewater collection system and treatment plant. The construction schedule is expected to be approximately twelve (12) to eighteen (18) months and the construction cost is estimated to be \$5.4 million. This project is being funded through the Texas Water Development Board's Clean Water State Revolving Fund Loan Program.

The project is currently in the design phase and the Engineer of Record (EOR) is Alan Plummer Associates, Inc.

This procurement is subject to Environmental Protection Agency requirements in 40 CFR 31.36. Small, minority, and woman owned business enterprises are encouraged to submit qualification statements for consideration.

II. Requested Services

The City of Wimberley seeks the services of a qualified individual or firm to provide professional project management services for the Central Wimberley Wastewater Project. Services to be provided may include:

- Observing and documenting daily construction progress.
- Serve as Owner's liaison to Engineer and Contractor.
- Coordinate tests and special inspections with Contractor and Construction Materials Testing firm, Engineer and Owner.
- Review and monitor project schedule and submittals and verify progress of the work to the Contractor's established schedule.
- Facilitate and document interpretation of Contract Documents by handling Requests for Information from Contractor and responses from Engineer and Owner.
- Facilitate and document submittal review by receiving submittals from Contractor, reviewing for completeness and distributing to Engineer and Owner for technical review.
- Review work and reject defective work that does not comply with Contract Documents.
- Schedule with Contractor, Engineer, and Owner tests, inspections, training and other activities needing coordination between the parties.
- Preparation of periodic reports of construction progress and status of all RFI's, submittals, change proposals, change orders, field orders, etc.
- Conduct wage rate interviews with contractor's personnel and complete Davis-Bacon forms.
- Review and recommend action on American Iron & Steel.
- Maintain a set of as-built drawings.
- Receive and review Contractor pay requests and make recommendation to Owner for payment.
- Participate in the close-out inspections.
- Coordinate with the engineer and contractors to verify that final punch list items have been addressed.
- Other services as needed to facilitate administration, coordination, and documentation of the project.

The City of Wimberley reserves the right to delete or add any services to fit the City's specific needs.

III. Statement of Qualifications Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the Statement of Qualifications (SOQ) be organized in the manner specified below. An SOQ shall not exceed ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index, table of contents, attachments, or dividers.)

Information in excess of those allowed will not be evaluated or scored. One (1) page shall be interpreted as one (1) side of single lined, typed 8 ½" x 11" piece of paper. The Consultant must

submit one (1) original and four (4) bound copies and a CD consisting of a PDF file of the SOQ for review by City staff.

A. Cover Page

- Show the name of the Respondent, address, telephone number(s), name of contact person, and date.

B. Table of Contents

- Clearly identify the materials by section and page number.

C. Letter of Transmittal (Limited to one page)

- Briefly state the Respondent's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name(s) of the person(s) who are authorized to make representations for the Respondent, titles, address, and telephone numbers.
- The letter must be signed by the project manager and a corporate officer or other individual who has the authority to bind the Respondent.

D. Statement of Qualification Contents

- 1. Project Approach/Project Management Plan.** An in-depth representation of the Respondent's understanding of the Request for Qualifications (RFQ) and project scope of work, in addition to proposed approach. The proposed approach should include a detailed work plan covering the overall approach to work including staffing, organization communication, and quality control. Respondents should demonstrate their awareness of the project requirements and knowledge of City business and work practices under this subsection. This subsection should include any specific thoughts, enlightenments or recommendations that the Respondent desires to bring forward which are not necessarily discussed in this RFQ, and that will further demonstrate that the Respondent's capabilities exceed that of mutually competing firms.
- 2. Key Project Personnel Qualifications and Experience.** Provide specific qualifications and past experience of the assigned project manager and key project personnel who will provide services on behalf of the Respondent. Resumes (maximum of one page each) should be included for each of the individuals referenced. Provide an organizational chart showing personnel that will be assigned to the project with their roles to be performed under the contract. Include a statement of staff availability that shows staff commitment to the project and location. Include the project manager in the statement of staff availability. Based upon the proposed project schedule, note any and all conflicts regarding the availability and location of the project manager and key personnel during performance of the contract. This category may include a discussion of the project manager's past performance on recent City projects. The successful Respondent shall use the team members indicated in the SOQ in the roles indicated on the project.

3. **Firm Qualifications and Experience.** Describe specific qualifications of the Respondent and experience on similar projects in the past with emphasis on experience in project management for similar types of construction projects. This information should demonstrate the Respondent's qualifications and similar experience in the type of work contained in this RFQ. This category may also include a discussion of the Respondent's past performance on recent City projects.
 4. **Consultant Location.** Describe the key personnel's location where the primary services are to be provided and the ability of the project team to be on site when required during the performance of the contract.
- E. **Statement Concerning Insurance.** Confirmation that the Respondent will provide general liability insurance, worker's compensation and professional liability insurance for the project within 10 calendar days of any Notice of Award.
- F. **Professional Services Procurement Act.** This RFQ is made in accordance with the requirements of the Texas Government Code §2254 regarding the procurement of Professional Services. Therefore, no fee information or information that may be used to derive fees is allowed in the SOQ. Inclusion of fees or other information that may be used to derive fees will result in the exclusion of the SOQ from consideration with notice to the appropriate licensing agencies.
- G. **Conflict of Interest.** Effective January 1, 2016, Section 2252.908 of the Texas Local Government Code requires public disclosure of certain information concerning persons doing business or seeking to do business with the City of Wimberley, including affiliations and business and financial relationships such persons may have with City of Wimberley officers. An explanation of the requirements of Section 2252.908, Form 1295 and a complete text of the law are available at www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. This form must be submitted with your submission. Please consult your own legal advisor if you have questions regarding this statute or form.
- H. **SWMBE Documentation.** Respondent to complete WRD-0216 and WRD-0217. TWDB will also require a documented good faith effort for all subcontractors.

IV. Evaluation Criteria and Selection Process

A. Evaluation Criteria

SOQs will be evaluated and ranked on the following criteria.

1. **Project Approach/Project Management Plan (30 points)**
 - Understanding of RFQ and scope of work.
 - Proposed approach.
 - Detailed work plan.
 - Documentation plan.

- Interaction and coordination.
- Knowledge of City work and business practices.

2. Key Project Personnel Qualifications & Experience (30 points)

- Qualification and experience of project manager.
- Project manager's past performance on City projects.
- Qualifications and experience of project personnel.
- Project team organization.
- Staff/project manager availability, commitment to the project, and staff location.
- Project team member's ability to be on site on short notice.

3. Respondent Qualifications and Experience (30 points)

- Directly related experience and qualifications.
- Experience with construction materials testing and quality assurance for the construction of wastewater treatment facilities and similar projects.

4. Respondent Location (5 points)

- Respondent's location and ability to be on site when needed.

5. SWMBE Documentation (5 points)

B. Selection Process

The City will evaluate the submittal to determine which Respondent has the highest qualifications. If a decision cannot be made based solely on the SOQ, the City of Wimberley may select and invite Respondents to participate in an interview. Selected candidates should be prepared to make a thirty (30) minute presentation regarding their SOQ and answer related questions.

The contract will be awarded to the most responsible Respondent whose SOQ will be, on an overall basis, most advantageous to the City of Wimberley. Qualifications, experience, and performance factors will be considered as elements of a responsible SOQ at the sole discretion of the City of Wimberley. The City of Wimberley selection decision is not subject to recourse action. The City of Wimberley reserves the right to accept SOQs in whole or in part, and to reject any and/or all SOQs, and negotiate separately or solicit new SOQs to better serve its interests. This RFQ does not commit the City of Wimberley to award a contract or to pay for any costs incurred by successful or unsuccessful consultants or their firms during the SOQ preparation, submittal or review process.

C. Submittal Deadline

Deadline for submittal of SOQs is 2:00 PM CDT, Thursday, September 8, 2016, at the City of Wimberley, 221 Stillwater, Wimberley, Texas 78676. **SOQs**

received after this date and time will not be considered. No facsimile or emailed qualifications will be accepted. SOQs shall be submitted as follows:

US Post Office Delivery

City of Wimberley
Attn: Don Ferguson, City Administrator
P.O. Box 2027, Wimberley, Texas 78676
Re: City of Wimberley Central Wimberley
Wastewater Project – Project Management

Physical Address Delivery

City of Wimberley
Attn: Don Ferguson, City Administrator
221 Stillwater, Wimberley, Texas 78676
Re: City of Wimberley Central Wimberley
Wastewater Project – Project Management

D. Public Record

All data and information submitted by the Respondent in response to this RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001 – 552.026. Neither the Selection Team nor the City assumes responsibility for asserting legal arguments for confidentiality on behalf of the Respondent.

E. Cost of Preparing Qualification Package

Cost of preparing the Qualification Package and any subsequent materials or presentation shall be solely the responsibility of the prospective Respondent.

V. Communication

A. Restrictions on Communications

Respondents or their representatives are prohibited from communicating with any City of Wimberley officials to include City Council members and their staff regarding the RFQ from the time the RFQ is released until a contract is awarded. Respondents or their representatives are prohibited from communicating with City employees regarding this RFQ, except as provided under the following section B. Technical Questions, from the time the RFQ is released until the contract is awarded. This includes “thank you” letters, phone calls, e-mails, and any contact that results in the direct or indirect discussion of the SOQ submitted by Respondents. Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent’s SOQ from consideration.

B. Technical Questions

Respondents may submit questions concerning this RFQ, in writing only, to the Contact Person shown below. Verbal questions are not permitted other than as described by this section and during interviews, if any.

For questions or additional information related to this RFQ, please contact:

Don Ferguson
City Administrator
City of Wimberley
221 Stillwater (Physical Address)
P.O. Box 2027 (Mailing Address)
Wimberley, Texas 78676
dferguson@cityofwimberley.com

Questions will only be accepted in writing sent by e-mail to the Contact Person.

VI. Award of Contract

City staff will contact the highest ranked respondent for contract negotiations soon after receiving the SOQs. If a contract cannot be negotiated with the highest ranked respondent, then the second highest ranked respondent will be contacted for contract negotiations. Once a contract is negotiated, it will be presented to the Wimberley City Council for approval.

The service provider will be expected to utilize agreements for professional services which are acceptable to the City and the Texas Water Development Board. The consultant will be expected to provide a detailed cost proposal within fifteen (15) working days of notification of selection as the most qualified Respondent. The consultant will then be expected to negotiate the final contract within fifteen (15) working days from the date of submittal of the detailed cost proposal and start work on the project within ten (10) working days of receiving a notice to proceed. If an acceptable contract cannot be negotiated within this time frame, the City may formally end negotiations and begin negotiating with the next highest qualified Respondent.

Negotiations for compensation will comply with Title 48 Code of Federal Regulations, Part 31 (Contract Cost Principles and Procedures-Commercial Forms). Final selection of the successful proposer will be contingent upon the approval of the City Council.

This RFQ is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

The EPA has established Minority Business Enterprise (MBE)/Women's Business Enterprise (WBE) "fair share" goals: MBE: CONSTRUCTION 12.94%; SUPPLIES 9.68%; EQUIPMENT 7.12%; SERVICES 10.84%. WBE: CONSTRUCTION 8.72%; SUPPLIES 9.34%; EQUIPMENT 5.39%; SERVICES 5.72%. TWDB document TWDB-0210 *Guidance for U.S. Environmental Protection Agency Disadvantaged Business Enterprise Program* describes the requirements of this program. The contractor must provide the City of Wimberley with the information required for *MWBE Certification and Participation Summary*, TWDB document TWDB-373, and provide sufficient documentation (TWDB-216) that a "good faith effort" was made in offering fair opportunity for participation by qualified SMWBE firms. This information must be submitted prior to the contract award.

The Contractor shall, if awarding sub-agreements, to the extent appropriate for the goals listed in the instructions to bidders make a good faith effort to use minority and women business when possible as sources of supplies, construction, equipment and services by taking the following steps:

- (1) Including qualified small, minority, and women's businesses on solicitation lists;
- (2) Assuring that small, minority, and women's businesses are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of small, minority, and women's businesses;
- (4) Establishing delivery schedules, where the requirements of the work permit, which will encourage participation by small, minority, and women's businesses; and
- (5) Using the services and assistance of the Small Business Administration and the Office of Minority Business Enterprise of the U.S. Department of Commerce, as appropriate.

Small, minority, and women business enterprises are encouraged to submit qualification statements for consideration.