

ENGINEERING SERVICES
REQUEST FOR PROPOSALS
AND
STATEMENT OF QUALIFICATIONS

To provide assistance with possible grant and loan funds and to provide Engineering Services for water supply improvements to the City of Graham (“the City”) for capital financing through the Texas Water Development Board Program (“TWDB”) – Drinking Water State Revolving Fund (“DWSRF”).

- I. Introduction – The City of Graham is requesting submissions to select an engineering firm with demonstrated experience in providing professional services for the design and delivery of municipal water supply projects. These projects are needed to ensure reliability of the water service to the City, to reduce leakage, main breaks and maintenance, to improve fire protection, and to support additional growth.

- II. Scope of Work – The engineering contract will encompass all project-related engineering services for the City, including but not limited to the following:
 - Preparation of a Financial Application to the TWDB, Engineering Feasibility Report, and an Environmental Information Document in accordance with requirements of the Texas Water Development Board (TWDB)
 - Preliminary and final design plans and specifications
 - Preparation of the bid packet and construction documents
 - Construction phase engineering and inspections (interim and final)
 - Other special services as may be required.

- III. Statement of Qualifications – The City of Graham is seeking to contract with a competent engineering firm, registered to practice in the State of Texas, that has experience in the following areas:
 - Experience with municipal water works projects.
 - Experience with TWDB funded construction projects.
 - Projects located in this region of the state.
 - Projects incorporating design and construction of water supply systems.

As such, please provide within your proposal a list of past projects with contact information, as well as resume of all engineers who will or may be assigned to this project, if you are awarded the engineering services contract.

- IV. Evaluation Criteria – The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	25
Past Work Performance	25
Capacity to Perform	15
Familiarity with this Project	25
<u>Affirmative Action</u>	<u>10</u>
Total	100

- V. Receipt of Proposals – If your firm is interested in being considered as Project Engineer for the City, proposals must be received no later than 2:00 PM on Tuesday, January 26, 2021 at City Hall, the City of Graham, 612 Elm Street, Graham, TX 76450.

Three (3) copies of the proposal must be sealed and clearly marked on the face of the shipping material “Engineering Services” RFP.

The City reserves the right to negotiate with any and all engineers of firms that submit proposals, as per the Texas Professional Services Act. Qualified SBE, MBE and WBE firms are encouraged to submit proposals in response to this invitation. The City affords Affirmative Action to qualified small, minority and women-owned businesses. Please note that the successful respondent is required to make a “good faith effort” toward affording opportunity for qualified SBE, MBE, and WBE participation and submit, if required, supporting documentation to the TWDB.

VI. Additional Information

- A. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
- B. Any contract or contracts awarded under this invitation for Bid (IFB) or Request for Qualifications (RFQ) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this IFB, RFQ, or any resulting contract.
- C. 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) and 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 MBE and WBE firms. 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 are as follows:

	<u>MBE</u>	<u>WBE</u>
Construction	19.44%	9.17%
Supplies	16.28%	11.45%
Equipment	25.34%	8.82%
Services	20.41%	13.66%

- D. Equal Opportunity in Employment – All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap of 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. The City is an Affirmative Action/Equal Opportunity Employer. Small, minority and women-owned firms are encouraged to submit proposals.