REQUEST FOR QUALIFICATIONS

RFQ #25-01 ENGINEERING SERVICES

FOR

WASTEWATER MASTER PLAN

AND

WASTEWATER TREATMENT PLANT REHABILITATION

City of Graham

612 Elm Street

Graham, TX 76450

RELEASE DATE: Friday, October 18, 2024

RESPONSE DEADLINE: Thursday, December 12, 2024 at 2:00 p.m.

1. Introduction

1.1. Summary

The City of Graham (the "City") is issuing this Request for Qualifications for Engineering Services to provide pre-design, grant application, design, bid, and construction phase engineering services for both an update of the City's Wastewater Master Plan and rehabilitation of the City's lone Wastewater Treatment Plant.

1.2. Background

The City requires an update to its Wastewater Master Plan pursuant to a desire to develop a strategy for wastewater transmission and treatment for the next 10-15 years. The current Master Plan was last updated in 2013.

The City of Graham Wastewater Treatment Plant (WWTP) was originally constructed in 1978. The main treatment units consist of an extended aeration basin (oval shaped tank with rotating surface aerators), two clarifiers and 12 sludge drying beds. The treatment plant was later improved in 1993, with the addition of a third clarifier, 9 sludge drying beds, and a mechanical belt press. The plant is permitted to treat 2.1 million gallons per day (MGD) and treats on average 0.60MGD.

While the overall infrastructure is in working order, the infrastructure is nearing the end of its service life. A major rehabilitation is needed to ensure the continued viability of the wastewater treatment facility.

1.3. Contact Information

Randall Dawson
612 Elm Street
Graham, Texas 76450
940-549-3322
rdawson@grahamtexas.net

1.4. Timeline

RFQ Release Date:	October 18, 2024
Question Submission Deadline	November 6, 2024 at 2:00 p.m. Local Time
Proposals Submission Deadline	December 12, 2024 at 2:00 p.m., Local Time

2. Legal Notice

NOTICE
REQUEST FOR QUALIFICATIONS - RFQ No. 25-01

The City of Graham (City) is seeking an engineering consultant to assist the City with an update of its Wastewater Master Plan, and provide professional engineering services for the pre-design, grant application, design, bidding, and construction phases of a planned rehabilitation of the City's lone wastewater treatment facility. The consultant will determine all existing conditions, render opinions of probable cost, prepare all drawings and documents for design and construction, and coordinate the process through project completion. The deliverables are an updated Wastewater Master Plan and the successful award of a contract for rehabilitation of the Wastewater Treatment Plant.

Four (4) paper copies, and one (1) digital SOQ on a flash drive, of the completed Qualification Statement must be received by the City Secretary for the City of Graham no later than 2:00 p.m., (Local Time) on Thursday, December 12, 2024. The City of Graham City Hall is located at 612 Elm St., Graham, Texas 76450. Qualification Statements should be directed to the attention of Marci Bueno, City Secretary, and clearly marked, ***"RFQ 25-01 - Wastewater Master Plan and WWTP Rehab.", "Do not open".***

Pursuant to Texas Government Code 2252.908, the successful respondent must be able to provide The City of Graham with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City's inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission's website at https://www.ethics.state.tx.us. The City's identification number (Item 3 on Form 1295) for the successful respondent to fill out Texas Ethics Commission Form 1295 for RFQ No. 25-01 will be provided to the successful respondent prior to award. Form 1295 is not required with the submission.

The City of Graham requests that you submit your statement of qualifications by ***2:00 p.m., (Local Time) Thursday, December 12, 2024,*** to:

City of Graham
RFQ 25-01 - Wastewater Master Plan and WWTP Rehab.
Attn: City Secretary, Marci Bueno
612 Elm St.
Graham, Texas 76450

To obtain a copy of the Request for Qualifications, or if you should have any questions or require additional information, please contact Randall Dawson, Director of Public Works at (940) 549-3322 or email at rdawson@grahamtexas.net. The Request for Qualifications is also available at the City of Graham website: www.cityofgrahamtexas.com

The City reserves the right to reject and/or accept all submittals or make no award.

3. Request for Qualifications

3.1. Nature of Services

General

The City is soliciting the services of interested qualified consulting engineering firms to accomplish the Project as outlined in this RFQ. This Project is to be performed in accordance with the provisions contained in this Request for Qualifications.

Please submit a statement of qualifications to provide engineering services required for update of the City's Wastewater Master Plan and engineering services for the pre-design, grant application, design, bidding, and construction phases of a planned rehabilitation of the City's lone wastewater treatment facility

The City owns and operates a single wastewater treatment plant located at 1050 Sewer Plant Road, Graham, Texas 76450. The City requires an update to it wastewater master plan as a precursor to developing a plan for rehabilitation of its 46-year-old sewer plant. It is envisioned that the City will seek grant funding to finance a portion of the cost of this project

The Rehabilitation project is envisioned as a modernization of existing infrastructure, the construction of additional holding capacity, and a full installation of remote monitoring capabilities.

Scope of Services

The City of Graham will require the selected firm to perform the following services:

A. Wastewater Master Plan

   1. Provide engineering services which enable a comprehensive update of the City's Wastewater Management Plan with a particular focus on improvements to the Wastewater Treatment Plant

   2. Produce a Plan which is compliant with all applicable laws, rules, and regulations

   3. Coordinate with the Texas Commission on Environmental Quality, as needed, during the production of the Plan, and post-production certification.

   4. Provide an opinion of probable cost for the production of the Wastewater Master Plan separate and apart from other project elements described in this RFQ.

B. Pre-design

   1. Develop a Preliminary Engineering Report (PER) for submission to TCEQ. The PER will include, but not be limited to, the following considerations:

      a. Review and confirm TCEQ requirements for the proposed wastewater treatment plant rehabilitation.

b. Provide conceptual site plans for future expansions to provide additional wastewater treatment plant capacity on the site.

c. Provide conceptual site plans for a storage solution of treated WWTP outflow and subsequent transmission to the City's existing reclaimed water distribution system.

d. Provide an opinion of probable **TOTAL** project cost including, but not limited to, costs normally characterized as pre-design, design, construction, and Resident Project Representative.

C. Design Phase Services (including Permitting)

1. Develop a Geotechnical Engineering Report (as required, for selected areas)

   a. Conduct subsurface drilling with core profiles and bearing capacities to a depth as indicated by Geotechnical Engineer.

   b. Based on the site development layout, provide design recommendations for the subsurface of each structure, including foundation design recommendations.

2. Conduct a topographic site survey.

3. Prepare and deliver engineering documents for City review and comment at the 30%, 60%, 90%, and 100% unsealed stages of completion. Complete and detailed engineering documents are required for the bidding and construction of the Project.

D. Bid and Construction Phase Services

1. Respond to questions and prepare required addenda during bid.

2. Assist in evaluating bids, tabulating bids, and making recommendations for contract award.

3. Prepare conformed Project manual and provide three (3) addenda updated copies for execution and conformed drawings per addenda.

4. Review and respond to shop drawings, submittals, requests for information (RFIs), change order proposals, pay applications and all other construction items.

5. Conduct specialty site visits as necessary to ensure general construction conformance with the contract documents.

6. Attend factory witness testing as required per the specifications.

7. Provide startup phase services, including configuration and programming, as required by the contract documents.

8. Assist in final construction walk through and prepare punch list.

9. Prepare record drawings per contractors redlines.

10. Provide warranty phase services, coordinate walk through and generate punch list.

E. TCEQ – TPDES Permitting

1. Review current TPDES permit. Prepare, submit, and successfully obtain any required permit modifications or amendments necessary for the project.

2. At the completion of construction, prepare any required TCEQ Notifications

3.2. Submission of Statements of Qualifications

Interested and qualified firms or teams are invited to submit four (4) hard copies and one (1) digital SOQ on a thumb drive that demonstrates their experience in performing a project of this scale and complexity. Provide a list of references from clients, funding agencies, governmental units or partners worked with. The SOQ shall be submitted by a lead firm but may contain services from sub consultants. Documentation should be limited to 15 single sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 15-page limit.

A. The City is interested in the experience of the Project Manager, Project Principal, and the firm's similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the Project as well as contact information and who is to be the sole agent for contact with the City for this Project.

B. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to perform the work competently and efficiently. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this Project if selected. Identify Project leadership, reporting responsibilities, how prime firm will interface with City's Project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.

C. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the Project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

D. Areas of sub consulting which will be evaluated are identified in the Project description. The City is interested in the proposed sub consultant's history and success with projects

of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

E. City is interested in team's (including sub consultants) relevant experience in the past five (5) years within Texas. Briefly describe experience in the following areas and reference projects relating to that experience:

1. Wastewater Master Plan Development

2. Wastewater treatment plant design including structural, mechanical, electrical, instrumentation, and SCADA.

3. Environmental Information document preparation

F. City is interested in team's organization structure, their understanding of the Project issues, and their approach to the Project. Describe how the Project will be formatted from Pre- Design to Completion, and firm specific tools that will be used in the Project and describe any significant Project issues with the team's approach in addressing those issues.

Submissions as described above must be received on or before the stated deadline in this RFQ at the following location:

City of Graham
RFQ 25-01 - Wastewater Master Plan and WWTP Rehab.
Attn: City Secretary, Marci Bueno
612 Elm St.
Graham, Texas 76450

Any information or material provided beyond that requested in this RFQ may not be considered by the City.

3.3. Limitations

A. All reports, pertinent data, and materials shall be the sole property of the City of Graham and may not be used or reproduced in any form without the explicit written permission of the City. All
SOQ submissions in response to this request for qualifications become the property of the City of Graham.

B. All documents submitted as part of the SOQ will be deemed confidential during the evaluation process. Following award of a contract, if any, all SOQ submissions shall become public documents.

C. This request for qualifications does not commit the City of Graham to award a contract, to pay any cost incurred in the preparation of the SOQ to this request, or to procure a contract for services. The City reserves the right to accept or reject any and all SOQ submissions received as a result of this request, to negotiate with qualified consultants, or to cancel in part or in its entirety the request for qualification, if it is in the best interest of the City to do so.

D. The City may require the consultant selected to participate in negotiations concerning contract price or the nature and extent of technical services to be provided. The results of such negotiations shall be incorporated into the contract between the City of Graham and the consultant.

3.4. General Information

A. Randall Dawson, Director of Public Works, for the City of Graham, will serve as contact. Mr. Dawson may be contacted at phone number 940-549-3322 or E-mail address: rdawson@grahamtexas.net.

B. To ensure fair and objective evaluation, all questions related to this request for qualifications should be addressed to Randall Dawson. Contact with any other City employee or elected official is prohibited without the prior written consent of the Director of Public Works. Candidates directly contacting other City employees or elected officials, without prior written consent, will risk elimination from further consideration.

C. The prospective consultant must represent himself/herself solely by submission. All key consultant personnel to be involved in the project will be expected to attend oral presentations or interviews that are scheduled, if any.

D. The prospective consultant must meet with the City staff, if requested; and, attend City Council meeting(s), if recommended for the consulting contract.

E. No expenses associated with preparing or submitting this RFQ. will be reimbursed under the contract.

F. Provide Conflict of Interest Questionnaire. (CIQ Form)

4. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Relevant Qualifications and Experience** City is interested in the experience of the Project Manager and Project Principal on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.	Points Based	30 *(30% of Total)*
2.	**Proposed Staff** Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to perform the work competently and efficiently. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work. A. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.	Points Based	15 *(15% of Total)*
3.	**Prime Firm's Comparable Project Experience** City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five (5) projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.	Points Based	15 *(15% of Total)*
4.	**Subconsultant Firm's Comparable Project Experience** Areas of sub consulting which will be evaluated are identified in the Project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.	Points Based	15 *(15% of Total)*
5.	**Team's Structure and Project Approach** City is interested in team's organizational structure, their understanding of the Project issues and their approach to the Project. Identify Project leadership, reporting responsibilities, how prime firm will interface with City's Contact and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant Project issues and the team's approach in addressing those issues.	Points Based	25 *(25% of Total)*

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	**OFFICE USE ONLY** Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____
Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____
Signature of vendor doing business with the governmental entity Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021