

February 04, 2013 Revision

REQUEST FOR QUALIFICATIONS

**TECHNICAL ADVISOR SERVICES ASSOCIATED
WITH TRINITY RIVER RAW WATER INTAKE AND
CAPERS RIDGE PUMP STATION**

LUCE BAYOU INTERBASIN TRANSFER PROJECT

COASTAL WATER AUTHORITY

1801 MAIN STREET, SUITE 800

HOUSTON, TEXAS 77002

713 658-9020

713 658-9429 (FAX)

www.coastalwaterauthority.org

The Coastal Water Authority (“CWA”) seeks a “Statement of Qualifications” from interested parties to provide professional services related to Technical Assistance associated with engineering services for the Trinity River Raw Water Intake and Capers Ridge Pump Station.

TABLE OF CONTENTS

Section	Topic
A	Background
B	Procurement of Professional Services
C	Proposed Schedule
D	Scope of Services
E	General Guidelines for Responses
F	Required Elements of the Statement of Qualifications
G	Evaluation Criteria
H	Additional Required Submittal Information

SECTION A: BACKGROUND

This solicitation is being issued by the Coastal Water Authority (“CWA”), a conservation and reclamation district created by a Special Act of the 60th Legislature of the State of Texas in 1967 (Article 8280-355, Vernon's Texas Civil Statutes) and created pursuant to Article XVI, Section 59, of the Texas Constitution. CWA, a governmental agency and political subdivision of the State of Texas, is located within Harris, Chambers, and Liberty Counties, with powers, among others, to transport and deliver water inside and outside CWA, to acquire and construct all necessary properties and facilities necessary for such purposes, and to issue revenue bonds payable from water conveyance contract revenues (see H. B. 373, effective June 16, 1967). Originally created as the Coastal Industrial Water Authority, CWA's name was changed to Coastal Water Authority, effective August 26, 1985, pursuant to the provisions of Chapter 674, Acts of the 69th Legislature of the State of Texas, Regular Session, 1985 (S. B. 1377). CWA has no power of taxation.

CWA is implementing the Luce Bayou Interbasin Transfer Project (LBITP), a project to transport water from the Trinity River to Lake Houston. As Part of the LBIBTP, CWA will be designing and constructing the Capers Ridge Pump Station, raw water pumping station and associated water intake structure on the Trinity River in Liberty County, northeast of Dayton, Texas. CWA is soliciting Statement of Qualifications from firms interested in providing Technical Assistance Services associated with the procurement of Design Engineering Services for the Capers Ridge Pump Station and continuing through the design and construction phases of the project.

SECTION B: PROCUREMENT OF PROFESSIONAL SERVICES

As a governmental agency and political subdivision of the State of Texas, the Coastal Water Authority follows the Professional Services Procurement Act, Texas Government Code, Chapter 2254. CWA's Procurement Policy is available online and can be accessed at www.coastalauthority.org.

SECTION C: PROPOSED SCHEDULE

Date	Activity
February 15, 2013	Request For Qualifications issued
February 28, 2013	Pre-proposal Meeting (1801 Main St., Suite 800, Houston 77002)
March 06, 2013	Deadline for Submittal of Inquiries to Executive Director
March 19, 2013	Submittals due to CWA (1801 Main St., Suite 800, Houston, Texas 77002)
April 10, 2013	Recommendation made to CWA Board of Directors

SECTION D: SCOPE OF SERVICES

CWA is soliciting Statement of Qualifications from firms interested in providing Technical Assistance Services associated with the procurement of Design Engineering Services for the Trinity River Raw Water Intake and Capers Ridge Pump Station and continuing through the design and construction phases of the project.

In addition to the information contained in this Request for Qualifications (RFQ), the following documents are available in electronic format upon request.

- LBITP Preliminary Engineering Report, May 2010
- Draft Environmental Impact Statement, October 2012

Section 2-Trinity River Conditions and Section 4-Pumps Station Facilities, Volume I, LBITP Preliminary Engineering Report are included in Attachment A to this RFQ.

The required scope of services for the Project includes.

- Assist CWA with preparation of a Request for Qualifications for Engineering Design Services
- Assist CWA with evaluation of Statements of Qualifications
- Technical Oversight/Review of Submittals from the selected design firm
- Assist CWA with evaluation/recommendations concerning scope changes
- Other design and construction phase services as required

SECTION E: GENERAL GUIDELINES FOR RESPONDERS

1. Submit twelve (12) bound copies and one electronic version of SOQs to Mr. Donald Ripley, P.E., Executive Director, Coastal Water Authority, 1801 Main, Suite 800, Houston, Texas 77002 no later than 12:00 PM, Friday, March 29, 2013. Submittals received after this date and time will be returned unopened.
2. SOQs will be reviewed and selected respondents may be identified for further discussions, interviews, and/or formal presentations to be conducted at a later date.
3. This RFQ does not commit CWA to enter into a contract, nor does it obligate it to pay any costs incurred in the preparation and submission of SOQs and subsequent discussions, interviews and/or presentations in anticipation of a contract.
4. SOQs shall not exceed ten (10) pages including transmittal letter, attachments, and the information described in Section H of this RFQ, excluding covers and plain section dividers, plus one electronic copy in Portable Document Format (pdf) format. SOQs shall be printed on 8-½ inch by 11 inch pages with not less than 1 inch margins, not less than 1.25 line spacing using Arial 11 point font.
5. SOQs will be not be publicly opened. Only the members of the CWA Evaluation Committee, the CWA Board of Directors, and the CWA staff, will be provided access to the SOQs and evaluation results.
6. The Executive Director of the CWA is the sole "point of contact" for this solicitation. As it pertains to this RFQ, any contact with any other CWA employee may be considered grounds

for disqualification at CWA's sole discretion. In addition, contact with any member of the CWA Board of Directors, CWA Evaluation Committee Members, CWA's General Engineering Consultant or CWA's Legal Counsel, as it pertains to this RFQ, is prohibited and may be considered grounds for disqualification at CWA's sole discretion. The Executive Director may be contacted as follows:

Mr. Donald Ripley, P.E.
Coastal Water Authority
1801 Main St., Suite 800
Houston, Texas 77002
(713) 658-1915
(713) 658-9429 (Fax)
dripley@coastalwaterauthority.org

7. The selected prime firm to whom the Technical Advisor Services contract is awarded shall be precluded from leading or serving as a subconsultant to the design firm or from submitting proposals and being selected for engineering services contracts related to the design of the Trinity River Raw Water Intake and Capers Ridge Pump Station.
8. CWA shall attempt to answer written inquiries concerning this solicitation, but shall not be obligated to do so. If a respondent believes this request contains an error or ambiguity, then the respondent is encouraged to make a written inquiry to CWA explaining the issue and referencing paragraph and page number in the RFQ, and asking the appropriate question. Written inquiries must be submitted to the Executive Director by the date indicated in "SECTION C: PROPOSED SCHEDULE". Responses to written inquiries will be made available to all known proposers.
9. CWA is subject to the Texas Public Information Act (PIA). Any information submitted to CWA shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked "CONFIDENTIAL", then CWA shall ask the respondent if the information may be released. If the release is agreed to, CWA shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the respondent shall be responsible for substantiating its confidentiality. The Attorney General's Office shall rule on the matter. After award of the contract for this solicitation by the CWA Board of Directors, no information contained in any SOQ is considered confidential under the PIA and will be disclosed without making a request to the Attorney General.
10. PLEASE **DO NOT SUBMIT ANY PRICING INFORMATION** WITH YOUR RESPONSE TO THIS RFQ. FAILURE TO FOLLOW THIS INSTRUCTION WILL RESULT IN THE DISQUALIFICATION OF THE RESPONDENT'S SOQ.

SECTION F: REQUIRED ELEMENTS OF THE SOQ

SOQs should be organized as follows:

Section I. Transmittal Letter

Provide a transmittal letter signed by an officer of the respondent firm who has the authority to commit the firm to the Project.

Section II. Respondent Team Organization and Management

This section must contain a project organization chart that, at a minimum, includes all personnel identified by the respondent as key personnel required for completion of services requested in the RFQ. The firm association and home office address of all key personnel must be clearly indicated. Respondent should include an organizational plan detailing the specific assignment of all team member firms and explaining how the team proposes to manage the Project.

Firm must be regularly engaged in the business of providing engineering services for the planning, design, and construction of Houston area water infrastructure facilities.

The firm must specifically identify the Project Manager (PM) who will provide services and direct all activities of the contracted firm and its subconsultants. The PM must be headquartered full time in the firm's Houston office. The PM must possess an extensive understanding and experience with Houston area engineering services contracting and project definition practices as well as a technical background in all phases of the design and delivery of local "greenfield" water infrastructure projects, interactions with regulatory agencies for permitting and approval activities, facility commissioning and operation and maintenance, and water quality management considerations (physical, chemical, and biological).

Respondents must include both an estimate of the percentage of the total project work that will be performed by firms having their headquarters office located in the Houston, Texas area and a description of the services that will be performed in those offices. The percentage of work projected to be performed by firms headquartered in Houston, Texas will be a component of the SOQ evaluation to assist in evaluation of knowledge of local conditions.-

Section III. Resumes

Provide information that clearly demonstrates the experience and capabilities of the key personnel proposed for this project including the following:

- a. Name
- b. Position/Title within respondent firm and years of experience
- c. Role/responsibility for this Project
- d. Education
- e. Applicable registration or certification
- f. Description of experience directly related to the requirements of the Project, emphasizing Houston area experience

Section IV. Technical Approach

Provide a technical approach to providing CWA with Technical Advise associated with the procurement of design engineering services for the Capers Ridge Project and subsequent services during the design and construction phases of the project.

Section V. Project Experience Summaries

Provide a maximum of five (5) project experience summaries including a detailed description of the project, client contact name, current phone number, and email address. The project experience summaries should include details of the project assignments of the key personnel identified in "Section II." of the SOQ. Project experience summaries should clearly demonstrate the qualifications and experience of the Respondent Team with project requirements similar to those detailed in the attached sections of the Project Preliminary Engineering Report and local knowledge of Houston area water infrastructure facilities.

Section VI. Minority, Women, Disadvantaged, Business Enterprises/Historically Underutilized Businesses (MWDBE/HUB)

CWA has established an MWDBE participation goal of **24%** for this project. For those MWDBE-HUB firms identified in the response, please describe how those firms will be utilized in the project execution. Those respondents who have yet to enter into agreements with any MWDBE-HUB firms, or have entered into agreements with only a portion of the eventual number of MWDBE-HUB firms to be utilized, and instead choose to make a declarative statement regarding their intent, must explain why MWDBE-HUB firms are not being fully identified at this point, and provide a detailed approach as to how MWDBE-HUB firms will be utilized and/or mentored.

The résumé for each subconsultant should reflect a proven history in technical areas and/or projects applicable to that envisioned under this contract as well as experience working with the Prime firm.

SECTION G: EVALUATION CRITERIA

In compliance with the requirements stated in Section B and D of this RFQ, CWA will identify the most highly qualified respondent.

CWA reserves the right to reject any and all SOQs, and/or to waive any and all irregularities and/or formalities in the SOQs. CWA shall evaluate all responses in accordance with the RFQ requirements. CWA may request additional written or oral information from respondents to obtain clarifications with respect to their SOQ. CWA may make an award from this solicitation without discussions, field interviews, and/or formal interviews, or may conduct discussions with one or more respondents. CWA reserves the right to amend "SECTION C: PROPOSED SCHEDULE" for its convenience. CWA reserves the right to engage in business with responsible firms who, in the opinion of CWA, exhibit sound management, quality control, capacity, professional engineering experience, financial resources, and professional engineering ethics to perform the duties and responsibilities required of this solicitation.

The evaluation process will consist of a review of the written SOQs. CWA may select a consultant based solely on the written SOQ. If CWA elects to establish a short-list of qualified firms, those firms will be interviewed. The number of firms short-listed will be at the discretion of CWA.

The evaluation of SOQs will be based on a score of 0 through 100 points and will be weighted as

follows:

Section I. -	0
Section II. -	35 (15 PM/15 local prime experience and presence/5 other)
Section III. -	15
Section IV. -	30
Section V. -	15
Section VI. -	5

Any information obtained by the CWA Evaluation Committee from a given reference will be kept confidential. If CWA has experience with the respondent, or any individual proposed as Project Manager, Task Leader, and/or Team Member, CWA reserves the right to use its experience with the respondent or individual as part of its evaluation of the SOQ.

SECTION H: ADDITIONAL REQUIRED SUBMITTAL INFORMATION

Each firm on the Project Team MUST complete Section H in its entirety. If a question is not applicable, respondent should state “not applicable”.

1. Company Information:

Company Name	
Federal Tax ID Number	
Address/Phone Number of Local Office	
Website Address	
Duns Number	
Parent Company	
Parent Company Address	
Type of Business Entity	Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LP <input type="checkbox"/> LLP <input type="checkbox"/> Other <input type="checkbox"/>
Date of Organization /Year of Initiation	
Diversity	MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> HUB <input type="checkbox"/>
Texas Board of Professional Engineers Firm and PM Registration Number	

COH Certificate No.	
COH Certificate Expires	
COH Certified Category	
State Certificate No.	
State Certificate Expires	
Total number of employees located in the prime consultant's Houston area office(s) supporting this Project	
Total number of employees located in the prime consultant's Texas area office(s) supporting this Project	
Total number of employees located in the subconsultant(s)' Houston office(s) supporting this Project	
Total number of employees located in the subconsultant(s)' Texas office(s) supporting this Project	

2. Primary Contact Information:

Contact Name:	
Title:	
Phone Number:	
E-Mail Address:	

The undersigned party declares: (a) that it is has reviewed and agrees to the requirements of this RFQ; (b) that the signatory has the authority to submit the SOQ and sign a resulting contract with the Coastal Water Authority; (d) that prior to the award of any contract resulting from this SOQ, neither the respondent, nor any of its subcontractors or subconsultants, nor their agents nor employees have or will: (1) offer or give gratuities to a CWA employee or affiliate, (2) pay a kickback to obtain favorable treatment in connection with a CWA contract, (3) "buy-in" to obtain a contract with CWA, (4) participate in practices which unlawfully eliminate competition or restrain

trade, and (5) commit bribery to obtain favorable treatment by CWA or any affiliates; and (e) that either (1) no delinquent corporate franchise taxes are owed the State of Texas under Chapter 171, Tax Code or (2) the Firm is not subject to the corporate franchise tax in Texas.

Signature:	
Printed Name:	
Title:	
Date:	

3. Texas Board of Professional Engineers – Firm Registration

Each respondent shall ensure full compliance with all applicable licensure and registration requirements of The Texas Engineering Practice Act, Aer. 3271a, Vernon's Civil Statutes, Ann. (1979). The successful firm shall be registered with the Texas Board of Professional Engineers.

4. Texas Board of Professional Engineers – Project Manager Registration

It is required that the proposed Project Manager be a licensed Professional Engineer in the State of Texas and registered with the Texas Board of Professional Engineers.

5. Potential Conflicts of Interest

Firms seeking to do business with CWA are responsible for maintaining compliance with the applicable provisions of Chapter 176, Local Government Code, related to disclosure of conflicts of interest. The Conflict of Interest Questionnaire is available for downloading on the Texas Ethics Commission's website at <http://www.ethics.state.tx.us/forms/CIQ.pdf> and should be submitted to CWA under separate cover.

6. Equal Employment Opportunity Requirements

CWA highly encourages applicants to maintain non-discriminatory practices in their employment practices. This means applicants should not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, handicap, or political belief or affiliation.

7. Insurance Requirements

The successful respondent to this solicitation will be required to meet CWA's minimum standard insurance requirements. At all times during the performance of services pursuant to the master contract and each work order issued and through the expiration of the last work order, respondent shall provide and require all subcontractors to provide insurance coverage with companies lawfully authorized to do business in Texas and acceptable to CWA, at the sole

cost of respondent and all subcontractors. The minimum limits of liability on such policies shall be as follows:

<u>Kinds of Insurance:</u>	<u>Limits of Liability*:</u>
A. Workers' Compensation Texas Operations Employer's Liability	Statutory
B. Employer's Liability	Accident \$ 1,000,000 Each Accident Disease \$ 1,000,000 Each Employee Disease \$ 1,000,000 Policy Limit
C. Commercial General Liability Including, but not limited to: 1. premises/operations 2. independent contractors' protective 3. products and completed operations 4. personal injury liability with employment exclusion deleted 5. contractual 6. owned, non-owned and hired motor vehicles	\$ 2,000,000 General Aggregate \$ 20,000,000 Products/Completed Operations Aggregate \$ 10,000,000 Each Occurrence \$ 10,000,000 Personal and Advertising Injury \$ 50,000 Fire Damage Liability
D. Professional Liability	\$ 2,000,000 on a claims made basis covering errors and omissions of respondent and its subcontractors
E. Business Automobile Liability including All Owned, Hired and Non-owned Automobiles.	\$ 1,000,000 Combined Single Limit Per Occurrence
F. Umbrella Liability	\$2,000,000 Per Occurrence \$2,000,000 Aggregate Bodily Injury and Property Damage

*Aggregate limits are per 12-month policy period unless otherwise indicated. Defense costs shall be excluded from limits of liability of each policy.