

COASTAL WATER AUTHORITY

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Request for Qualifications (“RFQ”) for Professional Engineering Services – Evaluation, Design and Construction Phase Services of the Lake Houston Dam

The Coastal Water Authority (“CWA”) seeks Statements of Qualifications (“SOQ”) from firms who can adequately demonstrate they have the resources, experience, and qualifications to provide CWA with Engineering Services for the Lake Houston Dam

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NOTE: It is assumed by CWA that all requirements contained in this solicitation have been read, understood and agreed to by the respondent.

Section A: Background and Purpose

The Coastal Water Authority (CWA) of Texas at the request of the City of Houston, Texas is soliciting statements of qualification from experienced dam engineering firms to complete engineering services relative to rehabilitation and improvements for the Lake Houston Dam and appurtenant facilities. The dam at Lake Houston is comprised of 8,937 feet of 65-foot high earthfill embankments and a 3,040 feet long, uncontrolled concrete spillway section. The Lake Houston Dam designed by Ambursen Engineering Company, has been in continuous operation since April of 1954. The dam has two, 18-foot high by 20.5-foot wide electrically operated tainter gates, and two 5-foot by 18-foot flashboard gates.

Section B: Procurement of Professional Services

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

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 C: Proposed Schedule

DATE	ACTIVITY
12 August 2016	RFQ posted on CWA web site
5 September 2016, 5:00 PM CST	Deadline for Submittal of Inquiries to CWA Executive Director
19 September 2016, 12:00 PM CST	SOQs due to CWA (1801 Main Street, Suite 800, Houston, Texas 77002)
12 October 2016	Engineering Firm Selection - Recommendation to Board of Directors

Questions shall be submitted in accordance with Section E.6 of this RFQ.

Section D: Scope of Work

The Engineering firm will have 180 calendar days to complete comprehensive assessment and design of the Lake Houston Dam Rehabilitation. The following tasks are required to be performed:

- Review the existing design, construction and Dam Evaluation Reports. All available reports are posted on CWA's website.
- Prepare a draft Design Basis Report for implementation of the actions recommended in the Phase IC report. If the engineer has suggested innovations or alternate approaches, these must be addressed in the draft Design Basis Report.
- Finalize the Design Basis Report incorporating CWA review comments.
- Prepare a Dam Rehabilitation Design and Bid Package.
- Provide bid phase and construction phase services.

Section E: General Guidelines for Responses

1. Submission of SOQ

ALL SOQ's SHALL BE RECEIVED AT THE MAIN OFFICE OF THE COASTAL WATER AUTHORITY IN HOUSTON, TEXAS AND SHALL BE ADDRESSED AS FOLLOWS:

Coastal Water Authority
1801 Main Street, Suite 800
Houston, Texas 77002

RE: Statement of Qualifications for Professional Engineering Services – Evaluation, Design and Construction Phase Services of the Lake Houston Dam.

SOQ's WILL BE RECEIVED UNTIL 12:00 PM (CENTRAL LOCAL TIME) ON THE DATE INDICATED IN THE SCHEDULE.

Any SOQ received after the date and time specified shall be considered late. Please do not submit your SOQ by fax or e-mail. All respondents are encouraged to avoid submitting their SOQ on the last day and/or after 12:00 noon on the date due.

2. SOQ Size Limitation and Length

All SOQ's should be bound, and printed on 8-1/2" x 11" paper, with a font no smaller than 12 point including tables, charts, etc., with not less than 1-inch margins, and not less than 1.25 line spacing. Submittals are limited to 15 single sided sheets, not including one-page transmittal letter and/or cover.

The organization chart and project schedule may be presented on 11" x 17" paper and will each count as one page.

Project team member resumes shall be provided as an attachment (not included in the 15 page limit). Project references must be included within the 15 page limit. All respondents are requested to submit five (5) bound copies and one electronic PDF version of their SOQ. The electronic PDF version should be submitted in a format which is indexed and has recognizable and searchable text.

3. Opening of the SOQ's

No SOQ's will be publicly opened. Only the members of the CWA Review Committee, CWA Superintendents, and the CWA Board of Directors, will be provided access to the SOQ's and evaluation results.

4. Contact with CWA Personnel and CWA Board of Directors

The Executive Director of CWA is the sole "point of contact" for this solicitation. As it pertains to this RFQ, any contact with any other CWA employee is prohibited and may be considered grounds for disqualification at CWA's sole discretion. In addition, contact with any member of the CWA Board of Directors 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

dripley@coastalwaterauthority.org

5. Format/Content

All SOQ's must conform to the formatting and other requirements contained herein. Incomplete SOQ forms, schedules and/or information sheets may be grounds for disqualification.

6. Requirements of Firms Prior to SOQ Submission Deadline

Review of Documents. Firms shall read and understand the complete RFQ package including those sections that shall be completed subsequently by the Firm to whom an award is made.

Clarifications Regarding Scope of Services. 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, the respondent is encouraged to make a written inquiry to CWA explaining the issue and referencing paragraph and page number in the RFQ, along with the specific question. Written inquiries must be submitted to the Executive Director by 5:00 pm CST on the date indicated in "Section C: Proposed Schedule". Inquiries can be e-mailed to the Executive Director at dripley@coastalwaterauthority.org. An SOQ item, which, in the opinion of CWA, is not in exact compliance with this request and which has not been modified or clarified may, at CWA's sole and complete discretion, be considered an exception to the guidelines or be rejected as a non-conforming response.

7. CWA Reservation of Rights

CWA reserves the right to reject any and all SOQ's, and/or to waive any and all irregularities and/or formalities in the SOQ's. 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 award from this solicitation without discussions, field interviews, and/or formal interviews, or may conduct interviews 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 the 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.

8. Discussions with Responsible Firms and Revisions to SOQ

Discussions may be conducted individually with responsible respondents for the purpose of clarification or to assure full understanding of, and responsiveness to, this solicitation. CWA reserves the right to determine when, and with whom, to conduct discussions. As a result of such discussions, revisions may be permitted after initial submissions and prior to award. In conducting discussions, CWA will not disclose to any respondent any information derived from an SOQ submitted by another respondent. The purpose of such discussions may include: (a) investigation in greater detail of a respondent's qualifications; (b) clarification with the respondent of the scope and nature of the CWA system; (c) discussion of the respondent's proposed project organizational structure; (d) discussion of the proposed utilization of MWSBE-HUB firms; (e) discussion of the experience and/or availability of key personnel required to perform the necessary services, and/or other items as may become apparent in the review of the SOQs.

9. Addenda

Nothing in the instructions shall limit CWA's right to issue addenda to this RFQ.

10. Confidential Information

The Coastal Water Authority is subject to the Texas Public Information Act ("TPIA"). 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", 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's is considered confidential under the TPIA and will be disclosed without making a request to the Texas Attorney General.

11. References

The Respondent must list prior work performed for CWA. At its sole discretion, CWA reserves the right to contact general and specific references of the respondent at any given point in the review process. Any information obtained by the CWA Review Committee from a given reference will be kept confidential.

Respondents are requested to submit references for the firm and team for similar projects. References will be contacted by CWA using information (name, phone and email address) provided by respondent. It is the responsibility of the respondent to ensure that all references are available to provide responses to inquiries regarding respondents past performance related to CWA's evaluation of their SOQ.

Additional requirements for reference information is provided in Section F.

12. Utilization of MWSBE and/or HUB Firms

The successful respondent to this solicitation will be required to make good faith efforts towards an MWSBE-HUB utilization of twenty-four percent (24%) of all work assigned under this contract. All potential MWSBE firms must be so certified by the City of Houston Affirmative Action and Contract Compliance Division on, or before, the date responses are due. All such MWSBE firms must be used for the service or expertise they are certified to perform. Respondents may also utilize Historically Underutilized Businesses ("HUB") as certified by the State of Texas. All such HUB certification must be obtained on, or before, the date responses are due. It is the desire of CWA that any, and all, MWSBE-HUB firms utilized are given meaningful work and/or meaningful opportunity to utilize their services. CWA also encourages mentoring relationships where appropriate or possible.

13. Insurance Requirements

The successful respondent will be required to meet CWA's minimum standard insurance requirements. Insurance must include a waiver of subrogation on behalf of CWA on all policies except professional liability and must include the addition of CWA as an additional insured on all policies with the exception of worker's compensation and professional liability. At all times during the performance of services pursuant to the contract and associated work order issued, and through the expiration of the last warranty period, 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 are as follows:

REQUIRED MINIMAL LIMITS OF LIABILITY TABLE

<p>A. Workers' Compensation Texas Operations</p> <p style="text-align: center;">Employer's Liability</p>	<p>Statutory</p> <p>Accident \$1,000,000 Each Accident Disease \$1,000,000 Each Employee Disease \$1,000,000 Policy Limit</p>
<p>B. Commercial General Liability</p> <p>Including, but not limited to:</p> <ol style="list-style-type: none"> 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 	<p>\$2,000,000 General Aggregate \$2,000,000 Products / Completed Operations Aggregate \$1,000,000 Each Occurrence \$1,000,000 Personal and Advertising Injury \$500,000 Fire Damage Liability</p>
<p>C. Professional Liability</p>	<p>\$2,000,000 on claims-made basis covering errors and omissions of respondent and its subcontractors</p>
<p>D. Business Automobile Liability including All Owned, Hired and Non-owned Automobiles.</p>	<p>\$1,000,000 Combined Single Limit Per Accident</p>
<p>E. Umbrella Liability</p>	<p>\$2,000,000 Per Occurrence \$2,000,000 Aggregate Bodily Injury and Property Damage</p>

*Aggregate limits are per 12-month policy period unless otherwise indicated.

Section F: Required Elements of the SOQ

1. SOQs shall be clearly marked with the contract descriptions below:

Statement of Qualifications for Professional Engineering Services – Evaluation, Design and Construction Phase Services of the Lake Houston Dam

2. SOQs shall be limited to 15 total pages. SOQ PDF versions must be submitted in a format which is indexed and has recognizable and searchable text.
3. SOQ required elements are provided below:

Part 1 - Respondent Firm/Team

- a. Clearly present and describe the proposed project team. Identify each firm on the team, headquarters location and their responsibility during the project and the estimated percentage of the work to be executed. Include the name, address, and telephone number of the firm submitting the proposal, background of the firm and the name of the individual authorized to represent the firm. The firm should identify its Texas Board of Professional Engineers (TBPE) number. For those MWSBE-HUB firms identified in the response, please describe how those firms will be utilized in the project execution and provide a detailed scope of services expected to be performed by each MWSBE/HUB team member.

Part 2 - Project Organization and Staffing

- 2A. Provide a description and organizational structure for the proposed team including all subconsultants. The Prime firm must demonstrate at least 15 years of experience on dam projects of similar scope including projects for Amberson dams. Key personnel must be clearly marked on the organization chart.
- 2B. Provide the following resume data for the key personnel within the Project Organization and Staffing section of the SOQ. Full resumes for team personnel can be provided as Part 6 of the SOQ:
 - i. Name
 - ii. Name of Firm
 - iii. Position for this project
 - iv. Responsibility
 - v. Current and proposed office location for duration of this project
 - vi. Number of years with current firm
 - vii. Total years' experience and years' experience in the role proposed
 - viii. Education and degree
 - ix. Registrations

Part 3 - Project Understanding and Approach

- 3A. Provide a general discussion of your approach to accomplish the scope of work identified in Section D.
- 3B. If firms plan to include innovative or alternate approaches to those contained in the Phase 1C report, that information must be clearly detailed in this section.

Part 4 - Experience and Past Performance

- 4A. Provide a description of at least three (3) past projects of similar complexity to this project that demonstrate your team's ability to provide the scope of services described above.
- 4B. Provide client reference information for each project including phone number and email address. It is highly recommended that respondents contact references prior to submittal of proposals to confirm they will provide a reference once contacted. In the event CWA can't reach clients or if clients do not provide references, a score of zero will be applied to the appropriate evaluation criteria.

Part 5 - Minority, Women, Small Business Enterprises/Historically Underutilized Businesses (MWSBE/HUB)

5A. CWA has established an MWSBE participation requirement of **24%** for this project.

5B. The qualifications for each subcontractor 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.

For each MWSBE-HUB team member firm, provide the following information:

- i. Type of Diversity (MBE, WBE, DBE, HUB)
- ii. City of Houston MWSBE Certificate No., Expiration date, and Certification Category
- iii. State HUB Certificate No. and State HUB certification expiration date

NOTE: An MWSBE Certificate issued by the City of Houston may list several “Certified Categories”. It is only necessary to indicate the “Certified Category” for the service(s) to be provided as a subcontractor of the Prime. Certificates can be provided as an attachment and will not count toward the 15 page limit.

Part 6-Resumes

6. Resumes included in Part 6 do not count against the 15 page proposal limit.

Part 7-Conflict of Interest

7. Respondents shall provide a response to the questionnaire pertaining to “Conflict of Interest”. Local Government Code Chapter 176 requires firms seeking to do business with CWA to file a Conflict of Interest Questionnaire. The current Conflict of Interest Questionnaire is available for downloading on the website of the Texas Ethics Commission: www.ethics.state.tx.us/forms/CIQ.pdf *If no individuals in the company have a business relationship with CWA (as defined in Section 176.001 (1-a) in the Local Government Code), write “N/A” in Section 1 and leave the remainder of the form blank.* Information provided in Part 7 does not count against the 10 page proposal limit.

Part 8-Additional Minimum Information (Required)

8. Each respondent **MUST** complete this section in its entirety. If a question is not applicable, respondent should state “not applicable”. Information provided in Part 8 does not count against the 15 page proposal limit.

Contact Information

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

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 "Statement of Qualification" and sign a resulting contract with the CWA; (c) that prior to the award of any contract resulting from this SOQ, neither the respondent, nor any of its subcontractors or sub consultants, nor their agents nor employees have or will: (1) offer or give gratuities to a CWA employee, consultant 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 (d) 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:	

Section G: Evaluation Criteria

In compliance with the Professional Services Procurement Act, CWA will evaluate all responses to identify the most highly qualified respondent to the RFQ.

The evaluation process will consist of a review of the written SOQ's by a designated selection committee, and determination of a short-list. At CWA's discretion, a formal interview of the short-listed firms may or may not also be conducted. 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:

RFQ Requirement/Section	Total Points
Responsiveness to Requirements of RFQ	5
Project Organization and Staffing	30
Project Understanding and Approach	30
Experience and Past Performance	25
MWSBE/HUB Participation	10