

COASTAL WATER AUTHORITY

1801 Main Street, Suite 800
Houston, Texas 77002
Tel 713-658-9020
Fax 713-658-9429
www.coastalwaterauthority.org

Request for Qualifications (“RFQ”) for Professional Engineering Services – Luce Bayou Interbasin Transfer Project – CR 2317 and Final Access Road

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 professional consulting services for the Luce Bayou Interbasin Transfer Project (“LBITP”). This Request for Qualifications is being issued for the following services:

- Construction Materials Testing Consultant(s)

An overview of the LBITP project is presented as Figure 1.

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Section A: Background and Purpose

This solicitation is being issued by 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. The Authority, 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 the Authority's jurisdiction, to acquire and construct all 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, the Authority'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). The Authority has no power of taxation.

The purpose of the LBITP is to provide additional surface water supplies to end users that utilize water from Lake Houston. Additional surface water supplies will be transferred from the Trinity River to Lake Houston via the LBITP to meet the increased demand for surface water in the Harris-Galveston Subsidence District (HGSD) Area Three. Increased demand in the area is being driven by the conversion from groundwater supplies to surface water supplies as well as population growth.

Existing infrastructure allows for the transfer of Trinity River water to the City of Houston (COH) East Water Purification Plant (EWPP) and the Southeast Water Purification Plant (SEWPP). However, there are currently no conveyance facilities to provide raw Trinity River water to the COH Northeast Water Purification Plant (NEWPP), which treats water from Lake Houston. The NEWPP is vital in providing treated surface water to HGSD Area Three and previous studies have shown that Lake Houston and NEWPP cannot meet future demands at their current capacity. Transfer of additional raw water supplies to Lake Houston and future expansion of treatment capacity at the NEWPP is required to allow for the mandatory conversion from groundwater to surface water. The LBITP will provide the additional raw water resources necessary to satisfy these demands. The COH holds permits to divert raw water at a maximum rate of 775 cubic feet per second (CFS) (approximately 500 million gallons per day [MGD]) from the Capers Ridge site on the Trinity River to Lake Houston. The Certificates of Adjudication are numbered 08-4261 and 08-4261B.

The LBITP is being implemented by the Coastal Water Authority (CWA) as authorized by the COH. Participating third parties in the LBITP include COH, North Harris County Regional Water Authority (NHCRWA), West Harris County Regional Water Authority (WHCRWA), Central Harris County Regional Water Authority (CHCRWA), and North Fort Bend Water Authority (NFBWA), herein referred to as the Co-Participants. Other entities may benefit from the LBITP in the future.

This interbasin transfer project includes a raw water intake structure and pump station, 3 miles of pipeline, a sedimentation basin, and approximately 23.6 miles of canal. The Capers Ridge Pump Station (CRPS) will be located on the Trinity River. The pipeline will extend west southwest approximately 3 miles along a geological ridge (Capers Ridge). The pipeline will then outfall into the sedimentation basin at the start of the canal. The canal will outfall into the lower reaches of Luce Bayou, which flows into the northeastern corner of Lake Houston.

This Request for Qualifications is being issued to identify and select a qualified CMT Consultant to provide necessary materials testing and engineering services associated with the LBITP CR 2317 and Final Access Road Construction Project. Plans and specifications for the CR 2317 and Final Access Road are available on the CWA Website (www.coastalwaterauthority.org). The estimated schedule information for this contract is provided below:

<u>Contract</u>	<u>Award Date</u>	<u>Notice to Proceed</u>	<u>Completion Date</u>
CMT Firms	August 2021	September 2021	May 2022

CWA has developed the *Luce Bayou Interbasin Transfer Project Management Plan* which defines the policies and procedures to be implemented by all LBITP participants (engineers, consultants and contractors). The LBITP Management Plan addresses the following items: organization and responsibilities, communications, procurement, data and information management, cost and schedule management, risk management, quality management, safety management, design management, and construction management.

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, 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
21 July 2021	RFQ posted on CWA web site
29 July 2021, 3:00 PM CST	Deadline for Submittal of Inquiries to CWA Executive Director
3 August 2021, 10:00 AM CST	SOQs due to CWA (1801 Main Street, Houston, Texas 77002)
11 August 2021	CMT Firm Selection - Recommendation to Board of Directors

Questions shall be submitted in accordance with Section E.5 of this RFQ.

Section D: Scope of Work

Testing and Inspections

Testing and inspection will include but not be limited to:

- Concrete and Aggregates
- Rebar Testing/Inspection
- Soils
- Foundation Inspection
- Road Materials
- Asphalt
- Compaction
- Bedding and Backfill
- Masonry, Mortar and Grout

Laboratories

The CMT Firm is required to utilize an accredited laboratory and utilize technicians that have required certifications for assigned responsibilities. Accreditation shall be by the American Association for Laboratory Accreditation (A2LA).

Meetings

The CMT Firms will be required to attend monthly progress/coordination meetings for each construction project.

Coordination

The CMT Firm is required to coordinate closely with the Coastal Water Authority as well as the projects construction contractors to schedule testing, inspection and reporting.

Reporting

The CMT Firms are required to utilize CWA's Project Management Information System (PMIS) and the LBITP Management Plan.

The CMT Firms are required to provide detailed test reports indicating project site and location, samples collected, inspections and tests performed, references to contract documents and if necessary opinion of test results.

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 Construction Materials Testing Services the Luce Bayou Interbasin Transfer Project – CR 2317 and Final Access Road Construction Materials Testing Consultants

SOQ's WILL BE RECEIVED UNTIL 10:00 AM (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.

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. The organization chart and the project schedule may be in 11" x 17" format and will each count as one page. Submittals are limited to 7 single sided sheets, not including one-page transmittal letter or cover. Project references must be included within the 7 page limit. All respondents are requested to submit eight (8) bound copies and one electronic PDF version of their SOQ. The PDF versions should be submitted in a format which is indexed and has recognizable and searchable text.

2. 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.

3. 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

4. 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.

5. 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 3:00 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.

6. 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 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.

7. 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.

8. Addenda

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

9. 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.

10. 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.

11. Utilization of MWDBE Firms

The successful respondent to this solicitation will be required to make good faith efforts towards an MWDBE participation of twenty-four percent (24%) of all work assigned under this contract. All potential MWDBE 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 MWDBE firms must be used for the service or expertise they are certified to perform. It is the desire of CWA that any, and all, MWDBE firms utilized are given meaningful work and/or meaningful opportunity to utilize their services. CWA also encourages mentoring relationships where appropriate or possible.

12. 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 description below:
 - CR 2317 and Final Access Road Construction Materials Testing Consultants
2. SOQs shall be limited to 7 total pages. PDF versions should be submitted in a format which is indexed and has recognizable and searchable text.
3. SOQ required parts are as follows:

Part 1-Respondent Firm/Team

1. Clearly present and describe the proposed project team. Identify each firm on the team, include the name, address, and telephone number 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 and provide documentation of laboratory accreditation should be included in Part 6.

Part 2-Project Organization and Staffing

- 2A. Provide an organizational chart along with resumes of key personnel and their individual responsibilities. Identify all firms and key individuals to be utilized in the performance of the duties required under this contract. This includes MWDBE firms (if identified) and non-MWDBE firms. MWDBE certificates should be included in Part 6. Also identify the tasks or assignments for each firm or key individual along with lines of communication and/or responsibility.
- 2B. Provide the following resume data for team 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
- 2C. Present your Quality Management approach for this project including individuals responsible for managing your quality processes.

Part 3-Project Understanding and Approach

- 3A. Provide a general discussion of your technical approach to accomplishing the scope of work identified in Section D.
- 3B. Describe the on-site and off-site laboratories and the tests which will be performed. Describe potential locations for the on-site laboratories.
- 3E. Present any innovative ideas with respect to planning, staffing or other factors that will result in benefits to CWA and the projects.

Part 4-Experience and Past Performance

- 4A. Provide a description of at least three (3) past projects/programs of similar scope and complexity that demonstrate your team's ability to provide the scope of services required under the selected contract.
- 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, Disadvantaged, Business Enterprises (MWDBE)

- 5A. CWA has established an MWDBE participation requirement of **24%** for this project. For those MWDBE 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 MWDBE team member. 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.
- 5B. For each MWDBE team member firm, provide the following information:
 - i. Type of Diversity (MBE, WBE, DBE)
 - ii. City of Houston MWDBE Certificate No., Expiration date, and Certification Category

NOTE: An MWDBE 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 should be included in Part 6 and will not count toward the 7 page proposal limit.

Part 6-Resumes, Certifications and Accreditations

6. Resumes, certifications and accreditations should be included in Part 6 and do not count against the 7 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 7 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 7 page proposal limit.

Contact Information

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

The undersigned party declares: (a) that it 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 subconsultants, 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
Part 1-Respondent Firm/Team	15
Part 2-Project Organization and Staffing	30
Part 3-Project Understanding and Approach	30
Part 4-Experience and Past Performance	10
Part 5-MWDBE Participation	10