

# COASTAL WATER AUTHORITY

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## Request for Qualifications (“RFQ”) for Professional Services Lake Houston Dam Rehabilitation Project - Construction Administration and Inspection Services/Construction Materials Testing

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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 quality Construction Administration and Inspection Services (“CA&I”) and Construction Materials Testing (“CMT”) for the Lake Houston Dam Rehabilitation Project (“LHDR”). This Request for Qualifications is being issued for the following services:

Lake Houston Dam Rehabilitation Project – Construction Administration and Inspection Services/Construction Materials Testing

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

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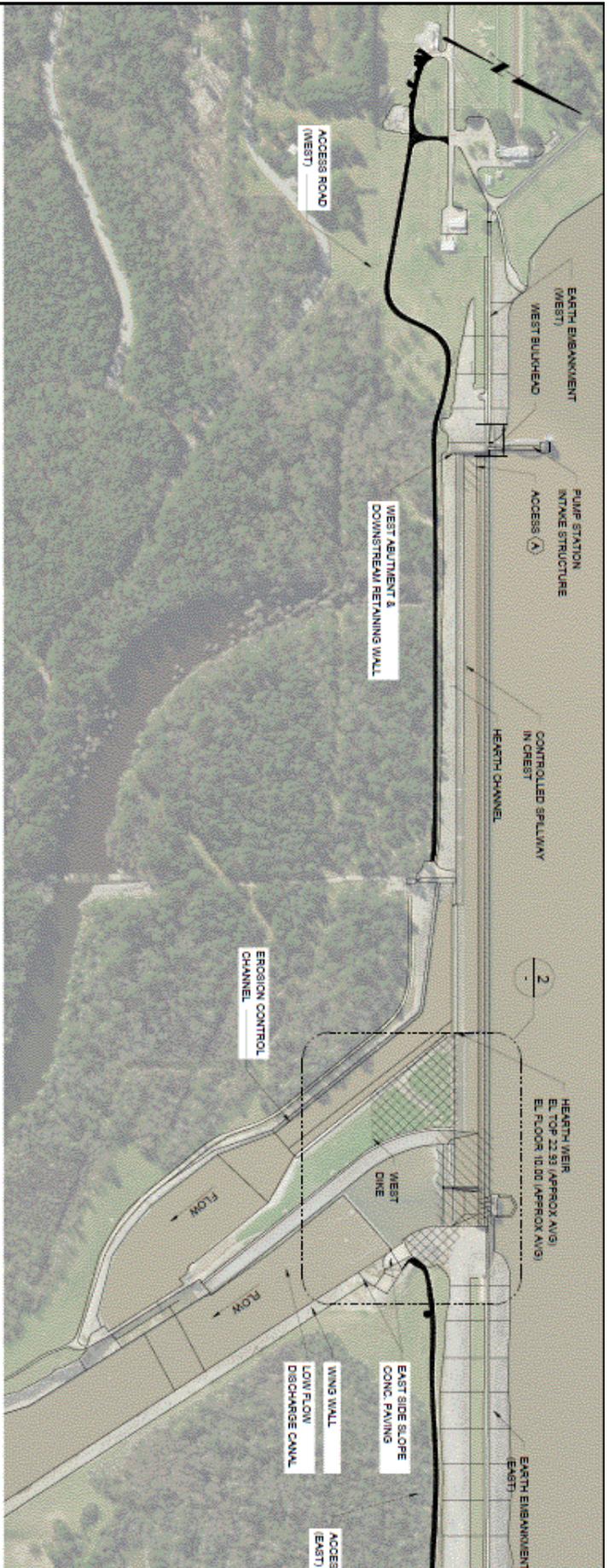
NOTE: It is assumed by CWA that all requirements contained in this solicitation have been read, understood, and agreed to by the respondent.

### **Section A: Background and Purpose**

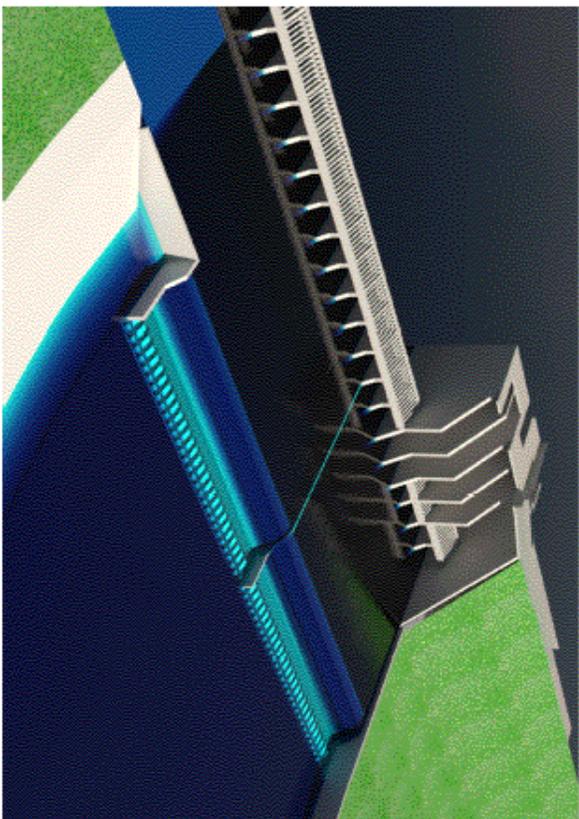
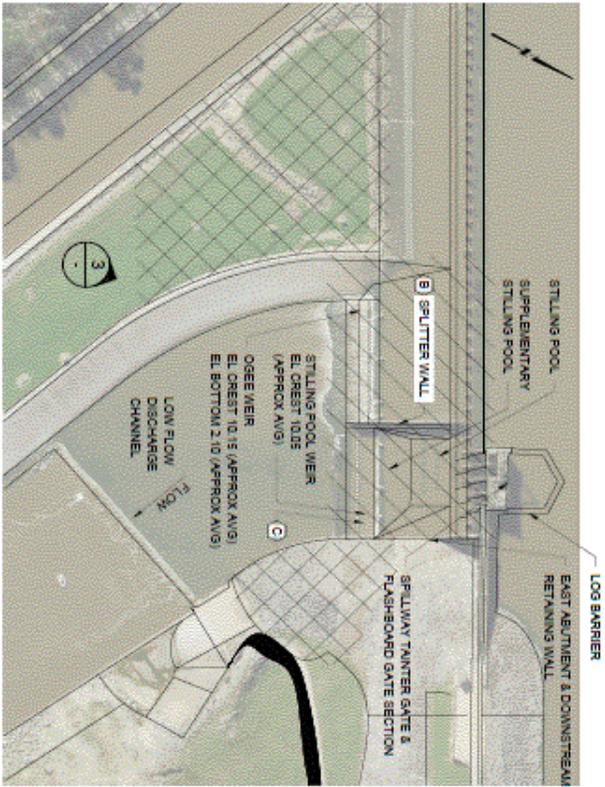
This solicitation is being issued by CWA, a conservation and reclamation district created by a Special Act of the 60<sup>th</sup> Legislature of the State of Texas in 1967 (Article 8280-355, Vernon's Texas Civil Statutes) and created pursuant to Article XVI, Section 59, of the Texas Constitution. The 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 69<sup>th</sup> Legislature of the State of Texas, Regular Session, 1985 (S. B. 1377). The Authority has no power of taxation.

The Lake Houston Dam, Pump Station, and the West Canal are owned by the City of Houston. CWA is contracted to the City of Houston to maintain and operate these facilities. The purpose of LHDR is to implement structural improvements to the dam which increase design Factors of Safety in accordance with Texas Commission on Environmental Quality (TCEQ) requirements. This includes construction of new reinforced

concrete structures to raise weir elevations downstream of the spillway, construction of a new reinforced concrete training wall, demolition of a portion of the splitter wall, construction of new concrete anchor blocks, construction of weep-holes, and abandonment of a low-level sluice gate valve on the dam buttress. The work also includes temporary works for care of water (including cofferdams, water pumping, etc.) for successful completion of this project. The sequence of the work will occur such that dam operations are maintained during construction and structural modifications.



PLAN



This Request for Qualifications is being issued to identify and select a qualified Firm to provide Construction Administration and Inspection services during the LHDR. This will be referred to as LHDR CA&I. The estimated schedule information for this project is provided below:

<u>Contract</u>	<u>Award Date</u>	<u>Notice to Proceed</u>	<u>Completion Date</u>
LHDR CA&I	August, 2018	September, 2018	February, 2020

## **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](http://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
11 July 2018	RFQ published on CWA Website
18 July 2018, 5:00 PM CST	Deadline for Submittal of Inquiries to CWA Executive Director
27 July 2018, 3:00 PM CST	SOQs due to CWA (1801 Main Street, Houston, Texas 77002)
8 August 2018	Firm Selection - Recommendation to Board of Directors

## **Section D: Scope of Work**

CA&I Firm – Lake Houston Dam Rehabilitation Project

The CA&I Firm scope of work is broken down into the following categories:

- Meetings
- Construction Contract Administration
- Monitoring, Inspections, and Evaluation
- Records Retention
- CMT and Inspections

### **Meetings**

CA&I Firm will be responsible for conducting the following meetings. Responsibilities will include preparation of meeting agendas, meeting minutes, sending invitations, and leading the meetings.

- Pre-Mobilization Preconstruction Meeting – this meeting will be held at CWA’s downtown office and will include the following participants: CWA, CA&I Firm, CMT Consultant, Designer of Record, and the Construction Contractor.
- Site Preconstruction Meeting – This meeting will be held at the site during the mobilization phase and will include the following participants: CWA, CA&I Firm, CMT Consultant, Designer of Record, and the Construction Contractor.
- Monthly Progress Meetings – These meetings will be held at the site one time per month while construction is on-going and will include: CWA, CA&I Firm, CMT Consultant, Designer of Record, and the Construction Contractor.

### **Construction Contract Administration**

CA&I Firm will provide all systems, tools, forms and reports to be used and will be responsible for the following Construction Contract Administration Activities:

#### Submittals

CA&I Firm will be responsible for receiving, tracking, coordinating, recording, responding and transmitting all submittals (includes shop drawings, plans, samples, test reports, etc.) received from the Contractor. CA&I will be responsible for coordinating with the Designer of Record and CWA for reviews of submittals as well as responsible for responding to all non-technical submittals.

#### RFIs

CA&I Firm is responsible for receiving, tracking, coordinating, recording, responding and transmitting all Requests for Information (RFI) from the Contractor. CA&I Firm will be responsible for coordinating with the Designer of Record and CWA for response to RFIs.

#### Change Orders and Claims

CA&I Firm is responsible for preparing Requests for Proposals for design revisions and additions that may be required or as directed by CWA on the Lake Houston Dam Rehabilitation Project construction. CA&I Firm is responsible for receiving, tracking, coordinating, and recording all claims, proposals and change orders in accordance with the Construction Contract. Duties will include reviewing and evaluating claims/proposals/change orders, negotiating terms on behalf of CWA and preparing any subsequent change orders. Other responsibilities will include reviewing claims compared to requirements in the contract documents; performing schedule analysis associated with the claims, prepare independent cost analysis associated with the claims, and provide change order preparation and justification documentation.

### Project Controls

CA&I Firm will be responsible for providing Project Controls support throughout the project. Responsibilities will include:

- Assisting CWA with negotiation of project Schedule of Values.
- Review and analysis of contractor's baseline and progress schedules.
- Quantities of Work – Review daily and monthly reports to calculate work quantities and activity completion percentage.
- Pay Requests – Review and verify accuracy of monthly Contractor Pay Requests. Provide recommendation for payment, revision to invoices, or disapproval of invoices to CWA. CA&I Firm shall also monitor construction contractors and subcontractors certified payrolls. Review and report on utilization of MWSBE by the contractors.
- Responsible for calculating the final payment to the Construction Contractor obtaining all interim and final release of liens.
- Responsible for reviewing and verifying the Material Testing Firms invoices are accurate and acceptable for payment.

### Communication and Coordination

- CA&I Firm will be CWA's on-site representative during the Lake Houston Dam Rehabilitation Project construction and will be responsible for communicating information to CWA on a daily basis and ensuring policies and procedures are implemented in accordance with the LHDR Drawings and Specifications.
- CA&I Firm will coordinate and schedule the Materials Testing Firm when any testing (concrete, soils, welding, coatings, etc.) is needed.

### **Monitoring, Inspections, and Evaluation**

CA&I Firm is responsible for the following services during the Lake Houston Dam Rehabilitation Project:

- Prepare and distribute a monthly report which includes CA&I Firm budget status, current estimates of construction completion percentage, construction costs incurred, status of submittals, status of RFIs and change orders, contractor payment reports, cash flow projections and other information necessary to define the project status.
- Maintain a daily diary which documents work activities, work completed, significant events, conversations, and decisions made.
- Observe the Construction Contractors to ensure compliance with the Contract Documents.
- Obtain daily construction photographs of all on-site features of work. Maintain a photographic log book.
- On a daily basis document and record the names of all on-site personnel, company names, visitors, equipment, and materials received.
- Observe, inspect and report on the progress, quantity and quality of work of the Construction Contractor. Identify deficiencies in the work to the Construction Contractor for repair or replacement. Record all information and data described above into inspection forms, daily reports, monthly reports and PMIS as necessary.
- Approve, accept or reject work performed by the Construction Contractor.
- Observe and report on the Construction Contractor's implementation and compliance with its Safety Program. Immediately report any accidents to CWA. Prepare and submit to CWA a detailed incident report within 24-hours of the accident/incident.
- Record information daily on weather and associated delays.
- Inspect all materials and equipment being incorporated into the project to verify they are received, stored and installed properly and are in compliance with the Contract Documents.
- Work with the Construction Contractor to coordinate and schedule the Construction Materials Testing Firm.

- Perform quality assurance surveying when necessary to confirm quality control processes and check Construction Contractor survey data.
- Perform inspections in conjunction with the DOR to develop final punch lists for the Construction Contractor. Monitor and inspect work by the Construction Contractor necessary to complete the final punch list activities.
- Determine when the work is considered substantially complete and when final completion has been reached. Certify the construction has been completed in accordance with the plans and specifications and the facilities are ready to be placed into service.

### **Records Retention**

During the construction project, CA&I Firm is responsible for maintaining a record copy of all contracts, drawings, specifications, addenda, change orders, shop drawings, product data, samples, submittals, O&M Manuals and any other relevant documents used for construction and contract administration.

CA&I Firm is responsible for maintaining a copy of all laboratory, shop and mill test reports of materials and equipment at the project site. CA&I Firm shall also maintain copies of all meeting agendas, meeting minutes, daily and monthly reports, pay requests, and progress photos.

Upon completion of the project, package and ship all project records to CWA's Houston office.

### **CMT and Inspections**

Testing and inspection will include but not be limited to:

- Concrete and Aggregates
- Rebar Testing/Inspection
- Foundation Inspection
- Structural Steel (welds and other connections)
- Masonry, Mortar and Grout

### **Laboratories**

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

### **Meetings**

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

### **Coordination**

The CMT Firm is required to coordinate closely with the Construction Inspection Team as well as the project construction contractor to schedule testing, inspection and reporting.

The CMT Team is 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  
ATTN: Donald R. Ripley

RE: Statement of Qualifications for Professional Services – Lake Houston Dam  
Rehabilitation Project – Construction Administration and Inspection Services

SOQ's WILL BE RECEIVED UNTIL 3:00 PM (CENTRAL STANDARD 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. 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 eight (8) 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](mailto: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 by the date indicated in "Section C: Proposed Schedule". Inquiries can be e-mailed to the Executive Director at [dripley@coastalwaterauthority.org](mailto: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 experience, financial resources, and professional 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 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 Firms

The successful respondent to this solicitation will be required to make good faith efforts towards an MWSBE 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. It is the desire of CWA that any, and all, MWSBE firms utilized are given meaningful work and/or meaningful opportunity to utilize their services.

#### 13. Additional Guidelines and Restrictions

The following restrictions apply: The Designer of Record (Stantec and team members) for the LHDR is prohibited from submitting a SOQ for CA&I Services.

#### 14. 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"> <li>1. Premises/operations</li> <li>2. Independent contractors' protective</li> <li>3. Products and completed operations</li> <li>4. Personal injury liability with employment exclusion deleted</li> <li>5. Contractual</li> <li>6. Owned, non-owned and hired motor vehicles</li> </ol>	<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 Services – Lake Houston Dam Rehabilitation Project – Construction Administration and Inspection Services. SOQs shall be limited to 15 total pages. SOQ PDF versions should be submitted in a format which is indexed and has recognizable and searchable text.

2. 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 construction 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. For those MWSBE 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 team member.

### **Part 2 - Project Organization and Staffing**

- 2A. Provide a description and organizational structure for the proposed team including sub-consultants. The following key personnel shall be included: Project Manager and Resident Inspector. Identify all MWSBE firms (if identified) and non-MWSBE firms. The proposed Inspector shall be based in Houston for the duration of the project and experience on dam rehabilitation projects is preferred.
- 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/ 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.

### **Part 4 - Experience and Past Performance**

- 4A. Provide a description of at least three (3) past projects with construction costs greater than \$10 million and of similar complexity to this project that demonstrate your team's ability to provide the scope of services described above. Experience with rehabilitation projects on dam structures is preferred.
- 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)**

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 team member firm, provide the following information:

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

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](http://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 15 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:

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