

COASTAL WATER AUTHORITY

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Request for Qualifications (“RFQ”) for Professional Services Lake Houston Water Quality Study

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 assessment of impacts to water quality in Lake Houston (LH).

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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 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 City of Houston's Northeast Water Purification Plant (NEWPP) Expansion Project is a design-build project that will add 320 million gallons per day (mgd) by 2024 to the existing water plant's capacity. The expansion project will allow the City and the regional water authorities to meet projected demands, while fulfilling requirements set by the Harris-Galveston and Fort Bend Subsidence Districts resulting in a shift from historical groundwater usage to a predominant reliance on surface water.

The ultimate purpose of the study is to ensure that no adverse impacts occur to water treatment processes at the existing or future water plant as a result of numerous projects in the watershed as discussed below. Any activities conducted on Lake Houston or on other water bodies or tributaries that ultimately impact Lake Houston are of significant interest to the City. Therefore, at the request of the City of Houston's, Houston Public Works (HPW) Department, CWA is issuing this RFQ to evaluate impacts to Lake Houston water quality that may occur

due to multiple ongoing and planned future projects. These projects include, but are not limited to:

- Luce Bayou Interbasin Transfer Project (ongoing)
- Dredging Activities in Lake Houston and its Tributaries (planned)
- Joint Reservoir Operations Protocol (ongoing temporarily)
- Addition of Flood Control Gates at the Lake Houston Dam (planned)

The Luce Bayou Interbasin Transfer Project (LBITP) is a large-scale water transfer project that will divert up to 500 million gallons per day (mgd) of surface water into Lake Houston from the Trinity River to meet the growing demand for water in unincorporated north and west Harris County, the City of Houston, and Fort Bend County for the next 50 years. Under the project, Trinity River water will be introduced via the northeast corner of the Lake near Luce Bayou and allowed to mix with lake water, which inflows from the San Jacinto Watershed. At the same time, a similar amount of water will be pumped out further downstream at the intake of the Northeast Water Purification Plant (NEWPP) for treatment and distribution. During the interim period between completion of LBITP and completion of the NEWPP (described below), CWA will maintain a maintenance base flow in the system in accordance with the LBITP operations plan.

The US Corps of Engineers initiated a dredging project in the West Fork of the San Jacinto River in Sept 2018. The dredging project begins south of East End Park and moves eastward about a quarter-mile west of West Lake Houston Parkway for a total length of 2.7 miles. The dredging project is expected to remove nearly 2 million cubic yards of shoal material, which will be deposited at a site west of Hwy. 59, south of Kingwood Drive; and a site east of Hwy. 59, south of the San Jacinto River. Further, it is possible that ongoing sedimentation surveys of Lake Houston may include recommendations for future dredging projects in the Lake Houston. In addition, currently the City of Houston has contracted for the removal of Hurricane Harvey debris from the shoreline areas of Lake Houston.

In August 2018, the City of Houston and San Jacinto River Authority adopted a joint reservoir operations protocol to provide a temporary, near-term flood mitigation benefit to residents along the West Fork of the San Jacinto River and around Lake Houston to the extent reasonable considering the impact to water supplies. This protocol is intended to be temporary in nature and is intended to end upon completion of the US Army Corp of Engineers (USACE) dredging project on the lower West Fork of the San Jacinto River (described above). The protocol includes seasonal (Spring and Fall) lowering of Lake Conroe and storm pre-releases from Lake Houston of up to 1 foot.

Harris County completed a post-Hurricane Harvey study outlining the feasibility of using Lake Houston as a flood control facility in 2018. The study outlines the flood mitigation benefits of adding various numbers of gates to the Lake Houston Dam to add additional discharge capability. As an element of the Study, the team should evaluate the existing tainter gates and future proposed gates at the Dam as it relates to causing scouring in the Lake and potentially increasing suspended solids and turbidity.

These projects all have the potential to impose impacts to water quality in Lake Houston. The focus of this study is to identify and investigate the possible impacts and to provide, but not be limited to, source water control or watershed control programs, proactive real-time monitoring of water quality to serve as early indicators, agency coordination and communication protocols, best practices for dredging and debris removal, water quality monitoring during dredging, fate and transport simulations that predict possible concentrations of contaminants at intake facilities, strategies to control water quality impacts near the intakes, and recommendations for mitigation measures if applicable at the NEWPP and EWPP facilities.

Additionally, the U.S. Geological Survey (USGS) has developed a three-dimensional hydrodynamic model of Lake Houston to better predict how various conditions may impact the residence time of water in the Lake and associated physical and chemical properties.

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
12 October 2018	RFQ published on CWA Website
9 November 2018, 5:00 PM CST	Deadline for Submittal of Inquiries to CWA Executive Director
16 November 2018, 3:00 PM CST	SOQs due to CWA (1801 Main Street, Houston, Texas 77002)
12 December 2018	Firm Selection - Recommendation to Board of Directors
28 February 2019	Complete Phase 1
13 March 2019	Fee and Scope Recommendation to Board of Directors
TBD	Complete Phase 2 and Submit Report

Section D: Scope of Work

The LH Water Quality Study scope of work will be completed in two phases:

- Phase 1 – Development of a scope of work and fee estimate to achieve the objective of the study. The objective of the study is to identify and investigate the possible LH water quality impacts from ongoing and proposed projects and provide recommendations for the Phase 2 Scope of Work.
- Phase 2 – Complete the water quality study in accordance with the approved Phase 2 Scope of Work.

Meetings

The selected firm will be required to attend monthly progress meetings and brief the project status.

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, P.E.

RE: Statement of Qualifications for Professional Services – Lake Houston Water Quality Study

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

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. 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: Prime contract firms involved with the planning, design, and construction of the NEWPP expansion will not be considered for this award.

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>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>

D. Business Automobile Liability including All Owned, Hired and Non-owned Automobiles.	\$1,000,000 Combined Single Limit Per Accident
E. 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.

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 Water Quality Study. 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 Project Engineer. Identify all MWSBE firms (if identified) and non-MWSBE firms. The proposed Project Engineer shall be based in Houston for the duration of the project.
- 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 of similar complexity to this project that demonstrate your team's ability to provide the scope of services described above. Understanding of local water supplies, experience with City of Houston water treatment and supply projects, and demonstrated experience with water quality studies in the Region is desired.
- 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 *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 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 Participation	10