

**RIO GRANDE CITY**  
**REQUEST FOR SEALED**  
**STATEMENTS OF QUALIFICATIONS (SOQ) FOR**  
**CONSTRUCTION MANAGEMENT INSPECTION SERVICES**

**I. Purpose**

**Rio Grande City** (referred to herein as the **City**) is requesting Statements of Qualifications for the *Rio Grande City 6.0 MGD Water Treatment Plant Project* from experienced Engineering Firms to perform all engineering construction phase services of the proposed facilities. The firm will assist the **City** to ensure that construction is completed in accordance with approved contract documents.

The basic Engineering Construction Phase Services include:

1. Review of Contractor progress schedules.
2. Attend construction progress meetings.
3. Serve as the Owner's liaison with the Contractor.
4. Assist in obtaining from Owner information required for proper execution of the work.
5. Conduct on-site observations of the Work in progress to assist Owner in determining if the work is proceeding in accordance with the Contract Documents.
6. Prepare a daily report recording the Contractor's hours on the job site, weather conditions, data relative to questions, Work Change Directives, Change Orders or changed conditions.
7. Review Contractor applications for payment.
8. Verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor or Engineer are applicable to the items actually installed and in accordance with the Contract Documents.
9. Completion:
  - a) Before Engineer issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
  - b) Conduct a final inspection in the company of the Owner, Engineer and Contractor and prepare a final list of items to be completed or corrected.
  - c) Observe whether all items on final list have been completed or corrected and make recommendations to the Owner concerning acceptance and issuance of the Notice of Acceptability of the Work.

The contract for these services shall expire when the construction of the project is complete. Contract time for the construction project is 18 months.

The selection and award of a contract are contingent upon the approval through the Texas Water Development Board Drinking Water State Revolving Fund. The anticipated engineering Construction phase services contract award is March 2010 and the

anticipated completion date is July 2011. Federal requirements are applicable to this project, regarding procurement, cost and pricing data, solicitation of Minority and Women’s Business Enterprises (MWBE) and Equal Employment Opportunity (EEO). It is the respondent’s responsibility to make a good faith effort in offering fair opportunity for participation in projects.

**Disadvantaged Business Enterprise Compliance and Goals:** The Texas Water Development Board has provided funding for this project and the City and its contractors will cooperate fully with the following:

- A. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
- B. Any contract or contracts awarded under this Invitation for Bid (IFB) or Request for Qualifications (RFQ) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this IFB, RFQ, or any resulting contract.
- C. This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved “fair share goals” for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to Small Minority and Women-Owned Business Enterprises. Although EPA’s policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

CATEGORY	MBE	WBE
CONSTRUCTION	34.8%	6.7%
SUPPLIES	9.7%	5.2%
EQUIPMENT	7.2%	4.1%
SERVICES	16.1%	21.3%

D. Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60. Small, minority, and women-owned business enterprises are encouraged to respond.

**II. Service Required**

The Consultant selected is to have adequate experienced staffing and a workload free from constraints to produce the work required by the **City**, or their representative. Staff

expertise is to include a Registered Professional Engineer and staff proficient in the Construction Management and Inspection.

The Consultant should have experience with municipalities or other governmental entities within Starr County, the Texas Department of Transportation - Pharr Area office, and the Texas Water Development Board. Consultant should be familiar with the construction methodologies and construction requirements of these entities and of the project.

### **III. Proposal Requirement**

Each SOQ must address, but is not limited to the following items:

1. Firm name, including the address of all firm offices. Identify the office(s) where the work will be performed.
2. Name, title, phone number, fax number, and email of contact person.
3. Name of principals in the firm, and number of years with firm.
4. Number of years the firm and offices have been in business.
5. Identify who the project manager will be. Number of staff by discipline in the office that will be working on the project, copies of their resumes.
6. List at least five (5) recent projects of similar scope and size. Indicate the dates, construction cost of project, and work performed. Include the name, address and phone number of the person most familiar with the firm's performance on the subject project.
7. List current workload of the staff and office that would be responsible for the project.
8. Name, discipline, and resume of any sub-consultants (if any) proposed for the project.
9. MBE/WBE and Affirmative Action status of firm and sub-consultant(s).
10. Listing of all pending litigation against or involving the firm or its agents or employees with respect to any work performed.
11. Amount of professional liability insurance coverage carried by your firm.
12. Name and phone number of contact person at the bank where the firm does business.

Any other items which the Respondent deems necessary.

#### **IV. Evaluation Process**

SOQs will be received as set forth in this Request for Statements of Qualifications (RFQ). An evaluation committee will be formed by the **City** and will review all the submittals utilizing the evaluation criteria below.

Based on the review, three to five firms may be short-listed for further consideration. At this point additional information may be requested and/or the firms may be required to make a formal presentation to the **City**.

#### **V. Evaluation Criteria**

The following criteria will generally be used to evaluate the SOQ:

1. Demonstrate competence on previous projects done in Starr County area for municipalities or other governmental entities.
2. Recent experience on other municipal projects comparable to the one proposed.
3. Capability to perform the work requested.
4. Reputation for personal and professional integrity and competence.
5. Evidence that the consultant has established and implemented an Affirmative Action Program and/or be certified as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE).
6. Key personnel's professional background, caliber and availability for the proposed project.
7. Current workload.
8. Demonstrate ability to meet schedules or deadlines.
9. Ability to provide services immediately after successfully negotiating a contract for services.
10. Qualifications and experience of consultants regularly engaged by consultant under consideration.
11. Quality of projects previously undertaken.
12. Familiarity with the proximity of the geographical location of the project.
13. Capability of office which will do the work.
14. Knowledge of federal, state and local regulations, policies and procedures.
15. Demonstrate an understanding of the project's potential problems and the **City's** concerns.
16. Degree of interest shown in undertaking this project.

## **VI. Contract Award**

The **City** does not guarantee that a contract will be awarded as a result of this Request for Statement of Qualifications.

## **VII. Inquiries**

Any informational questions regarding this statement of work should be directed to Juan F. Zuniga, City Manager by email at [jjuniga@cityofrgc.com](mailto:jjuniga@cityofrgc.com) by 5 PM on Wednesday, March 17, 2010. All requests will be compiled into one response and sent out in the form of an addendum.

## **VIII. Response Deadline**

Responses to this Request for Statement of Qualifications must be received in a single sealed envelope at the **City's** office by 2 PM on Friday, March 19, 2010. The **City's** office is located at **City Hall**, 101 South Washington St., Rio Grande City 78582

Envelopes should contain eight (8) copies of all SOQ documentation and be marked with the following:

### **CONSTRUCTION MANAGEMENT INSPECTION SERVICES FOR RIO GRANDE CITY**

Submit SOQ submittals to:

Rio Grande City  
Juan F. Zuniga, City Manager  
101 South Washington St.  
Rio Grande City, Texas 78582

SOQs submitted after the aforementioned date and time will not be accepted. No facsimile or emailed submittals will be accepted.

It is understood that **Rio Grande City** reserves the right to reject any and all SOQs as it deems to be in the best interest of the **City**. **Rio Grande City** reserves the right to hold the SOQs for a period of 60 days without taking action.

Any alteration made before the opening time must be initialed by the signer of the submittal, guaranteeing authenticity.

SOQs will be received and publicly acknowledged at the location, date, and time listed above. Respondents, their representatives, and interested parties may be present.