HORIZON REGIONAL MUNICIPAL UTILITY DISTRICT
PROFESSIONAL ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS

To provide professional engineering services for the design of a wastewater collection system to serve the Horizon View Estates Community within the Horizon Regional Municipal Utility District ("District") in El Paso County, Texas. Financing for the contemplated services may include Texas Water Development Board's (TWDB) Clean Water State Revolving Fund (CWSRF) program.

A. INTENT OF REQUEST FOR QUALIFICATIONS

The District is soliciting Request for Qualifications (RFQ) from qualified Engineering Firms to provide planning and design services for a wastewater collection system within the Horizon View Estates Community and conveyance system for discharge to the District's wastewater treatment plant. The services requested will require the Engineering Firm to be licensed to practice engineering in the State of Texas and must also employ Texas Licensed Professional Engineers.

The District reserves the right to reject any or all RFQ's received in response to this request. The District reserves the right to short list respondents and base final selection rankings on personal interviews.

B. SCOPE OF SERVICES

The District is searching for a firm that will provide professional services for engineering. The Engineer selected will not be an employee of the District for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and the Texas Unemployment Compensation Act.

The wastewater collection system as planned will be constructed within the right of way of existing streets with service line accommodations for each lot within the planned service area. The conveyance system to the District's wastewater treatment plant will require a lift station and force main. The force main as planned will be constructed within existing street rights of way. All improvements must be designed in accordance with the rules of the District, TCEQ and TWDB. The general work elements are outlined below.

1. Planning Phase Services: The selected Engineering Firm shall complete the studies and evaluations to summarize, in the format acceptable to the TWDB, the project description, design alternatives, cost effectiveness and project specific analysis.

2. Design Phase Services: The selected Engineering Firm shall prepare construction plans and specifications compliant with 30 TAC Chapter 217, Design Criteria for Domestic Wastewater Systems for review by the TWDB. The Engineering Firm must provide any structural or electrical design for the construction plans and supporting specifications as may be required for the proposed improvements. It will be the responsibility of the Engineering Firm to identify and provide necessary representation of the construction plans and specifications to approval before any jurisdiction other than the TWDB having review authority to facilitate construction.
3. Environmental Services and Regulatory Agency Interactions: The selected Engineering Firm shall be well-versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Texas Department of Transportation, Texas Department of Agriculture, Texas Water Development Board, Texas Commission on Environmental Quality, U.S. Army Corps of Engineers, Federal Emergency Management Agency, United States Environmental Protection Agency.

4. Surveying, Easements and Related Services: The selected Engineering Firm shall have the capability of performing or subcontracting boundary surveys, topographic surveys, existing improvement surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.

5. CAD Capabilities: The selected Engineering Firm shall have computer aided drafting and geographical information system capabilities upon request.

6. Meeting Attendance and Participation: The selected Engineering Firm may be expected to attend a variety of District meetings, including, but not limited to, Engineering Committee, Board of Directors, meetings of affected property owners, and meetings with District staff.

7. Work Product: The selected consulting Engineering Firm will be expected to provide the District with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the District in printed form, as well as in electronic form to include portable document format and the root file(s).

8. Assignment of Professional Engineer: The selected Engineering Firm shall assign to the District a minimum of one (1) State of Texas Licensed Professional Engineer to be the single source contact for the District with regard to matters related to the Scope of Services.

9. Responsiveness: The selected Engineering Firm must commit to provide services to the District in a timely manner, without unreasonable delays.

10. Proximity: The selected consulting Engineer must be located within reasonable proximity to the District to ensure meeting attendance, meeting coordination and the conveyance of documents when sent via courier.

11. Project Experience: The selected Engineering Firm must have completed at least 2 projects for wastewater collection system design which includes the anticipated project components stated in the Scope of Services and working within existing rights of way.

C. STATEMENT OF QUALIFICATIONS

The Engineering Firm should have extensive experience in wastewater collection system engineering as detailed in the Scope of Services and three representative projects completed within the District. The qualifications and commitment of the key personnel assigned to the District is critically important in the selection of a firm. The prospective Engineering Firm shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Professional
Engineering services. Qualification statements should be limited to 10 pages. Attachments with resumes, cover letter, table of contents and front and back covers are excluded from the 10 page limitation. Please provide the following information:

1. A brief transmittal letter summarizing the proposal’s key points. It must be signed by an authorized representative who is responsible for committing the firm’s resources.

2. General Information about the firm.
   a. Name, address and telephone number of the firm.
   b. History of the firm.
   c. Structure of the firm, i.e. sole proprietorship, partnership, corporation, and size of firm.
   d. List name and titles of officers of the firm who will be directly responsible for professional engineering services.
   e. Information pertaining to the firm’s compliance with licensing and other requirements.
   f. An organizational chart identifying team members and their areas of responsibility.

3. List of three (3) references for which similar services have been provided within 25 miles of the project site.

4. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the District).

5. List the experience of the individuals assigned to the District with the TWDB, and CWSRF programs and Texas Commission on Environmental Quality permitting process. Please list the work performed, including the dollar amount of the projects. Please include the names, addresses, and telephone numbers of contact persons.

6. List of current municipal and related clients for engineering services.

7. Information regarding the candidate firm’s current and projected workload and its ability to meet project schedules.

8. Additional services - describe any other service or experiences of the firm which you deem beneficial in acting as the Engineer Firm for any municipal client.

9. Please disclose any conflicts of interest that your firm might experience in serving the District as qualified professional engineer or professional engineering consulting firm.

10. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a
description of any legal proceedings involving your firm related to any municipal client or municipal projects that are unresolved or active.

11. All SOQs become the property of District upon receipt and will not be returned to the submitter.

12. Any cost or expense incurred by the prospective Engineering Firm that is associated with the preparation or selection process of the SOQ shall be borne solely by the prospective Engineering Firm.

D. RECEIPT OF PROPOSALS

If your firm is interested in being considered as the qualified professional engineer or professional engineering consulting firm for the District, SOQ's plainly titled “HORIZON VIEW ESTATES PROFESSIONAL ENGINEERING SERVICES SOQ” must be received electronically via email addressed to carlos.mcginnis@inframark.com no later than 4 p.m., Mountain Daylight Time, Wednesday, May 13, 2020.

E. INQUIRIES AND INTERPRETATIONS

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the District's General Manager as an addendum and faxed, emailed or mailed to all parties recorded by the District as having received a copy of the RFQ. All such addenda issued by the District prior to the time that proposals are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its Qualifications.

Only those inquiries the District replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

F. POINT OF CONTACT

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning the RFQ shall be directed in via email no later than 4 p.m. Mountain Daylight Time, Wednesday, May 6, 2020 to: carlos.mcginnis@inframark.com

G. LOBBYING AND CONTACT

Engineering Firms or their agents are prohibited from lobbying members of the District Board of Directors, members of its staff or consultants on this project. Failure to comply with this clause shall be grounds for rejection of their SOQ as non-responsive.

Engineering Firms or their agents are prohibited from contacting any District employee (other than the individual named above), or a member of the Board of Directors for discussion of this RFQ. All requests for information shall be made to the General Manager.
H. ADDITIONAL INFORMATION

The contract is contingent upon release of funds from the TWDB.

This contract is subject to the Environmental Protection Agency’s (EPA) “fair share policy” which includes EPA “fair share goals” for Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) for firms in the construction supplies, equipment, and services procurement categories. EPA policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts and procurements to MBE and WBE contractors. Although EPA’s policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate proof of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

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<thead>
<tr>
<th></th>
<th>MBE</th>
<th>WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>19.44%</td>
<td>9.17%</td>
</tr>
<tr>
<td>Supplies</td>
<td>25.34%</td>
<td>8.82%</td>
</tr>
<tr>
<td>Equipment</td>
<td>16.28%</td>
<td>11.45%</td>
</tr>
<tr>
<td>Services</td>
<td>20.41%</td>
<td>13.66%</td>
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Equal Opportunity Employment – All qualified Applicants will receive consideration for employment without the 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.

The District is an Affirmative Action/Equal Opportunity Employer. Small, minority and women-owned firms are encouraged to submit proposals.

I. EVALUATION AND SELECTION

Professional services are procured in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the District based upon qualifications submitted in response to this RFQ.

The Board of Directors, with the assistance of the District consultants and staff, will evaluate qualifications based on requirements described in Section C above and I(B) below. All qualifications will be evaluated with the highest qualified Engineering Firm may be requested to attend a formal interview. The interview will allow the invited Engineering Firm to further discuss their qualifications with the District Board of Director representatives and to respond to questions from the Districts consultants and staff. The Board of Directors of the District intend to make a selection at the regularly scheduled meeting May 28, 2020.

Selection of the Engineering Firm shall be based on the following criteria:

1. Qualification-Based Selection Process

2. Firm’s Ability. The ability of the firm to provide quality municipal engineering services.
3. Firm’s Experience. The firm’s experience with similar projects within the District and expertise in municipal engineering services as listed in the Scope of Services.

4. Primary Experience. The experience and qualifications of the firms designated representative that will have primary contact with the District.

5. Timeliness. The firm’s commitment to delivering work on time and within budget.

6. Commitment. The extent of involvement by the firm’s key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City’s infrastructure.

7. References. The extent to which previous clients have found the firm’s services acceptable.


9. Familiarity and experience with the TWDB, TCEQ and the District.

J. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS

1. The District reserves the right to select one or no firm in response to this RFQ.

2. The firm, if selected, will be the firm whose SOQ is deemed most advantageous to the District, as determined by its Board of Directors.

3. The District will require the selected firm to execute a contract to be negotiated with the District, no more than fourteen (14) calendar days after the District gives notice of award. Contract documents are not binding on the District until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the District reserves the right to terminate negotiations with the selected firm and commence negotiations with another firm.

4. This RFQ does not commit the District to enter into a contract, or award any services related to this RFQ.

K. INSURANCE

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:

1. Worker’s Compensation - Statutory requirements and benefits.

2. Employers Liability - $100,000.

3. Broad form Comprehensive General Liability - $1,000,000 Combined Single Limit coverage

4. Automobile Liability - $500,000 Combined Single Limit
5. Professional Liability/Errors and Omissions Coverage - $2,000,000 per claim, $2,000,000 annual aggregate

The District is to be named as additional insured on the Comprehensive General Liability and Automobile Liability policies and this is to be so noted applicable Certificates of Insurance. The Certificates shall be delivered to the District prior to the commencement of work.