



## **REQUEST FOR QUALIFICATIONS (RFQ) NO. 16-14 PROFESSIONAL ENGINEERING SERVICES FOR A WASTEWATER TREATMENT PLANT CAPACITY ANALYSIS**

### **INTRODUCTION**

The City of Kingsville, Texas (hereinafter referred to as the "City"), invites the submittal of Statement of Qualification for Engineering firms interested in providing analytical engineering reports for the treatment capacity and expansion of the city's South Wastewater Treatment Plant.

### **OBJECTIVE**

The City of Kingsville is interested in the capacity analysis of the South wastewater treatment plant. Those firms or joint ventures who participate in this RFQ process will be hereinafter referred to as Responders. The successful firm or joint venture will be hereinafter referred to as the Firm. Responders with significant experience in wastewater treatment plant expansion projects with similar characteristics will be given prime consideration for this project.

### **SUBMITTAL**

Four copies and one original responder's packet should be forwarded to the attention of David Mason, Director of Purchasing and Technology, 400 W King Ave, Kingsville, TX 78363 by 1:30 p.m. September 6, 2016. Please mark package **"RFQ 16-14 South Wastewater Treatment Plant Capacity Analysis"** The City's RFQ should be signed and included in the responder's packet. The City reserves the right to evaluate the qualifications submitted, waive any irregularities therein, select candidates for the submittal of more detail qualifications, accept any submittal or portion of a submittal and/or reject any or all responders submitting qualification should it be deemed in the City's best interest.

### **SCOPE OF WORK EXPECTATIONS**

It is anticipated that the following services, at minimum, but not limited to, will be required:

- 1. Wastewater Treatment Plant Capacity Analysis*
- 2. TCEQ Requirements for Expansion*
- 3. Growth of Service Area Analysis*
- 4. Final Reports and Recommendations*
- 5. Other Special Services*

Once the top ranked firm is determined, pricing will be negotiated. Prior to issuing Notice to Proceed the Firm will need to sign a contract issued by the City. At any time should the top ranked responder be excused or contract terminated the City reserves the right to open discussions with the next ranked responder. This will continue until a firm is found that meets the needs of the City.

## **FORMAT REQUIREMENTS**

RFQ's will be reviewed and scored by members of the City of Kingsville Management Team and committee members. The top 3 qualified firms will be asked to visit the City of Kingsville for an interview to discuss planning and/or challenges. The RFQ response outside cover and/or first page shall contain the responders firm name, all contact information, business address and stamp designating either original or copy.

At a minimum, responder's response must contain the following information:

- A. **Responder's Experience and Qualifications:** The responders must demonstrate a strong established working relationship with all firms they are proposing to utilize on this project. Must show experience with similar projects and proven working relations with other government entities;
- B. **Sample Report:** Samples of wastewater treatment plant capacity analysis reports which were recently completed by your firm;
- C. **Scope of Work Task Breakdown:** Responder's proposal shall include a proposed timeline with benchmarks.
- D. **Evaluation Criteria** - The award of this contract shall be made to the responsible Respondent whose qualifications and proposal are determined to provide the best value for the City based on the published selection criteria below and its ranking evaluations.
- E. Submitted qualifications and proposal information will be ranked according to the following criteria:
  - 25% Firm's experience in performing projects of similar size and scope in Texas;
  - 35% Demonstrated strength to perform work, including project team composition, staff qualifications & experience, and adequacy of resources;
  - 15% Demonstrated understanding of project scope and approach and proposed methodology to complete project;
  - 15% Work performance, including history of performing past projects on schedule and strength of provided references;
  - 10% Proposed time line to complete the project;