



ISSUE DATE: September 27, 2017

TO: Engineering Firms

FROM: Amy Giannini, P.E.,CFM
City Engineer
City of Pflugerville

SUBJECT: Request for Statements of Qualifications
Wastewater Master Plan Update

The City of Pflugerville (City) is requesting a Statement of Qualifications (SOQ) from qualified consulting engineering firms **to prepare a Wastewater Master Plan Update**. Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOQ by 4 p.m., Thursday, October 19, 2017** to the person listed below. The submission date for questions, clarifications, or **requests for general information is 2 p.m., Friday, October 12, 2017**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via email** or other mail carrier to the City's Project Manager.

A committee consisting of City of Pflugerville staff will rate the SOQs using the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. The selection committee may interview one or more firms to further evaluate qualifications. The selection committee will present their recommendations to the City Council who will select the consultant for this project.

Any questions and correspondence should be directed to:

Ms. Amy Giannini
City Engineer
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589
(512) 990-6400
Fax: (512) 989-1052
amymg@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than Ms. Amy Giannini or her designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS
City of Pflugerville
Wastewater Master Plan Update

I. INTRODUCTION

A. General Information

The City of Pflugerville is requesting SOQs from qualified consulting engineering firms to assist with the preparation of the following:

Wastewater Master Plan Update

There is no expressed or implied obligation for the City of Pflugerville to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. The City reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City.

B. Submittal Requirements

To be considered, **5 (five) hardcopies and 1 (one) CD** of the SOQ must be received, as outlined in section III of this RFQ, by **4 p.m. on Thursday, October 19, 2017**. The City of Pflugerville reserves the right to reject any or all SOQ's submitted.

C. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of City of Pflugerville staff. During the evaluation process, the City of Pflugerville reserves the right, where it may serve the City of Pflugerville's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

Review of Proposals:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. After completing the evaluation process, the committee will recommend the firm deemed the most qualified to City Council for consultant selection.
5. City Council will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with City staff will be available only if time permits and will be by appointment with the City's Project Manager.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Pflugerville is soliciting the services of qualified consulting engineering firms to accomplish the project outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this Request for Statement of Qualifications.

B. Scope of Work to be Performed: Technical Expertise

It is the intent of this RFQ process to identify and engage the most qualified consulting firm to assist the City in achieving an engineered plan of action addressing our wastewater system needs to:

- Guide expansion and extension of the sanitary sewer system to serve future growth at build out;
- Determine projected demands and capacity requirements;
- Provide a Capital Improvement Plan (CIP) update for 5-year, 10-year and ultimate build out conditions;
- Prepare a Master Plan Report for adoption; and
- Assist with the council adoption process.

The City of Pflugerville will require the selected firm to perform the following tasks:

A. Wastewater/Sanitary Sewer Master Plan Update

- A1. Review scope of services with City staff and review relevant studies including, but not limited to, the existing wastewater master plans and other relevant studies.
- A2. Meet with City staff to review development plans and all relevant studies.
- A3. Review City Capital Improvement Project records to identify recent improvements constructed.
- A4. Determine system requirements to accommodate future flows based on design criteria developed through review of water use records, flow monitoring data and wastewater flow projections. This task will include an evaluation of the City's current flow capacity criteria to determine if any changes are warranted.
- A5. Evaluate existing lift stations and identify which facilities can be eliminated in the future. The evaluation should also include any additional collections system improvements required.
- A6. Utilize ultimate build out Model to determine sizing of wastewater system Improvements.

B. Sewer Model/Sewage Generation Rate

- B1. Provide a feature and cost summary for available flow model software platforms along with a recommendation on which platform should be utilized based on the City's short and long term needs. The City will choose a model platform through the master plan process.

- B2. Using flow data collected in Field Investigations, create a flow model of City wastewater facilities. For all wastewater pipes, model existing flow rates, existing remaining capacity, flow depth to diameter ratios (D/d), and existing velocities for average dry and wet weather flows as well as peak dry and wet weather flows. Manholes and pipe segments should be identified according to City-specified naming convention. Consultant should assume all pump stations are running simultaneously unless otherwise specified by the City.
- B3. Identify locations in the wastewater system that have capacity constraints under peak wet weather flow based on the following desired performance criteria.

C. Wastewater Capital Improvement Program (CIP)

Using data collected during Research and Field Investigations, create a Wastewater Capital Improvement Program recommending improvements necessary to maintain a desired level of service for the City's wastewater assets such as mainlines, manholes and pump stations.

The CIP should include the following:

- a. Identify improvements necessary to meet the City's desired level of service.
- b. Create prioritization criteria to utilize when prioritizing recommended improvements. Criteria should account for: How critical the facility is to system operations (i.e., ramifications of failure). Cost of facility failure (including social and environmental costs in addition to hard costs of repairs). Probability of failure based on condition of facility.
- c. Estimate design and construction costs associated with all recommended improvements or improvement programs.
- d. Create a prioritized list of recommended improvements and improvement programs through ultimate build out with a detailed focus on near term critical projects the 5-year and 10-year planning periods.

D. Master Plan Report and Council Assistance

- D1. Prepare Draft Master Plan Report: Prepare a Master Plan Report summarizing the wastewater model update, wastewater demand projections, and in-depth analyses. An electronic PDF file and five hard copies of the Draft Report will be submitted for City review.
- D2. Meet with City to Review Draft Master Plan Report: Meet with City to discuss the Draft Master Plan Report. Comments will be solicited and incorporated into the Final Master Plan Report.
- D3. Finalize Master Plan Report: Revise the report based on City's comments and submit 10 final hard copies and one electronic copy in PDF format of the Master Plan Report to the City.
- D4. City Council Assistance: Provide assistance with public hearings and Wastewater Master Plan presentations to City Council, answer questions and discuss content, as needed.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, four (4) copies and one (1) CD of materials that demonstrate their experience in performing a project of this scale and complexity. The SOQ shall be submitted by a lead firm but may contain services from subconsultants. **Documentation should be limited to 15 single-sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 15 page limit.**

1. City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.
2. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
3. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
4. Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
5. City is interested in team's (including sub consultants) experience within Central Texas and the City of Pflugerville, as may be evidenced by existence of local offices or work in the area during the past five (5) years. Briefly describe experience with wastewater master planning, including the services described in the scope of work.
6. City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.

Submittals shall EITHER be mailed to:

Ms. Amy Giannini, City Engineer
C/O Sabrina Schmidt
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589

OR submittals shall be delivered to:

Ms. Amy Giannini, City Engineer
C/O Sabrina Schmidt
City of Pflugerville
100 East Main Street, Suite 100
Pflugerville, TX 78660

All submittals must be received no later than 4 p.m., Thursday, October 19, 2017.

IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the City.



**PROFESSIONAL SERVICES CONSULTANT SELECTION
EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Pflugerville. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 25 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. **Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

<p>Consideration Item 1: <u>Experience of Project Manager and Project Principal (Past 10 Years)</u> (Project Manager – 20 points; Project Principal – 10 points)</p>
<p>City is interested in the experience of the Project Manager and Project Principal, on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.</p>
<p>30 Points Maximum</p>

<p>Consideration Item 2: <u>Experience and Availability of Proposed Staff</u></p>
<p>Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work.</p>
<p>15 Points</p>

<p>Consideration Item 3: <u>Prime Firm's Comparable Project Experience (past 5 years)</u></p>
<p>City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.</p>
<p>15 points maximum if subconsultants are used, otherwise, 30 points</p>

<p>Consideration Item 4: <u>Subconsultant Firms' Comparable Project Experience (past 5 years)</u></p>
<p>Areas of subconsulting which will be evaluated are identified in the project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.</p>
<p>15 points maximum if subconsultants are used, otherwise, 0 points</p>

Consideration Item 5: Team's Structure and Project Approach

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.

25 Points Maximum

Consideration Item 6: Interview (Optional)

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

25 Points Maximum