



ISSUE DATE: November 11, 2015

TO: Engineering Firms

FROM: Tom Word, Assistant City Manager
City of Pflugerville

SUBJECT: Request for Statements of Qualifications
Wastewater Treatment Plant Engineer

The City of Pflugerville plans to enter into a long-term relationship with a qualified professional engineering firm to provide engineering consulting services for operational issues and capital improvements for the City's wastewater treatment plant. Once selected, the engineering firm will be called upon from time-to-time to assist the City in evaluating operational issues with the plant, and for planning, designing and assisting with construction administration of capital improvements at the City's wastewater treatment plant.

Enclosed for your consideration is a Request for Statement of Qualifications (RFQ). Only Professional Engineering firms that had a lead role in the design and construction of a wastewater treatment plant, or had a lead role in the modifications and expansion of a wastewater treatment plant will be considered for this request. 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., Tuesday, December 1, 2015** to the person listed below. The submission date for questions, clarifications, or **requests for general information is 2 p.m., Tuesday, November 24, 2015**. 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:

Mr. Tom Word
Assistant City Manager
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589
(512) 990-6400
Fax: (512) 989-1052
tomw@pflugervilletx.gov

Contact regarding this project with any City of Pflugerville personnel or officials other than Mr. Tom Word or his 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 Treatment Plant Engineer

I. INTRODUCTION

A. General Information

The City of Pflugerville plans to enter into a long-term relationship with a qualified professional engineering firm to provide engineering consulting services for operational issues and capital improvements for the City's wastewater treatment plant. Once selected, the engineering firm will be called upon from time-to-time to assist the City in evaluating operational issues with the plant, and for planning, designing and assisting with construction administration of capital improvements at the City's wastewater treatment plant.

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 **Tuesday, December 1, 2015**. 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. General Wastewater Treatment Plant Consulting

The selected firm will perform engineering consulting services pertaining to the City's wastewater treatment plant under a proposed long term relationship. The services will include consultation with the City on operational issues, permitting assistance, troubleshooting of plant problems, design and construction management of capital improvements, operational improvements, plant expansions, and maintenance contracts. Consultations will be handled through work authorizations. Professional Service Agreements will be negotiated for capital improvement projects on a case- by-case basis. Please note that the City intends to begin a significant expansion of the wastewater treatment plant within the initial term of this Agreement.

C. Terms of Agreement

The initial term for this agreement will be five (5) years) and can be renewed by the City for additional terms.

C. Firm Location

Because the firm may be called upon to consult for emergency situations, staffing at a local office within one (1) hour travel time to Pflugerville is preferred.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms are invited to submit one (1) original, four (4) copies and one (1) CD of materials that demonstrate their knowledge and experience as it relates to 6membrane water treatment plants. The SOQ shall be submitted by the proposing firm and **should not contain services from subconsultants.** Projects performed under this selection and assignment which require the use of subconsultants will be negotiated with the scoping of each of the future projects. 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 with the design, construction, and operation of wastewater treatment plants. 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. The firm 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 details of the firm's qualifications. Identify project leadership, reporting responsibilities, how the firm will interface with City's project manager and the City's wastewater utility department. Provide resumes of each staff member along with a list of major services offered by your firm.
3. City is interested in the 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. Briefly describe experience in the following areas and reference projects relating to that experience:
 - Design and construction of wastewater treatment plants.
 - Design and construction of lift stations.
 - Construction with plant owners on operational issues.
 - Evaluation and troubleshooting of wastewater treatment plant operations.
 - Evaluation of operational procedures of wastewater treatment plants.
 - Assistance with permitting and regulatory compliance.

Submittals shall EITHER be mailed to:

Mr. Tom Word, Assistant City Manager
C/O Sabrina Schmidt
City of Pflugerville
P.O. Box 589
Pflugerville, Texas 78691-0589

OR submittals shall be delivered to:

Mr. Tom Word, Assistant City Manager
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., Tuesday, December 1, 2015.

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.**

**Consideration Item 1: Experience of Project Manager and Project Principal (Past 10 Years)
(Project Manager – 20 points; Project Principal – 10 points)**

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 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.

30 Points Maximum

Consideration Item 2: Experience and Availability of Proposed Staff

Prime firm 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 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.

15 Points

Consideration Item 3: Prime Firm's Comparable Project Experience (past 5 years)

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.

15 points maximum if subconsultants are used, otherwise, 20 points

Consideration Item 4: Subconsultant Firms' Comparable Project Experience (past 5 years)

~~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.~~

~~15 points maximum if subconsultants are used, otherwise, 0 points~~

Consideration Item 5: <u>Firm's Structure and Project Approach</u>

City is interested in the firms'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 water utility department, and how subconsultants. Describe any significant project issues and the team's approach in addressing those issues.

35 Points Maximum

Consideration Item 6: <u>Interview (Optional)</u>
--

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
