



CITY OF SUNRISE BEACH VILLAGE

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REQUEST FOR QUALIFICATION (RFQ) FOR Professional Engineering Services

Project #1: Water Tank and Line Replacement (SRBWP202301)

- a. Design and supervision of the installation of a Secondary Water Storage Tank for the City of Sunrise Beach Village, Texas
- b. Investigation of current water distribution lines and design and supervision of the replacement of various water distribution lines for the City of Sunrise Beach, Texas

Funding Provided by

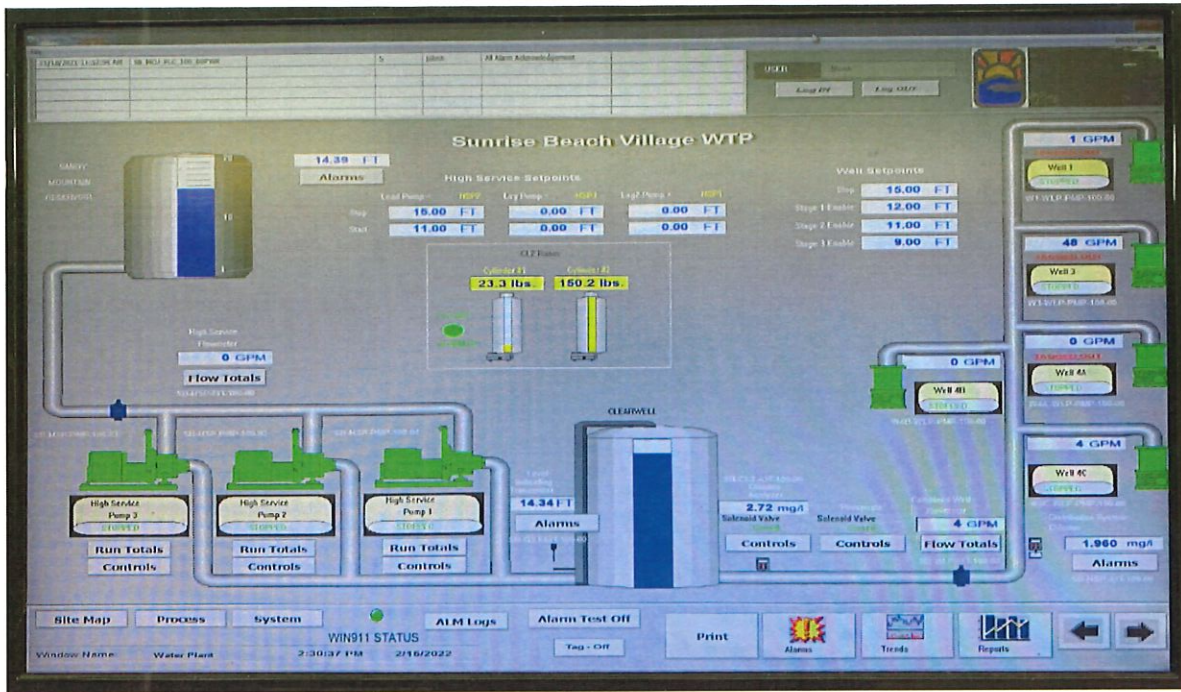
- U.S. Department of the Treasury – American Rescue Plan (ARP) Coronavirus State and Local Fiscal Recover Funds (CSLRF)
- City of Sunrise Beach Village, Texas, matching funds

INTRODUCTION

Sunrise Beach Village, TX (hereinafter referred to as the “City”) invites Civil Engineers, Multi-disciplinary Firms, and any other qualified professionals registered with the Texas Board of Professional Engineers to submit qualifications to provide professional design engineering and construction support services for the installation of a new secondary water tank and miscellaneous waterline replacements.

The city’s municipal water system consists of a groundwater system that pumps water from a set of wells to a water distribution plant. At the plant, the water is sent through an automated chlorination system for purification and then to a Clearwell tank for settling. The plant houses three distribution pumps that operate alternately to direct the treated water to an elevated storage tank centrally located upon the highest elevation mountaintop in the community. Water from the storage tank is then gravity-fed through five pressure planes and distribution lines of various sizes, materials, and ages to approximately 1020 metered municipal customers.

Ultimate water system control is provided through a Supervisory Control and Data Acquisition system (SCADA) based upon an Allen-Bradley programmable logic controller (PLC). A graphical image from the man-machine interface (MMI) is shown below to indicate the system’s main components.



SCOPE OF WORK EXPECTATIONS

The selected firm should anticipate the negotiated scope of work for professional engineering service will include standard engineering Phases I, II, and III services consideration of the following:

1. Field Surveying and Data Collection
2. Preliminary Engineering Report and Cost Estimates
3. Final Design – Drawings, Details, and Bid and Construction Documents
4. Bid Phase Services and Preparation of the Bid Package
5. Construction Phase Services
6. Specialized Services

Project Description

Project #1a: Design and Installation of Water Storage Tank

The city's current storage tank is sized for a volume of 130,000 gallons with a usable capacity of 110,000 gallons. To meet current regulatory requirements and projected future growth, the city desires to add a second storage tank of 264,000 gallons near the current tank on the mountaintop. While an abandoned concrete pad of unknown design exists on the mountaintop, it is expected that a thorough foundation design for the new tank is required.

The two tanks will be cross-tied through an appropriate valving scheme so that each tank may operate independently, in series, or in parallel. The valving is to be remotely operated and tied to the SCADA system with an indication of valve position and tank levels.

The new tank shall also include appropriate level instrumentation with input to the SCADA system. A similar level instrumentation system shall be retrofitted on the existing tank. In addition, both tanks shall have manual level monitoring (sight glass or other) for local and backup level indication.

Electrical power to the mountaintop will need to be reviewed to ensure adequate capacity exists for all valving, control, and instrumentation needs.

The current SCADA system requires components, programming, and MMI upgrading to accept the new signal inputs from the tank. And as the SCADA system is remote to the tank location, a suitable wireless

signal transmission scheme and equipment will need to be provided.

All equipment located at the tank site shall be able to operate in sub-freezing temperatures.

Of special concern for the construction of this project is site accessibility. The mountaintop site is accessible by a crudely built switchback road, which, depending upon the design of the tank and construction methods may not accommodate necessary construction and delivery vehicles.

Project #1b: Replacement of Various Water Distribution Lines

The city's supply and distribution lines consist of piping of various sizes, materials, and ages. Locations of buried lines are approximate and are typically "field-discoverable" during leak detection and report. Due to aging pipelines and connections, the city is experiencing increased failures and loss of processed water. The city desires to begin a pipeline replacement project for targeted lines to prevent continued pipeline degradation and water loss.

The project entails the determination of the priority of pipeline replacement and potential cost such that the city can begin replacement over time as resources permit. The project additionally entails the generation of as-built pipeline drawings with mapped locations for replaced lines. Relocating replaced lines to the city right-of-way will also be considered to facilitate future repairs without impacting the road surface. In addition, right-of-way surfaces with newly relocated buried lines should be covered with a level walking surface that supports residential foot traffic while also allowing for easy removal and replacement in the event of future pipeline repairs.

SUBMITTAL REQUIREMENTS FOR THIS RFQ

The proposal should be limited to at most twenty (20) single-sided pages (not including a signed RFQ packet) containing the design approach, task breakdowns, schedule for the task breakdowns, qualifications, and similar work experience. This RFQ and included attachments are not counted towards the page limit.

The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project's design. The introductory letter should be limited to no more than two single-sided pages and include all contact information. If firms wish to be considered only for specific packages of the two listed above, please indicate such in the letter of interest.

SUMMARY REQUIRED SUBMITTAL & FORMS

The submittal shall include the following:

1. **Introductory Letter** – The introductory letter shall be limited to no more than two single-sided pages and include all contact information. If firms wish to be considered only for specific packages of the two listed above, please indicate such in your introductory letter of interest. If firms wish to be considered only for specific packages of the two listed above, please indicate such in the letter of interest.
2. **Proposal** – Include no more than twenty (20) single-sided pages (not including a signed RFQ packet) containing the design approach, task breakdowns, schedule for the task breakdowns, qualifications, QA/QC approach, and similar work experience.
3. **Project Experience** – Demonstrate that the firm has the professional competence, qualifications, capability and resources to be a full-service Engineer that can facilitate and oversee the planning, design, bidding, construction engineering and inspection, and closeout of potential City projects, including but not limited to:
 - a. Preparation of Construction Documents
 - b. Experience with municipal infrastructure projects
 - c. Experience with municipal water distribution systems
 - d. Experience with ARP/CLFRF projects
4. **Legal Firm Name Disclosure** – The attached form must be submitted with the response.
5. **System for Award Management** – The service provider and its Principals may not be debarred or suspended on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the

- service provider and the principals are not listed (are not debarred) through the SAM (www.SAM.gov). Enclose a printout of the search results that includes the record date.
6. **Debarment Certification** – Debarment Certification is required on all negotiated contracts, and the form is attached and must be submitted with the response.
 7. **Form CIQ** – Texas Local Government Code Chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship, or provision of gifts that might cause a conflict or interest with a local government entity. The questionnaire form CIQ is included in the RFP and must be submitted with the response.
 8. **Certification Regarding Lobbying for Grants, Contracts, Loans, and Cooperative Agreements** – Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFQ and must be submitted with the response.
 9. **Child Support Statement for Negotiated Contracts and Grants** – The applicant must certify that the individual or business entity named in this contract, bid, or applicant is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. The form is attached and must be submitted with the response.
 10. **Form 1295** – Government Code 2252.908 states that a governmental entity or state agency may not enter into a contract with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract. A copy of a Certificate of Interested Parties, Form 1295, is attached for reference and must be submitted at the time of signed contract submission.
 11. **Insurance** – As per the City minimum insurance requirements, provide a copy of your current certificate of insurance to include professional liability. Before the Notice to Proceed is issued/Contract signed, the awarded firm must provide a certificate of insurance listing the City of Sunrise Beach Village as an additional insured. Certificate of Liability Insurance to be presented to the City of Sunrise Beach Village. The Description of Operations will need wording similar to: Blanket additional insured is added in favor of the certificate holder concerning the general liability coverage, as required by a written contract. A blanket Waiver of Subrogation is added in favor of the certificate holder concerning worker's compensation coverage, as required by a written contract. Certificate Holder to be: Sunrise Beach Village, 124 Sunrise Drive, Sunrise Beach Village, Texas 78643-0283. A sample of the form and information required is attached.
 12. **Non-Collusion Affidavit** – A Non-Collusion Affidavit is required on all bids or proposals, and the form is attached and must be submitted with the response.
 13. **Required Contract Provisions** – Applicable provisions are attached and must be included in all contracts executed due to the RFQ.
 14. **Civil Rights Compliance** - Civil Rights Compliance referenced requirements and forms are attached and must be submitted with the response.
 15. **US Department of Treasury CLFRF Terms & Conditions** – Copy attached for reference.
 16. **Prohibition on Boycotting Israel Verification and Doing Business With Certain Companies** – In accordance with Chapter 2271 of the Govern Code presents that contracts that are between a government entity and a company with ten or more full-time employees and a value of \$100,000 or more, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification form from the company that it does not boycott Israel and will not boycott Israel during the term of the contract. The form to be executed is attached and must be submitted with the response.

SELECTION PROCEDURE

After the deadline for acceptance of submittals for this RFQ, the City will evaluate the submittals and determine rankings based on materials submitted and oral interviews (if deemed necessary by the City) using the selection criteria and weights below. There may be additional forms and agreements which will require a signature. Omitted forms or lack of signatures may be reasons to reject and proceed to the next ranking firm. The City will contact the firm with the highest-ranked submittal to negotiate a contract fee. If an agreement cannot be reached with the top-ranked firm, the City will contact the firm with the subsequently ranked submittal and attempt to negotiate with that firm. The process will be

repeated until an agreement is reached. Aside from eventually announcing the successful consultant, the rankings will be kept confidential to the fullest extent of the law.

Selection Criteria

The Consultant selected for this project should have demonstrated competence and qualifications in civil engineering design specific to water tank installation and water system design projects. Selection shall be based on including but not limited to the following:

Experience **Maximum 60 Points**

1. Consultant's experience with projects of similar complexity.
2. Experience with Federal and Grant Programs
3. Qualifications of the Consultant's staff being assigned to this project.

Work Performance **Maximum 25 Points**

1. Demonstrated the Consultant's ability to perform high-quality work, control costs, and meet schedules.
2. Consultant's understanding of the City's desires and general approach to the projects.

Capacity to Perform **Maximum 15 Points**

1. Completeness of the work elements included in the RFQ.
2. Feedback from references.

Should the City determine that interviews are desirable, up to 25 additional points may be granted based on those interviews. Ranking will be on a total point basis.

SUBMITTAL DEADLINE

Five (5) bound copies and one flash drive digital pdf copy of the proposal should be forwarded to the attention of the City Secretary's Office, City of Sunrise Beach Village, 124 Sunrise Drive, Sunrise Beach, Texas 78643-9283 by 2 p.m. on Monday, June 26, 2023.

The City reserves the right to waive any irregularities or reject any and all proposals.

Any submittal received after the specified date and time will automatically be rejected and will not receive further consideration from the City. Postmarks will not be accepted.

QUESTIONS ON RFQ

All questions regarding this solicitation should be directed by email to Andrea Stephens, City Secretary, at srbc@cityofsunrisebeach.org. Questions may be submitted through 4 p.m., Friday, June 23, 2023.