

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #2

REQUEST FOR QUALIFICATION FOR WATER DISTRICT BOND APPLICATION SERVICES

October 30, 2020

Bastrop County Water Control & Improvement District #2 (the "District") is requesting a Statement of Qualifications from qualified professional engineering firms for the purpose of preparing an application to the Texas Commission on Environmental Quality ("TCEQ") for authorization to issue revenue bonds to fund District projects. The successful engineering firm, if any, shall be retained on a non-exclusive basis, and the District holds the right to reject any and all submittals. Qualified professional engineering firms should submit a Statement of Qualifications to the District before **4:00 p.m. on Friday, November 13, 2020**. Under the Professional Service Procurement Act (Government Code, Chapter 2254, Subchapter A), the District will select an engineering firm based on demonstrated competence and qualifications to provide the services and will then attempt to negotiate a contract with that firm at a fair and reasonable price.

A Statements of Qualifications must be delivered to the following individual and address:

Paul Hightower, General Manager
Bastrop County Water Control & Improvement District #2
PO Box 708
106 Conference Drive
Bastrop, Texas 78602

Late submittals will not be considered.

PROJECT SCOPE

This Request for Qualifications is intended for the District to secure a professional engineer that will prepare and submit an application to TCEQ to secure authorization for the District to issue revenue bonds to finance one or more water and/or wastewater projects. The engineering services include preparation of the preliminary engineering report required as part of the TCEQ application, preparation of the bond application and related reports, and submission of the application to TCEQ.

CONTRACT MATTERS:

After evaluation and selection of the most qualified firm, the District will enter into negotiations with the selected firm to develop a final and mutually agreed-upon contract, scope of services, and fair and reasonable fee structure. If an agreement cannot be reached with this firm, the District may initiate negotiations with the next most qualified firm.

CONSULTANT'S RESPONSIBILITIES:

The selected Engineer shall provide all engineering services necessary to develop and produce a complete deliverable that will satisfy the scope of work negotiated. As necessary, the Engineer may contract with outside parties to secure any materials or information required for the bond application.

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DISTRICT'S RESPONSIBILITIES:

The District will, at the consultant's request, provide information and material on file that is pertinent to the bond application. This may include information regarding the District's water and wastewater revenues, financial statements, and a description of the project(s) to be funded with bond proceeds. The District has retained a financial advisory firm that can furnish financial information to the Engineer as may be required for the bond application.

SUBMITTAL REQUIREMENTS

Each Statement of Qualifications shall include the following:

- A cover letter of no more than two pages
- Table of Contents
- Company History and Overview
- Relevant Project Experience including project specific references to TCEQ Bond Applications
- References from public sector clients
- Primary and Secondary Points of Contact including office location
- Synopsis of key personnel and project managers
- Any additional information that demonstrates the firm's available resources, specialized experience, or other information
- Conflict of Interest Disclosure as described in Section 176 of the Texas Government Code.
- Evidence of registration to practice in the State of Texas.
- Signature page of person with authority to commit firm to contracts

One (1) hard copy and one (1) digital copy of the proposal must be received by the District no later than **4:00 p.m. on November 13, 2020**. Late proposals will not be accepted. All proposals and documents submitted become the property of the District. Information considered proprietary shall be identified as such when the proposal is submitted.

Proposals may be submitted by mail or in person to:

**Paul Hightower, General Manager
Bastrop County Water Control & Improvement District #2
PO Box 708
106 Conference Drive
Bastrop, Texas 78602**

The proposal must be submitted in an envelope clearly marked with the Consultant's name and "Bastrop County Water Control & Improvement District #2 –RFP Bond Application".

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EVALUATION OF PROPOSALS

Once all Qualifications have been received, the following steps will be followed by the District to select an Engineer:

The written Statement of Qualifications will be evaluated by the District Manager, based on an evaluation of demonstrated competence and qualifications. The District Manager shall present his recommendations to the Board of Directors of the District, for a final decision. The Board of Directors may elect to not retain any firm.

Upon completion of the evaluation of the written submittals, the District may request the most highly qualified firms to deliver a presentation and provide further clarification of their competence and qualifications. The District may prepare and submit a list of questions to each of the short-listed firms to address during any such interview.

After evaluation and selection of the most qualified firm, the District will enter into negotiations with the selected firm to develop a final and mutually agreed-upon contract and fee structure. If an agreement cannot be reached with this firm, the District may initiate negotiations with the next most qualified firm.

The District Manager will report to the Board of Directors and make a recommendation to enter into a contract with a firm. The District reserves the right to not select any firm. Under no circumstances will the District reimburse any costs or expenses incurred by a firm in preparing a Statement of Qualifications or responding to this Request for Qualifications.

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