

# **BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #2**

## **REQUEST FOR QUALIFICATIONS and PROPOSALS PROFESSIONAL ENGINEERING SERVICES**

December 6, 2023

Bastrop County Water Control & Improvement District #2 (the "District") is accepting a Statement of Qualifications and Proposal from qualified professional engineering firms for the purpose of entering into a contract to provide professional & civil engineering and consulting services to the District on an as-needed basis. The professional engineering and consulting services sought by the District are more fully described below, but generally include water and wastewater modeling; water and wastewater master planning; water and wastewater facilities design and construction support services; facilities rehabilitation and asset management services; and civil engineering services for road construction purposes. The successful engineering firm, if any, shall be retained on a **non-exclusive basis**, and the District may contract with other professional engineering firms for individual projects, on an as-needed basis.

Qualified professional engineering firms should submit a Statement of Qualifications and Proposal to the District before **4:00 p.m. on Friday, January 5, 2024**. Under the Professional Service Procurement Act (Government Code, Chapter 2254, Subchapter A), the District will select an engineer 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.

Proposals must be delivered to the following individual and address:

Paul Hightower, General Manager  
BCWCID2 District Office  
112 Corporate Drive  
Bastrop, Texas 78602

**Late submittals will not be considered.**

### **PROJECT SCOPE**

This Request for Qualifications and Proposal has been developed to obtain professional engineering services related to the District's water production, storage, transmission and distribution facilities; wastewater collection, treatment and disposal facilities; and road maintenance/construction facilities. The District has several upcoming projects that will be starting in the next 1-3 years including an EST and GST, deep water well, line extensions/additions and others. Representative projects for which engineering services may be sought are set forth below:

- Computer aided drafting
- Computer modeling of water and wastewater systems
- Master planning of water and wastewater systems
- Boundary and topographic surveying
- Right-of-way and land acquisition services
- Architectural design of public facilities including water, wastewater, and administration
- Electrical design including SCADA, lighting, motor control, and backup power
- Regulatory Compliance
- Bid and Construction Phase Services

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- Cost Estimating
- Value Engineering and alternative delivery method analysis
- Public Involvement
- Materials Testing
- Condition Assessments
- Risk and Vulnerability Assessments

### **DESIGN AND RELATED SERVICES:**

Provide general consultation services on technical issues related to District facilities on an as-requested basis. The scope of work includes, but is not limited to, the following:

- Preparation of engineering reports such as structural/geotechnical analyses;
- Develop and produce complete, detailed, and biddable plans, specifications, and opinion of probable construction cost as requested;
- Review and evaluate specific products or equipment information for incorporation into the specifications as recommendations;
- Assist in or produce complete process analysis, reports, and recommendations in optimizing facility process operations, both formal and informal;
- Provide design services for the following disciplines: water/wastewater pumping and piping design; mechanical engineering; instrumentation and control; architecture; civil/site development; hydraulics; process engineering; and electrical engineering. This may include temporary staffing of an individual within a specific discipline (e.g., electrical, mechanical) at the District's facilities; Road Construction planning, engineering and estimating, Road Construction on-site meetings with County Commissioner and BCWCID2 staff, annual Road Construction meeting with Board of Directors (usually held in March or April each year);
- Assist the District in reviewing construction plans and proposals;
- Assist in the development of facility record drawings with District personnel;
- Perform surveying services, easement descriptions, deeds, and plats for acquisition of rights in real property.

### **ENGINEERING AND CONSTRUCTION SUPPORT SERVICES**

- Provide services to supplement or enhance the various related support services provided to the Engineering and Construction related to District Facilities and various administrative functions on an as-requested basis. The scope of work includes but is not limited to, the following:
- Support Service Requests - may include data analysis, collection, research, reporting or related tasks

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- Regulatory Reporting Support Services
- Permit renewal applications and/or renewal assistance;
- Preparing for upcoming regulations and initiatives;
- Preparation of reports and responses to/for regulatory agencies;
- Specialized technical assistance;
- Interpretation of environmental, health and/or safety impacts on Department Operations;
- Hazard and risk assessments;
- Sustainability-related projects including energy audits
- Other environmental and regulatory compliance studies and assessments.

### **CONTRACT MATTERS:**

The District anticipates entering into a master professional engineering services agreement with the selected engineering firm that will provide for individual task orders to be prepared and executed for each project for which professional engineering and consulting services are sought.

### **CONSULTANT'S RESPONSIBILITIES:**

For each Task Order authorized, the Engineer shall provide all engineering services necessary to develop and produce a complete deliverable that will satisfy the scope of work negotiated. The Engineer shall carefully consider the input by the District's staff, but based on the Engineer's own experience and ability, shall be solely responsible to provide a complete and workable deliverable in accordance with the requirements of the scope of work.

### **DISTRICT'S RESPONSIBILITIES:**

The District will, at the Engineer's request, provide information and material on file that is pertinent to the task order authorized. This may include plan and profile sheets of existing services, standard drawings, specifications, etc.

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## SUBMITTAL REQUIREMENTS

Each Statement of Qualifications and Proposals 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
- References from municipalities and other public sector clients
- Primary and Secondary Points of Contact including office location
- Synopsis of key personnel and project managers (discipline specific)
- Firm's overall approach to planning, organizing, and project management including communication procedures, quality control, and other similar factors.
- Any additional information that demonstrates the firm's available resources, specialized experience, or other information
- Information and qualifications of subcontractors that firm regularly utilizes to perform its services
- Evidence of financial stability and insurance coverage
- Information regarding involvement in litigation in last 5 years
- 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 Friday, January 5, 2024. 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  
BCWCID2 District Office  
112 Corporate 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 – Professional Engineering Services RFQ".

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## **EVALUATION OF PROPOSALS**

Once time has expired and all Proposals have been marked as 'Received', the following steps will be followed by the District to select the Consultant:

The written Statement of Qualifications will be evaluated by the District Manager, based on an evaluation of demonstrated competence and qualifications. 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.

The District Manager shall present its recommendations, along with Proposals, to the Board of Directors of the District, for a final decision to be made. The District & The Board of Directors reserves the right, to not elect or retain any firm.

Under no circumstances will the District reimburse any costs or expenses incurred by a firm in preparing a Statement of Qualifications and Proposals or responding to this Request for Qualifications and Proposals.

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**Source:** BCWCID2.ORG website