

Request for Qualifications

Village of Volente
16100 Wharf Cove
Volente, TX 78641



VILLAGE OF
VOLENTE

Engineering Consulting Services

Inter-Local Agreement

Geotechnical, Environmental and Tunneling

Brushy Creek Regional Utility Authority (BCRUA)

DEEP WATER INTAKE Phase 2

Issue Date: January 14, 2020

Submission Deadline: February 27, 2020 @ 12:00 pm (noon)

Email Request to: City.Secretary@volentetexas.gov

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1.0 REQUEST FOR QUALIFICATIONS

- 1.1 **PROJECT DESCRIPTION:** The Village of Volente, Texas seeks services of qualified engineering consultants to apply geotechnical and environmental engineering expertise, including tunneling, to evaluate, monitor, inspect, document and report on the final design and construction phases of BCRUA's Phase 2 Deep Water Intake Project on behalf of the Village of Volente. For the Phase 2 final design and construction phases, respondents are being asked to present the qualifications and experience of their company as well as their personnel for these services.

BCRUA: The Brushy Creek Regional Utility Authority (BCRUA) has embarked on a multiple year program to increase capacity and manage concerns associated with recent historic low water levels of Lake Travis. BCRUA is a local partnership of Leander, Cedar Park and Round Rock, Texas to design and construct a regional water system that will supply potable water to the three member cities.

Key BCRUA project elements located within the Village of Volente city limits include:

- **Raw Water Intake Assembly:** The intake assembly includes 4 intake screens, an 84-inch header pipeline on the bottom of Lake Travis, a lake-tap, and a 96-inch gravity tunnel. The lake bottom at the lowest intake elevation will be approximately 560 ft-msl, and will be located in the Village of Volente, Texas.
- **Raw Water Gravity Flow Tunnel:** A 96-inch diameter (internal) raw water gravity-flow tunnel will be constructed between the raw water intake, and the raw water pump station. As conceptualized, the tunnel would be approximately 8,940 feet in length, terminating into the wet well of the raw water pump station, on a 1.7 acre site located within Sandy Creek Park, in Travis County.
- **Maintenance Building:** A maintenance building will be constructed on a portion of a 5.2 acre site, immediately adjacent to the raw water intake. The building will house equipment to facilitate the maintenance of valves controlling the Intake, including the storage and use of chlorine to remove zebra mussels from the Intake.
- **Electrical Improvements:** Additional electrical power will be coordinated with, and extended by Pedernales Electric Coop.

Interested firms or teams must demonstrate knowledge and expertise in the technical areas of water utility design, tunneling, environmental studies, and geotechnical services, sufficient to provide the services listed within the Scope of Services at the end of this document.

PERSONS OR FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

1.2 **REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS:**

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications to all questions in this RFQ as formatted below:

Item 1: The Qualifications and Availability (10%):

1. Provide the following information:
 - a. Legal name of firm
 - b. Location of Office that will be conducting the work.
 - c. Contact Persons
 - d. Date of firm formation
 - e. Legal business descriptions (Individual, Partnership, Corporation, Joint Venture, etc.)
2. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project scope of work.

3. Provide a statement of interest for the project, including a narrative describing the firms (or firms') specific expertise and unique qualifications as they pertain to this project.

Item 2: Proposed Staff (30%)

1. Organizational chart for personnel (including sub-consultants) who are to work on this project, including licensure information.
2. Names and roles of key personnel proposed to work on this project, and their primary office location.
3. Percentage of staff located in office conducting work
4. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects
5. Provide staffing size by areas of expertise
6. Provide current workload of prime firm, and key sub-consultants
7. Provide staff availability to perform services
8. Provide the Project Manager's experience.

Provide the sub-consultant's experience. Item 3: Project Experience (30%):

1. Provide an overview and brief history of the principal firm, and sub-consultants.
2. Provide verifiable examples of projects completed by the principal firm and sub-consultants as to demonstrate the ability to accomplish the Scope of Services to be provided, including:
 - Project name and location
 - Name of Project Manager
 - Services provided
 - Description of the project, highlighting similarities with the proposed project
 - Date of completion, or project status
 - Client name and contact person

Item 4: Project Approach (30%):

1. Explain how the principal and sub-consultants will approach the project on behalf of the Village of Volente.

- 1.3 **RESPONSIVENESS TO REQUEST FOR QUALIFICATIONS:** Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the Village's needs as it relates to BCRUA's project. The Village requires the submitted Statement of Qualifications be limited to no more than 10 pages, excluding resumes and excluding the cover/transmittal letter.

The Village, at its sole discretion, expressly reserves the right to request any additional information from a respondent that is deemed relevant to this RFQ.

- 1.4 **INTERPRETATION OF THE REQUEST FOR QUALIFICATIONS:** All requests for an interpretation related to this RFQ are to be directed, by email, to the contact person at the email address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon. The Village will issue any interpretation of the Qualifications Documents as a formal addendum.
- 1.5 **CONFLICTS:** Should there be conflicts between the Qualifications documents and the final executed contract documents, the final contract documents shall take precedence.
- 1.6 **OPENING OF QUALIFICATIONS:** Statement of Qualification packages submitted will be considered at 6:30 pm on February 27, 2020, in the Village of Volente Fire Hall 15406 FM 2769, Volente, Texas 78641. The Qualifications Packages shall be handled as to avoid the disclosure of the remainder of their contents to competing offerors and so as to keep such contents secret during negotiations. All Qualifications Packages will be open for public inspection after the contract is awarded.

- 1.7 **QUALIFICATIONS EVALUATION CRITERIA:** The Village of City Council will select the most highly qualified respondent responding to the request, based upon demonstrated competence and qualifications. Qualifications will be evaluated the qualitative measures listed in section 1.2

The Village may conduct such investigation as deemed necessary to assist in the evaluation of any Qualifications and to establish the responsibility and qualifications of the respondent, subcontractors, and other persons who are proposed to work on the project.

Acceptance of evaluation methodology: By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section, and acknowledges and accepts that determination of the "most highly qualified" firm may require subjective judgments by the Village Council. The Village of Volente will not provide compensation or defray any costs incurred by any person or firm related to the response to this request. The Authority reserves the right to negotiate with any and all persons or firms. The Authority also reserves the right to reject any or all SOQ's, or to accept any SOQ deemed most advantageous, or to waive any irregularities or informalities in any SOQ received, and to revise the process schedule as circumstances may require.

- 1.8 **CONFLICT OF INTEREST:** A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence, and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities or gains any advantage by virtue of his/her position. Conflicts of interest may be real, potential or perceived.

The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

- 1.9 **NEGOTIATION OF THE CONTRACT:** After City Council selects the most highly qualified respondent, the Village will then attempt to negotiate with such respondent a contract at a fair and reasonable price. At this time the Village will request from respondent a Fee Statement for primary charges for the proposed scope of services. If a satisfactory contract cannot be negotiated with the most highly qualified respondent, the Village shall formally end negotiations with that respondent, select the next most highly qualified respondent, and attempt to negotiate a contract with that respondent at a fair and reasonable price. This process shall continue until a contract is entered, or until the Village rejects all submittals and issues a new Request for Qualifications based on a new scope of work. After the negotiations, the Village will prepare and issue the contract documents with the notice of award to the successful respondent.

- 1.10 **CONTRACT TIME:** TBD

- 1.12 **RESERVATIONS:** The Village reserves the right to reject any or all Statement of Qualifications and waive any or all formalities.

CLOSING DATE: One electronic copy of each response must be received before 12:00 pm (noon) on February 27, 2020 at the email address on the front cover of this RFQ. Responses should be clearly marked with the name and address of the respondent and the project or program title.

2.0 SCOPE OF SERVICES

Qualifications are being accepted by the Village of Volente for the provision of professional engineering consulting services for review of the Inter-local Agreement with the BCRUA, Geotechnical, Environmental, Tunneling. Respondents are being asked to present the Company's qualifications and experience for this work as well as their Personnel's qualifications and experience for this work.

Respondent shall ensure that the Qualifications Package and any resumes included not only document relevant work experience on projects of this type but also summarize how the respondent can bring their geotechnical, tunneling and environmental engineering technical expertise to bear on behalf of the Village of Volente and its residents.

Primary Services

A. Review and Evaluate Engineering Design Documents

The selected engineer (ENG) will review all submittals provided to The Village of Volente by the Brushy Creek Regional Utility Authority (BCRUA) and make recommendations and reports to the Village elected officials regarding the latest selected alternative and the final design. The BCRUA has selected Alternative 8, which locates the pump station on an unimproved portion of the Lower Colorado River Authority (LCRA) Sandy Creek Park outside of Volente, as "the most prudent and feasible alternative to reduce this community impact and best implement the project." The ENG will also review updated and modified alternatives and details as the design is updated by BCRUA. The current plans are posted on the BCRUA as prepared by HDR.

B. Review and Evaluate with Mayor and City Council on an Inter-local Agreement with BCRUA

Identify best practices in design and techniques to be used in construction that protects the Village resident's health, safety and environment. Areas of concern roads, private water wells, water systems, septic systems, the Trinity aquifer, Lake Travis, noise, debris and residential quality of life.

C. Meet with BCRUA and Engineer of Record - HDR

If requested by the Mayor or City Council to possibly attend scheduled public meetings which are held by BCRUA and the agencies Engineer of Record (HDR) representing the Village of Volente and to obtain answers to technical questions posed by Village elected officials, citizens, and other stakeholders such as Travis County and the Lower Colorado River Authority (LCRA). Document meetings and provide input to the Village of Volente City Council's decision process.

D. Establish Baseline Conditions for Possibly Affected Infrastructure and Environment

If requested by the Mayor or City Council to document existing conditions of potentially affected infrastructure along the final accepted alignment which is issued for construction based on documents provided by the BCRUA. These will be posted plans and specifications which are issued for the general contractors to bid. The infrastructures and environment to be included are those items which are within the city limits of The Village of Volente.

E. Prepare Requested Field Inspections during Construction Phase

If requested by the Mayor or City Council to collect requested field inspections of possible damage to existing infrastructure and environment, to include photographic, video, and other engineering measurements (field elevations based on established construction benchmarks to establish the basis of changes from this original baseline data). Each inspection will be submitted on an established data sheet and catalogued into a tracking system, such as a database so that a timeline of changes (if any) can be established.

F. Prepare Post-Construction Report

If requested by the Mayor or City Council to prepare a final summary of Construction and Post-Construction inspections made based on requested inspections and associated collected data. Identify based on BCRUA as-built drawings and construction records any items which should be monitored by the Village of Volente or stakeholders in the future. As-builts will also be obtained for future use.