



## **Request for Qualifications (RFQ) for Professional Engineering Consulting Services**

The El Jardin Water Supply Corporation (Corporation) is seeking to enter into an engineering services contract with a state-registered professional engineer to assist in completing this project.

The following outlines the request for Proposals.

***The project:*** Contract No. 7215060 to construct 5,000 linear feet of 6 inch PVC waterline to replace existing waterlines consisting of 3” inch and 2” inch Class 160 PVC.

1. Scope of Work - The Corporation will construct the project under a Force Account contract with Cameron County. All materials for the project shall be purchased by public bid process.  
The engineering contract will encompass all project related engineering services to the Corporation, including but not limited to the following:
  - a. Development of preliminary and final design plans and specifications for the construction project; Las Palmas Mobile Home Estates Subdivision, located in El Jardin Water Supply Corporation (EJWSC) service area.
  - b. Preparation of the documents for construction bid packet;
  - c. Review of construction bids, award recommendations, or redesign if necessary;
  - d. Project coordination and review during construction;
  - e. Oversee all field testing and inspections (interim and final)
  - f. Other special services related to the construction as may be required
  - g. Please specify actual tasks to be performed under each of these categories. A copy of the project description for these water system improvements is attached.
  - h. All necessary documentation to comply with Texas Department of Agriculture (TDA) funding and construction requirements.

2. Statement of Qualifications - The Corporation is seeking to contract with a competent engineering firm, registered in the State of Texas that has had past experience and capacity to perform in the following areas:
- a. Municipal water works projects, especially with Rural Communities and Colonias
  - b. Federally and /or State government funded construction projects
  - c. Projects located in this general region of the State of Texas as such, please provide within your proposal,

- A description of your firm and a statement of qualifications along with the following documentation:
  - A list of similar projects designed by your firm with Water Supply Corporations, Special Water Utility Districts and rural water utilities along with client names, date of construction, references with names and telephone numbers.
  - Resumes of all engineers who will or may be assigned to this project if you receive the engineering services contract award.
  - A statement of any engineering issues that may be incorporated into your design and development for this project
  - A schedule of design and development process
  - A copy of your current certificate of insurance for professional liability.

3. Evaluation Criteria - The Proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	Maximum Points
Qualifications	20
Experience with successful projects	40
Work Performance	25
Capacity to Perform	10
Affirmative Action	5
<u>Total Points</u>	<u>100</u>

4. Deadline for submission - The proposals received will be received no later than **10:00 a.m.** local time, **November 12, 2015** at 2200 N. Minnesota Ave, Suite 'A', Brownsville Texas 78521.  
Original and five (5) copies must be submitted.
5. The Corporation's Evaluation Committee will evaluate the submitted RFQ's and submit their report to the Corporation's Board of Directors at the **Special Board Meeting of November 18, 2015** for their decision.
6. The Corporation reserves the right to accept or reject any part of any RFQ and waiver minor technicalities. This is a RFQ inquiry only and implies no obligation on the part of the Corporation.
7. It is expected that the Proposer will meet all state and federal safety standards and laws in effect on the date of the RFQ. It is the responsibility of the Proposer to ask any and all questions felt to be pertinent to the RFQ. The Corporation shall not be required to attempt to anticipate such questions. The Corporation will endeavor to respond promptly to all questions asked.

***Timeline for Selection Committee to meet and Rank Consultant Applications***

**Thursday - November 12, 2015** - Assemble Workbook for Selection Committee Meeting

**Friday - November 13, 2015** – Selection Committee Meeting to go over Workbooks, timeline, and determine if they wish to interview the applicants. Meeting will produce the report for the Special Board Meeting on November 18, 2015, with recommendations for selection of the Engineer as per evaluation criteria rating.

**Monday - November 16, 2015** – (Optional) Committee Interview of Applicants.

**November 12, 2015 ;**

**10:00 a.m. Deadline for receipt of RFQ Submittals**

**10:01 a.m. Assemble all RFQ Submittals, date-stamp,**

**10:30 a.m. Complete Committee Packages for the their meeting**