CITY OF LAREDO

UTILITIES DEPARTMENT

REQUEST FOR STATEMENTS OF QUALIFICATIONS

FOR

INTEGRATED WATER MASTER PLAN AND MODEL UPDATE AND ANALYSIS
The City of Laredo Utilities Department is requesting interested firms and/or engineers to submit ten (10) sets of Statements of Qualifications (SOQ) containing responses to the attached RFQ by 4:00 p.m. on Monday, September 30, 2019.

A mandatory Pre-Proposal Conference will be held on September 16, 2019 at 11:00 a.m. at the City of Laredo Utilities Department Conference Room.

The professional engineering services required for this work will include, but are not limited to the tasks listed below.

1. Assemble the background information using the flowing available reports;
   - Water and Wastewater Rate Study and Financial Plan, August 2018
   - Laredo Comprehensive Plan, September 2018
   - Report Water and Meter Management Audit, March 2017
   - Water & Wastewater Hydraulic Model, December 2015
   - Updated GIS Water System mapping and data.
   - Population and Water Demand Projections
   - Meter data to be used for demand projections
   - City of Laredo Standard Technical Specifications Manual, April 2013
   - Laredo Utilities SCADA System Data
   - Integrated Water and Wastewater Master Plan, March 2011

2. Stakeholder Meetings.
4. Review and Update Water Distribution System Model.
5. Develop Water Demand Allocation for next 50 years with alternate source of water including but not limited to Surface Water Rights, Groundwater Supplies, Seawater/Brackish water Desalination and effluent reuse program.
6. Projected Water Distribution System Development for 5, 10, 20 and 50 years with efficiency and capacity to handle future growth.
7. Prepare a rate study to accommodate the future operational and Capital improvement needs and alternate source of revenue such as Impact fees, Water availability fees, Loans, Grants and public/private partnerships.

No response is necessary from firms not interested in performing this project.

Please deliver your SOQ to the attention of:

Mr. Riazul I. Mia, P.E., CFM.
Utilities Department, City of Laredo
Ref: “Integrated Water Master Plan”
5816 Daugherty Avenue
Laredo, Texas 78041

Please read the attached information carefully. Statements of qualifications, which do not comply with all the requirements, will be deemed non-responsive and the firm and/or consultant will not be considered for the project.

For additional information, please contact via email only, Mr. Arturo Garcia, Jr., P.E. at agarcia10@ci.laredo.tx.us.
SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Laredo’s Utilities Department is requesting written proposals (RFQs) from qualified Engineering Consulting firms to update the City’s Water Master Plan and Model Update and Analysis for next 50 years. The City of Laredo invites potential Proposers to submit a proposal according to the requirements set forth in this RFQ. The Proposals will be reviewed and evaluated by the City using the evaluation criteria as detailed in this request.

This RFQ is subject to revision after the date of issuance via written addenda. Any such addenda will be transmitted to the potential Proposers by the Owner and or it’s Representative. It is each Proposer’s responsibility to obtain all RFQ addenda prior to submitting its Proposal.

The capitalized terms in this RFQ have the meanings as first used in the text of this RFQ. In no event will the Owner be liable for any costs incurred by any Proposer or any other party in developing or submitting a Proposal.

B. Overview

The City of Laredo’s water system dates back to 1882. The City of Laredo owns and operates two Surface Water Treatment Plants, 62,009 acre-feet of municipal water rights from the Rio Grande, 20,000 acre-feet of reserved emergency off-channel storage water from Lake Casa Blanca Reservoir, and distributes treated water that serves over 252,309 Laredo customers and additional colonias customers. The system has approximately 1,048 miles of water distribution and transmission pipelines from two water treatment plants at Jefferson Water Treatment Plant and El Pico Water Treatment Plant, seven Booster Stations, seven Elevated Storage Tanks, and eight pressure zones with 25 Pressure Reducing Valves (PRVs). The water lines in the distribution system vary in size from 2-inch to 60-inch and varying pipe materials such as steel, ductile iron, cast iron, or polyvinyl chloride.

The selected firm will develop a Water Master Plan and proposed CIP improvements for next 50 years based on future land use and expected growth. This master plan effort will focus on the transmission and distribution system, water production, alternate water acquisition and infrastructure. The consultant will utilize and update a water model completed in late 2015 utilizing Bentley’s WaterCAD software platform. The consultant shall examine the City’s current CCN boundaries and areas not presently served by the City that are in the Long Range Expected Growth Area or Extraterritorial Jurisdiction; and to develop a plan to serve those areas. Consultant to review existing and previous master plans, feasibility reports, and studies developed for the City and develop a comprehensive plan for infrastructure growth and development in conjunction with the City’s Comprehensive Plan. The consultant will identify hydraulic deficiencies in the system as the result of the model and prepare a prioritized list of possible water system improvements along with their estimated costs. This shall also be included in the City’s Water Master Plan.

Consultant will have a compatible GIS Software Product License prior to obtaining and using existing GIS datasets.

Projected coordinate system used is: NAD_1983_Texas_State_Plan_System_FIPS_4205_Feet.

C. Goals & Objectives

The goals for the Integrated Water Master Plan are to properly plan future growth, development and re-development, to manage, operate, and maintain all parts of the raw water pumping, treatment, transmission and distribution. To improve available water resources, quantity and quality throughout the system, improve operations, reduce pump operations, to provide adequate capacity for peak flows, provide a smart capital improvement plan for needed infrastructure with a rate study and methods of financing to provide reliable uninterrupted service to the citizens of Laredo with a focus on the total cost of ownership and lifecycle costs.
The Owner’s objectives for design of the Project are as follows:

- **Provide Long Term Financial Plan**: Develop plans that effectively propels the City’s infrastructure and systems into the future.
- **Public Participation**: Develop public participation plan.
- **Collaboration with City Staff**: Review and participate with City in selecting the best value improvements that will minimize overall future operation concerns, maintenance costs, and reduce capital costs.
- **Project Schedule**: Complete the project within the 12-18 months.
- **Develop CIP Plan**: Consultants will develop a 5, 10, 20 and 50 year CIP.
- **Develop Build-out Infrastructure Plan**: Consultant to develop conceptual infrastructure to serve the Long Range Expected Growth area.
- **Consulting Firm with Available Staff**: Selection of an experienced design firm that understands the Owner’s objectives, has experience with master planning, and can complete the project within budget and on the desired schedule.

**SECTION II. STATEMENT OF WORK**

**A. Scope of Services - Water Master Plan**

A partial suggested list of work tasks are shown below in no particular order and is not all inclusive. From this list and other necessary information, the proposals shall specifically identify the project tasks required to fulfill the overall objective. A sufficiently detailed work plan and schedule shall be formulated and submitted in the proposal. In general, the selected Consultant shall develop the most cost-effective, defensible, and feasible 50-year Master Plan effort. The professional engineering services required for this work will include, but are not limited to the tasks listed below.

8. **Assemble the background information using the flowing available reports;**

   - Water and Wastewater Rate Study and Financial Plan, August 2018
   - Laredo Comprehensive Plan, September 2018
   - Report Water and Meter Management Audit, March 2017
   - Water & Wastewater Hydraulic Model, December 2015
   - Updated GIS Water System mapping and data.
   - Population and Water Demand Projections
   - Meter data to be used for demand projections
   - City of Laredo Standard Technical Specifications Manual, April 2013
   - Laredo Utilities SCADA System Data
   - Integrated Water and Wastewater Master Plan, March 2011

9. **Stakeholder Meetings.**
10. **Public participation for Potential Regional Water Resource solution.**
11. **Review and Update Water Distribution System Model.**
12. **Develop Water Demand Allocation for next 50 years with alternate source of water including but not limited to Surface Water Rights, Groundwater Supplies, Seawater/Brackish water Desalination and effluent reuse program.**
13. **Projected Water Distribution System Development for 5, 10, 20 and 50 years with efficiency and capacity to handle future growth.**
14. **Prepare a rate study to accommodate the future operational and Capital improvement needs and alternate source of revenue such as Impact fees, Water availability fees, Loans, Grants and public/private partnerships.**
B. Minimum Mandatory Qualifications
The Consultant shall provide one or multiple project managers who are Licensed Professional Engineer as with at least ten years’ experience with water master planning of a city of the size of Laredo. The Consultant key personnel (project manager, lead modelers, lead project engineers) shall have at least four to five total Master Plan projects in the last ten years of similar scope, size, and scale. Consultant lead modeler(s) shall have at least three projects utilizing compatible software program in the last five (5) years.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office:
The City’s contact name listed herein is to be the sole point of contact concerning this RFQ.

Offerors shall not directly contact other personnel regarding matters concerning this RFQ or to arrange meetings related to such.

B. Official Means of Communication:
All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Cit-E-Bid System. The Purchasing Contact will post notices that will include, but not be limited to, proposal document, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Cit-E-Bid System for any such postings.

C. Inquiries:
Prospective offerors’ may make written inquiries by e-mail before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-proposal conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ should be referred to:

E-Mail: agarcia10@ci.laredo.us.tx
Subject Line: RFQ - Integrated Water Master Plan

Response to offerors’ inquiries will be published as addenda on the Cit-E-Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested offeror, representative, or consultant find any part of the tasks listed, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Modification or Withdrawal:
Qualification statements may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities:
Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors.

The Purchasing Manager may waive such informalities or allow the offeror to correct them depending on which is in the best interest of the City.
G. **Responsibility Determination:**

The City will make selection only to responsible consultant. The City reserves the right to assess offeror responsibility at any time in this RFQ process and may not make a responsibility determination for every offeror.

H. **Acceptance of RFQ Terms:**

A statement submitted in response to this RFQ shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFQ acknowledges acceptance by the offeror of all terms and conditions as set forth herein. An offeror shall identify clearly and thoroughly any variations between its proposal and the RFQ in the cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFQ.

I. **Confidential/Proprietary Information:**

All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the sole responsibility of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after proposal opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

J. **Acceptance of Proposal Content:**

The contents of the proposal (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

K. **RFQ Cancellation:**

The City reserves the right to cancel this RFQ at any time, without penalty.

L. **RFQ Response/Material Ownership:**

All material submitted regarding this RFQ becomes the property of the City of Laredo, unless otherwise noted in the RFQ.

M. **Incurring Costs:**

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

N. **Non-Discrimination:**

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

O. **News Releases:**
Neither the City, nor the offeror, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City’s behalf is provided by the Public Information Office.

P. Taxes:

The City of Laredo is exempt from all federal excise taxes and all Texas State and local government sales and use taxes. Where applicable, consultant will be responsible for payment of use taxes.

Q. Assignment and Delegation:

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

R. Availability of Funds:

Financial obligations of the City of Laredo payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

S. Standard of Conduct:

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary. The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of Consultant working in City facilities shall present a clean and neat appearance. Prior to performing any work for the City, the Consultant shall require each of their employees to wear ID badges or uniforms identifying: the Consultant by name, the first name of their employee and a photograph of their employee if using an ID badge. Their employee shall wear or attach the ID badge to the outer garments at all times.

T. Damages for Breach of Contract:

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to Contractor’s breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to the City.

SECTION IV. PROPOSAL SUBMISSION

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City’s discretion, render the proposal non-responsive.

Offerors shall submit in a sealed package:
• **10 Hard Copies and One (1) complete copy of Proposal on a flash drive.**

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed in Section V. Proposals that are determined to be at a variance with this requirement may not be accepted. The City only accepts proposals in hard copy format and does not accept proposals submitted via fax or email. Submittals shall be limited to no more than 30 single sided sheets not including resumes and representative project sheets. Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received at the City of Laredo’s Purchasing Division on or before the proposal due date and time.

The outside of the package will include the following information:

- Company Name
- RFQ Number
- RFQ Title
- Due Date and Time

**SECTION V. RESPONSE FORMAT**

The following items are to be included in your proposal, in the order listed. Deviation from this may render your proposal non-responsive. The Proposal must not exceed 30 total pages (with the front counting as one page, most or all 8. x 11 inch with 1-inch or greater margins), excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, and appendices. A maximum of 5 of the total pages may be 11 x 17-inch tri-fold format. Eleven-point font or larger must be used in Proposal. All representative projects (ten maximum), and resumes (two pages maximum) shall be included in the appendices.

**A. Cover Letter.** Include a cover letter introducing your company, summarizing your qualifications, stating if your company is proposing on both or either MP RFQ scopes, and detailing any exceptions to this RFQ (please note that significant exceptions may make your proposal non-responsive). This letter should also provide principal contact information for this RFQ, including address, telephone number, fax number, e-mail, and website (if applicable).

**B. Company Information**

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.

**C. Use of Subcontractors/Partners.** There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your proposal must list the subcontractors/partners, services to be provided, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

**D. Minimum Mandatory Qualifications.** Include an itemized description of how your company meets each of the minimum mandatory qualifications outlined in Section II, B. Failure to meet or exceed these requirements will disqualify your response.
E. Evaluation Criterion - Consultants will be evaluated on the following responses:

#1 - Company and Personnel Experience (60 Points)

1. Describe your customer service philosophy and how this project will be managed to get the best value MP product for the City.
2. Demonstration of the necessary experience, organization, and technical qualifications for the proposed work.
3. List key personnel that will be committed to this project, their resumes, describe their role and title, and availability for contract duration (include in appendices).
4. List similar MP projects that have been completed by proposed key personnel.
5. Provide completed representative projects of similar nature as required in the Minimum Qualifications (Section II, B). Include Owner contact information, key personnel assigned, pertinent project information, timeliness of completion, costs control (include in appendices). The City reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.
6. Propose how the consultant will manage Master Plan project to meet project goals and objectives. How does the consultant propose to structure the organizational chart to ensure that project goals and objectives are met.
7. Propose the methods and timeline of communication your firm will use with the City’s project managers and other City staff.
8. Any consultant proposing on the Water Master Plan shall also provide four to five master planning representative projects in the last ten years with cities of similar size. Include Owner contact information, key personnel assigned, pertinent project information, timeliness of completion, costs control (include in appendices). The City reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.

#2 - Project Approach (20 Points)

1. Explain your understanding of the project objectives and desired results for MP project.
2. Identify approach for developing public stakeholder interest and input from the community and define how you plan to obtain and share information with Laredo staff.
3. Describe specific project challenges you anticipate with MP and how you propose to resolve these challenges.
4. Describe any project approaches or ideas that you would apply to MP that you feel would enhance the quality of your services.
5. How will the project team manage quality control throughout the completion of the project?
6. Describe other scope items you would suggest to enhance MP.

#3 – Schedule (10 Points)

1. Provide a specific timeline showing milestones and completion dates. The consultant will be evaluated on their ability to complete their scope of work within the proposed dates?

#4 - Development of CIP and Plan of Finance (20 Points)

1. Describe the plan for developing the CIP and how your company will choose infrastructure alternatives that become MP recommendations.
2. Clearly identify how you will develop the CIP plans so that they can be a usable resource utilized for the next five (5), ten (10), fifteen (15), twenty (20), and to fifty (50) years.
3. How does the consultant propose to develop reliable CIP cost estimates?
SECTION VI. EVALUATION AND AWARD

A. Proposal Evaluation

All proposals submitted in response to this RFQ will be evaluated by a committee in accordance with the criteria described and in accordance with City of Laredo Ordinance No. 2018-O-175. Total scores will be tabulated and committee member’s scores will be normalized to complete the ranking portion of the evaluation. The highest ranking firms will be requested for presentation to the staff and City Council.

If the City requests presentations by short-listed firms, committee members may revise their initial scores based upon additional information and clarification received in this phase.

If your company is invited to give a presentation to the committee, these dates may not be flexible. In preparing responses, firms should describe in detail how they propose to meet the item identified in the previous sections. Specific factors will be applied to proposal information to assist the City in selecting the most qualified firm for this contract.

A presentation and/or demonstration may be requested by short-listed firms prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

B. Determination of Responsibility of the Offeror

The City of Laredo awards contracts to responsible vendors only. The City reserves the right to make its offeror responsibility determination at any time in this RFQ process and may not make a responsibility determination for every offeror.

The City of Laredo defines a “Responsible Offeror” as one who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.” The City reserves the right to request information as it deems necessary to determine an offeror’s responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.
EXHIBIT 1

PROPOSAL ACKNOWLEDGEMENT

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ, except where expressly described in your cover letter.

____________________________________
Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Proposal Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address

RFQ #
INTEGRATED WATER MASTER PLAN

Debarment/Suspension Certification Statement

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) ______________________________________________________

Name of Organization____________________________________________________

Address_________________________________________________________________

Authorized Signature____________________________________________________

Title_______________________________________________________________

Date__________________________________________________________________