

REQUEST FOR QUALIFICATIONS (RFQ) RFQ E13-10

ENGINEERING SERVICES FOR WASTEWATER FORCE MAIN RENEWAL AND REPLACEMENT

SELECTIONS R02

The City of Houston intends to enter into contract with a professional engineer to provide engineering services for the project listed below. The work to be performed by the engineer under proposed contract shall consist of professional engineering services per the [City of Houston Department of Public Works and Engineering's Standard General Three-Phase Contract](#).

To qualify for selection, the submitting firm must be registered in Texas and have a professional engineer (also registered in Texas) who can sign and seal the work to be performed under the contract.

To be considered for evaluation, firms shall submit a specific statement of qualifications (SOQ) in the manner described below and may not submit more than one response to this RFQ. **Any firm submitting an SOQ that does not conform to all the requirements of this RFQ will be subject to disqualification.**

1. One hard-copy SOQ, including the entire submittal package (items 1-6, below), and
2. One (1) CD-ROM according to the following instructions:
 - The CD-Rom label clearly shows the firm name and the RFQ number.
 - Only one PDF file on the CD-Rom, with the entire submittal package (items 1-6, below) included within that PDF file. The PDF file shall follow the below naming convention.
 - "<RFQ Number>_<Firm Name>.pdf"
 - Example: "E13-10_ABC Services.pdf"

Every submittal will be reviewed and rated for accuracy and completeness, but **the following specific errors are cause for disqualification:**

- **Including on the project team a sub-consultant that is a member of more than ten (10) teams for this RFQ,**
- **Qualifications (see below) are on more than eight (8) pages.**

The submittal shall include the following:

1. A transmittal letter of interest notifying the City of Houston of the submitter's intent to be considered for these professional services.
2. A one-page letter from each sub-consulting firm proposed in the submittal indicating that firm's desire to be included and indicating a general statement of the scope of services that the sub-consultant will perform if the submitting firm is selected. **A firm cannot be a sub-consultant on more than 10 teams.**

3. A copy of the submitting firm's response to questionnaire pertaining to "Conflict of Interest". Local Government Code Chapter 176 requires firms seeking to do business with the City of Houston ("City") to file a Conflict of Interest Questionnaire with the City Secretary. The current Conflict of Interest Questionnaire is available for downloading on the website of the Texas Ethics Commission: <http://www.ethics.state.tx.us/forms/CIQ.pdf> *If nobody in the company has a business relationship with the City (as defined in Section 176.001 (1-a) in the Local Government Code), write "N/A" in Section 1 and leave the remainder of the form blank.*
4. A copy of the submitting firm's current on-file Department of Public Works and Engineering's *Standard Form for Engineering and Related Services* ("PWE100"). Firms are still responsible for the formal submission of updated PWE100s according to the instructions at the following location: http://www.publicworks.houstontx.gov/notices/pwe_100_form.html
5. A fully completed Pay or Play POP-1A form, which can be found at the following location: <http://www.houstontx.gov/obo/popforms.html>. The City of Houston's Pay or Play (POP) Program as authorized by Ordinance 2007-534 and Executive Order 1-7 will be included as part of the professional services contract.
6. The remainder of the submittal document (Qualifications) shall follow the below parameters:
 - A. Format of Qualifications:
 - Not exceed EIGHT single-sided 8^{1/2}x11 pages
 - Landscape orientation
 - Font: 11pt Arial
 - Line Spacing: 1.5
 - B. Content of Qualifications:
 - Specific technical capabilities of the firm(s) for the project;
 - Prior demonstrated experience in accomplishing similar projects;
 - Demonstrated timeliness on similar projects;
 - Demonstrated ability to find cost saving/cost effective and sustainable solutions;
 - Examples of effective services rendered during the construction phase of projects engineered by the firm;
 - Identification and qualifications of employees proposed to be assigned on the projects;
 - Identification and qualifications of sub-consultants proposed to be used on the project, and
 - Demonstrated knowledge of local conditions, especially knowledge relevant to project scope;
 - Demonstrated ability to fulfill M/WBE goals.

A committee appointed by the Director of Public Works and Engineering will review the submittals and recommend the most highly qualified submitting firms for selection.

A pre-submission meeting will be held from 2:00 – 3:00 PM on Monday, June 18, 2012 in the George R. Brown Convention Center, Rooms 360A,B,D,E to discuss this and other solicitations.

Deadline: Packages shall be submitted as described above in a sealed envelope with the RFQ number and firm name clearly identified on the outside of the envelope. They shall be addressed to the City of Houston, Department of Public works and Engineering, 611 Walker, 15th floor, Attention: Mr. Ravi Kaleyatodi, P.E., Senior Assistant Director, Houston, Texas 77002 and **will be received until 2:00 P.M. on July 9, 2012**. Any submissions received after this time will not be considered.

Selection No. R02

R-000035: Wastewater Force Main Renewal and Replacement

- Project Location: City Wide
- General Scope: The engineering services for this project include preparation of complete design bid packages for selected City of Houston sanitary sewer force mains as requested by the City. The scope of work will include, but not be limited to, the following:
 - Review and confirm the base project scope and recommendation received from City.
 - Review of the operational and maintenance reports.
 - Perform physical inspection and field test(s) to assess the current condition of the force main(s), force main discharge manhole(s) and the related appurtenances.
 - If required, perform hydrostatic testing of the selected force main(s).
 - Review and recommendations for alternate route(s) and possibility of consolidation.
 - Review and recommendations for the abandonment of the lift station(s) and force main(s) and diversion of the flows by gravity.
 - Prepare Life Cycle Cost Benefit Analysis for the recommended alternatives.
 - Review of the existing survey data, record drawings (force main and air relief valves), existing force main alignments, utilities research and R-O-W information to identify the real estate / easements and permit issues and needs.
 - Evaluation of the force main discharge structures / manholes regarding structural condition assessment and odor causing issues.
 - Evaluation of the impact of the project improvements on the neighborhood infrastructure such as: streets /pavement, drainage, sidewalks, utilities, trees and traffic control in the project service area (s) and provide a description of the key findings and associated recommendations.
 - During Phase I, perform limited topographic survey/spot survey (if applicable) for conflict resolution and provide a description of the key findings and associated recommendations.
 - During Phase I, perform limited environmental site assessment (if applicable) for conflict resolution and provide a description of the key findings and associated recommendations.
 - During Phase I, perform limited geotechnical investigation (if applicable) for conflict resolution and provide a description of the key findings and associated recommendations.
 - Review and/or coordinate with other projects planned for the subject area(s).

The purpose of the Preliminary Engineering Report (PER) is to determine the necessary renewal and/or replacement of the force main(s) to meet and comply with the current needs of the City and provide solutions for the deficiencies. The recommendations of the Preliminary Engineering Report (PER) will be presented to the City's Technical Review Committee (TRC) members for evaluation and approval. Upon completion of this evaluation and approval, once authorized, the Final Design and Construction Phase Services will be performed, accordingly.

- **Anticipated Milestones:**

Initiation of Engineering: FY13

Initiation of Construction: TBD