

# REQUEST FOR QUALIFICATIONS (RFQ) RFQ P13-04

## ENGINEERING SERVICES FOR WWTP SERVICE AREA SYSTEM CAPACITY IMPROVEMENT

### SELECTION P04

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 Single-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: "P13-04\_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](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<sup>1/2</sup>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;
    - 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: Ms. Carol Ellinger Haddock, 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. P04**

##### **R-001000: WWTP Service Area System Capacity Improvement**

- **Project Location:** Citywide
- **General Scope:** The work to be performed by the Engineer under this contract shall consist of providing professional engineering services to develop a Capacity Improvement Plan for the sanitary sewer system in the FWSD #23 Wastewater Treatment Plant Service Area and other service areas. The scope of services for this project can generally be described as: performing a population study of the FWSD #23 WWTP service areas; using a computer model to analyze the hydraulic capacity of the existing wastewater infrastructure; performing condition assessment of the system, developing and analyzing alternatives for new or upgraded wastewater infrastructure to accommodate current and projected demands; and providing recommendations for the sequencing and timing of improvements to the wastewater infrastructure system. The Engineer shall prepare and submit a report of the study findings.
- **Anticipated Milestones:**  
Initiation of Engineering: FY13