

**ENGINEERING SERVICES  
REQUEST FOR PROPOSALS  
AND  
STATEMENT OF QUALIFICATIONS**

To provide Engineering Services for a **New Wastewater Treatment Plant** for the City of Willow Park (“the City”) and to provide assistance with possible grant and loan funds and for financing of the project through the Texas Water Development Board (“TWDB”) – Clean Water State Revolving Fund (“CWSRF”) and/or Water Development Fund (“DFUND”), USDA Rural Development Rural Utility Services (RUS), or other potential funding agencies.

**I. Scope of Work** – The engineering contract will encompass all project-related engineering services for the City, including but not limited to the following:

- Preparation of funding application(s) and processing of application(s) for financing of the project
- Preparation of an Engineering Feasibility Report and an Environmental Information Document in accordance with requirements of the TWDB, RUS, or other funding agency
- Full site assessments for potential wastewater treatment plant locations
- Preparation of a Texas Commission on Environmental Quality (TCEQ) discharge permit and assistance with processing of the application
- Preliminary and final design plans and specifications
- Preparation of bid packet(s) and construction documents
- Construction phase engineering and inspections (interim and final)
- Other special services as may be required.

**II. Statement of Qualifications** – The City of Willow Park is seeking to contract with a competent engineering firm, registered to practice in the State of Texas, that has experience in the following areas:

- Experience with municipal wastewater treatment projects.
- Experience and knowledge of activated sludge wastewater treatment technology and particularly the Bio-Wheel™ system which combines activated sludge and fixed film technology
- Experience with TWDB funded construction projects.
- Projects located in this region of the state.
- Experience with the TCEQ permitting process
- Projects incorporating design and construction of wastewater treatment plants.

As such, please provide within your proposal a list of past projects with contact information. The following information should be included:

Client	Client Contact	Permitted Plant Size (MGD)	Plant Type	Engineering and Design Time Frame	TCEQ Permitting Time Frame	Construction Time Frame

Please provide resumes of the designated project manager as well as all engineers or other design professionals who would be assigned to this project. Additionally, respondents should include any Bio-Wheel™ treatment system experience.

**III. Evaluation Criteria** – The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	25
Past Work Performance	25
Familiarity with the City of Willow Park	15
Capacity to Perform	15
Familiarity with this Project	15
Affirmative Action	5
<b>Total</b>	<b>100</b>

**IV. Receipt of Proposals**

If your firm is interested in being considered as Project Engineer for the City, proposals must be received no later than \_\_\_\_\_ PM on \_\_\_\_\_, 2016, at City Hall, the City of Willow Park, 516 Ranch House Road, Willow Park, TX 76087. Five (5) copies of the proposal must be sealed and clearly marked on the face of the shipping material “Engineering Services” RFP.

**CALENDAR OF EVENTS**

_____, 2016	Issue Request For Proposals
_____, 2016	Receive Request For Proposals
_____, 2016	Review and selection of Proposals

The City reserves the right to negotiate with any and all engineers of firms that submit proposals, as per the Texas Professional Services Act. Qualified SBE, MBE and WBE firms are encouraged to submit proposals in response to this invitation. The City affords Affirmative Action to qualified small, minority and women-owned businesses. Please note that the successful respondent is required to make a “good faith effort” toward affording opportunity for qualified SBE, MBE, and WBE participation and submit, if required, supporting documentation to the TWDB.

**V. Additional Information**

- A This contract may be contingent upon release of funds from the TWDB, RUS, or other funding agency.
- B Any contract or contracts awarded under this invitation for Bid (IFB) or Request for Qualifications (RFQ) may be funded in part by a loan from the TWDB, RUS, or other funding agency. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this IFB, RFQ, or any resulting contract.

C This contract is subject to the Environmental Protection Agency’s (EPA) “fair share policy”, which includes EPA approved “fair share goals” for Minority business Enterprise (MBE) and Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA’s policy requires that applicants and prime contactors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to MBE and WBE firms. Although EPA’s policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

	<u>MBE</u>	<u>WBE</u>
Construction	12.94%	8.72%
Supplies	9.68%	9.34%
Equipment	7.12%	5.39%
Services	10.84%	5.72%

D Equal Opportunity in Employment – All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President’s Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60. The City is an Affirmative Action/Equal Opportunity Employer. Small, minority and women-owned firms are encouraged to submit proposals.