REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL ENGINEERING SERVICES

Project: Castlewood Gravity Sewer, Lift Station and Force Main, East Aldine Management District, TWDB CWSRF Project # 73991

INTRODUCTION:

East Aldine Management District (A political subdivision of the State of Texas located within Harris County), (the "District") is seeking qualifications for professional engineering services from a State of Texas-registered engineering firm. The firm shall submit qualifications to provide professional design engineering and construction support services for a gravity sewer collection system, lift station, and force main project awarded under the FY 2025-2026 Clean Water State Revolving Fund (CWSRF) program from the Texas Water Development Board (TWDB). The contract will be awarded contingent upon receipt of TWDB funding. Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a part to this RFQ, or any resulting contract.

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) & Women Business Enterprise (WBE), firms in the Construction, Supplies, Equipment; and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to SMWBE's. 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:

	MBE	WBE
Construction	8.0%	8.0%
Supplies	8.0%	8.0%
Equipment	8.0%	8.0%
Services	8.0%	8.0%

Equal Opportunity in Employment: All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or 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. Small, minority and women-owned firms are encouraged to submit qualifications.

PROJECT DESCRIPTION:

The Project consists of the development of a sewage collection system for the Castlewood Subdivision, which is currently served by privately owned septic systems and water provided by Undine LLC. Castlewood is bounded on the west by Russ Drive, on the south by Anice Street, on the north by Rosebury Drive and to the east by HCFCD Channel P138-01-00. The collection system will discharge to a lift station that will pump flow to the High Meadows WTP located approximately 1,200 feet south of the intersection of Aldine Mail Route and Gloger Street.

SCOPE OF WORK:

The selected firm should anticipate the negotiated scope of work for professional engineering services to be in conformance with TWDB-0100, CWSRF Program Guidance; which includes Federal Environmental Review and Standard Engineering, Phases I, II, and III services, generally noted below:

- **Federal Funding Level Environmental Review:** With the use of federal funds, a NEPA-level environmental review will be required. The Applicant must conduct an environmental impact assessment and provide a document of appropriate type, based on the probable level of impact.

- **Phase I – Preliminary Design**

  a. Final Engineering Report (30 TAC chapter 217.10)

     i. Confirmation of collection system / LS/ FM Size/Capacity

     ii. Preliminary collection system and FM alignment plans and profiles. Preliminary Lift Station site layout.

     iii. Utility conflict and coordination.

     iv. Detailed material quantity take off and cost estimate

  b. Surveying

  c. Geotech

  d. Permitting

  e. Drainage Analysis

- **Phase II – Final Design and Bid Phase**

  a. Final Design – Drawings, Details and Bid and Construction Documents in accordance with TWDB-0550 (Approved by TWDB, City of Houston and Harris County)

  b. Bid Phase Services

- **Phase III – Construction Phase Services**

  a. General Representation

b. Resident Representation (Inspection and Construction Administration)

c. Materials Testing

d. Start-up and Commissioning

e. Final As-built Drawing

STATEMENT OF QUALIFICATIONS: We are seeking to contract with a competent engineering firm, registered to practice in the State of Texas that has had experience in the following areas:

- Municipal utility systems (Wastewater Collection Systems, Planning, Design and Construction of Green Field & Rehabilitation)
- Federally funded design & construction projects (CDBG-DR, ARPA, DWSRF, CWSRF, etc.)
- Projects located in this general region of the State

SUBMITTAL REQUIREMENTS FOR THIS RFQ:

The submitted statement of qualifications (SOQ) should be limited to no more than twenty-five (25) single sided pages, containing the project and design approach, task breakdowns, schedule for the task breakdowns, qualifications, and similar work experience. ***The Introductory Letter, forms provided in the RFQ, and any Addenda are not included.***

The SOQ should be accompanied by a brief introductory letter stating your firm's interest in the design of the project. The introductory letter should be limited to no more than one single sided page and include all contact information.

The SOQ must discuss the following elements:

1) **Firm Profile:** All information that the firm believes would help the District in getting to know about the firm (e.g., firm's history, office locations, brief overview of the services offered, etc.) may be included in this section. Page limit (1).

2) **Organization Chart:** Provide a chart describing the teams organization and roles for this project. Show key team members, subcontractors, and their roles for the project. Page limit (1).

3) **Project Approach:** Provide the project / design approach with the proposed task breakdowns and an anticipated project delivery schedule for the project. Include a summary of the Firm's QA/QC approach. Page limit (6). One of the pages will be your project schedule from award through construction completion.

4) **Similar Projects:** List a minimum of five (5) projects completed in the last five years of a similar nature with brief narratives for the District to consider for evaluation. Specify key project personnel who represented the firm for these projects. Page limit (5).

5) **Federally Funded Project Experience:** List projects and specific federal funding sources (CDBG-DR, ARPA,CWSRF, DWSRF, etc.). Page limit (1).

6) **Resumes:** Provide resumes and roles of key members that the firm proposes to utilize for the District projects. Page limit (5).

6) **Sub-consultants:** List sub-consultants that the firm may plan to use services of in certain areas of specialization, and provide sub-consultants' firm profile, experience, key personnel resumes and any other additional relevant information. Page limit (5).

7) **References:** Provide a minimum of five (5) references with necessary contact information and the nature of firm's involvement with each of the references. Page limit (1).

SUMMARY REQUIRED SUBMITTAL & FORMS

The submittal shall include the following:

A. **Introductory Letter** – The introductory letter shall be limited to no more than one single sided pages and include all contact information. The firm is to identify their interest in one or more of the listed Projects.

B. **Statement of Qualifications** – Include no more than twenty-five (25) single sided pages, (not including introductory letter, forms required in the RFQ and any issued Addendums) containing design approach, task breakdowns, schedule for the task breakdowns, qualifications, QA/QC approach, similar work experience and federally funded project experience.

C. **TWDB-213 Certification Regarding Lobbying** – *The form is attached and must be submitted with the response.*

D. **System for Award Management** – Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as the principals are not listed (are not debarred) through the SAM (www.SAM.gov). *Enclose a printout of the search results that includes the record date.*

E. Conflict of Interest Questionnaire (CIQ) – Texas Local Government Code Chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity, disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship, or provision of gifts that might cause a conflict of interest with a local government entity. *Questionnaire form CIQ is included in the RFP and must be submitted with the response.*

F. **Certificate of Interested Parties Form 1295** – Government Code 2252.908 states that a governmental entity or state agency may not enter into a contract with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract. *A sample copy of a Certificate of Interested Parties, Form 1295 is attached for reference and must be submitted at the time of signed contract submission.*

G. **Certificate of Insurance** –The District minimum insurance requirements, are the same as Harris County's minimum. Prior to the Notice to Proceed is issued/Contact signed the awarded firm must provide a certificate of insurance listing the District as an additional insured. Certificate

of Liability Insurance to be presented to the District. In Description of Operations will need wording similar to: Blanket additional insured is added in favor of the certificate holder with respects to the general liability coverage, as required by a written contract. Blanket Waiver of Subrogation is added in favor of the certificate holder with respects to workers compensation coverage, as required by a written contract. Certificate Holder to be: East Aldine Management District, 2902 East Aldine Amphitheater Drive, Houston, TX 77039. A sample of the Harris County Minimum Insurance Requirements is attached. *Provide a copy of your current certificate of insurance to include professional liability.*

SELECTION PROCEDURE:

Subsequent to the deadline for acceptance of submittals for this RFQ, the District will evaluate the submittals and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the District) using the selection criteria and weights indicated below.

There may be additional forms and agreements which will require signature. Omitted forms or lack of signatures may be reason to reject and proceed to next ranking firm. The District will contact the firm with the highest ranked submittal to negotiate a contract fee.

If an agreement cannot be reached with the top ranked firm, the District will contact the firm with the next ranked submittal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached. The District reserves the right to select one or more consultants for each project or any combination thereof. Aside from eventually announcing the successful consultant(s), the rankings will be kept confidential to the fullest extent of the law.

SELECTION CRITERIA:

The Consultant selected for this project should have demonstrated experience in civil engineering design specific to sanitary sewer collection systems, lift station & force main improvement projects. Selection shall be based on including but not limited to the following:

Experience: Maximum 60 Points

1. Consultant's experience with projects of similar complexity.
2. Project technical approach.
3. Experience with Federal and Grant Programs
4. Qualifications of the Consultant's staff being assigned to this project.

Work Performance: Maximum 25 Points

1. Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules.
2. Consultant's understanding of the City's desires and general approach to the

projects.

Capacity to Perform: Maximum 15 Points

1. Completeness of the work elements included in the RFQ.
2. Feedback from references.

Should the City determine that interviews are desirable, up to 25 additional points may be granted based on those interviews. Ranking will be on a total points basis.

SUBMITTAL DEADLINE

Three (3) bound copies and one (1) flash drive digital pdf copy of the SOQ should be forwarded to the attention of **Veronica Sanches, East Aldine Management District, 2902 East Aldine Amphitheater Drive, Suite 200, Houston, TX 77039 by 5:00 p.m. Thursday, August 14, 2025.**

The District reserves the right to waive any irregularities or reject any and all SOQs.

Any submittal received after the specified date and time will automatically be rejected and will not receive any further consideration by the District. **Postmarks will not be accepted.**

QUESTIONS ON RFQ

All questions regarding this solicitation should be directed by email to **Veronica Sanches, vsanches@hawshill.com**, questions must be received by **5:00 p.m. Monday, July 28, Date, 2025.**

All questions after this timeframe will not be accepted. A response to the Questions will be posted by **5:00 p.m. Thursday, July 31, 2025).**

RETURN SEALED Proposal to:

Engineering Services RFQ

ATTN: Veronica Sanches

East Aldine Management District

2929 East Aldine Amphitheater Drive, Suite 200

Houston, TX 77039

MARK ENVELOPE: "Engineering Services – Castlewood Gravity Sewer, Request for Sealed Qualifications"

Sealed solicitations shall be received no later than:

5:00 p.m. Central Standard Time August 14, 2025

Attachments:

- **TWDB-213**
- **Sample of SAM printout**
- **Form CIQ**
- **Sample Form 1295**
- **Harris County Minimum Insurance Requirements**

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 United States Code (U.S.C.), Chapter 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____ _____

Head of Agency or Organization Date

_____

Type Name and Title

_____

Name and address of Agency/Organization

Sample

System for Award Management (SAM) Review and Certification Regarding Debarment, Suspension, and Other Responsibility Matters

SAM.GOV®

John Doe Construction, LLC

Exclusion

Classification Type
Special Entity Designation

Excluding Agency
HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF

Exclusion Type
Proceedings Pending

Primary Address
123 Smith Street
Hometown, TEXAS
12345 UNITED STATES

Termination Date
Indefinite

Exclusion Status
Active

Exclusion Program
Reciprocal

Active Date
Jun 15, 2020

Version: Current Version

EXCLUSION DETAILS

Nature (Cause)
Effect

CT Code
S

Create Date
Jul 21, 2021

Additional Comments
None Provided

Primary Address
123 Smith Street
Hometown, TEXAS
12345 UNITED STATES

Exclusion Status
Active

Update Date
Jul 27, 2012

SAMPLE

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Name of signatory	Signature	Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.** ☐

6 **UNSWORN DECLARATION**

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Must file online at https://prd.tecprd.ethicsfile.com/File/

Attachment K

MINIMUM INSURANCE REQUIREMENTS

During the term of the Contract, the Contractor at its sole expense shall provide primary commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

A. **Workers Compensation**, as required by the laws of Texas, **and Employers' Liability**, as well as All States, USL&H and other endorsements if applicable to the project, and in accordance with state law.

Employers' Liability

- Each Accident: $1,000,000
- Disease–Each Employee: $1,000,000
- Policy Limit: $1,000,000

B. **Commercial General Liability**, including but not limited to the coverage indicated below. Coverage shall not contain any restrictive endorsements nor exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Where exposure exists, the County may require coverage for watercraft, blasting, collapse, explosions, blowout, cratering, underground damage, pollution, or other coverage. *Harris County shall be named Additional Insured on primary/non-contributory basis.*

- Each Occurrence: $1,000,000
- Personal and Advertising Injury: $1,000,000
- Products/Completed Operations: $1,000,000
- General Aggregate (per project): $2,000,000

C. **Automobile Liability**, including coverage for all owned, hired, and non-owned vehicles used in connection with the Contract. *Harris County shall be named Additional Insured on primary/non-contributory basis.*

- Combined Single Limit-Each Accident: $1,000,000

D. **Umbrella/Excess Liability** *(Harris County shall be named Additional Insured on primary/non-contributory basis)*

- Each Occurrence/Aggregate: $1,000,000

E. **Professional/Errors & Omissions Liability** (if applicable)

- Each Occurrence/Aggregate: $1,000,000

The County reserves the right to require additional insurance if necessary. Coverage shall be issued by companies licensed (by TDI) to do business in Texas, unless said coverage is not available or economically feasible except through an excess or surplus lines company, in which case the company should be registered to do business in Texas. Companies shall have an A.M. Best rating of at least A-VII. Contractor shall furnish evidence of such insurance to the County in the form of unaltered insurance certificates. If any part of the contract is sublet, insurance shall be provided by or on behalf of any subcontractor, and shall be sufficient to cover their portion of the contract. Contractor shall furnish evidence of such insurance to the County as well.

Policies of insurance required by the contract shall waive all rights of subrogation against the County, its officers, employees and agents. If any applicable insurance policies are cancelled, materially changed, or non-renewed, contractor shall give written notice to the County at least 30 days prior to such effective date and within 30 days thereafter, shall provide evidence of suitable replacement policies. Failure to keep in force the required insurance coverage may result in termination of the contract. Upon request, certified copies of original insurance policies shall be furnished to the County. The requirements stipulated in this attachment do not establish limits of contractor liability.