



REQUEST FOR STATEMENT OF QUALIFICATIONS ENGINEER, BOND COUNSEL, AND FINANCIAL ADVISOR STORM WATER DRAINAGE MASTER PLAN

The City of Alton requests the submission of qualification statements, which will lead to the possible award of a contract to provide Engineering, Bond Counsel, and Financial Advisor services for a project involving the development of a city-wide storm water drainage master plan.

Scope of Work

The services to be obtained for the **Engineer** requires 1) Experience with storm water modeling; 2) Design of storm water facilities; 3) Project Team and project team resumes; 4) Experience with TWDB funded projects; 5) Experience in the design/construction services in the South Texas area; and 6) List of references with contact information.

The services to be obtained for the **Bond Counsel** requires 1) Experience with TWDB funded projects; 2) Experience providing bond counsel services in the South Texas Area; and 3) List of references with contact information.

The services to be obtained for the **Financial Advisor** requires 1) Experience with TWDB funded projects; 2) Experience providing pertinent services to clients in the South Texas area; and 3) List of references with contact information.

Guidelines for Content of Qualification Statements

DO NOT INCLUDE COST INFORMATION with the qualification statement. Responses that include cost or pricing information will be rejected and will not be considered by the City.

Detailed instructions on preparation of the qualification statement must be obtained from the City. For more information on preparing and submitting the qualification statement, contact Jeff Underwood, Assistant City Manager, at (956) 432-0760.

Submittal Deadline

Three copies of the qualifications statement must be filed with the City by: **December 2, 2016 at 3:00 p.m.** at Alton City Hall located at 509 South Alton Boulevard, Alton, Texas 78573

Minimum Qualifications and Selection Criteria

The City will evaluate the proposals to determine which firm has the best qualifications.

Contract Terms and Negotiation Schedule

The consultant for *Bond Counsel*, *Financial Advisor*, and *Engineering* services are expected to negotiate an agreement for services which is acceptable to the City. If an acceptable contract cannot be negotiated, the City may formally end negotiations and begin negotiating with the next highest qualified person or firm.

This contract is contingent upon release of funds from the Texas Water Development Board (TWDB). Any contract or contracts awarded under this Invitation for Bid (IFB) or 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 party to this IFB, RFQ, or any resulting contract. RFQ's are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

This contract includes goals for Minority and Women's Business Enterprise participation. The Environmental Protection Agency (EPA) has approved the following Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) "fair share goals" for the TWDB State Revolving Fund programs. EPA policy does NOT mandate that the fair share goals be achieved but does mandate that a documented good faith effort be made toward achieving the goals.

	<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%

Prime contractors are required to comply with EPA's good faith effort policy when awarding sub-agreements for construction, supplies, equipment, and services. A complete version of TWDB document, "*Guidance for Utilization of Small, Minority, and Women-Owned Businesses in Procurement*", is available at: www.twdb.texas.gov/financial/instructions/doc/TWDB-0210.pdf

The City of Alton is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.