

Request for Qualifications

Professional Engineering Master Services Agreement

Tri-Community Water Supply Corporation (the WSC) located in Fentress, TX requests the submittal of statements of qualifications, which may lead to the award of a contract to provide professional engineering services in accordance with Chapter 2254 of the Texas Government Code (Professional Services Act).

The services to be obtained under this contract require a qualified engineer or engineering firm registered to practice in the State of Texas. The engineer contract(s) will encompass all project-related engineering services to the WSC and may include, but is not limited to, the following: water service application review, asset management plan, emergency preparedness plan.

It is the intent of this Request for Qualifications that a consistent quality of services shall be provided for all contract components. The engineer or engineering firm shall also demonstrate the following competencies: experience with services identified above, familiarity with projects located in the geographic area of the State of Texas and be available to commence services immediately upon award of contract. The WSC is expected to negotiate an agreement for services that is acceptable to the WSC. If an acceptable contract cannot be negotiated, the WSC may formally end negotiations and begin negotiating with the next highest qualified person or firm.

The WSC reserves the right to refuse and reject any or all statements of qualification and to waive any or all formalities or technicalities or to accept the statement best and most advantageous to the WSC. The statements may be held for a period of 30 days without taking action. The statement of qualifications is **not to exceed fifteen (15) pages**, not including appendices. Include within the statement of qualifications **a list of (3) three references** from past local public entity clients, as well as brief resumes of all employees who will or who may be assigned to provide program assistance to the WSC on this project if your firm is awarded this contract.

All documents relating to this Request for Qualifications will be posted on the Tri-Community WSC website (tri-communitywater.com). It is the respondents' sole responsibility to review this site and retrieve all related documents prior to the submittal due date. Please email a copy of the qualifications statement which details the experience and capabilities to address the services to be obtained to Allora Schliesman, Office Manager, at tricomcommunitywsc@gmail.com with the subject heading "Response to RFQ for Engineering Master Services Agreement" **no later than April 8, 2025 at 12pm local time.**

The WSC 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 qualification statements.

Instructions, Terms, and Conditions

Submittal requirements: statements of qualifications must be sent to the WSC via email at tricomcommunitywsc@gmail.com no later than the due date provided in the solicitation or as amended in a subsequent addendum. Statements of qualifications received after the due date will not be considered for award.

Addenda: No oral representations as to the meaning of the request for qualifications will be made to any respondent. Any explanation desired by a respondent must be submitted in writing to tricomcommunitywsc@gmail.com no fewer than five working days prior to the due date of the Request for Qualifications. Any changes, interpretations, or corrections to this document will be made by addenda. Any addenda related to this solicitation can be found on the WSC website at tri-communitywater.com.

Public award: Responses will be publicly acknowledged and awarded at the next regular or special meeting convened by Tri-Community WSC following the submittal due date at the time and date given per the notice of public meeting at 92 Ward Street, Fentress, TX 78622. Respondents, their representatives and interested persons may be present; only the names of the firms who submitted a response will be read aloud, and all information will remain confidential until a contract is awarded, if any.

Questions/Contact Info: Respondents are encouraged to review this entire Request for Qualification document (RFQ). All questions regarding this RFQ must be in writing and sent by email to Allora Schliesman, Office Manager, at tricomcommunitywsc@gmail.com. Contact with other personnel of the WSC other than the Office Manager regarding the Request for Qualifications may be grounds for elimination from the selection process.

Contracting Authority: Only the Board of Tri-Community WSC acting as a body may enter into any type of agreement or contract on behalf of Tri-Community WSC. Staff, personnel, or other elected or appointed officials are not authorized to enter into any type of agreement or contract on behalf of the WSC or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the WSC's attorney prior to signature by the authorized WSC official.

Disadvantaged Business Enterprise (DBE): The WSC is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The WSC, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization.

Request for information/clarifications: The WSC reserves the right to request clarification of information submitted to one, all, or some respondents and to request additional information

of one, all or some Respondents. The WSC reserves the right to request Best and Final Offers from Respondents.

Cost of Preparation: Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. The WSC assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that the WSC assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process: All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses: The WSC reserves the right to accept or reject any or all submittals, with or without cause, to waive technicalities, or to accept the statement of qualifications which, in its sole judgment, best serves the interest of the WSC, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the WSC.

Ethics/Gratuities: The WSC may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by the WSC that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the WSC with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled by the WSC pursuant to this provision, the WSC shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

Compliance with RFQ terms: Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

Confidentiality: Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information MUST be placed in a separate envelope marked "CONFIDENTIAL INFORMATION" and EACH PAGE must be marked "CONFIDENTIAL INFORMATION". Please be advised that the WSC cannot and will not make any agreement to withhold information from the public that is contrary to the WSC's responsibility under the Act.

Non-responsive/Submittal Rejections: Submittals may be deemed non-responsive, among

Evaluation Criteria and Process

After opening of submittals, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some or all of the top ranked firms. The evaluation committee will determine the most highly qualified firm based on the information submitted and will begin contract negotiations after WSC Board approval. If a contract cannot be negotiated with the highest ranked firm, then the WSC will formally end negotiations and will notify the second ranked firm for negotiation, and so on. The WSC reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the WSC.

Presentations: During the evaluation process, the WSC may, at its discretion, request firms to make oral presentations. All costs incurred by Respondent for the presentations will be the sole responsibility of the respondent. After any such presentation, submittals may be evaluated again.

The WSC reserves the right at its sole discretion to determine if presentations are in the best interest of the WSC and is under no obligation to request presentations from all Respondents.

Request for Information: The WSC also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions as deemed in the best interest of the WSC. After any retrieval of information or clarifications presentations submittals may be evaluated again. The WSC reserves the right at its sole discretion to request information, clarifications, presentations and or interviews from respondents. The WSC and is under no obligation and reserves the right to request information, clarifications, and/or presentations and interview from one, some or all Respondents. The WSC reserves the right at its sole discretion to determine the process for this statement of submittal evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. The WSC reserves the right without prejudice to reject any or all submittals to this RFQ.

The evaluation criteria will be scored on the following components:

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