

**REQUEST FOR QUALIFICATIONS**  
**WATER SUPPLY PRELIMINARY ENGINEERING REPORT AND ENVIRONMENTAL**  
**ASSESSMENT**

The City of Clarendon (“the City”) will accept sealed Statements of Qualifications (SOQ) for a Water Supply Preliminary Engineering Report and Environmental Assessment **until 4:00 PM, June 7th, 2024** in the City’s main office, 313 S. Sully, Clarendon, Texas 79226. SOQs received after this time will not be considered. Any submittals prior to that time will be appreciated by the City.

Statements of Qualifications will be acknowledged by the City on April 30<sup>th</sup>, 2024. The City will evaluate proposals beginning June 13<sup>th</sup>, 2024. The top-ranked firms will be notified by e-mail and/or telephone. Final selections will be made by the City Council and price and professional services contract negotiations will commence as early as June 13<sup>th</sup>, 2024.

Additional information may be obtained at City of Clarendon, 313 S. Sully, Clarendon, Texas 79226..

Please mark on the **outside of the envelope and on any carrier’s envelope**: “Statements of Qualifications for Public Water Supply Preliminary Engineering Report, June 7<sup>th</sup>, 2024 4:00 PM”, and send to the attention of Brian Barboza, City of Clarendon, 313 S. Sully, Clarendon, Texas 79226. **Electronic transmission or facsimile of SOQ will not be acceptable.**

The City reserves the right to reject any or all responses and to waive irregularities contained therein and to accept any response deemed most advantageous to the City.

Brian Barboza, City Administrator City of Clarendon Phone: (806) 874-3438  Fax: 806-874-5136  <a href="mailto:b.barboza@cityofclarendontx.com">b.barboza@cityofclarendontx.com</a> (Email)
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Please submit this page upon receipt

Acknowledgment Form

**REQUEST FOR QUALIFICATIONS**

**WATER SUPPLY PRELIMINARY ENGINEERING REPORT AND ENVIRONMENTAL ASSESSMENT**

For any clarifications, please contact Brian Barboza, City Administrator, at (806) 874-3438 or e-mail: [b.barboza@cityofclarendontx.com](mailto:b.barboza@cityofclarendontx.com)

Please fax, mail or e-mail this page upon receipt of the SOQ package or legal notice. If you only received the legal notice and you want the SOQ package mailed, please provide an overnight method of shipment with account number in the space designated below.

Please check one:

**Yes, I will be able to send an SOQ; please email the SOQ package.**

**Email:**

**No, I will not be able to send an SOQ for the following reason:**

If you are unable to send your **SOQ**, kindly indicate your reason for “No response” above and return this form by scanning and attaching to an email which shall be transmitted to the email address above. This will ensure you remain active for future potential work on our vendor list.

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **ZIP:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

## **INTRODUCTION**

The City of Clarendon is located in Donley County, Texas, approximately 60 miles southeast of Amarillo, Texas. The City provides public water supply to 1,948 residents and commercial customers.

The purpose of this Request for Qualifications (RFQ) is to solicit sealed statements of qualifications to establish a professional engineering services contract with the most qualified firm to prepare a Preliminary Engineering Report (PER) and (contingent upon outside funding) an Environmental Assessment (EA) for mandated system improvements, in accordance with the following scope of work.

## **BACKGROUND**

The City operates a water system serving approximately 700 metered service connections. The water system uses two (2) standpipes and receives treated purchased water from Greenbelt Municipal and Industrial Water Authority.

The City is looking to utilize and maintain its own water system by becoming a groundwater supply system. This will require the City to build its own necessary groundwater project. System details can be found at TCEQ's Drinking Water Watch website at <http://dww2.tceq.texas.gov/DWWW/>

Communities Unlimited, Inc. a nonprofit organization assisting rural communities in Texas and elsewhere in the area of water supply and wastewater, will be providing no-cost technical assistance to the City of Clarendon in order to help them undertake a systematic water rate analysis and asset management plan to help insure the long-term sustainability of the water system. The Communities Unlimited representative will be available to coordinate with the selected professional firm to the extent necessary.

## **INSTRUCTIONS TO PARTICIPATING FIRMS**

The City is forwarding a "Notice to Firms" requesting Statements of Qualifications (SOQ) from engineering firms as stated in the Scope of Work. This Request for Qualifications (RFQ) is to be used as a guide by the engineering firms when preparing the Statements of Qualifications (SOQ).

## **SUBMISSION REQUIREMENTS**

The City is requesting six (6) complete bound copies plus an electronic copy, on CD or 'flash' drive, of the Statements of Qualifications to be submitted. The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope: "Statements of Qualifications for Water Supply Preliminary Engineering Report and Environmental Assessment, June 7th, 2024, 4:00 PM", to be mailed, sent by overnight courier, or hand delivered to the attention of:

Brian Barboza, City Administrator  
City of Clarendon  
313 S. Sully  
Clarendon, TX 79226

Statements of Qualifications will be accepted until 4:00 PM, June 7<sup>th</sup>, 2024.

**NO STATEMENTS OF QUALIFICATIONS WILL BE ACCEPTED AFTER 4:00 PM ON THE DATE DUE.**

The City of Clarendon will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed qualification statement package to the City by the given SOQ deadline above. **Electronic transmission or facsimile of SOQ will not be accepted.** The City's procurement procedures are in accordance with the Texas Local Government Code and Texas Professional Services Procurement Act.

The City reserves the right to check client references and request additional information from responding organizations to discuss points in the RFQ after submission, any and all of which may be used in forming an award recommendation to the Board.

The City reserves the right to reject any and all qualification statements, and to accept one or more SOQs it considers in its best interest based upon the requirements and descriptions outlined in this RFQ.

Questions or clarifications concerning requirements may be directed to the City in writing at:

Email: [b.barboza@cityofclarendontx.com](mailto:b.barboza@cityofclarendontx.com)

Any interpretation, correction, or change of this RFQ will be made by written Addendum. Changes or corrections will be issued by the City. **Addenda will be emailed or faxed to all who have returned the RFQ Acknowledgement Form.**

Addenda will be issued as expeditiously as possible. It is the responsibility of the respondents to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the City prior to submitting a response to the RFQ to ascertain if any addenda have been issued, and to obtain any and/or all addenda(s), execute them, and return addenda with the response to the RFQ.

Equal Opportunity in Employment – All qualified Applicants will receive consideration for employment without regard to race, religion, gender, age, marital or veteran status, physically challenging condition, or national origin. Small, minority, and women-owned professional engineering business enterprises are encouraged to respond, and/or participate as sub-consultants with prime consultants.

## **SCOPE OF SERVICES**

### **Project Title:**

Professional Engineering Services for Water Supply Preliminary Engineering Report and Environmental Assessment

### **Objective of this Program:**

The City requests that a qualified professional or firm produce a Preliminary Engineering Report consisting of a professional engineering analysis and recommendation to refurbish the existing well field owned by the City. The selected firm will also be requested (contingent upon outside project funding) to conduct an Environmental Assessment in anticipation of project construction with state and/or federal funding.

The content and format of the Preliminary Engineering Report must comply in all respects with the minimum requirements established by the State and/or Federal agencies where external funding may be sought.

Fulfillment of the project scope must address the following:

1. Describe existing conditions and system deficiencies and propose improvements to insure compliance with state and federal drinking water regulations. In all respects the content and format of the Preliminary Engineering Report must conform to USDA Rural Development guidelines for water supply PERs.
2. Examine all potentially feasible alternatives and make a well-reasoned recommendation as to the preferred alternative, taking into account cost effectiveness as well as the long-term sustainability of the water system.
3. Develop a reliable estimated budget for construction of improvements under the selected alternative.
4. Present the study findings to the City Council.

5. Complete a final report including the City's review and comments on the draft report.
6. Final submittal must include electronic copies and 6 hard copies of the Preliminary Engineering Report and Environmental Assessment.

It is highly recommended that each engineering firm responding to this RFQ visit the City of Clarendon and acquaint themselves with the existing conditions and installations. Visits to the water system may be arranged by calling Brian Barboza, at (806) 874-3438.

## **RFQ SCHEDULE**

The City anticipates the following schedule associated with this Request for Qualifications:

Issue Request for Qualifications: 04/30/24

SOQ Submittals Review: 6/13/24

Short List Notifications: 6/13/24

Interviews: 6/13/24

Consultant Selection: 6/13/24

Contract Execution: 6/13/24 or after

## **STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL**

1. The SOQ shall not exceed fifteen (15) pages excluding the transmittal letter, covers and plain section dividers. Submit six complete bound copies of the SOQ plus an electronic copy of the SOQ on a CD.
2. Transmittal Letter – Provide a transmittal letter signed by an officer of the firm who has the authority to commit the firm and execute all contracts and agreements.
3. General Information of the Firm- Identification of the firm responding to the RFQ. Location of the firm's office(s) should be indicated, as well as the location of each key firm's personnel's office where work on this project will be performed.

4. Project Understanding – Provide a brief summary how the firm understands the project objectives and specific technical requirements.

5. Firm Experience - A summary demonstrating the firm’s qualifications to satisfy all the technical areas identified in the Scope of Services. Provide a client contact, current phone number, and e-mail address for each project described in this section.

6. Project Team Experience – Provide an organizational chart for the proposed project team members and resumes of key project personnel. Identify any other firms that may be used on this project; include their project role and qualifications.

7. Project Approach – Provide a summary of the firm’s approach to the proposed scope of services. Include any innovative concepts to enhance project delivery plus any additional scope items to meet the project goals and objectives.

8. References - List a minimum of three references to include name, address, and telephone number.

9. Each prospective firm may submit other information as deemed appropriate for the proper evaluation of its Statement of Qualifications.

## **STATEMENT OF QUALIFICATIONS EVALUATION PROCESS**

All Statements of Qualifications (SOQ) must be complete and convey all of the information requested in order to be considered responsive. If the SOQ fails to conform to the essential requirements of this Request for Qualifications (RFQ), the CITY alone will determine whether or not the variance is significant enough to consider the SOQ capable of being made acceptable and, therefore, a candidate for further consideration. This SOQ will be evaluated by the CITY Selection Committee on the basis of the criteria listed below.

Proper submission of SOQ – Firms will be evaluated on the format and content of their Statement of Qualifications as requested by the CITY in this Request for Qualifications. (20 points)

Firm Experience and Capability – Firms will be evaluated with respect to their experience with similar projects, project experience with the City, and level of commitment to this project. (20 points)

Qualifications of Key Personnel – Firms will be evaluated on the qualifications and experience of the firm’s proposed key personnel for this project. (20 points)

- **Management Qualifications** – Firms will be evaluated in terms of the project manager's ability and understanding of the project and reliability in performing and managing work within schedule and budget. (20 points)
  
- **Project Approach** – Firms will be evaluated on the overall understanding of the project and their technical approach to meeting the project objectives. (20 points)