



Physical Plant
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REQUEST FOR QUALIFICATIONS

Engineering Consultant Services For Master Water Distribution Plan
Texas State Technical College – Waco, Texas

Proposal # RFQ 201410
Posted Date: 1/17/14

All forms must be completed and returned for consideration.

Deadline for Submittal: 2/6/14 at 2:00 PM Central Daylight Time

<p><u>Mail Qualifications to:</u> Texas State Technical College Procurement Services Attn: Melissa Warren, Director RFQ 201410 3801 Campus Drive Waco, Texas 76705</p>	<p><u>Hand Deliver Qualifications to:</u> Texas State Technical College Procurement Services Attn: Melissa Warren, Director RFQ 201410 Patterson Hall, 2nd Floor 103 10th Street (on-campus address) Waco, Texas 76705</p>
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Please note that the on-campus address is located on the TSTC Waco campus. There is a similar address in the downtown area of the city of Waco, Texas.
All bids MUST be delivered to the address listed on the TSTC campus
by the time and date listed above.

Faxed Qualifications will not be accepted.
Emailed Qualifications will not be accepted.
Late Qualifications will not be accepted.

<p><u>Texas State Technical College</u> <u>Physical Plant:</u> Rosie Smiley, Asst. Dir. Physical Plant rosie.smiley@tstc.edu 254-867-3701 3801 Campus Drive Waco, Texas 76705</p>	<p><u>Texas State Technical College</u> <u>Office of General Counsel:</u> Susan Shafer 254-867-2082 3801 Campus Drive Waco, Texas 76705</p>
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1. Services Requested

Texas State Technical College – Waco, Texas (TSTC Waco) is accepting qualification statements from qualified engineering firms for the purpose of entering into a contract to provide a master water plan study and phased construction documents for the replacement of the water infrastructure based on the recommendation of the water study.

2. General Campus

TSTC Waco is a two-year vocational and technical training institution on an approximately 2,200 acre campus. The campus is located approximately eight miles north of the central business district of the city of Waco, Texas. The Campus is east of Interstate Highway 35 in McLennan County, Texas.

The campus was formerly the James Connally Air Force Base. The campus and facilities were inherited by TSTC through a 1960 U. S. Air Force Base / State of Texas real estate property transfer. The campus building structures include 55 instructional buildings, 210 duplexes, and 429 single family housing dwellings, an apartment complex with 56 two bedroom dwelling units, and a 3 story dormitory. TSTC has approximately 15-20 miles of water mains. When the campus was originally an Air Force Base, the water was supplied by 3 onsite wells. Infrastructure was mostly cast iron pipe. The vast majority of the buildings from the when the campus was an Air Force base have been demolished. Several areas continue to remain vacant with water infrastructure in place. This has created several “dead zones” in the water distribution system. The change in use from an Air Force base to a College Campus has also created areas where the pipes are still oversized but the demand has been greatly reduced. When the water supply first came from the City of Waco, straight chlorine was used as the disinfectant and the large diameter pipes and low usage was not an issue. When the change was made to chloramines, the combination of calcium build up inside the pipes, low usage and oversized pipes, created a need for daily flushing of the lines to make certain that chlorine residuals are maintained at adequate levels for water quality.

3. RFQ Requirements

Interested firms will be required to comply with the terms conditions and specifications outlined in this Request for Qualifications. TSTC is seeking qualified consultants to conduct a Master Water Distribution Plan for the campus. The Master Plan will include creating a model of the existing system and identify areas of the system which need immediate attention, areas of the system which are oversized, and make recommendations for water main sizes to adequately serve the college. Based on these findings and with coordination from TSTC, firm will develop phased construction documents for the replacement of the water mains to eliminate and/or reduce dead ends and zones, and reduce and/or eliminate the need for flushing. As funding permits and at the discretion of TSTC, the engineer will be retained to provide construction administration services, including bidding, contract administration, and as-built documentation for each construction phase.

4. Services to be Provided

The Engineering Consultant will provide services in connection with developing a Master Water Distribution Plan, recommendations for addressing deficiencies found in the system, and developing phased construction documents to implement the recommendations from the study. The consultant will perform services on a task order basis as directed by the Physical Plant Department. The consultant will use available codes, standards, and technology to provide the service standard level of professional care. These services may include but are not limited to:

Phase I

- 4.1 Develop a plan for field collection of system pressure, flow data and system survey and create a model of the existing water system.
- 4.2 Perform model calibration for hydraulic operation and water quality;
- 4.3 Evaluate distribution system to identify critical areas including dead zones and oversized mains and additional system deficiencies;
- 4.4 Develop a comprehensive Water Distribution System Master Plan to address identified deficiencies. Master plan shall include a Phased Improvement Plan with detailed project descriptions and estimated project costs;
- 4.5 Develop a model of the TSTC water system that can be shared with the Physical Plant staff and modified as modifications are made in the TSTC water distribution system;
- 4.6 Based on the recommendations of the Water Distribution System Master Plan and coordination with TSTC, develop phased engineering design work ensuring adequate zoning for future maintenance, preparation of contract plans and specifications and cost estimates;

Phase II

- Phase II will be completed as funding permits and at the discretion of the Owner.
- 4.7 Coordinate with TSTC and develop a fee structure for design.
 - 4.8 Develop a project schedule;
 - 4.9 Each construction phase will be bid as a Competitive Sealed Proposal.
 - 4.9.1 For each phase the following services will be provided:
 - 4.9.1.1 Bidding
 - 4.9.1.2 Contract Administration
 - 4.9.1.3 Record Drawing and as a part of the services to be provided, respondents are expected to have a working knowledge of Federal, State and Local Codes and have professional registration and/or certification in Texas.

5. Minimum Qualifications Criteria

The following minimum qualifications are required:

- 5.1 Five years of experience as a firm or business performing environmental consulting services
- 5.2 No current unresolved civil litigation or claims against the firm or business
- 5.3 Five similar projects or consulting services contracts
- 5.4 Licensure: Firm Registration-- Verify evidence of current registration as a firm as per the Texas Board of Professional Engineers.
- 5.5 Demonstrate knowledge of current and proposed regulations, policies, and procedures impacting college and university campuses.
- 5.6 The firm must show cost management capabilities; ability to produce high quality reports and other documents as per submission requirements.

6. Submission Requirements

Responses to this RFQ shall address each of the following requirements in the same order in which they are listed below:

- 6.1 Statement of Interest and Availability with respect to personnel and project team

- 6.2 Respondent General Information
- 6.2.1 Name and address of respondent and applicable sub-consultant firms
 - 6.2.2 Phone number
 - 6.2.3 Email address and/or website of firm/respondent
 - 6.2.4 General qualifications and/or supporting data
 - 6.2.5 Firm profile including:
 - 6.2.5.1 Age of business
 - 6.2.5.2 Type of firm (Partnership, corporation, LLC etc.)
 - 6.2.5.3 Firm history
 - 6.2.5.4 Firm size (Number of employees, and professionals by discipline)
 - 6.2.5.5 Areas of expertise, specialty and/or concentration
 - 6.2.5.6 Number of years performing environmental consulting services
- 6.3 **Description of the team** -- Include the team Point of contact and resumes for key personnel, and the Historically Underutilized Business Plan.
- 6.4 **Firm Experience and Past Performance** -- Submit up to five examples of similar projects and/or project experience, completed in the last five years. For each example provide a maximum one page description, including the institution name, location, project description, client name and contact information
- 6.5 **Historically Underutilized Business (HUB) Firms** -- TSTC endeavors to promote full and equal opportunity for businesses to supply TSTC with goods and/or Services that are necessary to support TSTC's educational mission. In this regard, TSTC commits to select Proposers in accordance with (i) needs, (ii) resources, (iii) HUB goals and guidelines established by the Texas Legislature and the Texas Building and Procurement Commission, and (iv) policies and procedures for contracting with Historically Underutilized Businesses. As such, a HUB Subcontracting Plan must be included in this submittal of Qualifications. See the attached Exhibit, HUB Subcontracting Plan.
- 6.6 **Sexual Offender Search** -- TSTC recognizes that some sexual offenders have completed their court ordered sentencing and punishment. TSTC also recognizes that some sexual offenders, after having served their sentence, are considered to not be a threat to society, and the State of Texas has approved them to work in Higher Educational environments. The Respondent ensures that it, and all of its subcontractors and assigns that will be on TSTC property have been searched on the Texas Public Sex Offender Registry. The Contractor also ensures that any employees or assigns that are on the Texas Public Sex Offender Registry or any other state or federal sexual offender registry are in compliance with federal laws and the laws of the State of Texas regarding sexual offenders. The Texas Public Sex Offender Registry website is: <https://records.txdps.state.tx.us/SexOffender>. The National Sex Offender Public Website is: <http://www.nsopw.gov/>. Any employees, subcontractors, or assigns that are shown on the website must be documented in the Qualifications. Include explanation and verification of any employees, assigns or subcontractors that appear on the sexual offender lists that have met the requirements of the State of Texas to work on the property of higher education facilities.

- 6.7 **Signature Page** -- Include one page with the printed name(s), title(s) and signature(s) of an authorized representative(s) of the business, authorizing and verifying the Qualifications and the HUB Subcontractor Plan included in the Qualifications.

7. Submission Format

Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

- 7.1 Qualifications shall be a MAXIMUM of fifty (50) printed pages, in addition to the cover, table of contents, and HUB Subcontracting Plan Form.
- 7.2 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings. DO NOT USE METAL-RING HARD COVER BINDERS.
- 7.3 Additional attachments shall NOT be included with the Qualifications.
- 7.4 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.
- 7.5 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the cover, table of contents, dividers, or the HUB Subcontracting Plan.

8. Submission Conditions

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed.

- 8.1 Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 8.2 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
- 8.3 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 8.4 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ Submission Requirements, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 8.5 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFQ, or subsequent Task Orders. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 8.6 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- 8.7 **Right to Modify, Rescind, or Revoke RFQ** -- TSTC reserves the rights to modify, rescind, or revoke this RFQ, in whole or in part, at any time prior to the date on which the authorized representative of TSTC executes a Contract with the Selected Proposer.
- 8.8 **Binding Effect of Qualifications** -- Unless otherwise agreed in writing, signed by an authorized agent of TSTC, each Proposer agrees to and shall be bound by the information and documentation provided with the Qualifications.

- 8.9 **Signature, Certification of Consultant** -- The Qualifications Statement must be signed and dated by a representative of the Consultant who is authorized to bind the Consultant to the terms and conditions contained in this RFQ and to compliance with the information submitted in the Qualifications. Each Consultant submitting Qualifications certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Qualifications and (b) the authority of the individual whose signature appears on the Qualifications to bind the Consultant to the terms and conditions set forth in this RFQ. Qualifications submitted without the required signature shall be automatically disqualified. See attached Exhibit, Signature Page.
- 8.10 **Risk of Loss, Damage, Delay** -- Proposer acknowledges and agrees to release and hold harmless the TSTC System, its campus components, Board of Regents, officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Qualifications or failure to deliver the Qualifications to the Purchasing Office at TSTC, as designated in this RFQ.
- 8.11 **Use, Disclosure of Information** -- Proposer acknowledges that TSTC is an agency of the State of Texas, and is therefore required to comply with the Texas Public Information Act, Tex. Government Code Ch. 552. If a Qualifications Statement includes proprietary data, trade secrets, or information the Consultant wishes to except from public disclosure, then the Consultant must specifically label such data, secrets, or information as follows: "**PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION.**" To the extent permitted by law, information labeled by the Proposer as proprietary will be used by TSTC only for purposes related to or arising out of the (a) evaluation of Qualification Statements, (b) selection of a Consultant pursuant to the RFQ process, and (c) negotiation and execution of a Contract, if any, with the Consultant selected.
- 8.12 **Public Disclosure** -- All information, documentation, and other materials submitted in response to this solicitation are considered and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after the solicitation is completed. Please contact Jerry Sorrells by email at Jerry.Sorrells@systems.tstc.edu for requests.
- 8.13 **Compliance with Applicable Laws, Regulations, Ordinances, Board of Regents Policies, University Policies and Procedures** -- By submitting a Qualifications Statement, the Consultant agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies and procedures of the Texas State Technical College System. System policies and procedures may be accessed at the following Internet address: <http://www.tstc.edu>
- 8.14 **Safety** -- Consultant must comply with all applicable safety regulations, including but not limited to, the TSTC Waco, College Operating Procedure (9.16) Contractor Safety. The "COP" may be downloaded or viewed at this electronic link: <http://iam.tstc.edu/users/cop/COP9.16-01-13-03.pdf>
- 8.15 **Request for Electronic Copy** -- A Proposer may request an electronic copy of the RFQ pursuant to a written request sent to the Procurement Office at the address listed above.
- 8.16 **Request for Clarification by TSTC** -- TSTC reserves the right to request clarification of any information contained in a Qualifications Statement.
- 8.17 **Contract Award** -- A response to the solicitation is an offer to contract with Texas State Technical College based on the terms and conditions contained therein. RFQ's do not become contracts and are not binding until a written contract, signed by authorized College administrator and authorized personnel of the awarded vendor pursuant to this RFQ.

- 8.18 **Submitted Responsive Documents** -- The RFQ and submitted responsive documents, or portions of each, and at the College's sole discretion, may become incorporated by reference and a part of the written contract and will be binding on both the College and the Proposer after execution of the contract by both parties.
- 8.19 **Taxes** -- TSTC is tax exempt as a governmental subdivision of the State of Texas under Texas Tax Code Section 151.
- 8.20 **Ethics Conduct** -- Any direct, or indirect, actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in TSTC orders and contracts.

9. Documents Attached to this RFQ

Documents included in this RFQ that pertain to making a Qualifications Statement for this RFQ are listed as follows:

- 9.1 Agreement between Owner and Consultant (Only filled out in the event of contract award)
- 9.2 HUB Policy
- 9.3 HUB Subcontracting Plan Worksheet

