



## Engineering Services Statement of Qualifications

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**Statement of Qualifications No:** 2019-PT  
**Statement of Qualifications Title:** Request for Statement of Qualifications for Professional Engineering Services for Water and Wastewater Treatment Plants  
**Questions Deadline:** February 4, 2019 @ 12:00pm (CT)  
**Statement of Qualifications Due:** February 19, 2019 @ 2:00pm (CT)

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Statement of Qualifications (SOQ) for the materials or services specified will be received by the City of Waxahachie until the date and time as indicated above. Please submit in a sealed envelope one (1) original hard copy and one (1) digital copy of the SOQ on USB/Flash Drive. The City will not accept emailed or on-line submittals.

**Delivery Address:** City of Waxahachie  
Attn.: City Secretary Office  
401 South Rogers Street  
Waxahachie, Texas 75165

Late submissions will not be considered. Responses must be submitted with the SOQ number and the respondent's name and address clearly indicated on the front of the sealed envelope. Additional instructions for preparing a response are provided within.

**RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE.**

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For questions regarding this SOQ contact: Cherise De Los Santos  
Purchasing Manager  
469-309-4165  
cdelossantos@waxahachie.com

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The City of Waxahachie appreciates your time and effort in preparing a response. **Please note that all responses must be received at the designated location by the deadline shown.** Responses received after the deadline will not be considered and will be returned unopened. Only the names of the firms submitting responses will be published on the Summary List of SOQ's received. No other information will be released by the City during the evaluation process or prior to selection.

A pre-response conference will be held on **Thursday, January 31 at 2:00 p.m.** in the City Council Chambers at 401 South Rogers Street Waxahachie, Texas 75168

**City of Waxahachie  
Vendor Information Form  
SOQ No. 2019-PT**

**Bid Title: SOQ for Professional Engineering Services for Water and Wastewater Treatment Plants**

**Company Information**

Please complete the following and include with your bid submittal:

Company Name: \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_

Principal Place of Business City, State, Zip: \_\_\_\_\_

Principal Place of Business Phone Number: \_\_\_\_\_

Principal Place of Business Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**City of Waxahachie**  
**Request for Statements of Qualifications No. 2019-PT**  
**Professional Engineering Services for Water and Wastewater Treatment Plants**

**I. Introduction**

The City of Waxahachie is accepting Statements of Qualifications from qualified firms to establish a list of approved firms to provide professional engineering services in accordance with the terms, conditions, and requirements set forth in this Request for Statements of Qualifications. This SOQ provides interested firms with the information necessary to prepare and submit their qualifications for consideration.

**II. Scope of Services**

Provide a full suite of professional engineering services for the design, bidding and construction of Water and Wastewater Treatment Plants. For details, please see Exhibit A.

**III. Submittals**

In order for your SOQ to be considered responsive, the following information should be included at a minimum:

- Qualifications and relevant project experiences of your firm.
- References contact information, including name, phone number, and address.
- Length of time in business.
- Provide quality assurance program information.
- If your firm has done business with the City of Waxahachie before, list the project(s).
- Background data on the firms experience. Team roles and responsibilities for the various disciplines of engineering shall be identified.
- Specific services your firm will provide and your firm's ability to provide the services in a timely manner.
- For a firm to be selected, it is not necessary for the firm to be proficient in all areas outlined on Exhibit A.
- A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the proposer or in which the proposer has been judged guilty or liable.
- SOQ will be a maximum of 50 pages. The covers, table of contents, and divider sheets do not count as pages.

#### IV. Evaluation Criteria

The selection of firms to be placed on the qualified firms list will be based on the evaluation criteria listed below. The City reserves the right to select an appropriate number of firms, as determined by the City, to meet the City's projected needs for this service. The decision by the City is final.

- Experience (40%)
  - Organizational structure and senior leadership and length of time in business
  - Qualifications of key personnel adequate for the defined scope of service
  - Technical capabilities to meet the scope of work
  - Existing or previous experience with the defined scope of services and all areas outlined in Exhibit A
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- Firm's overall ability to meet the City's objectives (40%)
  - Understanding of the scope of service
  - Number of experienced personnel available and dedicated to the project
  - Overall strategy to meet deadlines and coordinate with staff throughout the life cycle to complete the project in a timely manner.
  - Methodology and use of technology to carry out the project
- Location (10%)
  - Location of the headquarters and the local office and its proximity to the City of Waxahachie.
  - The number of employees in the local office.
  - Days and hours of operation
  - Availability to meet with City staff to discuss the project and approach to providing regular project updates
- Past experience with the City (10%)
  - Previous experience working with the City of Waxahachie
  - Experience working with similar sized municipalities and or government agencies

#### V. Interviews and Presentations

In fairness to all firms, requests for interviews prior to the closing time and date will not be permitted. Interviews with selected firms may or may not be requested at the sole discretion of the City after the closing date. Selection may be made strictly from the information provided in the SOQ. However, the City of Waxahachie reserves the right to conduct interviews with and request presentations from any respondents.

#### VI. Submission

**FACSIMILE, INTERNET OR EMAIL TRANSMITTALS SHALL NOT BE ACCEPTED.**

Delivery of Qualification Statements: One original and one (1) hard copy of the SOQ and one (1) digital copy on a USB/Flash Drive shall be included in one sealed package and marked plainly as:

SOQ No. **2019-PT**  
Professional Engineering Services for Water and Wastewater Treatment Plants  
Firm Name Firm Name and Address

The completed Qualifications Package shall be delivered to:

City of Waxahachie  
City Secretary Office  
401 South Rogers Street  
Waxahachie, Texas 75165

## **VII. Questions**

The City of Waxahachie requires all questions relating to this SOQ be forwarded via email, to Cherise De Los Santos, Purchasing Manager, at **[cdelossantos@waxahachie.com](mailto:cdelossantos@waxahachie.com)** by **12:00 PM** on **February 4, 2019 12:00 PM**. Please include the SOQ Number in the email subject line. No questions will be answered over the phone. Responses to all question will be posted on Wednesday, February 6, 2019 at:

[http://www.waxahachie.com/departments/city\\_secretary/public\\_notices.php](http://www.waxahachie.com/departments/city_secretary/public_notices.php)

## EXHIBIT A

**This document must be completed and included in the SOQ**

**Please check the items you are submitting for**

### WATER AND WASTEWATER TREATMENT PLANTS

- Conventional Water Treatment Plant Design
- Membrane Water Treatment Plant Design
- Pump station design
- Clearwell storage design
- Rehabilitation
- Wastewater Treatment Plant Design
- Lift Station design
- Concrete Protective Coatings evaluation and selection
- In-house survey
- CAD plans
- Contract/Construction administration
- Right-of-way Acquisition

### PROJECT COST ESTIMATING

- Pre-design
- Project Scheduling
- Project Engineering Inspection Services

### MASTER PLANS

- Water Treatment Improvements
- Water Treatment Plant Expansion
- Wastewater Treatment Improvements
- Wastewater Treatment Plant Expansions
- Wastewater Treatment Plant TPDES Permit Renewals and/or Acquisition Special Studies
- Regulatory Updates