

# CITY OF SAN ANGELO REQUEST FOR QUALIFICATIONS

Water Utilities

## Professional Services Water Supply Engineering Feasibility Study

RFQ No: WU-03-17



City of San Angelo  
72 West College Avenue  
San Angelo, Texas 76903

**Submittal Deadline**  
**January 24, 2017, 2:00 PM Local Time**



## TABLE OF CONTENTS

*This Table of Contents is intended as an aid and not as a comprehensive listing of the solicitation package. Respondents are responsible for reading the entire package and complying with all specifications.*

<b>Section</b>	<b>PAGE</b>
<b>INVITATION</b> .....	<b>3</b>
GENERAL .....	3
DOCUMENT AVAILABILITY .....	3
DIGITAL FORMAT .....	3
REQUIRED RESPONSE.....	3
DEADLINE AND DELIVERY LOCATION .....	3
COPIES.....	3
DELIVERY ADDRESSES.....	3
ADDENDA .....	4
REJECTION OF SUBMISSIONS.....	4
POINTS OF CONTACT.....	4
<b>1. INSTRUCTIONS TO FIRMS</b> .....	<b>5</b>
1.1. INTERPRETATIONS.....	5
1.2. RESTRICTIONS ON COMMUNICATION .....	5
1.3. DISQUALIFICATION.....	5
1.5. SELECTION .....	6
1.6. PROPOSED TERMS OF THE AGREEMENT.....	6
1.7. ACCEPTANCE OF CONTENT.....	6
1.8. EQUAL EMPLOYMENT OPPORTUNITY.....	6
1.9. MODIFICATION – CORRECTIONS, DELETION, OR ADDITIONS .....	6
1.10. SUBMISSION BY CORPORATION .....	6
1.11. WITHDRAWAL OF SUBMISSION.....	6
1.12. REJECTION OF SUBMISSION.....	7
1.13. EXAMINATION OF CONTRACT DOCUMENTS .....	7
1.14. FAMILIARIZATION WITH THE TYPE OF WORK.....	7
1.15. SITE INVESTIGATION.....	7
1.16. SOILS TESTING SPECIFICATIONS .....	7
1.17. SUBCONTRACTORS AND SUPPLIERS.....	7
1.18. SUBCONTRACTOR QUALIFICATION.....	7
1.19. SUPPLIERS.....	8
1.20. COPIES OF CONTRACT DOCUMENTS .....	8
1.21. RESERVATION.....	8
<b>2. TYPE OF PROFESSIONAL SERVICES REQUIRED</b> .....	<b>9</b>
<b>3. REQUEST FOR QUALIFICATION FORMAT</b> .....	<b>13</b>
<b>4. EVALUATION CRITERIA</b> .....	<b>14</b>
<b>5. EVALUATION PROCESS</b> .....	<b>15</b>
<b>6. NO BID REPLY</b> .....	<b>16</b>
<b>7. RFQ SUBMITTAL FORMS</b> .....	<b>17</b>
CONTACT INFORMATION.....	18
ADDENDUM ACKNOWLEDGEMENT .....	19

DISCLOSURE OF CERTAIN RELATIONSHIPS .....20  
DEBARMENT AND SUSPENSION CERTIFICATION .....24  
REFERENCES.....26  
LIST OF PROPOSED SUBCONTRACTORS.....28  
DRAFT CONTRACT .....29



## INVITATION

### General

The City of San Angelo Water Utilities Department is seeking a response to this Request for Qualifications (RFQ) for a qualified firm, with their team, to furnish a Water Supply Engineering Feasibility Study. The selected firm will assist the City in developing a plan of action addressing our water supply needs to include:

- Evaluation of current water supplies;
- Future use planning of current water supplies;
- Identifications of new water sources and water management strategies;
- Evaluation of risk factors associated with identified new water sources and water management strategies;
- Development of planning-level design data for feasible new water sources and water management strategies, including preliminary options of project development costs and operation/maintenance costs; and,
- Water Supply Engineering Feasibility Report and Water Advisory Committee/City Council Presentation(s)

It is the intention of the City in going forward with this solicitation to retain the services of the best-qualified professional for the project.

### Document Availability

Documents are available in the Purchasing Division or may be downloaded from the City's website at [www.cosatx.us](http://www.cosatx.us). To locate the documents on the website go to:

- Bid Information > RFQ: WU-03-17/Professional Services – Water Supply Engineering Feasibility Study

### Digital Format

If specifications are obtained in digital format in order to prepare a submission, the submission must be submitted in hard copy according to the instructions contained in this RFQ package. If, in its response, firms make any changes whatsoever to the published specifications, the specification **as published** shall control. Furthermore, if an alteration of any kind to the specifications is discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation without recourse.

### Required Response

The City requires a response to any RFQ notifications mailed to potential firms. Should a company choose not to provide a submission on the project, then in order to remain on the City of San Angelo's potential Vendors List a "No Bid Reply" form located at the back of this RFQ must be submitted.

### Deadline and Delivery Location

Sealed RFQ submittals must be received no later than **January 24, 2017, 2:00 PM, Local Time**. The clock located in Purchasing will be the official time. Submissions not received on time will be rejected.

***It is the sole responsibility of the firm to ensure that the sealed RFQ submittal arrives in the Purchasing Office by the specified deadline, regardless of method chosen by the firm for delivery.***

***Faxed or electronically transmitted RFQ submittals will not be accepted.***

### Copies

Submit: One (1) unbound original (binder clips acceptable), four (4) bound copies (binders, staples or binder clips are acceptable) and one (1) copy in PDF format on USB Flash Drive of all required RFQ forms.

### Delivery Addresses

City of San Angelo  
Purchasing Division, RFQ: WU-03-17  
72 W. College Ave., Suite 330  
San Angelo, Texas 76903

**Mark Sealed Envelope: "RFQ NO. WU-03-17/ Professional Services – Water Supply Engineering Feasibility Study"**

**Addenda**

Should specifications be revised prior to the deadline for submission of the RFQ, the City's Purchasing Division will issue an addenda addressing the nature of the change and post it on the City's website. Firms must **acknowledge any addenda and return the form with their RFQ package**. Firm is responsible for checking the City's website to determine if any addenda have been issued prior to submitting their RFQ response. Failure to consider all addenda will be at the Firm's risk.

**Rejection of Submissions**

The City of San Angelo reserves the right to reject all RFQ responses, to waive informalities or irregularities, and to reject non-conforming, non-responsive, or conditional responses.

**Points of Contact**

**Request for Qualifications**

**Julia Antilley, Manager**

Purchasing

City of San Angelo

72 W. College Ave.

San Angelo, Texas 76903

sapurch@cosatx.us

(325) 657-4219

**Project Manager after Council Award**

**Bill Riley, Director**

Water Utilities

City of San Angelo

72 W. College Ave.

San Angelo, Texas 76903



## 1. INSTRUCTIONS TO FIRMS

### 1.1. Interpretations

All questions about the meaning or intent of the RFQ documents, including specifications shall be submitted to the Purchasing Division in writing. Replies will be issued by addenda and posted on the City's website. Questions received less than five (5) days prior to the date for opening of RFQ submissions will not be answered. Only questions answered by formal written addenda will be binding. Oral interpretations or clarifications will be without legal effect. The RFQ invitation number must appear on all correspondence, inquiries, etc. It is the firm's responsibility to ensure all addenda have been considered prior to submitting a response.

### 1.2. Restrictions on Communication

- A. Firms should not communicate with: 1) elected City officials and their staff regarding the RFQ from the time the RFQ has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or response submitted by firm. Violation of this provision by firm and/or its agent may lead to disqualification of firm from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Private (non-business) contacts with the City by the firm's employees acting in their personal capacity;
2. Casual social contacts that do not include mention of the RFQ;
3. Firms may submit written questions concerning this RFQ to the email listed below up to five (5) days prior to submission due date. Questions received after the stated deadline will not be answered;

It is required that all questions be sent by email to [sapurch@cosatx.us](mailto:sapurch@cosatx.us). **Please ensure the RFQ Number and Title is in the Subject Line.** Questions submitted and the City's responses will be published in the form of an Addendum to the City's web site at [www.cosatx.us](http://www.cosatx.us). Firm is responsible for calling the City or reviewing the website to determine if any addenda have been issued prior to their submittal. Only questions answered by formal Addenda will be binding;

4. Firms may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, firms shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
  5. Upon completion of the evaluation process, Firms shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Firms desiring a review of the solicitation process may submit a written request no later than five (5) calendar days from the date the letter was sent. The letter will indicate the name and address for submission of requests for review.
- B. City reserves the right to contact any Firm to negotiate if it is deemed desirable by the City. Such negotiations initiated by City staff persons, shall not be considered a violation by Firm of this section.

### 1.3. Disqualification

The applicant may be disqualified for any of the following reasons:

- The applicant is involved in any litigation against the City of San Angelo
- The applicant is in arrears on any existing contract or has defaulted on a previous contract with the City
- The applicant is debarred, suspended, or otherwise excluded from or ineligible for participation in State or Federal assistance programs

#### **1.4. Confidentiality**

All responses submitted shall remain confidential. After selection of a firm, submissions will be made available for public inspection. The City shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the submission unless clearly identified as such.

#### **1.5. Selection**

The City reserves the right to accept or reject any or all submissions, and to waive any informalities or irregularities in the RFQ process.

The City will select the most highly qualified firm(s)/team(s) for the requested services based on demonstrated competence and qualifications.

#### **1.6. Proposed Terms of the Agreement**

The term of the Agreement will be negotiated with the selected firm.

#### **1.7. Acceptance of Content**

Before submitting a response, each firm shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which their submission will rely. If the firm receives an offer because of its submission, failure to have made such investigation and examinations will in no way relieve the firm from its obligation to comply in every detail with all provisions and requirements.

#### **1.8. Equal Employment Opportunity**

All firms must be equal opportunity employers. Disadvantaged and minority respondents are encouraged to participate in this RFQ. Firms must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, age, or disability.

#### **1.9. Modification – Corrections, Deletion, or Additions**

No phone, fax, or email changes to submissions will be accepted. Corrections, deletions, or additions shall be submitted in writing and delivered in a sealed envelope prior to opening.

#### **1.10. Submission by Corporation**

Submissions by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The state of incorporation shall be shown below the corporate name. Submissions by partnerships must be executed in the partnership name and signed by a partner; title and the official address of the partnership must be shown below the signature. Submissions by joint ventures shall be signed by each participant in the joint venture or by an authorized agent of each participant.

The names of all persons signing must also be legibly printed below the signature. A submission by a person who affixes to his signature the word "president", "secretary", "agent", or other designation without disclosing his principle may be held to be the submission of the individual signing. When requested by City, evidence of the authority of the person signing shall be furnished.

Forms must be completed in ink. All blank spaces shall be filled. Submissions received without all such items completed may be considered nonresponsive.

The firm is not required to acknowledge receipt of Addenda but shall include all addenda in firm's response. No alterations in submissions or alterations made to the printed forms, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the firm. Failure to consider all Addenda prior to submitting a submission shall be at the risk of the firm.

#### **1.11. Withdrawal of Submission**

Submissions may be modified or withdrawn by contacting the Purchasing Division and requesting withdrawal any time prior to opening of submissions. Notice must be in writing. Notices by email, fax, or phone will not be accepted.





**1.12. Rejection of Submission**

The City reserves the right to reject any and all submissions or any part thereof and shall have the right to ask for new submissions for the whole or parts, should they desire to do so.

Submissions will be rejected if:

- The Submission is not received by the Submission Opening Deadline.
- The Submission is not executed by a person authorized to enter into a contract for the company.
- The Firm is debarred or suspended from working on federal or other government projects.

The City reserves the right to waive any or all informalities, and to reject nonconforming, non-responsive, or conditional submissions

**1.13. Examination of Contract Documents**

Each firm shall thoroughly examine and be familiar with this document, specifications, etc. The submission shall constitute an acknowledgment that the firm has thoroughly examined and is familiar with the contract documents. The failure or neglect of a firm to receive or examine any of the contract documents shall in no way relieve them from any obligations with respect to their submission or to the contract.

**1.14. Familiarization with the Type of Work**

Each prospective firm shall familiarize themselves with the Work, local labor conditions and all laws, regulations, and other factors affecting performance of the Work. Firm shall carefully correlate their observations with requirements of this Request and otherwise satisfy itself of the expense and difficulties attending performance of the Work. The submission will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

**1.15. Site Investigation**

The information contained in this document about topography, subsurface soils, subsurface structures, and any quantities based thereon, is furnished solely for the convenience of the firm as information available at the time. The accuracy of this information is not guaranteed and the firm is fully and solely responsible to verify pertinent information prior to submission time. Use of the information provided in no way relieves the firm or others of any responsibility for loss due to inaccuracies or deviations which may be encountered.

**1.16. Soils Testing Specifications**

The firm will be allowed to conduct soils investigations within the alignment of the proposed Work as they can be coordinated with the City and appropriate landowners during the submission preparation phase. All such investigations must be coordinated through the City.

**1.17. Subcontractors and Suppliers**

All submissions must include a list of proposed subcontractors and suppliers on the form included in the submission form section. Firms are strongly encouraged to explore utilizing area subcontractors and suppliers.

**1.18. Subcontractor Qualification**

Particular consideration will be given to the qualifications of each Subcontractor proposed to perform more than 5 percent (5%) of the Work.

The successful firm will submit to the City for acceptance a list of the names of subcontractors and such other persons and organizations (including those who are to furnish materials or equipment fabricated to a special design) identifying that portion of the Work to be performed by each subcontractor within fourteen (14) days of the issuance of Notice of Award.

The City will notify the successful firm in writing if there is objection to any subcontractor, person, or organization on such list.

The failure of the City to make any such objection prior to the execution and delivery of the Agreement shall constitute an acceptance of such Subcontractor, person, or organization. Such acceptance of a Subcontractor, person, or organization shall not: (1) constitute a waiver of any right of the City to reject defective Work, Material, or Equipment, or Work, Material, or Equipment not in conformance with the requirements of the Contract

Documents; or (2) constitute a waiver of Contractor's complete and total liability for any defective Work, Material, or Equipment, or Work Material or Equipment not in conformance with the requirements of the Contract Documents whether or not provided by or performed by any such Subcontractor.

If the City registers objection to, and refuses to accept a Subcontractor, person, or organization list, the successful firm may either (1) submit an acceptable substitute or (2) withdraw his submission. If the City raises objection to a Subcontractor, person, or organization after the execution and delivery of the Agreement, the Contractor will submit an acceptable substitute and an appropriate Change Order shall be issued.

**1.19. Suppliers**

The list of Subcontractors shall also include the suppliers and manufacturers of the principal items of materials and equipment the firm expects to use in the Work.

**1.20. Copies of Contract Documents**

The selected firm to whom a contract is awarded will be furnished, without cost, five (5) copies of the specifications and five (5) sets of the drawings, together with all addenda thereto. Additional copies of specifications and drawings may be obtained from the City for a fee.

**1.21. Reservation**

Firm understands the City reserves the right to reject any irregular submission(s) and the right to waive technicalities if such waiver is in the best interest of the City and conforms to State and local laws and ordinances pertaining to the letting of construction contracts.



## 2. TYPE OF PROFESSIONAL SERVICES REQUIRED

The following professional firms should apply for consideration:

- Texas Licensed Engineers with proven background, training, and qualifications, meeting all requirements of this RFQ
- Engineers who have experience in similar sized, water projects
- Engineers with positive experience in Project Cost Estimating (note: do not provide any Firm fees or estimates, project cost estimate only)
- Engineers who will be available to come to the City on a routine basis
- Engineers who have formed a strong, responsible team

All qualified firms shall have current licenses as required under the State of Texas for the provision of services requested by the City.

### 2.1. Scope of Services

It is the intent of this RFQ to identify and engage a qualified consulting firm to assist the City of San Angelo in developing a plan of action addressing our water supply needs, to include:

- evaluation of San Angelo's current water supplies along with future use planning for current water supplies;
- identification of new water sources and water management strategies;
- evaluation of risk factors associated with new water sources and water management strategies;
- development of planning-level design data for feasibility of new water sources and water management strategies, including preliminary opinions of project development costs and operations / maintenance costs;
- development of a Water Supply Engineering Feasibility Study; and,
- presentations at Water Advisory Committee and/or City Council meetings.

Based on the completed Water Supply Engineering Feasibility Study, the consulting firm may be further engaged to provide related design and construction management services. The following is a detailed description explaining each expectation of this RFQ.

#### **Task 1 – Project Plan, Objectives and Meetings**

Under Task 1, Consulting firm will work with the City's project team to identify project objectives, develop performance measures for each objective, and develop primary data and screening criteria to be used for alternative evaluations.

#### **Subtasks:**

**101 Project Plan.** Consulting firm will prepare a detailed schedule showing the main activities, milestones, and review periods, as well as their interaction. The schedule will be updated on a monthly basis. Throughout the duration of the project, the Consulting firm will prepare monthly reports explaining progress made in that period, items requiring resolution, items needed from the City, and activities to be performed the following month.

**102 Workshop No. 1 – Project Objectives.** Consulting firm will facilitate Workshop No. 1. The purpose of this workshop is to define the project goals and objectives and discuss the potential constraints that may be encountered, such as water quality concerns, regulatory, water rights, and permitting issues. A practical capital planning horizon for raw water infrastructure, treatment plant (water and wastewater) and water supply facilities will also be discussed. This workshop will also be used to discuss how the project will be conducted to ensure clear communication throughout the project and maintain timely completion of the work.

- 103 Criteria for Pre-Screening of Alternatives.** Based upon the outcome of Workshop No. 1, the consulting firm will compile the information and develop the pre-screening of alternatives criteria. This information will be documented in a memorandum for distribution and review.
- 104 Project Meetings.** Project progress meetings will be held during the course of the project with the City's project team to discuss aspects of the project presently underway, project schedule, and upcoming issues. These meetings are not intended to be formal presentations. The appropriate consulting firm team members shall attend the meetings to discuss pertinent issues. A minimum of six (6) progress meetings, in addition to Workshop No. 1, shall be planned for the project. Consulting firm will also make formal presentation on completion of each major milestone of the project to the Water Advisory Board. In addition, the consulting firm will hold up to five (5) public meetings with stakeholder groups, the City's Water Advisory Board, and/or the City Council.

### **Task 2 – Gather Data on Current Water Supply and Information**

With assistance from the City's project team, the Consulting firm will compile and review available information and data.

#### **Subtasks:**

- 201 Municipal Population and System Water Demands.** Information from the 2016 Region F Water Plan (2016 RFWP) related to municipal population and water demands and non-municipal water demands will be compiled. Estimates on population and water demands will be reviewed and updated based on changing conditions, if any, identified by the City's project team.
- 202 Current Water Supplies.** The Consulting firm, utilizing information from the 2016 RFWP, will compile current water supplies available to the City. Each current water supply will be reviewed and summarized, including information on water quality and cost of supply. Changing conditions to current water supplies (eg, updated estimates of groundwater availability or updated operational practices and yields for surface water supplies), will be reviewed and documented.
- 203 Identified Future Water Supplies.** Water management strategies identified in the 2016 RFWP will provide the baseline data to be used by the Consulting firm. The Consulting firm's review and summary of future water supplies will include information on water quality and cost of developing each identified future water supply strategy. Additionally, changes to conditions to identified future water supplies will be reviewed and documented.
- 204 Existing Treatment Systems.** Supported by the City's Water Utilities Staff, the Consulting firm will develop a description of existing water and wastewater treatment facilities with information on the type of treatment, process unit capacity, and adequacy to meet objectives established by Workshop No. 1.

### **Task 3 – Impact of Existing and Upcoming Federal / State Regulations and Permitting Requirements**

Regulatory impacts and permitting requirements for each selected water supply and water management strategy will be identified by the Consulting firm.

#### **Subtasks:**

- 301 Identify Impact of Federal and State Regulations.** Consulting firm will evaluate current and upcoming Federal/State regulations with current or potential impact on the water supply, delivery, and treatment systems being evaluated.
- 302 Permitting and Regulatory Review.** Consulting firm will perform a review of current and potential permitting requirements to avoid any fatal flaws in the feasibility evaluation. The review will consider such things as the Texas Commission on Environmental Quality (TCEQ) permit for reservoir water transfer, environmental flow considerations, water quality considerations, Section 401/404 permitting, groundwater conservation district permitting and Texas Pollutant Discharge Elimination System (TPDES) permitting.



**Task 4 – Identify New Water Supply and Water Management Strategies**

Working with the City's project team, candidate water supply and water management strategies will be developed by the Consulting firm.

**Subtasks:**

- 401 Workshop No. 2 – Identification of Candidate Strategies.** The Consulting firm team, working with the City's project team, will identify candidate strategies to cooperatively meet water supply needs established under Task 2. Strategies are anticipated to include: conjunctive use of existing water supplies; development of identified future water supplies; indirect and/or direct potable wastewater reuse, riverbank filtration; and other future water supplies not included in current regional planning efforts.
- 402 Screening of Candidate Strategies.** Initial screening will focus on identifying "fatal flaws" that would prohibit the candidate strategy from further consideration. For each identified candidate strategy passing the "fatal flaw" screening, the Consulting firm will: provide estimates of water volumes that can be developed under the strategy; develop general engineering concepts required to implement the strategy; provide a reconnaissance-level development cost estimate; and provide an estimated range of the cost to users in dollars per thousand gallons. Note that a "reconnaissance-level" cost estimate will use generally accepted rules of thumb and unit costs to provide "order-of-magnitude" cost estimates for comparison purposes. The Consulting firm will also provide guidance on the feasibility of candidate strategies including operation and maintenance requirements, ease of permitting, and other considerations related to implementation.
- 403 Workshop No. 3 – Strategies for Further Analysis.** Together with the City's project team and using the initial screening results, up to six (6) of the potentially feasible strategies will be selected for further analysis under Task 5.

**Task 5 – Evaluate Selected Water Supply and Water Management Strategies**

The Consulting firm will develop technical evaluations of the strategies selected from Task 4 for further analysis.

**Subtasks:**

- 501 Technical Evaluation of Strategies.** The Consulting firm will conduct, for up to six (6) strategies, a planning level analysis to provide a description of required facilities to implement the strategy. The technical evaluation will include interregional coordination, potential infrastructure needs including preliminary pipeline routes and treatment plant expansions, and planning level development cost estimates including estimated costs to users in dollars per thousand gallons. Planning level development cost estimates will be completed to the level of detail consistent with that used by the Region F Water Planning Group. General engineering details and design data will be provided for each evaluated strategy as a basis for future detailed engineering studies.
- 502 Preliminary Review of Potential Limiting Factors.** Each strategy evaluated under this Task will be reviewed for potential limiting factors (eg, interbasin water transfer, subordination, groundwater conservation district requirements, water quality, non-renewable source, reliability, environmental and water rights permitting, etc.). Potential limiting factors, along with possible mitigation measures, will be addressed for each strategy.
- 503 Conceptual Implementation Plan.** For each technical evaluation under Subtask 501, the Consulting firm will develop conceptual implementation approaches and strategies.
- 504 Cost Development, Evaluation Matrix and Decision Tree.** Consulting firm will develop estimated capital and O&M costs for the various components of each strategy. Consulting firm will develop a water supply evaluation matrix that identifies engineering, economic, environmental, social, and development risks related to proposed water supply strategies.
- 505 Water Treatment and Distribution Considerations.** Consulting firm will review the impacts to raw water quality and treatability as it relates to the integration of new raw water supplies. This review

will present the potential additional or modified treatment processes that may be required to meet current and anticipated future water quality goals at the water and/or wastewater treatment plant using the integrated water supplies. The various water supply alternatives may have multiple locations where water could be treated. This will result in varying costs for delivering treated water into the distribution system. Consulting firm will develop capital and O&M costs for pumping to the distribution system for each alternative.

- 506 Workshop No 4 – Select Water Supply and Water Management Strategy(ies) to be Pursued.** Consulting firm, in conjunction with the City's project team, will select the water supply and water management strategy(ies) to meet the City's goals and objectives.

**Task 6 – Water Supply Engineering Feasibility Report and Permitting**

Consulting firm will document the City's water supply and water management strategy(ies) resulting from Tasks 1-5 in a final, sealed Water Supply Engineering Feasibility Report. Permit applications, supporting targeted water supply and water management strategies, will be developed by the Consulting firm.

**Subtasks:**

- 601 Draft Water Supply Engineering Feasibility Report.** Consulting firm will prepare, for review by the City's project team, a draft Water Supply Engineering Feasibility Report. The Report shall meet the requirements outlined by the Texas Water Development Board's (TWDB) Guidance Document 0555. The Water Supply Engineering Feasibility Report is expected to meet funding application requirements for various programs administered by the TWDB, including the State Revolving Fund (SRF) and the State Water Implementation Fund for Texas (SWIFT).
- 602 Final Water Supply Engineering Feasibility Report.** Considering review comments provided by the City's project team, the Consulting firm will prepare a final Water Supply Engineering Feasibility Report. The final report will be sealed by professionals licensed to practice in the State of Texas.
- 603 Permitting.** Consulting firm will support in the preparation of applicable water rights, TPDES, and/or groundwater conservation district permit applications which may be required to implement targeted water supply and water management strategies.



### 3. REQUEST FOR QUALIFICATION FORMAT

In addition to all required forms and documentation, each firm must provide the following information:

#### 3.1. Cover Page

Show the subject, the name of your firm, address, telephone number(s), name of contact person, and date.

#### 3.2. Table of Contents

Clearly identify the materials by section and page number.

#### 3.3. Letter of Transmittal (Limited to one page)

- Briefly state your firms' understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- The letter must be signed by a corporate officer or other individual who has the authority to bind the firm and the project manager.

#### 3.4. Submission Contents (Limited to ten pages)

**Project Approach / Project Management Plan.** An in-depth representation of the firms' understanding of the RFQ and project scope of work, and proposed approach, including a detailed work plan covering: project schedule indicating key milestones and indicators of progress; interaction and coordination skills with City stakeholders, agencies, private entities, and political subdivisions of the federal, state, and municipal government. Firms should demonstrate their knowledge of City business and work practices under this subsection. This subsection should include any specific thoughts, enlightenments, or recommendations that the firm desires to bring forward which are not necessarily discussed in this RFQ, and that will further demonstrate that their firm's capabilities exceed that of mutually competing firms.

**Key Project Personnel - Qualifications and Experience.** Specific qualifications and past experience of the assigned project manager, key project personnel on the team, including the project manager, lead technical resource, other discipline leads and sub-consultants that will provide services on behalf of the firm. Resumes (maximum of two pages) should be included in an Appendix for each of the individuals and sub-consultants referenced. An organizational chart showing personnel that will be assigned to the project with their roles to be performed under the contract; a statement of staff availability, which includes the project manager, commitment to the project, and staff location. Based upon the proposed project schedule, note all conflicts regarding the availability and location of the project manager and key personnel during performance of the contract, assuming a project start date of March 1, 2017. The successful firm shall use the team members indicated in their response, in the roles indicated in the submission, for this project.

**Firm Qualifications and Experience.** Describe specific qualifications of the firm and experience on similar projects in the past with emphasis on experience in water supply studies. This information should demonstrate the firm's qualifications and similar experience in the type of work contained in this RFQ. This category also includes a discussion of firms' past performance on City projects (dates of work included with emphasis on most recent work).

**Firm Location.** Describe the key personnel's location, where the primary services are to be provided, and the ability of the project team to meet in person with the City staff when required during the performance of the contract.

#### 4. EVALUATION CRITERIA

Ratings shall be based on the following criteria and point range respectively.

**A. Project Approach/Project Management Plan (0-30 POINTS)**

- Understanding of Request for Qualifications and scope of work
- Proposed Approach
- Detailed work plan for the proposed project
- Firms ability to meet the project schedule
- Interaction and coordination
- Knowledge of City work and previous project experiences with the City

**B. Key Project Personnel - Qualifications and Experience (0-40 POINTS)**

- Project Manager
- Project personnel and roles, including lead technical resource
- Project team organization
- Staff/project manager availability, commitment to the project, and staff location

**C. Firm Qualifications and Experience (0-25 POINTS)**

- Directly related experience and qualifications
- Recent experience in other municipal projects comparable to the one proposed
- Experience with water reuse master planning and development of future water supply projects, and water/wastewater treatment on reuse projects

**D. Firm Location (0-5 POINTS)**

- Firm's location and ability to meet with City personnel as required.

**TOTAL POSSIBLE SCORE**

**100 POINTS MAXIMUM**





## 5. EVALUATION PROCESS

- a. The selection committee shall screen and rate all of the responses that are submitted. Selection ratings will be based on the 100-point scale above.
- b. Those selection committee will select the most qualified firm(s) and my invite them for an interview, at the applicants' own expense, if desired.
  - i. Should an interview be requested, respondents should be prepared for a 30 minute meeting; 15 minutes of presentation and 15 minutes of questions and answers.
- c. The City will evaluate all responses based on the qualifications, background, training, experience, staff qualifications, and interviews (if applicable). The City reserves the right to negotiate the final fee schedule, prior to recommending any firm for a contract.
- d. When services and fees are agreed upon, the selected firms shall be offered a consulting contract subject to City Council approval.
- e. Should negotiations be unsuccessful, the City shall enter into negotiations with the next, highest ranked firm. The process shall continue until an agreement is reached with a qualified firm.

This RFQ does not commit the City to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending the interviews.

**Selection Committee Members will likely include:**

- Bill Riley, Water Utilities Director
- Allison Strube, Assistant Water Utilities Director
- Russell Pehl, City Engineer

**6. NO BID REPLY**

WU-03-17 / Professional Services – Water Supply Engineering Feasibility Study

If for any reason, you are not submitting a bid/proposal, please check one or more reasons below and return the form to us either by mail or by email to sapurch@cosatx.us in order to remain in our database for these types of products or services.

By providing us this information, we hope to improve future request packages that will elicit your participation.

We wish to:  **Remain On**  
 **Be Deleted From** the list of vendors for the City of San Angelo.

**A. We hereby submit a "No Bid" because:**

- 1. We are not interested in selling through the bid process.
- 2. We are unable to prepare the bid form in time to meet the due date.
- 3. We do not wish to bid under the terms and conditions of the agreement.  
OBJECTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. We do not feel we can be competitive.
- 5. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- 6. We do not wish to sell to the City of San Angelo. OBJECTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7. We do not sell the items or provide the services requested.
- 8. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Firm \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Thank you for your assistance!*



**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219

## 7. RFQ SUBMITTAL FORMS

Submit: One (1) unbound original (binder clips acceptable, four (4) bound copies (binders, staples or binder clips are acceptable) and one (1) copy in PDF format on USB Flash Drive of all required RFQ forms.

Please submit all forms in the following order:

- Contact Information
- Addendum Acknowledgment Form
- Disclosure of Certain Relationships Form
- Debarment and Suspension Certification
- References
- List of Proposed Subcontractors
- Draft Contract

**PLEASE RETURN ALL  
FORMS BEYOND THIS  
POINT**



**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219

**Contact Information**

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Tax ID (attach IRS W-9): \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

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



**Addendum Acknowledgement**

Receipt is hereby acknowledged of the following addenda to the Contract documents.

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____
Addendum No. 4 dated _____	Received _____
Addendum No. 5 dated _____	Received _____
Addendum No. 6 dated _____	Received _____

Please Print

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code



**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219

## Disclosure of Certain Relationships

### NOTICE TO FIRMS

**Effective January 1, 2006**, Chapter 176 of the Texas Local Government Code requires that any firm or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete, if applicable, to comply with this new law, are available and explained in more detail at the Texas Ethics Commission website at [https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm).

A current list of City of San Angelo and City of San Angelo Development Corporation officers is available in the office of the City of San Angelo City Clerk, Room 201 of City Hall or on the City's website at <http://cosatx.us>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the 7<sup>th</sup> business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By Submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for Bid proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

A handwritten signature in blue ink, appearing to read "Michelle Kelly".

Purchasing Manager



**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219

**LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO**  
**As defined by Chapter 176 of the Texas Local Government Code**  
**(Revised 07/12/16)**

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all Firms who submit bids/proposals), Local Government Officers are:

**City of San Angelo City Council:**

Mayor: Dwain Morrison, Mayor

Councilmembers: Bill Richardson, SMD 1  
Marty Self, SMD 2  
Harry Thomas, SMD 3  
Lucy Gonzales, SMD 4  
Lane Carter, SMD5  
Charlotte Farmer, SMD 6 (Mayor Pro Tem)

City Manager: Daniel Valenzuela

**City of San Angelo Development Corporation officers are:**

Tommy Hiebert - President  
Edward Carrasco - First Vice President  
Juan Flores - Second Vice President  
Scott Tankersley - Director  
Todd R. Kolls - Director  
Richard Crisp - Director  
John Edward Bariou, Jr. - Director

Executive Director: Roland Peña

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
 Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date





**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- \*\*\*
- (2) the vendor:
  - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
    - (i) a contract between the local governmental entity and vendor has been executed;
    - or
    - (ii) the local governmental entity is considering entering into a contract with the vendor;
  - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
    - (i) a contract between the local governmental entity and vendor has been executed; or
    - (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.



**Debarment and Suspension Certification**

- (1) The prospective primary firm certifies to the best of its knowledge and belief that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
  
- (2) Where the prospective primary firm is unable to certify to any of the statements in this certification, such prospective primary firm shall attach an explanation to this bid proposal.

PROVIDER: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

## Debarment and Suspension Certification

### INSTRUCTIONS

1. By signing and submitting this proposal, the prospective firm is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective firm shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective firms to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective firm knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective firm shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective firm learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "firm," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective firm agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective firm further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A firm in a covered transaction may rely upon a certification of a prospective firm in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A firm may decide the method and frequency by which it determines the ineligibility of its principals. Each firm may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a firm is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a firm in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.



**References**

References: List five (5) projects of similar size and scope; giving company's name, owner's representative name, project description, and telephone numbers for each.

**REFERENCE ONE**

Government/Company Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contact Persons and Titles: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contract Period: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_

**REFERENCE TWO**

Government/Company Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contact Persons and Titles: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contract Period: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_

**REFERENCE THREE**

Government/Company Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contact Persons and Titles: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contract Period: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_



**REFERENCE FOUR**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Persons and Titles: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

**REFERENCE FIVE**

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Persons and Titles: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

**List of Proposed Subcontractors**

Provide a listing of all subcontractors and descriptions of the services provided by such parties that the company is likely to engage if it is selected. The Submittal should indicate the length of the relationship between the company and the subcontractor as well as the means by which the subcontractor was selected by the company (i.e. competitive selection process or sole sourcing).

**Firms are strongly encouraged to explore utilizing local subcontractors where available.** Make as many copies of this form as necessary to cover all categories of work.

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Length of Relationship with Company: \_\_\_\_\_

Method for Selecting Company: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Length of Relationship with Company: \_\_\_\_\_

Method for Selecting Company: \_\_\_\_\_

\*\*\*\*\*

Category of Work: \_\_\_\_\_ % of Proposed Contract Amount: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Length of Relationship with Company: \_\_\_\_\_

Method for Selecting Company: \_\_\_\_\_

\*\*\*\*\*



**Draft Contract**

**RECITAL**

**A.** City issued a Request for Qualifications No. WU-03-17 Professional Services – Water Supply Engineering Feasibility Study (“RFQ WU-03-17”), for professional \_\_\_\_\_ services (“Services”) on the City’s Water Supply Engineering Feasibility Study; Provider’s response thereto (“Response”) has been selected as the most qualified Response for the provision of Services; and, Provider reaffirms all averments in the Response, which is incorporated into this Agreement by reference thereto as if fully set forth herein.

**B.** City wishes to engage the services of Provider, and Provider wishes to perform Services for City.

**C.** On \_\_\_\_\_, 20\_\_, the City Council of the City of San Angelo authorized the City Manager to negotiate and execute this Agreement, under the terms and conditions set forth herein.

**D.** The Provider’s representative executing this Agreement on behalf of Provider has full and complete authority of Provider’s governing body to bind Provider. The parties intend that this Agreement constitute the legal, valid and binding obligation of Provider and that this Agreement be enforceable in accordance with its terms.

**TERMS:**

**1. RECITALS:** The foregoing recitals are true and correct and are hereby incorporated into and made a part of this Agreement.

**2. TERM:** The term shall begin upon the execution of this Agreement and continue through completion of the activities outlined in the Scope of Services set forth herein and in **Exhibit “A”** attached hereto, and made part of this Agreement for all purposes. Performance of the Services shall be conducted within the time period described in the schedule set forth in **Exhibit “A”**.

**3. SCOPE OF SERVICE:**

**A.** Provider agrees to provide Services as specifically described, and under the special terms, schedule(s) for performance and conditions set forth herein and in **Exhibit “A”** attached hereto, and made a part of this Agreement for all purposes.

**B.** Provider acknowledges to City that: (i) it possesses all qualifications, licenses and expertise required for the performance of Services; (ii) it is not delinquent in the payment of any sums due City, including but not limited to payment of permit fees or occupational licenses, nor in the performance of any obligations to City; (iii) all personnel assigned to perform Services are and shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; and (iv) Services

will be performed in the manner described in Contract Documents; (v) services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality and under the same or similar circumstances and professional license; (vi) services provided under this Agreement shall be performed as expeditiously as is prudent considering the ordinary professional skill and care of a competent member of the same profession.

**4. COMPENSATION:** Provider warrants that it has reviewed City’s requirements and has asked such questions and conducted such other inquiries as Provider deemed necessary in order to determine the price Provider will charge to provide Services to be performed under this Agreement.

**A.** The amount of compensation payable by City to Provider shall be based on the rates and schedules or total price described in **Exhibit “B”** hereto, which by this reference is incorporated into this Agreement.

**B.** Provider shall submit to City a monthly invoice which indicates work completed and hours of Services rendered by Provider. The invoice shall describe the amount of Services provided since the effective date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. City shall, within 30 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges thereon. If City disputes any of Provider’s fees, City shall give written notice to Provider within thirty (30) days of receipt of an invoice of any disputed fees set forth therein.

**C.** Invoices shall be accompanied by sufficient supporting documentation and contain sufficient detail, to allow a proper audit of expenditures, should City require one to be performed.

**D.** Provider shall not be reimbursed for any expenses unless authorized in writing by City.

**5. CONTRACT DOCUMENTS:** The following documents from the City of San Angelo are incorporated herein by reference for all purposes, as if fully set out verbatim:

- 1.** RFQ WU-03-17, (**Exhibit “A”**);
- 2.** Provider’s Response to RFQ WU-03-17, (**Exhibit “B”**);
- 3.** Special Insurance Rider, (**Exhibit “C”**)

In the event of conflicts or discrepancies between the Contract Documents, the conflict or discrepancy will be resolved as provided under this Agreement, Section 14. “Resolution of Contract Disputes”, with a purpose to produce the intended results. The interpretations will be based on the following priorities:

- 1.** This Professional Services Agreement;
- 2.** RFQ WU-03-17, (**Exhibit “A”**);
- 3.** Provider’s Response to RFQ WU-03-17, (**Exhibit “B”**)

**6. OWNERSHIP OF DOCUMENTS:** Provider understands and agrees that any information, document, report or any other material whatsoever which is given by City to Provider or which is otherwise





obtained or prepared by Provider pursuant to or under the terms of this Agreement is, and shall at all times remain, the property of City. Provider agrees not to use any such information, document, report or material for any other purpose whatsoever without the written consent of City, which may be withheld or conditioned by City in its sole discretion.

**7. AUDIT AND INSPECTION RIGHTS:**

**A.** City may, at reasonable times, and for a period of not less than five (5) years following the date of final payment by City to Provider under this Agreement, audit, or cause to be audited, those books and records of Provider which are related to Primary Provider's performance under this Agreement. Provider agrees to maintain all such books and records at its principal place of business for a period of five (5) years after final payment is made under this Agreement.

**B.** City may, at reasonable times during the term hereof, inspect Provider's Work and perform such tests, as City deems reasonably necessary, to determine whether the goods or Services required to be provided by Provider under this Agreement conform to the terms hereof and/or the terms found in **Exhibit "A"** and the contract documents. Provider shall make available to City all reasonable access and assistance to facilitate the performance of tests or inspections by City representatives.

**8. AWARD OF AGREEMENT:** Provider represents and warrants to City that it has not employed or retained any person or company employed by City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, percentage, brokerage fee, or gift of any kind contingent upon or in connection with the award of this Agreement.

**9. PUBLIC RECORD:** Provider understands that the public shall have access, at all reasonable times, to all documents and information pertaining to City contracts, subject to the provisions of Chapter 552, Texas Government Code, and agrees to allow access by City and the public to all documents subject to disclosure under applicable law. Provider's failure or refusal to comply with the provisions of this section shall result in the immediate cancellation of this Agreement by City.

**10. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** This Agreement is expressly made subject to all applicable federal, state, county and City laws, statutes, ordinances, rules, codes and regulations as set forth now or hereinafter adopted, enacted or amended (collectively referred to as "Regulations"), including but not limited to: Regulations specifically applicable to Services provided and Work performed under this Agreement. All of the foregoing Regulations are hereby made a part of this Agreement and incorporated herein by reference as if fully set out herein. Provider agrees that all Services provided and Work to be performed under this Agreement shall be performed in strict compliance with such Regulations as they may be amended from time to time which may apply to Services provided and Work performed.

**11. INDEMNIFICATION AND INSURANCE INDEMNIFICATION AND INSURANCE.** Provider shall indemnify, defend and hold harmless City and its officials, employees (collectively referred to as “Indemnitees”) and each of them from and against damages, claims, expenses (including reasonable attorney’s fees) or liabilities (collectively referred to as “Liabilities”) by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of Services contemplated by this Agreement but only to the extent caused by the negligent acts, errors or omissions, intentional torts, intellectual property infringement, or a failure to pay a subcontractor or supplier committed by Provider or Provider’s agent, consultant under contract, or another entity over which Provider exercises control (whether active or passive) of Provider or its employees, or sub-providers (collectively referred to as “Provider”) (ii) the failure of Provider to comply with any of the paragraphs herein or the failure of Provider to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Provider expressly agrees to indemnify and hold harmless the Indemnitees, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Provider, or any of its sub-providers, as provided above, for which Provider’s liability to such employee or former employee would otherwise be limited to payments under State Workers’ Compensation or similar laws. Nothing herein shall require Provider to indemnify, defend, or hold harmless any Indemnitee for the Indemnitee’s own negligence or willful misconduct. Any and all indemnity provided for in this Agreement shall survive the expiration of this Agreement and the discharge of all other obligations owed by the parties to each other hereunder and shall apply prospectively not only during the term of this Agreement but thereafter so long as any liability could be asserted in regard to any acts or omissions of Provider in performing Services under this Agreement.

**For Professional Liability Claims, Provider shall be liable for reasonable defense costs incurred by City but only after final adjudication and to the extent and percent that Provider or Provider’s agents are found negligent or otherwise at fault.**

**12. INSURANCE:** Provider shall, at all times during the term hereof, maintain such insurance coverage as may be required by City of the types and in the amounts specified in **Exhibit “C”** attached hereto, which by this reference is incorporated into this Agreement for all purposes, and with insurers licensed to do business in Texas. All insurance required herein shall be drawn in the name of Provider, with City, its council members, board and commission members, officials, agents, guests, invitees, consultants and employees named as additional insureds, except on coverage for Workers’ Compensation. All such insurance, including renewals, shall be subject to the approval of City for adequacy of protection and evidence of such coverage shall be furnished to City on Certificates of Insurance indicating such insurance to be in force and effect and providing that it will not be canceled during the performance of Services under this Agreement without thirty (30) calendar days prior written notice to City. Completed Certificates of Insurance shall be filed with City’s Risk Manager at City Hall, 72 W. College Avenue, San Angelo, Texas 76903 prior to the performance of Services hereunder, provided, however, that Provider shall at any time upon request file duplicate copies of the policies of such insurance with City.

The procurement of insurance coverage by Provider shall not be construed to be a limitation upon Provider’s liability or as a full performance on its part of Provider’s indemnification requirements under



this Agreement. Provider's obligations are, notwithstanding any policy of insurance, for the full and total amount of any damage, injury or loss caused by or attributable to its activities conducted at or upon the premises. Failure of Provider to maintain adequate coverage shall not relieve Provider of any contractual responsibility or obligation.

Provider shall require its insurance carrier(s), with respect to all insurance policies, to waive all rights of subrogation against City, its council members, board and commission members, officials, agents, guests, invitees, consultants and employees.

Provider shall cause each subprovider and sub-subprovider of Provider to purchase and maintain insurance of the types and in the amounts specified in **Exhibit "C"** hereto. Provider shall require subproviders and sub-subproviders to furnish copies of certificates of insurance to Provider's Risk Manager evidencing coverage for each subprovider and sub-subprovider.

If, in the judgment of City, prevailing conditions warrant the provision by Provider of additional liability insurance coverage or coverage which is different in kind, City reserves the right to require the provision by Provider of an amount of coverage different from the amounts or kinds previously required and shall afford written notice of such change in requirements thirty (30) days prior to the date on which the requirements shall take effect. Should Provider fail or refuse to satisfy the requirement of changed coverage within thirty (30) days following City's written notice, Provider shall be deemed in default of this Agreement.

**13. DEFAULT:** If Provider fails to comply with any term or condition of this Agreement, or fails to perform any of its obligations hereunder, then Provider shall be in default. Upon the occurrence of a default hereunder, City, in addition to all remedies available to it by law, may immediately upon written notice to Provider, terminate this Agreement whereupon all payments, advances, or other compensation paid by City to Provider while Provider was in default shall be immediately returned to City. Provider understands and agrees that termination of this Agreement under this section shall not release Provider from any obligation accruing prior to the effective date of termination. Should Provider be unable or unwilling to commence to perform Services within the time provided or contemplated herein, then, in addition to the foregoing, Provider shall be liable to City for all costs and expenses incurred by City in preparation and negotiation of this Agreement, as well as all costs and expenses in the procurement of Services, including consequential and incidental damages.

**14. RESOLUTION OF CONTRACT DISPUTES:** Provider understands and agrees that all disputes between Provider and City based upon an alleged violation of the terms of this Agreement by City shall be submitted to the City Manager for his resolution. Provider shall make a written request for resolution of the dispute (the "Request") to the City Manager or his designee (the "Official") for determination of the

matter in dispute. The Request shall clearly state the disputed issue and include or incorporate by specific reference all information or documents that Provider wants the Official to consider in reaching a determination. The Official shall issue a written notice of decision upon Provider's Request within the thirty (30) days of receipt of Provider's Request. If the Official cannot issue a decision within thirty (30) days of the receipt of Provider's Request, the Official shall notify Provider the date upon which a decision shall be issued. Submission of Provider's Request for determination of the dispute is a condition precedent to Provider's ability to engage in litigation against City. If a decision is not issued by the date indicated by the Official or within ninety (90) days after the submission of Provider's written Request for determination, whichever occurs first, Provider will be deemed to have met the condition precedent required by this provision. Should the dispute be resolved through the submission of Provider's Request, the resolution of the dispute will be documented, if necessary, through a change to this Agreement in accordance with the provisions contained in this Agreement. Should the dispute fail to reach resolution through the submission of Provider's Request, the dispute shall be submitted to non-binding mediation at the sole discretion of City. City agrees that it shall make an election within no later than sixty (60) days after the issuance of a determination by the Official in response to Provider's Request, final completion, abandonment or termination of the Project, whichever is later. Such mediation shall be conducted by and between the parties in accordance with the AAA Rules of Mediation for Construction Cases then in effect. Provider understands and agrees that it shall continue to perform its Work under this Agreement unless further performance has been excused by termination of Provider or stopping Work is specifically allowed under the laws of the State of Texas. Provider understands that should a settlement be reached at mediation it is subject to the approval of the City Council. If either mediation is unsuccessful or City elects not to proceed to mediation, then the dispute shall be submitted to litigation in keeping with the terms of this Agreement and the laws of the State of Texas.

**15. TERMINATION RIGHTS OF CITY:**

**A.** City shall have the right to terminate this Agreement, in its sole discretion, at any time, by giving written notice to Provider at least five (5) business days prior to the effective date of such termination. In such event, City shall pay to Provider compensation for services rendered and expenses incurred prior to the effective date of termination. In no event shall City be liable to Provider for any additional compensation, other than that provided herein, or for any consequential or incidental damages.

**B.** Notwithstanding anything to the contrary in this agreement, City shall have the right to terminate this Agreement, without notice to Provider, upon the occurrence of an event of default hereunder. In such event, City shall not be obligated to pay any amounts to Provider and Provider shall reimburse to City all amounts received by Provider under this Agreement.



**16. NONDISCRIMINATION:** Provider represents and warrants to City that Provider does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with Provider's performance under this Agreement on account of race, color, sex, religion, age, handicap, marital status or national origin. Provider further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, sex, religion, age, handicap, marital status or national origin, be excluded from participation in, be denied services, or be subject to discrimination under any provision of this Agreement.

**17. ASSIGNMENT:** This Agreement shall not be assigned by Provider, in whole or in part, without the prior written consent of City, which may be withheld or conditioned, in City's sole discretion.

**18. NOTICES:** All notices or other communications required under this Agreement shall be in writing and shall be given by hand-delivery or by registered or certified U.S. Mail, return receipt requested, addressed to the other party at the address indicated herein or to such other address as a party may designate by notice given as herein provided. Notice shall be deemed given on the day on which personally delivered; or, if by mail, on the fifth day after being posted or the date of actual receipt, whichever is earlier.

**TO CITY:**

City of San Angelo  
Attn: \_\_\_\_\_  
72 W. College Ave.  
San Angelo, Texas 76903  
Phone: (325) 657-\_\_\_\_\_

**TO PROVIDER:**

\_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**19. AMENDMENTS:** City or Provider may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of City and Provider, and approved by City. Such amendments shall not invalidate this Agreement, nor relieve or release City or Provider from their respective obligations under this Agreement as amended.

**20. MISCELLANEOUS PROVISIONS:**

**A.** This Agreement shall be construed and enforced according to the laws of the State of Texas. This Agreement is governed by the laws of the State of Texas both as to interpretation and performance.

**B.** Title and paragraph headings are for convenient reference and are not a part of this Agreement.

**C.** No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

**D.** Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the

laws of the State of Texas or City of San Angelo, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws, or if not modifiable, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.

**E.** This Agreement constitutes the sole and entire agreement between the parties hereto. No modification or amendment hereto shall be valid unless in writing and executed by properly authorized representatives of the parties hereto.

**F.** Venue for any cause of action arising under this Agreement is Tom Green County, Texas.

**G.** This Agreement shall, in any dispute over its meaning or application, be interpreted fairly and reasonably, and not more strongly for or against either party.

**21. SUCCESSORS AND ASSIGNS:** This Agreement shall be binding upon the parties hereto, their heirs, executors, legal representatives, successors, or assigns.

**22. INDEPENDENT CONTRACTOR:** Provider has been procured and is being engaged to provide Services to City as an independent contractor, and not as an agent or employee of City. Accordingly, Provider shall not attain, nor be entitled to, any rights or benefits under the Civil Service or Pension Ordinances of City, nor any rights generally afforded classified or unclassified employees. Provider further understands that Texas Workers' Compensation benefits available to employees of City are not available to Provider, and agrees to provide workers' compensation insurance for any employee or agent of Provider rendering services to City under this Agreement.

**23. CONTINGENCY CLAUSE:** City's funding for this Agreement is contingent on the availability of funds and continued authorization for program activities; and, this Agreement is subject to amendment or termination due to lack of funds, reduction of funds or change in regulations, upon thirty (30) days notice.

**24. REAFFIRMATION OF REPRESENTATIONS:** Provider hereby acknowledges and reaffirms all of the representations contained in this Agreement and RFQ WU-03-17.

**25. DOCUMENTS OF INCORPORATION:** This Agreement is expressly made subject to all exhibits and attachments hereto, to all applicable federal, state and local laws, rules and regulations as of the Effective Date herein, and to any and all requirements, whether federal, state or local, verbal or written, placed upon City. All the foregoing are hereby made a part of this Agreement and incorporated herein by reference as if fully set out herein.

**26. ENTIRE AGREEMENT:** This instrument and its exhibits constitute the sole and only agreement of the parties relating to the subject matter hereof and correctly set forth the rights, duties, and obligations of each to the other as of its date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.



**CITY OF SAN ANGELO**  
 PURCHASING DEPARTMENT  
 72 West College Avenue, San Angelo, Texas 76903  
 Tel: (325) 657-4219

**27. COUNTERPARTS:** This Agreement may be executed in two or more counterparts, each of which shall constitute an original but all of which, when taken together, shall constitute one and the same agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed by their respective officials thereunto duly authorized, this day and year above written.

**“City”**  
**CITY OF SAN ANGELO,**  
**a municipal corporation of the State of Texas**

By: \_\_\_\_\_  
 Daniel Valenzuela, City Manager

ATTEST:

\_\_\_\_\_  
 Bryan Kendrick, City Clerk

**“Provider”**  
 \_\_\_\_\_

By: \_\_\_\_\_  
 \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
 Secretary

**EXHIBIT "A"**  
**RFQ WU-03-17 - SCOPE OF SERVICES**





**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, Texas 76903  
Tel: (325) 657-4219

**EXHIBIT "B"**  
**COMPENSATION**  
**PROVIDER'S RESPONSE TO RFQ NO. WU-03-17**

**EXHIBIT “C”**

**SPECIAL INSURANCE RIDER**

1. **TYPES AND AMOUNTS OF INSURANCE REQUIRED.** Provider shall obtain and continuously maintain in effect at all times during the term hereof, at Provider’s sole expense, insurance coverage as follows with limits not less than those set forth below:

**1.1 Commercial General Liability.** This policy shall be an occurrence-type policy and shall protect Provider and additional insureds against all claims arising from bodily injury, sickness, disease or death of any person (other than Provider’s employees) and damage to property of City or others arising out of the act or omission of Provider or its agents and employees. This policy shall also include protection against claims for the contractual liability assumed by Provider under the paragraph of this Agreement entitled “Indemnification,” including completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, premises/operations, and independent contractors (to remain in force for two years after final payment). Coverage limits shall not be less than:

\$2,000,000.00	General Aggregate
\$1,000,000.00	Products – Completed Operations
\$1,000,000.00	Personal & Advertising Injury
\$1,000,000.00	Each Occurrence
\$ 100,000.00	Fire Damage (any one fire)

**1.2 Business Automobile Liability.** This policy shall be written in comprehensive form and shall protect Provider and the additional insureds against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the premises of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired. Coverage shall be as follows:

\$ 1,000,000.00	Combined Single Limits
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**1.3 Workers’ Compensation and Employer’s Liability.** If Provider hires any employees, Provider shall maintain Workers’ Compensation and Employer’s Liability insurance, which shall protect Provider against all claims under applicable state workers’ compensation laws and employer’s liability. The insured shall also be protected against claim for injury, disease or death



of employees which for any reason, may not fall within the provisions of a workers' compensation law. Coverage shall not be less than:

<b>Statutory Amount</b>	<b>Workers' Compensation</b>
\$ 500,000.00	Employer's Liability, Each Accident
\$ 500,000.00	Employer's Liability, Disease - Each Employee
\$ 500,000.00	Employer's Liability, Disease - Policy Limit

**1.4 Professional Liability.** This insurance shall include contractual liability in its coverage, and the coverage under this policy shall survive the term of this Agreement as long as any liability could be asserted. Limit of liability per claim shall not be less than:

\$ 2,000,000.00	Combined Single Limits
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If Provider uses contract labor, Provider shall require its sub-provider to maintain the above referenced coverage and furnish copies of certificates of insurance as required herein.

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF SAN ANGELO, TEXAS  
AND \_\_\_\_\_**

**RFQ WU-03-17**

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Bill Riley, Water Utilities Director

APPROVED AS TO FORM AND  
CORRECTNESS:

\_\_\_\_\_  
Theresa James, City Attorney

APPROVED AS TO INSURANCE  
REQUIREMENTS:

\_\_\_\_\_  
Charles Hagen, Risk Manager