

Springs Hill Water Supply Corporation
Professional Project Management and Inspection Services for Lake Placid Water
Treatment Plant
Request for Qualifications

A. Background

Springs Hill Water Supply Corporation (SHWSC) is seeking qualified firms (Consultant) to submit Statements of Qualifications to provide Project Management and Construction Inspection services associated with the expansion of the Lake Placid Water Treatment Plant.

SHWSC is located in Guadalupe County and provides treated water to residents within the greater Seguin area. In February of 2010 SHWSC was given a loan as part of the American Recovery and Reinvestment Act (ARRA) to construct improvements at their Lake Placid Water Treatment Plant. The improvements consist of adding an additional train in parallel to existing treatment facilities as well as constructing a new ground water storage tank.

B. Scope of Work

SHWSC is seeking the services of a qualified Consultant to provide Construction Management and Inspection Services associated with the LPTWP expansion. The scope of work described in this Section is neither limited nor comprehensive in nature. Consultant shall, at a minimum, perform or make provisions for the following as applicable:

1. Fulfill Role of Resident Project Representative as detailed in the LPWTP Facility Improvements Specifications. This will include:
 - a. Review of progress schedules provided by contractor
 - b. Review of shop drawings submitted by contractor
 - c. Review of samples submitted by contractor
 - d. Coordination of construction staking
 - e. Review of schedule of values prepared by the contractor
 - f. Consultation with owner on above mentioned items and preparation of recommendations to approve or disapprove
2. Serve as technical liaison between SHWSC and the contractor obtaining additional information when required for proper execution of the work
3. Record keeping of the following:

- a. Date of receipt of shop drawings
 - b. Certifications from suppliers that products meet all Buy American Provisions (the contractor will also be required to keep a copy of this)
 - c. Date of receipt of change orders
 - d. Progress schedules including all revisions
 - e. Minutes from progress meetings and conferences
 - f. Names, addresses and telephone numbers of all contractors, sub-contractors and major suppliers of materials and equipment
 - g. Construction testing
4. Coordination of progress meetings:
 - a. Scheduling of weekly and monthly project meetings
 - b. Preparation of agenda for each meeting
 - c. Hosting of meeting in on-site construction trailer provided by contractor (or SHWSC headquarters as applicable)
 - d. Preparation of minutes following each meeting
5. Payment requests:
 - a. Review of applications for payment
 - b. Comparison of applications for payment with progress schedule, schedule of values, work completed and materials/equipment delivered to ensure accuracy of request
 - c. Recommendation of approval or disapproval of pay requests to owner
 - d. Preparation of pay requests for submittal to the TWDB in accordance with ARRA requirements
6. Change orders:
 - a. Review of all change orders received
 - b. Coordination with contractor on appropriate changes based on review
 - c. Coordination with SHWSC as needed
 - d. Recommendation to SHWSC on whether to approve or disapprove
7. Inspections
 - a. Review work completed by contractor for adherence to plans, specifications and approved shop drawings/submittals
 - b. Coordinate with Water Production Manager to review and ensure that construction is acceptable to SHWSC operations staff
 - c. Observe installation of key components and/or site work to ensure that they are installed correctly
 - d. Review materials testing reporting
 - e. Conduct substantial completion walkthrough
 - f. Conduct final inspection walkthrough
8. Reporting:

- a. Develop progress reports for SHWSC, updating them on project on a bi-weekly basis
 - b. Work with SHWSC to complete all ARRA reports as needed (more detail is not available as at the time of this writing training has not been received on reporting)
9. Testing:
- a. Coordination with construction testing firm on testing
 - b. Verification that required testing was completed
10. Development of punch list to be completed prior to project close out
11. Coordination with ARRA and TWDB personnel on inspections, reports and special requirements
12. Coordination and completion of construction staking
13. TCEQ compliance analysis and verification
14. Submittal of required documentation to TCEQ of project completion
15. Storm Water Pollution Prevention Plan (SWPPP) drawings.
16. Storm Water Pollution Prevention Plan documentation and required booklets.
17. Verification that SWPPP documentation is correctly displayed by contractor on site

C. SELECTION

SHWSC will procure the Professional Services being solicited in this RFQ by selection the most highly qualified respondent. This determination will be based on the information provided in accordance with Section D: Qualifications of this RFQ.

D. QUALIFICATIONS

Candidates must respond in writing to each of the following requirements providing details of how their respective firm meets each of the qualifications. Specific names and dates are required.

- 1. Treatment Plant Design Experience
 - a. Firm must have past experience with the design of traditional drinking water treatment plants.
 - b. Firm must have completed design work on either a new plant or a plant expansion in the last 12 months.
- 2. Past Experience with SHWSC
 - a. Firm must have worked with SHWSC in the last 5 years in at least 1 of the following capacities:
 - i. Design of SHWSC facilities.
 - ii. Construction management of a SHWSC project.

- iii. Preparation of studies, reports or Capital Improvement Plans pertaining to the SHWSC system.
3. ARRA Experience
- a. Firms must have all of the following experience related to the ARRA program in order to be considered:
 - i. Participation in preparation of an ARRA Application requesting funding for a project that was ultimately included in the final Intended Use Plan (IUP) published by the Texas Water Development Board (TWDB) in 2009. Firm must provide the IUP number the project was designated by the TWDB.
 - ii. Participation in preparation of ARRA reporting submittals as detailed in the ARRA Pink Sheets published by the TWDB as well as any other applicable literature.
 - iii. Experience in onsite inspections by TWDB personnel under the ARRA inspection protocol.

Any firm that does not meet all of these qualifications will not be considered.

E. SUBMISSION PROCESS, DUE DATE AND REQUIRED DOCUMENTS

One original and **three copies** of the response, including all applicable supporting documentation, are required. Failure to submit the required number of copies may result in the proposal being declared unresponsive.

Responses must be submitted no later than August 1st, 2010 @ 3:00 PM. The responses must be inside a sealed envelope or container when submitted. The response material must be addressed and delivered to:

Springs Hill Water Supply Corporation
Jeanne Schnuriger, General Manager
5510 S. 123 Bypass
Seguin, Texas 78156

The outside of the envelope or container must state:

RFQ Response – Professional Project Management and Inspection Services for Lake Placid Water Treatment Plant

Submittals received later than the above date and time may be rejected and returned unopened.

F. CONTENTS OF STATEMENT OF QUALIFICATIONS

1. General Information on Firm and its Capabilities (Page Limit: 2)
2. Resumes of Firm's Key Personnel (Page Limit: 3)
3. Summary of Firm's Qualifications Including:
 - a. Summary of Treatment Plant Design Experience (Page Limit: 1)
 - b. Description of Past Experience Working with SHWSC (Page Limit: 1)
 - c. Detailed Description of ARRA Experience (Page Limit: 3)
4. Summary of Past Project Management Experience (Page Limit: 1)

Page Format. Respondents are encouraged to use their own format within the guidelines described in the RFQ. **Submit one original and three copies** in the following format:

1. Maximum page size for graphics: 11 inches by 17 inches
2. Maximum page size for text: 8.5 inches by 11 inches
3. Minimum line spacing: 1.5
4. Minimum font size: 11 point (except for documents prepared by others: e.g., Professional Liability Insurance Certificate)
5. Minimum margins: 1 inches on all sides

G. SCHEDULE FOR SELECTION PROCESS

1. SHWSC begins RFQ process on **July 7th, 2010**
2. Questions must be directed to Kathy Bryant at kbryant@springshill.org. Questions relating to definitions or interpretations of the RFQ must be submitted in writing on or before **July 20th, 2010 @ 3:00 PM.**
3. Submittals are due **no later than August 1st, 2010, @ 3:00 PM.**

H. FUNDING

The final contract between SHWSC and consultant is expected to be funded by a loan through the Texas Water Development Board (TWDB) and the American Recovery and Reinvestment Act (ARRA). Neither the State of Texas nor any of its departments, agencies or employees are or will be a party to this RFQ or any resulting contract.

I. FAIR SHARE GOALS

This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms in the Construction,

Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to Minority Business Enterprise and Women-Owned Business Enterprise firms provided that subcontracts are going to be awarded. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The consultant will be required to submit proof of the six affirmative steps unless they are planning on performing the entirety of the work outlined in this RFQ in house without any sub-consultants. The current fair share goals for the State of Texas are as follows:

Category	MBE	WBE
Construction	34.8%	6.7%
Supplies	9.7%	5.2%
Equipment	7.20%	4.1%
Services	16.1%	21.3%

J. RIGHT OF SHWSC TO CANCEL RFQ, ELECT NOT TO AWARD, TO REJECT SUBMITTALS AND TO WAIVE INFORMALITIES OR IRREGULARITIES

SHWSC expressly reserves the right to cancel the RFQ at any time, to elect not to award contracts, to reject any or all submittals, to waive any informality or irregularity in any submittal received and to be the sole judge of the merits of the respective submittals received.

NO STATEMENT OF FEES FOR THE SUBJECT SCOPE OF WORK, EITHER HOURLY OR FIXED PROPOSAL COST, SHALL BE INCLUDED WITH THE SUBMITTAL