

REQUEST FOR QUALIFICATIONS (RFQ)

Thirteen (13) complete bound copies and one (1) electronic copy (flash drive) of the qualifications are required. Qualifications are to be delivered by 3:00 PM on February 14, 2024 to:

Office of the City Secretary
City of Montgomery City Hall
101 Old Plantersville Rd.
Montgomery, TX 77316

The complete submittal shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for the
Town Creek Wastewater Treatment Plant Expansion to 0.3 MGD
City of Montgomery, Texas**

A pre-submission conference will be held at City Hall, 101 Old Plantersville Road, Montgomery, Texas at 1:00 PM on January 31, 2024.

Qualification specifications may be secured from the City of Montgomery (City) Website.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances arise.

Gary Palmer, AICP
City Administrator

Publish: _____

TERMS AND CONDITIONS

Submission of Bid

Thirteen (13) complete bound copies and one (1) electronic copy (flash drive) of the qualifications are required.

The complete submittal shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for the
Town Creek Wastewater Treatment Plant Expansion to 0.3 MGD
City of Montgomery, Texas**

Deadline

Qualifications are to be delivered by 3:00 PM on February 14, 2024 to:

Office of the City Secretary
City of Montgomery City Hall
101 Old Plantersville Rd.
Montgomery, TX 77316

Qualifications delivered after the deadline will not be accepted.

Addenda

To submit written technical questions concerning the RFQ, you may contact:

Nicola Browe
City Secretary
City of Montgomery City Hall
101 Old Plantersville Rd.
Montgomery, TX 77316
Or by email at nbrowe@ci.montgomery.tx.us

The submission deadline for questions, clarifications, or request for general information will be 5:00 PM on February 07, 2024. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or requests for general information are to be in writing via email or other mail carrier to the City Secretary.

Any interpretation, correction or change of the RFQ will be made by written ADDENDUM. Changes or corrections will be issued by the City Engineer. Addenda will be issued as expeditiously as possible. It will be the responsibility of all respondents to contact the City prior to submitting a response to the RFQ to ascertain if any addenda have been issued, and to obtain any and/or all addenda, execute them, and return addenda with the response to the RFQ. Addenda may also be posted on the City's website.

Proposals

Firms shall provide all information simply and economically as required by this RFQ. Failure to provide this information may result in rejection of the proposal. Qualifications shall provide a straightforward, concise description of the respondent's ability to meet the requirements. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs. The City requests the submittal be limited to twenty-five (25) sheets front side only, including resumes and excluding cover letter/transmittal letter.

Each firm responding to this RFQ may visit the site to acquaint themselves with the existing conditions. A visit to the City of Montgomery Town Creek Wastewater Treatment Plant is scheduled for January 31, 2024 from 1:30 pm to 3:30 pm. Mike Muckleroy, Director of Public Works, and Brian Lucas, Hays Utility North, will be available for questions and answers during this time. **Individual appointments will not be scheduled.**

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE FIRM

PERSONS AND FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION/LICENSE IN ACCORDANCE WITH TEXAS LAWS.

1. GENERAL REQUIREMENTS

DESCRIPTION and PURPOSE

The proposed project includes the planning and design to expand the existing City of Montgomery Town Creek Wastewater Treatment Plant (WWTP) located at 307 Liberty St from the existing permitted annual average flow of 0.175 Million Gallons/Day (MGD) to an interim phase I permitted flow of 0.3 MGD. The City is currently in review with the TCEQ to amend permit No. WQ0011521001 to allow for the proposed interim phase I average daily flow of 0.3 MGD with a 2-hour peak flow of 625 Gallons/Minute (GPM), and an ultimate phase average daily flow of 0.6 MGD with a 2-hour peak flow of 1,250 Gallons/Minute (GPM). A summary of the permit effluent limitations by phase follows:

Current Discharge Permit

- Design Flow – 0.175 MGD
- Peak Flow – 0.5256 MGD (3.0 Peaking Factor)
- CBOD5 – 10 mg/L
- TSS – 15 mg/L
- NH3-N – 2 mg/L
- E. coli – 126 units/100mL

As previously discussed, the draft amended discharge permit is currently in review with the TCEQ. Any changes to the discharge limits as a result of the amendment, once approved, should be taken into consideration in the design.

The current facility consists of a 0.175 MGD headworks facility, influent lift station, and a closed loop reactor treatment system, which includes an aeration basin with rotating aerator, digester, clarifier, chlorine contact basin, and drying beds for dewatering.

This expansion will entail abandonment and demolition of the existing facilities, and construction of new facilities in order to be able to treat the Interim Phase I design flow of 0.3 MGD. This expansion will also include expansion of the existing onsite lift station to a pumping capacity of 0.3 MGD with an oversized wet well to be able to handle the ultimate flow of 0.6 MGD.

The proposed expansion layout is expected to include proposed locations of future basins to accommodate the ultimate phase flow of 0.6 MGD that include minimal modifications to the plant that will be built in this current expansion.

The selected firm should be experienced in designing similar facilities in the area and prepared to provide construction engineering services including, but not limited to, review of submittals and Requests for Information (RFIs), attendance of milestone inspections and facility startup, and on-call consultation as needed throughout the duration of construction. The selected firm should be aware that construction administration (coordination with the contractor, and preparation and/or review of pay estimates), and inspection services throughout the duration of construction will be provided by the City Engineer.

RFQ SCHEDULE

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	01/17/2024
Pre-submission Conference	01/31/2024 (1:00 pm)
WWTP Site Visit	01/31/2024 (1:30 pm)
Deadline for questions/clarifications	02/07/2024 (5:00 pm)
Submittals	02/14/2024 (3:00 pm)
City Council Approval	03/12/2024

SELECTION PROCESS

City staff will analyze and evaluate the submittals. Firms shall completely respond to all components of this RFQ or firm may be disqualified. Interviews may be conducted as deemed necessary by City staff.

By submitting a response to this RFQ, firm accepts the evaluation process as outlined in the following section and acknowledges and accepts the determination of the “most qualified” firm may require subjective judgments by the City.

REQUIREMENTS FOR SUBMITTAL

The submittal shall be limited to twenty-five (25) sheets front side only, including resumes and excluding cover letter/transmittal letter.

Respondents shall carefully read the information in the following evaluation criteria and submit a complete submittal to all questions in this RFQ as formatted below:

Item 1: Qualifications and Availability (10%):

- a. Provide the following information:
 - Legal name of firm.
 - Location of office conducting the work.
 - Contact persons.
 - Date of firm formation.
 - Legal business description (Individual, Corporation, Joint Venture, etc.).
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City. Bi-weekly meetings may be required.
- c. Provide a statement of interest for the project including a narrative and unique qualifications as they pertain to this project.

Item 2: Proposed Staff (30%):

- a. Organizational chart for personnel who may work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their primary office location.
- c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d. Provide staffing size by area of expertise.
- e. Provide current workload of prime firm.
- f. Provide staff availability to perform services.

Item 3: Project Experience (40%):

- a. Provide an overview and brief history of the firm.
- b. Provide verifiable examples of at least three (3) similar projects with completed designs in the last five (5) years by the principal, proposed project manager, and subconsultants, including:
 - o Project name and location.
 - o Name of Project Manager.
 - o Services provided.
 - o Description of the project. Date of completion or project status.
 - o Client name and contact person.
 - o History of accomplishing services within established time and budget.
 - o Project photos are encouraged.

Item 4: Project Approach (20%):

- a. Explain how the firm will design the project.
- b. Describe any potential issues when receiving the assignment and the firm's approach to address those issues.
- c. Identify project leadership, reporting responsibilities and how the firm will interface with the City.
- d. Explain how the firm will address the need for construction engineering and how the firm will interface with the City regarding decision-making authority, approvals, etc.

2. RESPONSE INSTRUCTIONS

The submittal must follow the format established within this RFQ. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

3. CONTACT WITH CITY EMPLOYEES

To ensure a fair and objective evaluation of all proposals, firms are required to submit all inquiries to the project contact noted in this RFQ.

4. COSTS OF PREPARATION AND SUBMISSION

Each firm shall bear responsibility for all costs incurred in order to prepare and submit their response to this RFQ.

5. PROPOSAL REVIEW

All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFQ, or within 180 days, whichever occurs first.

6. PRESENTATIONS

Firms may be required to make presentations and/or provide written clarifications of their responses at the request of the City.