

CITY OF RICHMOND, TEXAS
REQUEST FOR QUALIFICATION STATEMENTS (RFQ)

UTILITY – WATER/WASTEWATER MASTER PLANNING and RATE ANALYSIS
PROFESSIONAL SERVICES

I. General

The City of Richmond is requesting Qualification Statements from firms who can adequately demonstrate they have the resources, experience and qualifications to provide the City with quality Water/Wastewater Master Planning Professional Services and Rate Analysis for water, sewer, surface water, re-use, and impact fees. The City of Richmond has the right to select firms among the responsive firms to the RFQ to provide consultant services for this project. Only firms submitting for this RFQ and meeting qualifications based on the scoring results from the selection committee will be considered for this project.

If your firm would be interested in submitting statements for this RFQ, please submit five (5) complete sets by 3:00 p.m. **March 23, 2017**. Qualification Statements should be sent to the Public Works Department with the following:

Attention To: Howard Christian
 City of Richmond
 Public Works Department
 600 Morton Street
 Richmond, Texas 77469

Late statements will not be accepted. Each firm is responsible for insuring responses to this RFQ have been delivered by date, time and location specified.

Any questions related to this RFQ should be directed to Howard Christian, Public Works Director, at hchristian@richmondtx.gov no later than **March 14, 2017**. Firms interested in receiving answers to all respondent questions will need to initiate email contact before **March 14, 2017**. Responses to questions will be sent to all firms that provide emails by close of business **March 17, 2017**.

Except for the submission of written questions or in response to requests/inquiries from the City of Richmond, **firms shall refrain from contacting members of the Selection Committee, City Commission, or other City staff with respect to this RFQ or the selection process.**

By submitting a response to this RFQ, each firm unequivocally acknowledges that they have read and fully understand this RFQ, and have asked questions and received satisfactory answers from the City regarding any provisions of this RFQ with regard to which clarification was desired.

The intent of this RFQ is to identify firms as prime providers to assist the City with updating/creating the City's Water/Wastewater and Re-use Master Plan. Firms will need to show experience in areas of utility water/wastewater system master planning including: understanding Texas Commission on Environmental Quality (TCEQ) criteria, understanding potable and non-potable water use options, developing projected average day and peak day demands, performing water/wastewater distribution/collection system hydraulic and water quality modeling, developing distribution system water quality monitoring plan to ensure compliance with the Stage II DBP Rule, evaluating available raw water sources (both groundwater and surface water), identify best operation strategy to ensure Groundwater Reduction Plan (GRP) compliance, preparing probable construction cost estimates, evaluating water/wastewater/re-use system infrastructure needs to be added or updated to the City's CIP Program, and a comprehensive rate analysis for water, wastewater, surface water, wastewater re-use, and impact fees.

The RFQ's will be evaluated using a point system (100) on the following categories. The firms with the highest total score will be recommended for contract negotiations for each project. The following items are requested to be placed in order to allow easier review:

A. Firm - Responsiveness to the Request for Qualifications (35 points)

1. Background of the firms (15)
2. References (5)
3. Availability to this project for the City of Richmond (5)
4. Clarity and brevity of the response and requested information included and thoroughness of response to the requirements (10)

Utility Water/Wastewater/Re-use Master Planning and Rate Analysis (65 points)

5. Qualifications of key personnel (10)
(resumes can be placed within an appendix)
6. Verifiable relevant experience within the last 5 years(20)
7. Understanding of the project (10)
8. Proposed Quality Control/Quality Assurance Program (5)
9. Creativity and thoroughness of proposed approach and/or methodology to providing services (20)

B. Disclosure (0 points, but firm may be rejected if not included)

1. List potential conflicts of interest (0)
2. Must include statement of conflict of interest (0).

It is understood that the City reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interest of the City.

All responses submitted become the property of the City of Richmond and are subject to the Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by firm as such. All confidential information should be specifically and conspicuously marked as such in red. The City of Richmond will follow all requirements

and procedures in the Public Information Act when responding to requests for disclosure of documents.

II. City of Richmond Utility System

The City of Richmond's water production and distribution system profile includes 6 groundwater wells, 100 miles of water distribution lines, nearly 6,800 meters, 3.4 million gallons (MG) of ground storage capacity, and 0.71 MG of elevated storage capacity. The system current capacity is 11.6 million gallons per day (MGD) with a daily average demand of 2.1 MGD, peaking up to 3.5 MGD. In late 2017 – early 2018, a new 2 MGD surface water treatment plant will be online to help meet the Groundwater Reduction Plan goals set by the rules of the Fort Bend Subsidence District.

The City's wastewater system profile includes 1 treatment plant, 110 miles of collection system, and 14 lift stations. The treatment plant is permitted for 3.0 MGD with an average daily flow of 1.55 MGD for approximately 6,500 connections. The re-use system is rated for 1.0 MGD for a type II discharge.

A water master plan was conducted 2010.

III. Project Scope of Work

The scope of work for the Utility Master Plan may include, but not be limited to, the following scope items:

- Data collection/review of existing plans, reports, and evaluations
- Groundwater/surface water source analysis
- Development and demand projections
- Utilize/update the City's GIS-based Utility system network
- Water distribution/collection system modeling
- Understanding of surface water/groundwater chemistry blending
- Recommendations for compliance with EPA/TCEQ rules
- Coordination and update to the City's GRP
- Evaluation/recommendations of operation strategy and future projects for GRP compliance
- Evaluation of emergency power alternatives and potential EST site locations
- Probable construction cost estimating
- Infrastructure needs / Capital Improvement Program updates – the City will provide assessments of existing infrastructure.
- Utility Rate analysis and recommendations for water, sewer, surface water, re-use, and impact fees.

IV. Qualifications Statements

Response to this RFQ will be limited to the following 8 ½"x11" page limitations (single sided only) and format in order to simplify evaluation. Title page, cover

letter, and section dividers do not count in the page limitations. Minimum font type or font size on graphics and charts shall be 10 point; type size for text shall be 11 point. Each section shall be clearly identified and tabbed.

A. Firm

1. Executive Summary to include name, address, and telephone number of the firm submitting the proposal, background of the firm and a summary of the firm's interest in this service, and the name of one or more individuals authorized to represent the consultant in its dealings on a contractual basis (1 page maximum).
2. References to include firm's client contact person, address and phone number. A minimum of three (3) references shall be provided (1 page maximum).
3. A statement concerning the firm's ability to comply with a dedicated and accelerated schedule upon direction of the City of Richmond (1 page maximum).
4. Provide clear and thorough responses to requested information.
5. Names and qualifications of principals of the firm who will participate and their individual responsibilities, particularly the proposed Project Manager. An organization chart shall also be included and resumes of key personnel (1 page maximum per resume).
6. Verifiable experience on a similar size and complexity of projects within the last 5 years. (3 pages maximum).
7. A summary statement identifying your understanding of the project services desired and the manner in which coordination and the exchange of information will be assured between all parties (1 page maximum).
8. A summary of the proposed quality control/quality assurance (QC/QA) program and the policies and procedures utilized to assure complete, accurate and quality contract documents (1 page maximum).
9. A narrative outline describing the approach and/or methodology to be taken by your firm to represent the interest of the City of Richmond (3 pages maximum).

B. Disclosure

1. Any respondent to this RFQ shall disclose all potential conflicts of interest or representation of any firm that could be involved in the proposed program (1 page maximum). Such disclosure shall include any and all business relationships the respondent may have

with elected officials and/or staff members of the City of Richmond. It shall also include the disclosure of business relationships and work with private developers or business entities who may be in a position to benefit from the results of this master plan and rate analysis work.

2. The disclosure section of this RFQ must be addressed specifically in your response, even if no conflicts exist. Failure to submit disclosure statement may eliminate your firm from further consideration of the RFQ.