



East Central Special Utility District  
REQUEST FOR QUALIFICATIONS

Additional Water Storage

East Central Special Utility District is soliciting Request for Qualifications (RFQ) from qualified consulting engineering firms for design, bidding and construction administration of additional water storage. Interested parties that meet the minimum qualifications are encouraged to submit a Statement of Qualifications no later than June 28, 2023. Any requests received after this date will be returned unopen to the sender.

Request for Qualifications  
East Central Special Utility District  
Additional Water Storage

A. Introduction

East Central Special Utility District was created pursuant to the provision of Texas Water Code, Chapters 49 and 65 and Texas Administrative Code 293.11 and 293.12 to purchase, own, hold, lease and otherwise acquire sources of water supply; to build, operate and maintain facilities for the transportation of water; and to sell water services to towns, cities, and other political subdivisions of this state, to private business entities and to individuals. The District operates under chapters 49 and 65 of the Texas Water Code, and other statutes and regulations of the State of Texas applicable to special utility districts. The District services approximately 120 square miles of land in eastern Bexar County, the southwest corner of Guadalupe County and the northwest corner of Wilson County.

The District has experienced growth common to areas along the IH-35 corridor and will need to construct adequate storage facilities to ensure it continues to provide reliable water service to its customers.

B. General

East Central Special Utility District is soliciting Request for Qualifications from qualified consulting engineering firms for design, bidding, and construction administration of additional water storage to include ground and/or elevated storage. The project site will be an unimproved tract of land that may require clearing, grading, utilities, pumphouse, motors, and other components to adequately provide water to the District's customers. Qualified respondents shall demonstrate their ability to work within the state of Texas, as well as in conformity with other regulatory entities.

C. District Directors

Melvin Strey	President
Paul Bricker	Vice-President
Milton Lowak	Secretary/Treasurer
James Pederson	Director
Randolph Schwenn	Director
Mark Davis	Director
Tom Dupnick	Director
David Padalecki	Director
Shirley Owen	Director

D. Costs Incurred

Any costs incurred by a responding firm in connection with the creation of the Statement of Qualifications (SOQ) are the sole responsibility of the responding firm.

E. Submittal Requirements

Responding firms can provide either a sealed hard copy or a digital copy of the SOQ's.

The District reserves the right to reject any or all SOQ's submitted.

F. Project Scope

- Design Phase
  - o Design and construction phase service of additional water storage, piping, pumpstation (if applicable), and generator(s).
  - o Platting within Bexar County and the extra-territorial jurisdiction of the City of San Antonio (COSA).
  - o Field Surveys
  - o Geotechnical investigations
  - o Preliminary plan submittals
- Permitting and Coordination, including but not limited to:
  - Texas Commission on Environmental Quality
  - Bexar County
  - City of San Antonio
  - Texas Department of Transportation
  - Hierholzer Engineering, Inc. (SCADA Integration)
  - Wholesale water providers
- Bidding Phase
  - o Preparation of bid documents
  - o Written responses to bidder's questions
  - o Analysis and bid tabulation
  - o Assistance in awarding the selectee
- Construction Phase
  - o Pre-construction meetings
  - o Periodic progress updates
  - o Construction inspection
  - o Contractor payment, information and change order requests
- Closeout Phase
  - o Post-construction inspection
  - o Transmittal of the Plan of Record and CAD drawings

G. Request for Qualifications Schedule

Request for Qualifications Issued	May 25, 2023
Deadline for written questions	June 12, 2023 at 5:00 PM
Answers to written questions (posted on District's website)	June 15, 2023
Deadline for SOQ submittals	June 28, 2023 at 5:00 PM
Submittal evaluation by Selection Committee	June 30, 2023
Professional Service Agreement Negotiation	July 5, 2023
Recommendation of award to the Board of Directors	July 13, 2023

H. Statement of Qualifications Contents

- Statement of Interest Letter
  - Introduction and statement of interest
  - Primary contact information (address, telephone, and email address)
  - Acknowledgement of addendums, if any.
- Engineering firm and/or subcontractor's key personnel
  - Identify the key personnel that will be assigned to the project and their roles.
  - Resume summaries of key personnel and their experience as it relates to this RFQ.
- Engineering firm and/or subcontractor's qualifications and experience
  - Identify the location of the office(s) providing support
  - Identify any subcontractors who will be involved with the project
  - Provide a minimum of three (3) similar projects managed by the firm
- Project Management
  - Provide a project approach
  - Propose an estimated timeline from contract award to bid tabulation
- References
  - Provide three (3) references from recently completed representative projects.
- Conflicts of Interest
  - Complete the conflict of interest statement attached to this RFQ.

I. Selection Process

The District has formed a Selection Committee, made up of District staff and members of the District's Board of Directors, to evaluate qualified SOQ submissions. The District reserves the right to request additional information and clarification of a respondent's submission.

SOQ's will be ranked based on the following selection criteria:

- Engineering firm and/or subconsultant's qualifications and experience
- Key personnel qualifications and experience
- Project Approach
- Estimated project schedule
- Experience with various local and state regulatory entities

The District may select one (1) or more firms based on the selection criteria above. The District reserves the right to reject any and all SOQ's for any reason.

Fees provided in agreements shall be reasonable. The District shall consider fees to be reasonable if they are not in excess of those ordinarily charged by the profession as a whole for similar work.

Negotiations will begin with the highest ranked respondent. If the District is unable to reach an agreement with fair and reasonable terms, the District will notify the respondent and enter into negotiations with the next highest ranked respondent.

J. Conflicts of Interest

The Texas Local Government Code § 176.006 requires a vendor to file a completed conflict of interest questionnaire if a conflict of interest exists. Responding firms are responsible for identifying any conflicts of interests.

K. Certificate of Interested Parties

The Texas Local Government Code § 2252 states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity. If selected, the responding firm will need to submit form 1295 using the Texas Ethics Commission's website.

L. Insurance Requirements

Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of the Agreement carry, maintain, and keep in full force and effect, insurance as follows:

- Comprehensive General Liability (including Products Completed, Contractual Property, and Personal Injury coverage): \$1,000,000 per occurrence/ \$2,000,000 aggregate
- Automobile Liability (Property Damage): \$1,000,000 per occurrence
- Professional Liability: \$1,000,000 per claim and in the aggregate.

M. Public Record

The District must comply with the Texas Open Records Act, Texas Government Code Sections § 552.001-§ 552.026. All responses shall become public information and released, upon request, in accordance with the Act. Please contact the District, before submittal, with any concerns related to confidentiality contained within the SOQ.

N. District Contact Information

Questions, correspondence or digital submittals need to be addressed to:

Brandon Rohan  
General Manager  
East Central Special Utility District  
210.649.2383  
brohan@ecsud.com

By Mail:

P.O. Box 570  
Adkins, TX 78101

By Hand Delivery/Land Courier:

5520 FM1628  
Adkins, TX 78101

## CERTIFICATION OF RESPONSE

The undersigned hereby submits its response and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Responding firm declares and warrants that no elected or appointed official, officer or employee of the District has been or shall be compensated, directly or indirectly, in connection with this response or any work connected with this response. Should any agreement be approved in connection with this Request for Qualifications, Responding firm declares and warrants that no elected or appointed official, officer or employee of the District, during the term of his/her service with the District shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Responding firm agrees, if selected to furnish services to the District in accordance with this RFQ.
3. Responding firm has carefully reviewed their response and understands and agrees that the District is not responsible for any errors or omissions on the part of the Responding firm and that the Responding firm is responsible for them.
4. It is understood and agreed that the District reserves the right to accept or reject any or all responses and to waive any informality or irregularity in any response received by the District.
5. Responding firm agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request of Qualifications and accepts all conditions and requirements as contained therein.
6. The response shall be valid for 90 days from the date of submittal.

Name of Responding firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(This executed form must be submitted)**

## NON-COLLUSION AFFIDAVIT

The undersigned declares states and certifies that:

1. This response is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This response is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Responding firm to put in a false or sham response and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Responding firm or anyone else to put in sham response or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any portion of the response to secure any advantage against East Central Special Utility District or of anyone interested in the proposed contract.
5. All statements contained in the response and related documents are true.
6. I have not directly or indirectly submitted pricing or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof to effectuate a collusive or sham response.
7. I have not entered into any arrangement or agreement with any East Central Special Utility District employee or elected official in connection with this response.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

**(This executed form must be submitted)**