

## **Request for Proposals For Program Management Services**

Sandbranch Development and Water Supply Corporation ("the WSC") requests the submission of proposals, which may lead to the award of a contract for program management services.

The WSC is pursuing funding from the Texas Water Development Board (TWDB) and United States Department of Agriculture-Rural Development (USDA RD) in order to implement drinking water and wastewater services via the Clean Water State Revolving Fund program at TWDB and the Water and Environmental Programs at USDA RD (Program). The selected program management firm will assist the WSC in contract administration and construction management through the planning, acquisition, design, and construction phases of project implementation to ensure that all elements of the work meet the required quality design, standards, budget and construction schedule.

Design and other professional services for each project will be procured under a separate process. The successful program management firm will not be eligible to submit bids or proposals for design or other professional services for these projects.

This proposal should describe the proposer's capabilities, experience, and past performance in working with similar projects.

Please email a copy of the proposal to **Yolanda Newhouse, WSC Board Executive Assistant at [admin@sdwsc.org](mailto:admin@sdwsc.org)** with the subject heading ***"Response to RFP for Program Management Services"*** no later than **December 19, 2025, by 5:00 PM central time**. The WSC will evaluate the proposals to determine which firm has the best qualifications.

The WSC is expected to negotiate an agreement for services that is acceptable. If an acceptable contract cannot be negotiated, the WSC may formally end negotiations and begin negotiating with the next highest qualified person or firm.

Proposers must not be included on the debarred or suspended from the Excluded Parties List System (EPLS) of the federal System for Award Management (SAM). This Request for Proposals is issued in accordance with Chapter 2254 of the Texas Government Code, "Professional and Consulting Services." Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251.

This contract is subject to the Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) businesses. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit [www.twdb.texas.gov/DBE](http://www.twdb.texas.gov/DBE).

The WSC reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities or to accept the proposal best and most advantageous to the WSC. The proposal may be held for a period of 30 days without taking action.

**Request for Proposals  
Sandbranch Development and Water Supply Corporation ("the WSC")  
Program Management Services**

**Responses Due Friday, December 19, 2025, 5:00PM Central Time**

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## Section 1 - Introduction

### 1.1 Background

The WSC's intention with this Program Management Services contract is to efficiently implement infrastructure maintenance and improvements at a high professional quality with services to include contract administration and construction management throughout all phases of project implementation.

It will be the selected Program Management firm's responsibility to act on the Owner's behalf; to provide the resources and expertise necessary to understand; and be responsible for a broad spectrum of services for the successful completion of the Program projects.

Project Management (PM) firms with specific experience and expertise in management and development of public or civil projects, such as project scope definition, public input/needs assessment, project financial management and reporting, conceptual development plans, cost estimating, transportation and land use/site planning, construction management, state and federal grants administration, and regulatory requirements are encouraged to apply.

All parties to this Program must approach it in good faith, with an emphasis on teamwork, openness, and partnership.

## Section 2 – Projects and Scope

### 2.1 Projects

The WSC has submitted Project Information Forms (PIFs) to the TWDB and has been asked to submit subsequent applications that may result in the award of grant funds. They are also submitting for funding from the United States Department of Agriculture-Rural Development (USDA RD) Water and Environmental Programs

A brief description of each project follows.

- **Connect Sandbranch to water service**
- **Connect Sandbranch to wastewater service**

### 2.2 Scope of Services

The specific services to be provided by the consultant will be determined through negotiation between the WSC and the selected consultant. The PM firm must be prepared to assign at least one person with significant project planning and management experience to be available as the point of contact for all oversight efforts of the WSC.

The duration of this contract is for the duration of the Program. The contract term will begin

upon execution of the Agreement.

A general description of anticipated major work elements is described below.

**A. General Duties**

- a. As the WSC's representative, provide leadership and manage activities and processes related to the design and construction of designated capital projects to meet implementation goals related to project scope, schedule, and budget; broad public input; ongoing public communication; and inclusive and accessible procurement strategies;
- b. Coordinate with professional services, such as bond counsel, municipal advisors, attorneys, engineers, and regulatory agencies to ensure project progress.
- c. Coordinate with engineers, regulatory agencies, and other such entities to convey the WSC's requirements and help them produce construction documents consistent with the WSC's project budget, scope, and schedule;
- d. Oversee construction contracts and all phases of construction for compliance with all of the requirements set forth in the construction documents and required by applicable local, state, and federal statute, including funding agency requirements, and ensure that the construction contractor produces a consistent level of quality of all project through close-out;
- e. Develop and maintain project schedules on all projects consistent with the WSC's funding and prioritization plan, and organize and conduct ongoing project coordination meetings during all phases of development;
- f. Provide regular reports to the Owner summarizing current program and project status with regard to schedule, budget performance, and quality. Attend the WSC Board of Directors meetings and other public meetings, as necessary, to provide reports on the progress of the program;
- g. Work with owner to maintain and monitor overall total project budgets including design, construction, and peripheral cost;
- h. Design and maintain an appropriate internal communication protocol among all members of the project team to ensure efficient and constructive working relationships exists between the parties.

**B. Planning and Acquisition Phases**

- a. Coordinate, review, evaluate, and recommend approval of all schematic design and design development documents submitted by consulting architects and engineers for compliance with the WSC's program needs and specifications;
- b. Monitor and review the drawings, specifications, and contract documents for conformity with approved concept, program, budget, and schedule;
- c. Provide constructability and value engineering reviews during the schematic and final design phase;
- d. Review contract amendments, applications for payment, and all other contractual issues during the Design Phase;

### C. Design Phase

- a. Work with the Owner to determine the most appropriate procurement process for selection of construction contractors;
- b. Coordinate the development of bid documents, pre-bid conferences, and bid openings in accordance with the WSC's practices, applicable local, state, and federal statute, including the Texas Local Government Code, and policies and procedures established by the funding agency.
- c. Based upon the determination of a final design and construction budget, the work with the owner to develop a schedule for coordinating the necessary funding & financing;
- d. Conduct any pre-qualification reviews and/or consultant/contractor background checks necessary prior to final selection;
- e. Verify that required bid, payment and performance bonding is in place and is properly maintained by the contractor throughout the life of the contract.

### D. Construction Phase

- a. Coordinate pre-construction conferences;
- b. Provide oversight of the construction process, including coordinating ongoing project meetings, distributing minutes of the meetings, and providing regular reports to the WSC summarizing current project status with regard to time, cost, and quality;
- c. Provide construction contract administration, including project safety and compliance with local, state, and federal rules and regulations;
- d. Coordinate the review and evaluation of all independent testing and inspection reports and reporting any deficiencies to the owner and address deficiencies with the contractor;
- e. Coordinate review and recommendation of payment requests, including tracking construction pricing by division and trades and working closely with contractors on negotiations with subcontractors. Evaluate any requests for changes to verify accountability and validity of cost-benefit of change requests;
- f. Conduct any pre-qualification reviews and/or subconsultant/subcontractor background checks necessary in the event that alternative or additional subcontractors are determined to be necessary;
- g. Monitor construction contractor's performance during construction, including schedule adherence, quality of contractor's on-site management and responsiveness. Advise Owner and initiate any necessary actions to address deficiencies;
- h. Monitor quality of workmanship and compliance with all project requirements, plans, and specifications on the project site;
- i. Evaluate requests for proposed change orders and contract amendments and make recommendations for approval to the Owner.

### E. Post-Construction (Close-Out) Phase

- a. Consult with the Owner and design team to develop comprehensive walk-



through of completed facility and recommend final payment and contract close-out as appropriate;

- b. Coordinate all elements of commissioning of building systems;
- c. Ensure accurate and complete as-built plans and specifications are prepared and submitted to the WSC;
- d. Coordinate start-up activities and training for WSC staff as required, including procedural manuals, as appropriate;
- e. Review maintenance and operations manuals for the project to verify completeness and compliance with specifications;
- f. Verify all warranties are received and properly executed for the WSC;
- g. Coordinate furnishings, fixed equipment, and other separately held contracts as required for the project;
- h. Prepare final report for the project, including project history, all related costs, list of contractors that performed work on the project, and any other pertinent information, providing a hard and electronic copy to the WSC.

### Section 3 – Proposal Format and Submittal

#### 3.1 Proposal Submission Requirements

Respondents must limit Statements of Qualifications to 15 standard 8.5” by 11” pages exclusive of tabs and forms.

Statements of Qualifications should clearly demonstrate:

1. Understanding of project requirements
2. Prior experience with projects of similar size and scope, including previous related work within the last ten (10) years and specific related studies completed for similar entities
3. Project management approach and timeline
4. Demonstration of timely, on-budget project delivery

Each Proposal, completed and signed by person(s) authorized to bind individual or legal entity, shall include the following in one envelope/package:

1. Required attachment (Certificate of insurance)
2. Required attachment (Reference sheet)

The deadline for Qualification submission is: **Friday, December 19, 2025 at 5:00PM Central**. Proposals submitted after this time will not be considered.

The proposals and any associated materials shall be submitted in an email with the subject heading, labeled ***“Response to RFP for Program Management Services”*** to Yolanda Newhouse, WSC Board Executive Assistant at [admin@sdwsc.org](mailto:admin@sdwsc.org)



### 3.2 Cost of Services

Provide your cost proposal to accomplish the Scope of Work as outlined in successive project progress phases (planning, acquisition, design, and construction). Preference will be given to firm fixed pricing. The proposal must include all costs that are necessary to successfully complete these activities. The lowest/best price proposal will not be used as the sole basis for entering into this contract; rather, an award will be made to the proposer providing the best value, cost, experience, and other such factors. The WSC reserves the right to negotiate pricing.

### 3.3 Definitions, Terms, and Conditions

By submitting a response to this solicitation, the respondent agrees that the WSC's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. It is the sole responsibility of Respondents to stay apprised of changes. the WSC's Definitions, Terms and Conditions can be obtained from the webpage at:

<https://sdwsc.org/>

## Section 4 – Evaluation and Consultant Selection

### 4.1 Evaluation Criteria

Proposals that comply with the instructions set forth in this document will be evaluated by the WSC; however, the WSC reserves the right to reject any or all proposals. At its discretion, the WSC may choose to waive non-material irregularities or deviations from the Request for Proposals instructions.

All proposals will be evaluated based on the best value for the WSC. In determining best value, the WSC may consider:

- Reputation of respondent and of respondent's services.
- Quality of respondent's services.
- Respondent's past relationship with the WSC.
- The extent to which the services meet the WSC's needs.
- Any relevant criteria specifically listed in the solicitation.

The Consultant Selection Committee will review each response to determine the most highly qualified Respondent using the following weighted criteria. Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their qualifications and ensure a mutual understanding of the services to be provided and the approach to be used.

The following selection and evaluation criteria will be used in evaluating, scoring, and ranking

respondents submitting statements of qualifications:

Criteria	Possible Points
Relevant Qualifications and Experience	35
Available Resources	15
Methodology, Approach, and Timeline	20
Work Samples and References	20
Proposed Fee	10
<b>Total</b>	<b>100</b>

#### 4.2 Selection Process

A Consultant Selection Committee comprised of at least three (3) members of the WSC Board of Directors and their staff will review each response to determine the most highly qualified Respondent on the basis of demonstrated competence and qualifications using the weighted criteria provided in Section 4.1, "Evaluation of Criteria." The Consultant Selection Committee may select up to three engineering firms with whom to meet for oral presentations.

Upon completion of successful oral presentations, the Consultant Selection Committee will rank the responses and select a firm based on the evaluation criteria, after which the WSC may enter negotiations with the successful respondent to provide a scope of work and a price proposal.

In the event the negotiations between the selected respondent and the WSC cannot be completed because of an inability to reach an agreement on the fee to services, or the scope of work to be performed, then at the option of the WSC, the contract may be awarded to the second-ranked respondent. Negotiations will continue in this sequence until a contract is finalized, or all proposals are rejected.

### Section 5 – Supplementary Information

#### 5.1 Conditions and Limitations

**Right to Accept or Reject.** The WSC reserves the right to reject any or all submittals, to waive informalities and accept the submittal that the WSC believes is the most advantageous to the public interest and in keeping with the local government project procedures. The Request for Proposals does not commit the WSC to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this Request for Proposals.

**Solicitation Response to Remain Subject to Acceptance.** All responses will remain subject to acceptance for one hundred twenty (120) days after opening without acting.

**Board of Directors Approval Required.** The WSC's Board of Directors may approve the Respondent selected to provide the services requested in this Request for Proposals. The WSC reserves the right to authorize contract negotiations to begin without further discussion with Respondents submitting a Response. Therefore, each Response should be submitted as completely and accurately as possible. The WSC reserves the right to request additional data, oral discussions, or presentations in support of the written Response.

**Respondent's Obligation Regarding Evaluation.** Submitters are cautioned that it is each Respondent's sole responsibility to submit information related to the evaluation categories, and the WSC is under no obligation to solicit such information if it is not included with the Response. Failure of a Respondent to submit such information may cause an adverse impact on the evaluation of the specific Response.

Respondents are responsible for examining and being familiar with all specifications, terms, conditions, provisions, and instructions of the Request for Proposals and their Responses. Failure to do so will be at the Respondents' risk and will not be a determinative factor when awarding the contract for services.

**Oral Non-Binding.** Any non-written representations, explanations, or instructions given by the WSC representatives, staff, or agents are not binding and do not form a part of, or alter in any way, the Request for Proposals, a written Contract pertinent to the Request for Proposals, or the awarding of the contract.

**Lobbying Prohibited.** Respondents are prohibited from directly or indirectly communicating with the WSC members regarding the Respondent's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Proposals. Respondents are prohibited from contacting the WSC staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from the Purchasing Representative. Any violation will result in immediate disqualification of the Respondent from the selection process.

**Subcontracting Proposal.** If subcontracting with another company or an individual on this project, this must be identified in your proposal, and the subcontractor's credentials must be submitted with your proposal for WSC review and evaluation consideration.

Draft SCORE SHEET

	Max Points	Score
<b>EXPERIENCE</b>		
1. Related experience/background with state or federally funded projects	5	
2. Related experience/background with specific project type (water/wastewater)	15	
3. References from current/past clients	10	
<b>Subtotal, EXPERIENCE</b>	<b>30</b>	
<b>WORK PERFORMANCE</b>		
1. Communicate with client and related entities in a timely manner	6	
2. Past client projects successfully implemented with minimal or no findings in subsequent audit(s)	6	
3. Experience and ability to address change orders, including collecting documentation related to plans, design, and specifications as needed	6	
4. Work product is consistently of high quality with low level of errors	6	
5. Manages projects within budgetary constraints and produces timely periodic reports	6	
<b>Subtotal, WORK PERFORMANCE</b>	<b>30</b>	
<b>CAPACITY TO PERFORM</b>		
1. Qualifications of professional administrators/experience of staff	5	
2. Present and projected workloads	5	
3. Quality of proposal/work plan	5	
4. Demonstrated understanding of scope of project	5	
<b>Subtotal, CAPACITY TO PERFORM</b>	<b>20</b>	
<b>PROPOSED COST</b>		
1. A = Lowest Proposal \$_____	10	
2. B = Bidder's Proposal \$_____	10	
<b>Subtotal, PROPOSED COST</b>	<b>20</b>	
<b>TOTAL SCORE</b>		
Experience	30	
Work Performance	30	
Capacity to Perform	20	
Proposed Cost	20	
<b>TOTAL SCORE</b>	<b>100</b>	