

Request for Proposals

Administrative and Professional Services

for the Clean Water State Revolving Fund Program

The Sandbranch Development and Water Supply Corporation (the WSC) requests the submission of a proposal by qualified organizations, which may lead to the award of a contract to provide administrative and professional services relating to the WSC's proposed Clean Water State Revolving Fund program.

The WSC is applying for funding from the Texas Water Development Board (TWDB) Drinking Water State Revolving Fund (DWSRF) program. The WSC wishes to enter into a contract with a firm that can provide professional services required to successfully secure funding for this program. These services may include some or all of the following: financial, managerial, and technical expertise relating to governance policies, finance, operations, utility management, and coordination with regulatory agencies.

This contract is contingent upon release of funds from the TWDB. Any contract or contracts awarded under this Request for Proposals (RFP) are expected to be funded in part by a loan or grant from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFP, or any resulting contract. RFPs are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 29 CFR Part 97 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

This contract is subject to the Environmental Protection Agency's (EPA) 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.

The WSC is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin. Small, minority, and women-owned business enterprises are encouraged to submit qualification statements.

Please email a copy of the proposal to **Yolanda Newhouse, WSC Board Executive Assistant** at admin@sdwsc.org with the subject heading **"Response to Administrative and Professional Services RFP"** no later than **December 19, 2025, 5:00PM Central Time**.

The WSC will evaluate the proposals to determine which firm has the best qualifications to provide the combination of needed services described above. The WSC is expected to negotiate an agreement for services that is acceptable to the WSC. If an acceptable contract cannot be negotiated, the WSC may formally end negotiations and begin negotiating with the next highest qualified person or firm.

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. Proposals may be held for a period of 30 days without taking action.

The following outlines the request for proposals:

1. SCOPE OF SERVICES

The Scope of Services ("Scope") given below addresses the full range of activities necessary to facilitate the funding applications and subsequent program. To that end, activities performed under this contract may require a combination of some or all of the Scope of Services given below.

However, the purpose of this Scope is not to provide an exhaustive list of all potential activities required to assist the WSC in building out this program. Instead, this Scope describes activities that the selected contractor will be expected to perform at a minimum. Additional activities are expected to be in the spirit of those described in the Scope.

The services and/or items that the successful consultant will be required to provide to the WSC and/or its designated subrecipient entity may include the following:

Scope 1 – Program Development

GENERAL ADMINISTRATIVE SERVICES

- Provide general advice and knowledgeable administrative support to the WSC, its professional services providers, contractors, and other related parties on fulfillment of funding applications and implementation of project and regulatory matters.
- Supplement the expertise of local administrative staff and officials by providing professional administrative and technical capacity as needed to ensure program progress.
- Collaborate with the WSC, its professional services providers, contractors, and other related parties to review existing assets, and identify and prioritize areas for the program.
- Collaborate with the WSC, its professional services providers, contractors, and other related parties to identify and pursue grant funding and other financing mechanisms for improvements to the WSC's water system.
- Provide advocacy and support in operational efficiencies and regulatory matters.

FINANCIAL INFORMATION ASSISTANCE

- Prepare illustrative rate impact models using financial information to generate a schedule of water rates that can be implemented.
- Using the WSC's available financial data, provide perspective on potential impacts of additional debt on the community if funding is offered and accepted.
- Model community-driven scenarios for rate increases in consideration of proposed projects.

GOVERNANCE AND PUBLIC OUTREACH

- Coordinate with municipal entities (such as water supply corporations, cities, and counties) and non-municipal entities (such as homeowner's associations, private corporations, and others) to facilitate the Lead Service Line Inventory and Replacement program.
- Provide guidance on governance policies.
- Offer guidance and examples of necessary agenda items for consideration and action by a governing body.
- Facilitate and attend public meetings in order to increase transparency and to provide information on the proposed Lead Service Line Inventory and Replacement program to the community.

- Schedule, coordinate and attend meetings necessary to ensure project progress and communication of issues.
- Communicate with community members, professional services organizations, contractors, and other interested parties regarding proposed developments via phone and email within a reasonable amount of time.
- Advise, coordinate, and facilitate regional opportunities as appropriate.

Scope 2 – Compliance and Coordination

REGULATORY COORDINATION AND ASSISTANCE

- Coordinate the resolution of regulatory and compliance challenges.
- Coordinate with regulatory agencies on the local, state, and federal level to identify solutions to matters of non-compliance.

PROCUREMENT OF AND COORDINATION WITH PROFESSIONAL SERVICE PROVIDERS

- Assist the WSC in preparing additional documentation compliant with applicable local, state, and federal requirements related to a Request for Proposals (RFP) or Request for Qualifications (RFQ) for other professionals necessary to the progress and development of the Lead Service Line Inventory and Replacement program.
- Assist the WSC with review and negotiation of received proposals or statements of qualification as appropriate, except where there may be a perceived or actual conflict of interest.
- Communicate with other selected professional services providers as necessary to ensure the progress and development of the program.
- Coordinate and assist in the collection and/or production of documentation that may be considered fundamental to the development of the program, including but not limited to audits, preliminary engineering reports, and environmental assessments.

2. Statement of Qualifications – The WSC is seeking to enter into contract with a competent professional administrative services provider with demonstrable experience in program assistance. Specifically, the WSC is seeking those consultant(s) or firm(s) with the following qualifications:
 - a. Related experience implementing holistic water/wastewater program assistance in compliance with applicable local, state, and federal requirements.
 - b. Related experience or background with specific project funding sources and project types.

As such, please provide within your proposal a list of (3) three references from past local public entity clients, as well as brief resumes of all employees who will or may be assigned to provide program assistance to the WSC on this project if your firm is awarded this contract.

3. Proposed Cost of Services – Please provide your cost proposal to accomplish the scope of work by category outlined in the specific Scope of Work and for any additional activities required as identified in the attached Scope of Work document. The proposed budget must include all costs that are necessary to successfully complete this project.

Please note that the WSC will not use lowest/best bid as the sole basis for entering into this contract.

Draft SCORE SHEET

	Max Points	Score
EXPERIENCE		
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	
Subtotal, EXPERIENCE	30	
WORK PERFORMANCE		
1. Communicate with client and related entities in a timely manner	6	
2. Past client projects successfully funded	6	
3. Experience and ability to address regulatory/compliance concerns	6	
4. Work product is consistently of high quality with low level of errors	6	
5. Manages projects within budgetary constraints	6	
Subtotal, WORK PERFORMANCE	30	
CAPACITY TO PERFORM		
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	
Subtotal, CAPACITY TO PERFORM	20	
PROPOSED COST		
1. A = Lowest Proposal \$_____	10	
2. B = Bidder's Proposal \$_____	10	
Subtotal, PROPOSED COST	20	
TOTAL SCORE		
Experience	30	
Work Performance	30	
Capacity to Perform	20	
Proposed Cost	20	
TOTAL SCORE	100	