

CITY OF LA GRULLA

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL WATER & SEWER OPERATIONS SERVICES

The City of La Grulla, Texas, is requesting sealed proposals from qualified firms/individuals to provide Management, Operations, and Maintenance of the City's Water and Sewer Systems.

Facilities include:

- Water Plant No. 1
- Water Plant No. 2
- Alto Bonito Elevated Storage Tank
- La Victoria Standpipe
- River Pump Station
- Wastewater Treatment Plant
- Eight (8) Lift Stations

Staffing Requirements:

- Two (2) licensed operators per shift at the Water Plants/River Pump Station to cover three (3) shifts per day, 24/7/365.
- Two (2) licensed operators at the Wastewater Treatment Plant to cover the day shift, 365 days per year.

Evaluation Criteria (100 points total):

- Experience / Previous Work Performance – 40 points
- Capacity to Perform – 20 points
- Best Value to the City – 20 points
- Previous Experience with the City – 20 points

Additional Categories (scored separately):

- Price – 20 points

- Local Presence (principal place of business or satellite office in Starr County) – 10 points

RFP Documents:

All prospective respondents must obtain a copy of the full Request for Proposals from the City of La Grulla. Copies are available in person at La Grulla City Hall, 194 S. FM 2360, La Grulla, Texas 78548, by email at info@cityofgrulla.com, or by phone at 956-487-3341.

Submission Requirements:

One (1) digital copy must be emailed to info@cityofgrulla.com and two (2) hard copies delivered or mailed to:

City Commission

City of La Grulla

194 S. FM 2360

La Grulla, Texas 78548

Deadline: All proposals must be received no later than September 24, 2025, at 12:00 p.m. Late submissions will not be considered.

The City reserves the right to reject any or all proposals, waive formalities, and accept the proposal determined to provide the best overall value to the City.

REQUEST FOR PROPOSAL

WATER AND SEWER OPERATIONS SERVICES

CITY OF LA GRULLA, TEXAS

RESPONSES DUE:

September 24, 2025, 12:00 pm

City of La Grulla

194 S. FM 2360

La Grulla, Texas 78548

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL WATER AND SEWER OPERATIONS SERVICES

CITY OF LA GRULLA, TEXAS

The City of La Grulla (City) is seeking written responses to a Request for Proposals (RFP) for Professional Water and Sewer Operations Services.

Sealed responses addressed to the City of La Grulla must be received BEFORE September 24, 2025, 12:00 pm, at:

City Manager

City of La Grulla

194 S. FM 2360

La Grulla, Texas 78548

All responses must be in the City's possession on or before the scheduled date and time. Late responses will not be considered. Responses submitted to the City of La Grulla must be received before the due date and time. The City of La Grulla is not open for weekend or holiday deliveries.

Questions regarding the RFP may be directed to the City Manager at City Hall, 192 S. FM 2360, La Grulla, Texas 78548, or by calling 956-487-3341, or by email at info@cityofgrulla.com by September 24, 2025, 12:00 pm .

The contract will be awarded on the basis of:

1. Demonstrated competence and qualifications to perform the services; and
2. Price.

Firms and/or individuals should have past experience with water and sewer operations services.

The City reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value and most advantageous to the City, and hold the responses for a period of 120 days without taking action. Respondents are required to hold their responses firm for the same period of time.

Please email one (1) digital copy of your proposal of services and statement of qualifications to info@cityofgrulla.com, as well as submit two (2) hard copies as directed below:

Hand-delivered & Courier Submissions:

City Manager

City of La Grulla

192 S. FM 2360

La Grulla, Texas 78548

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

REQUEST FOR PROPOSALS

WATER AND SEWER OPERATIONS

[NAME OF FIRM]

[PHONE NUMBER OF FIRM]

[NAME OF PROJECT MANAGER FOR FIRM]

Project Overview

The City of La Grulla seeks to enter a professional services contract for the management, operation, and maintenance of its municipal water and sewer systems. These facilities are vital to the health, safety, and economic growth of the community and must be operated in compliance with all applicable regulations, particularly those established by the Texas Commission on Environmental Quality (TCEQ).

The facilities to be managed, operated, and maintained include:

- Water System:
 - La Grulla Water Plant No. 1
 - La Grulla Water Plant No. 2
 - Alto Bonito Elevated Storage Tank
 - La Victoria Standpipe
 - River Pump Station

- Sewer System:
 - La Grulla Wastewater Treatment Plant
 - Eight (8) Lift Stations

I. Scope of Work

The selected contractor will:

- Maintain and operate the City's water and sewer systems in full compliance with all applicable TCEQ regulations.
- Provide a minimum of two (2) licensed operators per shift at the La Grulla Water Plant facilities (Plant No. 1 and Plant No. 2) to cover three (3) shifts per day, 24 hours per day,

seven (7) days per week, 365 days per year.

- Provide a minimum of two (2) licensed operators for the Wastewater Treatment Plant to cover the day shift, seven (7) days per week, 365 days per year.

- Operate and maintain the following facilities:

 - Water Plant No. 1 and Water Plant No. 2

 - Alto Bonito Elevated Storage Tank

 - La Victoria Standpipe

 - River Pump Station

 - Wastewater Treatment Plant

 - Eight (8) Lift Stations

- Perform daily operational checks, water quality sampling, and process control testing.

- Conduct residual monitoring and required monthly Bac-T and TCEQ compliance testing.

- Maintain thorough records of system operations, testing results, and maintenance activities.

- Submit all required compliance reports, including but not limited to:

 - Monthly TCEQ reports

 - DMRs (Discharge Monitoring Reports)

 - Annual Reports

 - Plant operation logs

- Provide timely emergency response and corrective maintenance to ensure uninterrupted service and compliance.

- Collaborate with City leadership on system improvements, regulatory updates, and future capital planning needs.

II. Proposal Requirements

Proposals should include, at a minimum:

- Company profile and qualifications.

- List of key personnel and their licenses/certifications.

- Demonstrated experience in water and wastewater system management, operations, and maintenance for municipalities of similar size and complexity.

- Description of organizational capacity to perform services, including staffing levels, 24/7 coverage capability, equipment availability, and financial capacity.
- References from municipalities or public entities served.
- Detailed staffing plan showing coverage for three (3) shifts at the Water Plants and River Pump Station, and two (2) operators for the Wastewater Treatment Plant day shift.
- Proof of required insurance (Worker's Compensation, Commercial General Liability, Business Automobile Liability).

III. Term

- The City is seeking a one (1) year term contract.
- The City prefers to include a provision for one (1) extension for an equal period of time at the discretion of the City.
- Proposed escalation factors will be taken into price consideration.

IV. Evaluation Criteria

Proposals will be evaluated and ranked according to the following main criteria (total of 100 points):

Main Criteria:

- Experience / Previous Work Performance: 40 points
- Capacity to Perform: 20 points
- Best Value to the City: 20 points
- Previous Experience with the City: 20 points

Additional Evaluation Categories (Scored Separately):

- Price: 20 points
- Local Presence (Company has principal place of business or satellite office in Starr County): 10 points

Total Possible Points: 130

V. Deadline for Submission

Proposals must be received no later than September 24, 2015, 12:00 pm, at the following address:

City Manager

City of La Grulla

192 S. FM 2360

La Grulla, Texas 78548

A digital copy must also be emailed to info@cityofgrulla.com.