



CITY OF LA GRULLA, TEXAS
City of La Grulla Water & Wastewater System Resiliency
and Infrastructure Improvement Project & On-Call
Services
Request for Qualifications
Grant Administration and Project Management Services

1.0 REQUEST FOR QUALIFICATIONS

1.1 General Information

The City of La Grulla, Texas (City) requests the submission of Statements of Qualifications (SOQ) with respect to possible loan and/or grant funding through the North American Development Bank (NADBank), Environmental Protection Agency (EPA), United States Department of Agriculture (USDA), Texas Water Development Board and any other funding agency as may arise to provide for Grant Administration and Project Management Services for water treatment, wastewater treatment and conveyance infrastructure. This Request for Qualifications (RFQ) solicits information that will enable the City to determine the highest qualified Grant Administration and Project Management Firm(s) that may provide professional Grant Administration and Project Management services for the construction management services that may be funded through the NADBank, TWDB and any other funding agency.

1.2 Intent

The intent of the City is to establish a list of one or more qualified Firms to provide grant administration and project management services for water and wastewater infrastructure projects, associated facilities, and related utility infrastructure improvements on an on-call and project-specific basis throughout the duration of the qualifications period.

As project needs arise, the selected Firm(s) may be requested to provide and negotiate a scope and fee proposal for specific assignments on a case-by-case basis in accordance with Texas Government Code Chapter 2254 and applicable funding agency requirements.

The On-Call contract will be for a period of approximately three (3) years or until authorization is expended up to an additional two years, during which time a number of individual project assignments may be made. The dollar amount and duration of each assignment will vary depending on the size and complexity of the assignments and will be negotiated after assignments are made.

The City will evaluate all respondents' SOQs and will rank candidates by order of highest qualifications and first attempt to negotiate a fair and reasonable fixed price contract with the highest qualified Firm. If unable to negotiate a mutually acceptable contract, the City will terminate negotiations with the highest qualified Firm and begin negotiating with the next highest qualified candidate. If necessary, the City will repeat these steps until an acceptable contract is obtained. Complete procedures for procuring the Services are presented in Section 2.0 of this RFQ.

The City reserves the right to reject any or all SOQs received in response to this public notice. The City reserves the right to short-list respondents and conduct interviews. The City reserves the right to advertise new RFQs for any project it deems appropriate due to complexity, size and scope.

1.3 Contract Terms

The selection of a service provider and award of a contract may be contingent upon the funding and approval of one or more loans through the NADBank, EPA, USDA, and TWDB involving the: Drinking Water State Revolving Fund, Clean Water State Revolving Fund, State Water Implementation Fund for Texas, Rural Water Assistance Fund, Flood Infrastructure Fund, Development Fund and/or Economically Distressed Areas Programs, USDA-RD, Bureau of Reclamation, or any other funding agency.

This RFQ is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Procurement Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).



State and Federal requirements are applicable to this Project (as defined in Section 1.5), including requirements regarding procurement, cost and pricing data, solicitation of Minority and Women's Business Enterprises (MWBE) and Equal Employment Opportunity (EEO). It is the respondent's



responsibility to make a good faith effort in offering fair opportunity for participation in this project. Documentation of applicable efforts may be required.

Small, Minority, and Women Business Enterprises (SMWBE) are encouraged to submit qualification statements for consideration as are Small Businesses in a Rural Area.

1.4 RFQ Award and Submittal Deadline

The water and wastewater projects for grant administration and project management services is anticipated to be awarded in June 2026.

The SOQ Package (see Section 2.2) must be submitted to the City Manager's office at City of La Grulla, Texas no later than 4:00 P.M. CT on Friday, June 05, 2026. See Section 2.3 for mailing or delivery instructions.

1.5 Project Description

The proposed projects for the period of service may include various water and wastewater infrastructure improvements identified by the City of La Grulla, Texas ("City") and funded through the Texas Water Development Board ("TWDB"), North American Development Bank ("NADBank"), United States Department of Agriculture ("USDA"), Environmental Protection Agency ("EPA"), and/or other state and federal funding programs.

The projects may include, but are not limited to:

- Water treatment facility improvements;
- Water distribution system improvements;
- Elevated storage tank improvements;
- Booster pump station improvements;
- Water meter replacement and Advanced Metering Infrastructure ("AMI");
- Wastewater collection and treatment system improvements;
- Utility system rehabilitation and expansion projects; and
- Related utility infrastructure improvements and appurtenances.

The selected Firm may provide grant administration, funding coordination, procurement assistance, project management, compliance monitoring, reporting, construction phase coordination, and closeout services associated with the implementation of these projects (the "Project").

1.5.1 Project Implementation Services

The selected Firm may assist the City with all phases of project implementation including pre-award activities, funding administration, procurement compliance, financial management, coordination with regulatory and funding agencies, construction phase administration support, and project closeout activities for water and wastewater infrastructure projects.

1.6 Public Record

All data and information submitted by the Firm in response to this RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001 – 552.026. The City does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Grant Administration and Project Management Firm.

1.7 Cost of Preparing Statement of Qualifications Package

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be solely the responsibility of the prospective Firm.

1.8 Scope of Services

The selected Firm shall provide timely and professional grant administration, funding coordination, compliance monitoring, project management, procurement assistance, reporting, and related professional services associated with water and wastewater infrastructure projects funded through the Texas Water Development Board ("TWDB"), North American Development Bank ("NADBank"), United States



Department of Agriculture (“USDA”), Environmental Protection Agency (“EPA”), and/or other state or federal funding agencies.

The selected Firm shall assist the City with all phases of project implementation including pre-award, post-award, construction phase coordination, financial administration, regulatory compliance, and project closeout services as requested by the City.

The scope of Grant Administration and Project Management Services for water and wastewater type projects is expected to include, but not be limited to, the following:

1.8.1 Funding Development and Grant Administration

- Preparation and submission of funding applications;
- Coordination with funding agencies;
- Preparation of supporting documentation and certifications;
- Assistance with environmental documentation and regulatory coordination;
- Administration of grant and loan agreements;
- Preparation and submission of reimbursement requests and draw requests;
- Financial tracking and reporting;
- Project recordkeeping and documentation management;
- Preparation of required quarterly, semi-annual, annual, and closeout reports;
- Assistance with audit compliance and monitoring requirements.

1.8.2 Procurement and Contract Compliance

- Assistance with procurement of professional services, construction services, equipment, and materials;
- Preparation of bid and procurement documents;
- Assistance with compliance with Texas Government Code Chapter 2254, Texas Local Government Code Chapters 252 and 271, and applicable federal procurement requirements;
- Assistance with Disadvantaged Business Enterprise (“DBE”) compliance and documentation;
- Assistance with Davis-Bacon and labor standards compliance, where applicable;
- Assistance with Build America, Buy America (“BABA”) compliance, where applicable.

1.8.3 Project Management and Coordination

- Coordination between the City, Grant Administrator and Project Managers, contractors, funding agencies, and regulatory agencies;
- Project scheduling and implementation monitoring;
- Monitoring of project budgets and expenditures;
- Review of contractor pay applications and supporting documentation;
- Assistance with change order documentation and funding coordination;
- Coordination of project meetings, site visits, and progress reporting;
- Construction management and inspections;
- Assistance with project closeout, warranty documentation, and final funding agency approvals.

1.8.4 Water and Wastewater Infrastructure Projects

Services may be associated with projects involving:

- Water Treatment Facilities;
- Water Distribution Conveyance Infrastructure;
- Elevated Storage Tanks;
- Booster Pump Stations;
- Water Meter Replacement and Advanced Metering Infrastructure (“AMI”);
- Wastewater Collection and Treatment Infrastructure; and
- Related Utility Infrastructure Improvements.



2.0 INSTRUCTIONS AND PROCEDURES

2.1 Prohibition

Do not submit pricing information. If pricing information is submitted, the response to the RFQ will not be considered.

2.2 SOQ Package Preparation

The SOQ Package will include the following four (4) components and shall be numbered as shown:

- 2.2.1 One Page Transmittal Letter. The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.
- 2.2.2 Statement Concerning Insurance. Confirmation that the Grant Administration and Project Management Firm will provide general liability insurance, worker's compensation and professional liability insurance for the project within 10 calendar days of any Notice of Award.
- 2.2.3 Statement Concerning Conflict of Interests. Those interests of the Grant Administration and Project Management Firm that would impede with or interfere in the carrying out of the duties and responsibilities of the position of Project Design Grant Administration and Project Management Firm are deemed conflicting. Utilize the attached Conflict of Interest Statement form.
- 2.2.4 Qualifications Statement. Use the format in Section 3.0, Statement of Qualifications – Format. No material shall be incorporated by reference only, nor should brochures, photos, or additional data be submitted. Any such material will not be considered in the evaluation process. The entire Qualification Package shall stand alone and include full responses to all RFQ instructions. The Qualification statement must not exceed 20 pages of 8½" by 11" paper.

Note: If the Grant Administration and Project Management Firm is a Joint Venture firm, then documentation of its incorporation may be requested.

2.3 Submitting the SOQ Package

The Grant Administration and Project Management Firm shall submit one electronic copy of the SOQ Package via email to the city secretary at: b.salinas@cityofgrulla.com. No faxes will be accepted.

The RFQ is available from the City upon request or by picking up a copy at the address below during regular business hours. **Proposals must be received no later than 4:00 P.M. (Central Time) on Friday, June 05, 2026.**

The City may not review packages submitted in any other format. Late proposals will not be accepted for review under any circumstances.

2.4 Evaluation Criteria and Relative Importance

The following factors, in order of relative importance, will be used in identifying the highest qualified Grant Administration and Project Management Firm:

- 2.4.1 Professional qualifications of the individual(s) (including subcontracted personnel) who will perform the work.

<u>Criteria</u>	<u>Points</u>
Experience	50
Capacity to perform	30
Familiarity with the City and TWDB	20



2.5 Inquiries

If any Grant Administration and Project Management Firms have any questions or need any additional information to clarify the intent of this RFQ, submit questions or requests in writing as discussed in Section 2.6. The City will collect these questions and respond to all the RFQ Package holders in writing prior to evaluation via addendum.

Grant Administration and Project Management Firms should not attempt to contact any individual from the City other than in the form provided in this Request for Qualifications. Should any Grant Administration and Project Management Firms find discrepancies in or omissions from the RFQ, or should the Grant Administration and Project Management Firm be in doubt as to their meaning, the Grant Administration and Project Management Firm shall notify the City Administrator at: rsalinas@cityoflagrulla.com. Request for clarifications will be received in writing up to 5/22/2026. Answers to all such requests will be given in writing by the City to all prospective Grant Administration and Project Management Firms no later than 48 hours of the submittal deadline. Oral explanations or instructions will not be binding. Written request for clarifications may be sent to same address as shown for final SOQ Package submittal. Clarifications will be sent to all individuals or firms that have received the RFQ.

2.6 Evaluation Process

The City may obtain information from references.

The City may contact the Grant Administration and Project Management Firms for the purpose of obtaining additional information or clarification during the evaluation period.

The City will evaluate each SOQ Package received, in accordance with the factors in Section 2.4, based on the contents of the SOQ Package, any subsequent written clarifications required, and reference information obtained. The City will not consider any information or data incorporated by the Firm by reference or otherwise referenced, except it will consider reference information the City obtains from existing and prior clients of the Firm.

The City may rank and determine the highest qualified Firm based solely upon the evaluation of the SOQ Package, any subsequent written clarifications required, and reference information obtained.

If, based on the review of the Qualifications Packages the City deems it necessary to interview Firms in order to determine the highest qualified Firm, the City may identify two or more Firms to be interviewed using the procedure in Section 2.7.

2.7 Interviews

The City reserves the right to short-list selections and conduct interviews.

2.8 Notification of Selection

The City may notify one or more of the highest qualified Firms selected through this RFQ process. Upon notification of selection by the City, the Firm shall submit a detailed cost proposal based on the proposed scope of work. Upon receipt of the proposal, the City and the proposer will attempt to negotiate scope and extent of work to be performed, time for full performance, compensation, and other terms. Final selection of the successful Firm(s) will be contingent upon approval of the City Commission.

2.9 Additional Information

2.9.1 This contract is contingent upon release of funds from TWDB, NADBank, etc.

2.9.2 Any contract or contracts awarded under this RFQ 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 RFQ or any resulting contract.



- 2.9.3 This contract is subject to the TWDB and Environmental Protection Agency's ("EPA") Disadvantaged Business Enterprise ("DBE") Program, which includes and offers procurement opportunities to all businesses during solicitations. EPA's rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements in a nondiscriminatory manner 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.
- 2.9.4 Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR; Part 60.
- 2.9.5 SMWBE firms are encouraged to submit proposals.
- 2.9.6 Selection under this RFQ does not guarantee the award of any minimum amount of work or compensation. Specific project assignments and work authorizations shall be issued at the sole discretion of the City based upon project needs, funding availability, and successful negotiation of scope and compensation.

3.0 STATEMENT OF QUALIFICATIONS- FORMAT

The information in the Firm's SOQ Package shall be presented either on these sheets or in the same order and sequence as outlined below.

3.1 Organization

Describe the Firm's organization in accordance with the format below: General

- 3.1.1 Firm Name: _____
- 3.1.2 Address & Phone Number: _____

- 3.1.3 Submittal is for: ☐ Parent Company ☐ Branch Office
- 3.1.4 Year Firm Established: _____
- 3.1.5 Former Firm Name(s): _____
- 3.1.6 Type of Ownership: _____
- 3.1.7 Name of Parent Company (if any): _____
- 3.1.8 Name of Principals and Titles:
- | | |
|-----------------------|--------------|
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
- 3.1.9 Office Locations, Number of Personnel in each Office and Types of Disciplines in each Office.
- Office Location: _____ Employees: _____
- Disciplines: _____



Office Location: _____ Employees: _____
Disciplines: _____

Office Location: _____ Employees: _____
Disciplines: _____

Office Location: _____ Employees: _____
Disciplines: _____

Office Location: _____ Employees: _____
Disciplines: _____

3.2 Key Personnel/Project Team

- 3.2.1 The Firm shall provide a brief profile for key personnel that will be assigned to this project. The information for each member of the Project Team must include the following: Name, Area(s) of Expertise, Years of Experience in that area(s), Professional License(s), including registration number(s), (if applicable), TCEQ Licenses, (if applicable) and experience with State and Federal Agencies (if applicable).
- 3.2.2 For those team members that maintain a professional license issued by a state agency, indicate their current standing with that agency.
- 3.2.3 The Firm shall describe their specific project approach and key elements identified relative to the project description in 1.5 and the tasks shown in 1.8 of the RFQ.
- 3.2.4 Include an organizational chart showing participants and disciplines for specific portions of assigned work on this project, and lines of authority for all portions of the work.

3.3 Workload Status

- 3.3.1 Based on the Firm's current workload and staffing, indicate the current percentage of capacity at which the Firm is operating
- 3.3.2 Identify the percentage of time key personnel will devote to this project.
- 3.3.3 Identify tasks to be completed locally, by an identified associated office or by an identified subcontractor.

3.4 Experience

The Firm shall list examples of the Firm's grant writing, grant administration and project management experience. List the most recent 5 years' experience (maximum of 5 assignments) Experience must include: Name, Location, contact Person and telephone Number, Date of Engagement for Assignment.

3.5 References

The City may contact references. In addition to the contact person(s) listed, the City may discuss the Firm's work performance with any current or former employee of the reference firm. References must include: Project Name & Location, Firm's role and responsibility, specific client contacts, list name(s) and phone number(s) of the City(s) representatives, name and phone number of Project Grant Administrator and Project Manager, list name(s) and phone number(s) of Governmental Agency contact and brief description of the projects and Firm's duties.



3.6 Claims/Performance/Insurance/Bonding: See Attachment C

3.6.1 If the Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.

3.6.2 If the Firm has ever been terminated from an assignment for non-performance, please briefly explain.

3.6.3 Name of Firm's General Liability, Workers Compensation and Professional Liability insurance carrier and agent's address and telephone number.

3.7 Joint Ventures/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or of 25% or more of the assignment based on either cost or time is to be subcontracted, provide the company's name of the joint venture partner and/or subcontractor and the proposed work for which it is responsible. Joint venture partners and subcontractors responsible for 25% of the work as indicated above must provide a separate SOQ Package.

3.8 Submittal Shall Be Signed In Accordance With The Following Format:

Submitted By: (must be principal of the Firm)

Signature

Name (typed)

Date

Title



CONFLICT OF INTEREST STATEMENT

I certify that the following statement is true with respect to the Request of Qualification for Grant Administration and Project Management Services for water and wastewater Waterworks System Improvement Project(s) for the City of La Grulla, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment;
2. No employee, officer, or agent of the City of La Grulla, Texas, or their immediate family members, has financial or other interest in this firm;
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment for the construction of this project;
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.

Firm Name

Signed by Principal of Firm

Name Typed

Title