



CITY OF LA GRULLA, TEXAS
City of La Grulla Water System Resiliency and
Infrastructure Improvement Project & On-Call Services
Request for Qualifications
Professional Engineering and Construction 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 Professional Engineering and Construction 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 Engineering Firm(s) that may provide professional engineering 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 Engineering Firms to provide professional engineering and construction management services for water treatment, wastewater treatment, conveyance infrastructure, 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 Engineering 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 may select one or multiple Engineering Firms as part of this RFQ process based upon the City's anticipated project needs, funding requirements, specialized expertise, capacity considerations, and project schedules.

The City will evaluate all respondents' SOQs and rank candidates by order of highest qualifications. The City will first attempt to negotiate a fair and reasonable contract with the Engineering Firm determined by the City to be the most qualified for the specific assignment. If unable to negotiate a mutually acceptable contract, the City may terminate negotiations and proceed to the next most qualified firm.

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 professional engineering and construction 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.

Potential projects may include, but are not limited to:

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

1.5.1 The selected Engineering Firm(s) may provide planning, preliminary engineering, environmental coordination, surveying, geotechnical investigations, engineering design, permitting assistance, bidding and procurement assistance, construction administration, resident project representation, project closeout services, and related professional engineering services associated with the implementation of these projects (the "Project").

1.6 Public Record

All data and information submitted by the Engineering 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 Engineering 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 Engineering Firm.

1.8 Scope of Services

The selected Engineering Firm shall provide timely and professional planning documents, geotechnical investigations, design surveys, construction plans and technical specifications and contract documents, construction staking, operations and maintenance manuals and other specific services as requested.

The scope of the Engineering Services includes planning, acquisition, design and construction management services for water and wastewater type projects and is expected to include:



1.8.1 Water Treatment

1.8.2 Water Distribution Conveyance Infrastructure

1.8.3 Elevated Storage Tanks



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 Engineering 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 Engineering Firm that would impede with or interfere in the carrying out of the duties and responsibilities of the position of Project Design Engineering 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 Engineering Firm is a Joint Venture firm, then documentation of its incorporation may be requested.

2.3 Submitting the SOQ Package

The Engineering 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 Engineering 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 Engineering 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.

Engineering Firms should not attempt to contact any individual from the City other than in the form provided in this Request for Qualifications. Should any Engineering Firms find discrepancies in or omissions from the RFQ, or should the Engineering Firm be in doubt as to their meaning, the Engineering 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 Engineering 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 Engineering 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 Engineering Firm by reference or otherwise referenced, except it will consider reference information the City obtains from existing and prior clients of the Engineering Firm.

The City may rank and determine the highest qualified Engineering 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 Engineering Firms in order to determine the highest qualified Engineering Firm, the City may identify two or more Engineering Firms to be interviewed using the procedure in Section 2.7.

The City reserves the right to select one or multiple Engineering Firms through this RFQ process. Selection for any specific project assignment or work authorization shall be based upon the City's determination of the most qualified firm for the specific assignment, taking into consideration project scope, technical expertise, funding requirements, availability, capacity, and past performance.

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 Engineering Firms selected through this RFQ process. Upon notification of selection by the City, the Engineering 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 Engineering 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 Engineering 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 Engineering Firm's organization in accordance with the format below:

General

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

- 3.1.3 Texas Board of Professional Engineers Firm Registration Number: _____
- 3.1.4 Submittal is for: ☐ Parent Company ☐ Branch Office
- 3.1.5 Year Firm Established: _____
- 3.1.6 Former Firm Name(s): _____
- 3.1.7 Type of Ownership: _____
- 3.1.8 Name of Parent Company (if any): _____
- 3.1.9 Name of Principals and Titles:
- | | |
|-----------------------|--------------|
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
| Principal Name: _____ | Title: _____ |
- 3.1.10 Office Locations, Number of Personnel in each Office and Types of Disciplines in each Office. Examples of Disciplines: Administrative, Draft persons, Computer Technicians, Civil Engineers, Construction Managers, Inspectors, Schedulers and other.



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 Engineering 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 Engineering 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 Engineering Firm's current workload and staffing, indicate the current percentage of capacity at which the Engineering 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 Engineering Firm shall list examples of the Firm's project management, design and construction 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 Engineering Firm's work performance with any current or former employee of the reference firm. References must include: Project Name & Location, Engineering 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 Engineer, 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 Engineering Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.

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

3.6.3 Name of Engineering 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 Engineering planning, acquisition, design and Construction Phase 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