



**REQUEST FOR QUALIFICATIONS**

**ENGINEERING SERVICES**

## **SCHEDULE**

May 14, 2026	Issue/Advertise Request for Qualifications
June 23, 2026	Mandatory Pre-Submittal Meeting
June 30, 2026	Deadline for Questions
July 10, 2026	Statement of Qualifications Submittal Deadline
July 24, 2026	Initial Committee Review Complete
August 2026	Interview Prospective Firm(s)
August 2026	Contract Negotiation and Execution Deadline
August/Sept. 2026	Board Contract Approval

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**WEST FORK PUBLIC UTILITY AGENCY ENGINEERING  
SERVICES REQUEST FOR QUALIFICATIONS**

**I. INTRODUCTION AND PURPOSE OF REQUEST**

The West Fork Public Utility Agency (“WFPUA” or “Agency”) located in Wise County, is soliciting statements of qualifications from qualified firms to provide services in support of WFPUA’s capital planning, design, and construction initiatives.

WFPUA is a Texas public utility agency formed to plan, develop, finance, construct, operate, and maintain a regional water supply infrastructure for its member services. The Agency was established to promote regional cooperation, long-term water reliability, and cost-effective delivery of essential public infrastructure for participating entities. WFPUA is governed by a board representing its member entities and operates as a political subdivision of the State of Texas.

The WFPUA intends to select a Firm or Firms to provide engineering related services in the development of a Regional Wholesale Water System for Wise County. The WFPUA intends to have the Firm(s) provide professional services in the design and/or monitor the construction of applicable projects, assist in regional planning, and in grant submittals on behalf of the WFPUA. The services requested will require the Firm(s) to be licensed in the State of Texas.

**II. GENERAL INFORMATION**

The mission of the West Fork PUA is to provide a reliable and sustainable supply of high-quality surface water to the residents and communities of Wise County, while protecting and preserving the region's vital groundwater resources that support rural households, agriculture, and the natural environment. We are committed to responsible stewardship, collaborative regional planning, and long-term water security that ensures clean, safe, and affordable water for current and future generations.

WFPUA is evaluating infrastructure projects to deliver raw water supply from Eagle Mountain Lake through coordination and agreement with the Tarrant Regional Water District (TRWD). Initial project planning includes a first phase consisting of approximately two miles of pipeline to serve the City of Newark and Rolling V Municipal Utility District, with a second delivery point planned to serve the cities of Boyd, Rhome, and Aurora. The program manager will assist WFPUA with advancing these phased facilities from planning through delivery.

Wise County Water Control and Improvement District #1 (WCWCID #1) is conducting a water study in Wise County to evaluate the County’s water needs and identify potential solutions. WFPUA plans to use the completed study to support future capital improvement planning. The selected Firm(s) will assist WFPUA by coordinating with WCWCID #1 and its engineering

consultant. The engineering consultant for WCWCID #1 is not precluded from participating as a prime or subconsultant on this project or future projects with WFPUA.

The West Fork PUA has the authority provided in Chapter 572 of the Texas Local Government Code, which includes, but is not limited to, the conservation, storage, transportation, treatment, or distribution of water, and the authority to engage in the collection, transportation, treatment, or disposal of municipal wastewater.

The WFPUA is a NON-TAXING public entity. As such, the WFPUA does not have the authority to levy or collect ad valorem (property) taxes but does have the authority to issue bonds to finance capital improvement projects.

**WFPUA Members**

City of Alvord • City of Aurora • City of Boyd • City of Bridgeport • City of Decatur • City of Newark • City of New Fairview • City of Paradise • City of Rhome • Rolling V Ranch Water Control and Improvement District No. 3 • New Fairview Municipal District No. 1 • West Wise Special Utility District • Walnut Creek Special Utility District • Wise County

**III. SCOPE OF SERVICES**

The WFPUA is searching for a firm or firms that will provide professional contracted services for engineering and related professional services. The Engineer will not be an employee of the WFPUA for any purpose, including but not limited to the application of the Social Security Act, the Federal Insurance Contribution Act and the Texas Unemployment Compensation Act. The general work elements are outlined below. The selected consulting Engineer will provide the following in full or part:

**General Services**

- A. Work Product:** Expected to provide the WFPUA with copies of all work products without limitation, which shall include reports, analysis, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the WFPUA in printed form, as well as in electronic form to include portable document format and the root file(s).
- B. Responsiveness:** Must commit to providing services to the WFPUA in a timely manner, without unreasonable, extensive or unnecessary delays.
- C. Assignment of Professional Engineer:** Shall assign to the WFPUA a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Texas.
- D. Proximity:** Must be located within reasonable proximity to Wise County to ensure meeting attendance, meeting coordination and the conveyance of documents when sent via courier.

## **Engineering Design Related Services**

- A. Preliminary Design Services/Plan Review Services:** Technical reviews of and answer inquiries for projects proposed by the WFPUA to ensure conformance to state and federal laws. Breadth of capabilities to provide design related services for all facilities needed for a Regional Wholesale Water System. Preliminary design services will include route selection to minimize easements and provide long term operational access, environmental reviews, all associated permitting including USACE permitting for raw water intake, identification and coordination of wholesale customer delivery points, updated cost estimates as well as preparation of 30% level plans and specifications.
- B. Project Design Services:** Have the capability to design a full array of public works type projects that is functional and cost effective. The selected consulting Engineer(s) must be able to provide structural / engineering guidance and any necessary design work for said structures.
- C. Detailed Design Services, Surveying, Easements, CAD, GIS, and Related Services:** Have the capability of performing or subcontracting boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition. Detailed design services will include surveying and easements, Computer Aided Design and Drafting services etc. in preparing detailed plan/profile drawings, standard details and coordination with the Texas Dept. of Transportation, Wise County and other cities including civil and structural designs as well as updated cost estimates for preparation of 60%, 90% and 100% level plans and specifications including submittal to TCEQ for review and approvals
- D. Advertising, Bidding and Award of Construction Projects:** Assist the WFPUA in the advertising of all construction projects, conducting pre-bid meetings, issuing addendums as needed, review of bids and recommendation of awards of contracts.
- E. Construction Management and Commissioning of Projects:** Assist the WFPUA in the oversight of all construction projects, pre-construction meetings, review of submittals, construction inspections, monthly progress reports, review payment requests, final walk through and review of O&M manuals to commission projects for operation.

## **Operational Support Related Services:**

- A. Engineering Support at WFPUA Board Meetings:** Attend a variety of WFPUA meetings, including, but not limited to, member agencies, county and other stakeholders, meetings of affected property owners, meetings with WFPUA staff etc.
- B. Grant/Loan Application, Execution and Monitoring Assistance:** Assist WFPUA in identifying grant and loan opportunities and show demonstrated experience in preparing, coordinating and managing grant and loan application and execution on planning, design and construction related projects.

- C. **Environmental Services and Regulatory Agency Interactions:** Be well versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Texas Department of Transportation, Texas Department of Agriculture, Texas Water Development Board, Texas Commission on Environmental Quality, Upper Trinity Groundwater District, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, United States Environmental Protection Agency.
- D. **Provide Planning Services for Capital Improvement Program (CIP) Development:** Coordinate and review CIP Projects sizing, timing, funding as participating wholesale customer needs change and update CIP costs and mapping as needed. Provide fiscal year Capital Program recommendations to the WFPUA for review and approval
- E. **Provide Cost Estimate Support for all Capital Projects and Operational Budgeting Planning:** Provide annual cost estimate of projects on-going and proposed based on current market conditions. Provide updated cost estimates to WFPUA to review and support the wholesale water system rates needs.
- F. **Provide Engineering Standards for Regional Wholesale Water System including Valving, Intakes, Pipe Materials, Meter Stations, Pumps, Electrical and Storage Facilities:** Develop wholesale design and material standards for various project details for WFPUA long-term operations and maintenance consistency. These standards will include engineering details, specifications and other requirements needed.
- G. **Provide Coordination with Water Suppliers, Participating Entities and Other Key Stakeholders:** Assist the WFPUA with coordination requirements for TRWD and other regional water entities including coordination with each participating wholesale customer, Region C, Texas Water Development Board and Texas Commission on Environmental Quality.
- H. **Provide Environmental Services and Related Agency Interactions:** Provide regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Texas Department of Transportation, Texas Department of Agriculture, Texas Water Development Board, Texas Commission on Environmental Quality, Upper Trinity Groundwater District, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, United States Environmental Protection Agency.
- I. **Staff Support/Training in Regional Wholesale Water System Development:** Provide associated staff support training in the development and growth of a regional wholesale water system including engineering planning and design, operations and regulatory coordination.

#### IV. SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)

- A. All proposals shall be submitted to:

West Fork Public Utility Agency  
Attention: Jenni Moore, WFPUA Secretary  
999 Illinois Lane  
New Fairview, Texas 76078  
Phone: 817-690-0299  
**Email:** jmoore@newarktexas.com

- B. All proposals must be received no later than July 10, 2026 via hard copy or electronic submittal. If submitting a printed copy, the copies shall be sealed and clearly identified with “WFPUA Engineer” by the submittal deadline and should include six (6) copies. Electronic submittals *will also be accepted* and must have the following in the subject line “WFPUA Engineer – Electronic Submittal”.
- C. Each proposal shall be signed by the principals of the firm.
- D. All SOQs become the property of the WFPUA upon receipt and will not be returned to the submitter.
- E. Any cost or expense incurred by the FIRM that is associated with the preparation or selection process of the SOQ shall be borne solely by the FIRM.
- F. Inquiries and Interpretations:

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the WFPUA Committee as an addendum emailed to all parties recorded by the WFPUA as having received a copy of the RFQ. All such addenda issued by the WFPUA prior to the time that proposals are received shall be considered part of the RFQ, and the FIRM shall be required to consider and acknowledge receipt of each addendum in its Qualifications.

Only those inquiries the WFPUA replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

**G. Point of Contact**

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

Amanda DeGan  
Phone: 817-636-2462  
Email: adegan@cityofrhome.com

Respondents or their agents are prohibited from lobbying members of the Board of the Public Utility Agency, the selection committee (if appointed), any member entities elected officials or its staff members or consultants. Failure to comply with this clause shall be grounds for rejection of their RFQ as non-responsive.

- H. All requests for information shall be made to Amanda DeGan at adegan@cityofrhome.com.

## V. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

The ideal firm should have extensive experience in municipal/city/county/district engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community are critically important in the selection of a firm. Please provide the following in your proposal:

### **Cover letter**

- Cover letter, and introduction including name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.

### **Firm Information**

- A description of the candidate firm (including a brief history, number of employees, locations in Texas, and years in business)
- Brief overview of each subconsultant
- Summary of the Firm's experience coordinating with local entities, including any WFPUA members.
- An organizational chart identifying team members, brief resumes and their areas of responsibility. A description of the history of the firm and description of the personnel in the office.
- Statement of firm's available resources and capacity.

### **Relevant Experience**

- Three (3) examples of current and relevant projects on behalf of a public utility agency, regional wholesale water entities, municipality, or municipal utility district.
  - a. For each project, include location, scope, and completion date. Project status may be completed or ongoing.
- List of current regional wholesale water clients for engineering services.
- Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm in any related municipal client or municipal projects that were unresolved or active for the past five (5) years.

### **References**

- Three client references, including the following:
  - Client reference name/title
  - Project name, location, and completion date
  - Phone number
  - Email

### **Other Information Required Forms**

- Conflict of interest form: <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>
- Insurance: By signing and submitting a proposal under this solicitation, the firm certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:
  - Worker's Compensation – Statutory requirements and benefits
  - Employers Liability - \$100,000
  - Broad-form Comprehensive General Liability - \$1,000,000 Combined Single Limit coverage,
  - Automobile Liability - \$500,000 Combined Single Limit
  - Professional Liability/Errors and Omissions Coverage
- The WFPUA is to be named as additional insured on the Comprehensive General Liability and Automobile Liability policies, and this is to be so noted on applicable Certificates of Insurance. The Certificates shall be delivered to the WFPUA prior to commencement of work.

### **Governing Law and Venue**

This RFQ and any resulting contract shall be governed by the laws of the State of Texas, with venue in the county in the WFPUA is located.

### **Public Information**

All submittals are subject to the Texas Public Information Act. Respondents shall clearly mark any proprietary information; however, confidentiality cannot be guaranteed.

## **VI. EVALUATION AND SELECTION**

### **A. Qualification-Based Selection Process**

Professional services are procured in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified respondent will be made based on demonstrated competence and qualifications as determined by the WFPUA Governing Board based upon qualifications submitted in response to this RFQ.

The WFPUA Board, with the assistance of members appointed to the Engineering selection committee, will evaluate Qualifications based on requirements described in Section V. All qualifications will be evaluated with the highest qualified Respondent(s) being selected to attend an in-person interview. The interview will allow the invited Respondent(s) to further discuss their qualifications with the Board and to respond to questions. The selection committee (if appointed) shall make a recommendation to WFPUA Board. If accepted by Board, the WFPUA subcommittee will negotiate a contract and return to WFPUA Board for award of said contract. The WFPUA reserves the right to reject any or all proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the agency.

### **B. Selection of the firms to be interviewed shall be based on the following criteria:**

1. The ability of the firm to provide quality regional wholesale water system engineering services at a reasonable cost.
2. The firm's experience with and expertise in regional wholesale water, municipal engineering services, and operational support system engineering services as listed in the Scope of Services.
3. The experience and qualifications of the firm's staff that will have primary contact with the WFPUA.
4. The firm's commitment to delivering work on time and within budget.
5. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
6. The extent of involvement by the firm's key qualified personnel and the likelihood that key personnel will develop a long-term and intimate knowledge of the WFPUA's projects and infrastructure.
7. The extent to which previous clients have found the firm's services acceptable.
8. Geographical location or nexus in relation to Wise County, Texas.
9. Familiarity and experience with other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.

#### **VII. MANDATORY PRE-SUBMITTAL MEETING AND QUESTIONS**

A mandatory pre-submittal meeting will be held for this RFQ:

**June 23, 2026 at 2:00 p.m.  
Rhome Community Center  
261 School Road  
Rhome, Texas 76078**

*Firms that do not attend the mandatory pre-submittal meeting are not eligible to submit.*

**All questions regarding this RFQ must be submitted in writing to Amanda DeGan at [adegan@cityofrhome.com](mailto:adegan@cityofrhome.com). Questions must be received (via email) no later than June 30, 2026.**

#### **VIII. PROPOSED AWARD SCHEDULE**

See cover page of document. Schedule subject to change based on meeting schedule of the WFPUA Board. Notices will be sent of any changes to the submitting firms.

#### **IX. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS**

1. The WFPUA reserves the right to select one or more firm(s) in response to this RFQ or to reject any or all submittals.
2. WFPUA also reserves the right to request clarifications/additional information, waive informalities/irregularities or cancel or modify this RFQ at any time.
3. The Firm(s), if selected, will be the firm whose SOQ is deemed most advantageous to the WFPUA, as determined by Governing Board.

4. The WFPUA will require the selected firm to execute a contract, to be negotiated with the WFPUA, no more than forty-five days (45) calendar days after the WFPUA gives notice of award. Contract documents are not binding on the WFPUA until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the WFPUA reserves the right to terminate negotiations with the selected firm and commence negotiations with another firm.
5. This RFQ does not commit the WFPUA to enter a Contract, award any services related to this RFQ.
6. Firm will be required to execute a Conflict-of-Interest Disclosure.  
CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the Governing Board of the West Fork Public Utility Agency not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at [www.ethic.state.tx.us/forms/CIQ.pdf](http://www.ethic.state.tx.us/forms/CIQ.pdf).

PLEASE CONSULT YOUR OWN LEGAL COUNSEL IF NEEDED. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

- A. Independent Contractor: Firm agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is and shall be deemed to be an independent contractor(s), responsible for its respective acts or omissions, and that the WFPUA shall in no way be responsible for firm's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that is has such authority.