

# *City of Richwood*

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## TEXAS

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**REQUEST FOR QUALIFICATIONS  
WATER & WASTEWATER  
IMPACT FEE STUDY UPDATE  
#24-001Q**

The City of Richwood is now accepting sealed proposals for a Water & Wastewater Impact Fee Study Update.

**DEADLINE:** Sealed proposal submittals must be received by **2:00 p.m. CST, Friday, March 29, 2024.** (The clock at the receptionist desk in the lobby of City Hall will be the official time.) Applicant names of all proposals received will be read aloud on this date at the City of Richwood, City Hall Executive Conference Room, 1800 Brazosport Blvd., Richwood, TX 77531. Proposals received after the deadline stated herein will not be opened and shall be considered void and unacceptable.

**MARK ENVELOPE: RFQ #24-001Q –Water & Wastewater Impact Fee Study Update**

**DELIVERY ADDRESS:** Please submit one (1) marked original along with one (1) electronic copy (CD or flash drive) properly labeled and clearly marked with the RFQ number and description to:

City of Richwood  
City Secretary Office  
1800 Brazosport Blvd.  
Richwood, TX 77531  
Monday – Friday: 8:00 am to 5:00 pm

Bids sent via courier must be sealed in a separate envelope inside of the mailer.

**POINT OF CONTACT:** All inquiries regarding this RFQ must be made, in writing, to Kirsten Garcia, City Secretary, at [kgarcia@richwoodtx.gov](mailto:kgarcia@richwoodtx.gov). The City shall not be responsible for any verbal communication between any City employee and any potential firm. Only written requirements and qualifications will be considered.

The City of Richwood reserves the right to reject any and all statements of qualifications, to waive irregularities, and to accept the statement of qualifications deemed the most advantageous to the City.

**The deadline for submission of questions is Thursday, March 21, 2024, at 5:00 p.m.**

## **INTRODUCTION:**

The City of Richwood currently has water and wastewater impact fees. The City is requesting qualifications for professional consulting services to conduct a Water and Wastewater Impact Fee Study Update. - The Impact Fee program must meet applicable case law and Texas Local Government Code Chapter 395 requirements for impact fees.

The City will select and negotiate with consultants whose submittals are responsive to this RFQ and are in the City's best interest. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions herein should be followed for responses to be responsive to this RFQ. The City reserves the right to cancel this solicitation at any time. Preference will be given to firms within a one-hundred-fifty-mile radius of Richwood, TX.

## **RFQ PROCESS:**

The City Secretary must receive all statements of qualifications by **2:00 p.m. on Friday, March 29, 2024**. At that time, all responses duly received will be opened. When responses are opened, the names of the consultants and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ. The City reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

### ***I. Submission***

One (1) marked original along with one (1) electronic copy (CD or flash drive) properly labeled and clearly marked responses must be submitted. The envelope or package containing the responses must be plainly labeled:

RFQ 24-001Q  
Water & Wastewater Impact Fee Study Update  
City of Richwood  
Attn: City Secretary  
1800 Brazosport Blvd.  
Richwood, TX 77531

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

**II. Statement of Qualifications Deadline**

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that: “The submitted statement of qualifications was received after the delivery time designated for the receipt of responses and therefore considered nonresponsive.”

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

**III. Clarification and Addenda**

Each consultant shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the City Manager.

The City shall not be responsible for oral interpretation given by any city employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda is issued to the RFQ, the City will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant, before submitting their statement of qualifications, to contact the City of Richwood (979-265-2082) to determine if the addenda was issued and make such addenda a part of the statement of qualifications. The City reserves the right to request clarification of information submitted and to request additional information from one or more applicants.

**IV. Preparation Expenses**

Each consultant preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

**V. Legal Name**

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive statement of qualifications.

**VI. Openness of Procurement Process**

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.

**VII. Errors and Omissions**

Once a response is submitted, the City may consider requests by any consultant to correct errors or omissions but shall retain sole discretionary authority to determine the outcome of such a request.

### **VIII. Retention and Disposal of Statements of Qualifications**

The City reserves the right to retain all submitted statements for public record-keeping purposes. No copies of any material will be returned to the consultant. The City reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

### **IX. Collusion**

By offering a response to this RFQ the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, except bona-fide employees or established commercial agencies maintained by the consultant for the purpose of doing business.
4. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Executive Directors, Department Heads, and other staff. This policy is intended to create a level playing field for all potential firms; assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below

## **SCHEDULE**

The schedule for submittal of statements of qualifications is as follows:

- Request for Qualifications issued and advertised: **March 1, 2024**
- Deadline to receive responses: **2:00 pm, March 29, 2024**

The *tentative* schedule for the evaluation of statement of qualifications, award, and any resulting contractual services is as follows:

- Evaluation of submittals: **April 1-5, 2024**
- Council consideration/award: **April 8, 2024**

The schedule for the evaluation, selection and award may be changed solely at the City's discretion. Interviews may be scheduled at the City's discretion. The selected vendor will be notified and a contract will be negotiated and then submitted to the Richwood City Council.

## INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS

### ***I. General***

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each consultant with the statement of qualifications shall be incorporated into the contract documents by reference.

### ***II. Required Information***

Consultant, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

- Cover Letter
- Table of Contents
- Sections
  1. Introduction and Execution
  2. Qualifications
  3. Qualifications of Staff
  4. Familiarity/History within the Region
  5. References
  6. Technical Approach
  7. Sample Documents

#### ***Section 1 – Introduction and Executed Signature Page***

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that:

- The submission of this Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions of the Professional Services Agreement included therein.
- The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

#### ***Section 2 – Qualifications***

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise in civil engineering practices as they relate to municipal or local government operations and planning. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

#### ***Section 3 – Qualifications of Staff***

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include

notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

***Section 4 – Familiarity/History within the Region***

Provide a list of the firm's relevant engagements for local government entities within the last ten (10) years. Illustrate how previous experience may benefit the execution of the present Scope of Services. Preference will be given to firms that are based within a 150-mile radius.

***Section 5 – References***

Provide at least five references for which the firm has performed services within the past two (2) years similar to the requirements in the Scope of Services. At least three references should be from government entities for work performed similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone numbers, and a summary and date of the services provided.

***Section 6 – Technical Approach***

Provide a general description of the firm's approach to providing the Scope of Services. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's technological capabilities and the ability to comply with deadlines and timelines identified in the Scope of Services.

***Section 7 – Sample Documents***

The Consultant is encouraged to provide examples of land use maps, impact fee capital improvement plans, impact fee calculations, and public hearing presentations. In order to reduce the resources that may be needed to respond, consultants are encouraged to use a digital format (.pdf).

**SCOPE OF SERVICES**

***I. Background***

The City of Richwood, Texas, is requesting a statement of qualifications from firms to create the City's Water and Wastewater Impact Fee Update Report, including but not limited to the Impact Fee Land Use Assumptions, the Impact Fee Capital Improvements Plan, and the calculated maximum allowable water and wastewater impact fees by meter size. In addition, the selected firm will assist the City with developing the schedule of water and wastewater impact fees for the Impact Fee Ordinance in accordance with the requirements of Texas laws and regulations.

By submitting qualifications in response to this RFQ, all responding firms will be deemed to agree to the service provisions contained herein.

***II. Scope of Services***

The selected firm is expected to provide the following Scope of Services as directed by the City of Richwood or staff:

1. Develop project schedule identifying key tasks and completion dates.
2. Review City's planning and development projections including discussions with the City's staff as appropriate to complete project tasks.

3. Review City's infrastructure, to include, but not limited to utilizing the City's water and wastewater hydraulic models, including discussions with the City's staff as appropriate to complete tasks.
4. Create the Impact Fee Land Use Assumptions for the City's infrastructure, to include the City's water and wastewater systems in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.
5. Create Impact Fee Capital Improvements Plan for the City's infrastructure, to include the City's water and wastewater system in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.
6. Review legislative requirements to determine any consequences on the City's Impact Fee development and implementation.
7. Assist the City in establishing its Impact Fee Advisory Committee as required by state law including Texas Local Government Code 395.
8. Assist in scheduling and participate in the required public hearings on Amendments to Land Use Assumptions, Capital Improvements Plan, and Impact Fee.
9. Advise City staff on the development of public notices, news releases, and City's newsletter.
10. Prepare the City's Impact Fee Land Use Assumptions Report in compliance with the requirements of state laws and regulations including Texas Local Government Code Chapter 395.
11. Prepare the City's Impact Fee Update Report in compliance with the requirements of state laws and regulations including Texas Local Government Code 395.
12. Support City staff in the preparation of the City of Richwood's Impact Fee Update Ordinance for the Council's consideration and adoption in compliance with the requirements of state laws and regulations including Texas Local Government Code 395.

## **STATEMENT OF QUALIFICATIONS EVALUATION AND SELECTION**

### ***I. Evaluation Criteria***

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's statement of qualifications, in order of no importance:

- a. Firm qualifications and experience with similar projects involving local government and/or other governmental agencies (25 Points)
- b. Key staff, project understanding and approach (20 Points)
- c. Ability to complete timely development reviews and to respond in an appropriate time frame to individual requests for services (15 Points)
- d. Thoroughness of material submitted, including the proposed work plan and the quality, amount and type of service provided (15 Points)
- e. Reports from references (15 Points)

- f. Office location with preference given to firms within a 150-mile radius of Richwood, TX (10 Points)

***II. Selection Process***

A Selection Panel will evaluate and score each submission according to the criteria set forth above, in order to determine a “shortlist” of three (3) to five (5) submitters for the interview phase of the selection process. Finalists may be invited to participate in detailed interviews. However, the City reserves the right to select a firm based on the evaluation of the submittals alone and not proceed to interviews.

At the conclusion of the selection process, each of the rated elements for each submitter will be evaluated to determine the best qualified firm for this request. If the City is unsuccessful in negotiating a contract with the best qualified firm, the City may then negotiate with the next most qualified firm until a contract is executed, or may decide to terminate the selection process. A sample contract is attached as Exhibit A.

The City will not request or consider fees, price, labor hours or any other cost information at any time during the selection process, including the selection of firms to be interviewed, the final list, or the order of preference. Consideration. Contract negotiations will include consideration of compensation.

***III. Rejection of Responses***

The City may reject responses if:

1. The consultant misstates or conceals any material fact in the statement of qualifications.
2. The rejection of all responses is deemed to be in the City's best interest.