



Request for Qualifications

Engineering Services for Water and Wastewater Improvements to Serve Belton's Former Rockwool Site

Statements of Qualifications will be received by the City Clerk located at

**Belton City Hall, 333 Water Street, Belton, Texas 76513
PO Box 120, Belton, Texas 76513**

**Deadline: must be received by 10:00 A.M.
on February 14, 2023**

PROJECT DESCRIPTION

The Rockwool Superfund Site-Utility Extension Project is uniquely located between Belton and Temple, approximately a quarter-mile east of Interstate 35 between FM 1741 Taylor's Valley Road and FM 93. The proposed utility extensions will serve the only heavy industrial zoned area in Belton. City water service must be extended and sewer services enhanced for industrial development within the Superfund site to fully materialize for job creation and industrial growth.

The Rockwool Industries, Inc. (RWI) property site contained a facility that operated from the mid-1950s until February 1987, manufacturing mineral wool insulation that created waste material contaminants. These contaminants resulted in site designation as a Federal Superfund site in 1998. After a \$17M investment of Federal and State funds, all remediation benchmarks were met by the EPA and TCEQ. By 2017, all property liens were released, creating an area for new development. Federal, State, and local resources have been deployed to bring the site to a developable state. Federal EPA, State TCEQ, the Belton Economic Development Corporation, and the City of Belton have all worked cooperatively to ensure the property is returned to its productive economic use, and this infrastructure project is vital to achieving this goal. The Rockwool Superfund Site-Utility Extension Project will provide the missing link needed to expand current industry in the area, create new jobs, and generate new property and sales tax revenue for this Superfund site area zoned for industrial use.

The preliminary scope of work (SOW) for the Rockwool Superfund Site-Utility Extension project will provide the missing link to ensure the properties at this site are developed. The preliminary SOW includes furnishing all labor, materials, equipment, tools and performing all operations in connection with the construction of water lines and sanitary wastewater line enhancement and appurtenances, including excavation, trenching, backfilling, and all appurtenant work. The SOW includes all preliminary engineering work, requests for quotes, field surveying, boundary surveys, and easement acquisitions, rights-of-way, and final design plans, required permits, licenses, and fees for testing. They will include TXDOT permit, lift station, TCEQ Soil, Air plan, EPA and TCEQ approvals for the entire project, comprehensive environmental archeological investigation, and additional permits as required. The preliminary SOW includes following all required bidding and contract requirements and contract award guidelines, the execution of bonds, insurance, regular project inspections, a final inspection, and closeout. This project will provide the basis for serving the Rockwool area with wastewater infrastructure, while also replacing the existing substandard lift station (Taylors Valley Road), which is in aged condition, and eliminating an existing 2-inch Force Main. The existing Temple-Belton Wastewater Treatment Plant would receive wastewater from 850 feet of wastewater pipe to the north, then east along FM 93 for approximately 1,000 feet of wastewater pipe, and then cross-country north approximately 1,650 feet to Taylors Valley Road to an existing lift station. The preliminary SOW will take approximately 45 months to complete and is estimated to cost \$2,482,970.

REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

A. General Information

The City of Belton is requesting Statements of Qualifications from professional engineering firms to design the following EDA grant funded project:

Engineering Services for Water and Wastewater Improvements to Serve Belton's Former Rockwool Site

There is no expressed or implied obligation for the City of Belton to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

A Project Review Committee will evaluate submitted proposals.

During the evaluation process, the Project Review Committee and the City of Belton reserve the right, where it may serve the City of Belton's best interest, to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of the City of Belton or the Project Review Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Also, at the discretion of the City of Belton or the Project Review Committee, past performance reference checks may be made.

The City of Belton reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Qualifications unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Belton and the firm selected. It is anticipated that the selection of a firm will be completed by Friday, March 3, 2023. Following notification of the selected firm, it is also anticipated that a contract will be negotiated between both parties by Wednesday, March 8, 2023. Contract award is anticipated to occur on Tuesday, March 14, 2023.

B. Proposal Submittal

To be considered, one (1) unbound original and five (5) bound copies of a typed proposal must be submitted by the time and date indicated herein. The original signature must be in ink and must be signed by an officer or agent of the proposing firm who is empowered to contractually bind such firm. The proposal must be received by 10:00 a.m. on Thursday, February

14, 2023, in a sealed container clearly marked “**RFQ for Engineering Services for Water and Wastewater Improvements to Serve Belton’s Former Rockwool Site**” in the following manner:

MAIL TO:	IN PERSON OR DELIVERY SERVICE:
City of Belton	City of Belton
City Clerk	City Clerk
Attn: Amy Casey	Attn: Amy Casey
PO Box 120	333 Water Street
Belton, Texas 76513	Belton, TX 76513

Proposals that fail to comply with the terms of this RFQ may be considered non-responsive. It is the proposer’s sole responsibility to assure that its proposal is delivered at the proper time and place of the proposal opening. Proposals that for any reason are not so delivered will not be considered. Late proposals will be filed unopened. Proposals by telegram, telephone, e-mail, facsimile reproduction and transmission will not be considered.

C. Subcontracting

Following the award of the project contract, no additional subcontracting will be allowed without the express prior written consent of the City of Belton.

II. NATURE OF SERVICES REQUIRED

A. General

In accordance with the provisions of Texas Local Government Code, Chapter 271, Subchapter H, and Texas Government Code Chapter 2254, the City of Belton is requesting qualifications to contract with a team of qualified professionals with considerable experience in engineering services in water and wastewater utilities including lift stations. The project proposed is the Wastewater and Water Improvements for the Rockwool general area bounded by the Leon River, I-35, Nolan Creek, Rockwool Lane and Hubbard Lane. This project shall be performed in accordance with the provisions contained in this Request for Qualifications and in compliance with local, State and Federal laws.

B. Background

The City of Belton’s population is approximately 25,000. Belton is part of the Killeen-Temple-Fort Hood Metropolitan Statistical Area (MSA), which has an estimated population of over 400,000. Both the City and region population are anticipated to have continued growth over the next decade.

The City has a high daytime population due to its location at the crossroads of Interstate 35 and Interstate 14, being the county seat for Bell County, home of the second largest school district in the County, and home of the University of Mary Hardin-Baylor, a faith-based private university.

- C. Scope of Work to be performed. The City of Belton desires the firm to provide engineering services to construct the following items:
1. Lift station with submersible pumps with an initial capacity of 270 gpm (0.33 MGD) expandable to 530 gpm (0.76 MGD).
 2. 6-inch Force Main with capacity range of 270 gpm to 530 gpm based on TCEQ force main velocity criteria of 3 fbs – 6 fbs. Future expansion to 1.0 MGD, if needed, will require an additional 4-inch Force Main to comply with TCEQ criteria.
 3. 3,723 feet of Gravity Wastewater Line (10-inch and 8-inch).
 4. 1,169 feet of 8-inch waterline with a capacity of 800 gpm.

A preliminary engineering report has been completed for this project.

- D. Reports to be issued by selected firm:
1. Design plans, specifications, and estimated probable cost for utility improvements.
 2. Bid and contract documents in compliance with EDA Grant procurement requirements.
 3. After construction is complete, prepare and provide record drawings on reproducible and electronic files.
 4. Submission of a report not less frequently than quarterly to the City covering the general progress of the job and describing any problems or factors contributing to delay.

III. PROPOSAL FORMAT

The proposal must be received by 10:00 a.m. on Tuesday, February 14, 2023, and include the following at a minimum for a proposing firm to be considered:

A. Title Page

Title page showing the request for qualifications subject, the firm's name, contact name, address and telephone number, fax number, e-mail address of

the contact person, and the date of the proposal.

B. Table of Contents

A Table of Contents shall be provided that clearly defines the sections of the proposal.

C. Transmittal Letter

A signed Letter of Transmittal briefly stating the firm's understanding of the work to be done, the commitment to perform the work within the time period specified, a statement as to why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

D. Detailed Proposal

The detailed proposal should follow the order set out as follows:

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firm to undertake this project. It must also specify a project approach that will meet the requirements in the Request for Qualifications.

2. License to Practice in the State of Texas

An affirmative statement should be included that the firm and all assigned professional staff are properly registered to practice in the State of Texas.

3. Firm Qualifications and Experience

The proposer should state the size of the firm, the location of the office from which the work on this project is to be performed, the number and nature of the professional staff to be employed on this project on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified, and the firm that is to serve, as the principal should be noted, if applicable.

The proposer shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including partners, managers, other supervisors and specialists, who would be assigned to the project. Indicate whether each such person is registered or licensed to practice in Texas. Provide information on the experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this project.

Indicate how the quality of staff over the term of the agreement will be assured.

Each firm and subcontractor must submit a detailed description of the procedures used to ascertain that no workers associated with the project pose a security threat or risk.

Partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office.

Consultants and firm specialists mentioned in response to this Request for Qualifications can only be changed with the express prior written permission of the City of Belton, which retains the right to approve or reject replacements.

Other project personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Prior Projects with Municipal Entities

List separately all projects within the last five years, ranked on the basis of the total staff hours, for Municipal Entities of similar type (i.e., construction project, study, other). Indicate the scope of work, original project budget, bid amount, final contract amount, time allowed versus time to completion, date, partners assigned, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

6. Projects With Other Clients

For the firm's office that will be assigned responsibility for the project, list the most significant projects (maximum of 5) performed in the last five years that are similar to the engagement described in this Request for Qualifications. Please include projects that include water and wastewater

lines, lift stations and force mains.

These projects should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, original budget, bid amount, final contract amount, time allowed versus time to completion, and the name and telephone number of the principal client contact.

7. Specific Project Approach

The proposal should set forth a work plan including an explanation of the project methodology to be followed to perform the services required in Section II of this Request for Qualifications. Part of this explanation should be a proposed segmentation of the project.

8. Identification of Anticipated and/or Potential Project Problems

The proposal should identify and describe any anticipated and/or potential project problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Belton.

9. Project Schedule

A project schedule should be a part of the proposal. This schedule should, at a minimum, indicate the amount of time in weeks that each phase and/or activity identified in Item H above will require. This information should be presented so that the review committee can see how activities relate to each other as far as timing goes and also how long the project is expected to take from contract execution to delivery of the final product. The amount of time required for client review can be obtained from the client's contact person.

10. Information Security

All materials related to this project must be maintained in a secure manner and submitted to the City of Belton at the termination of the project unless otherwise agreed to by the City of Belton. A documented procedure for material security must be submitted with the proposal.

IV. EVALUATION PROCEDURES

A. Review of Proposals

The Project Committee will use a review process to score proposals. Each member of the Project Committee will first score each technical proposal by each of the criteria described in Section IV B below. The full Project Committee will then convene to review and discuss these evaluations, and to

combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

The City of Belton reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements – 35%

- a. The firm is licensed to practice in Texas.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Belton.
- c. The firm adheres to the instructions in this Request for Qualifications on preparing and submitting their proposal.
- d. Engineer/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

2. Technical Quality – 40%

a. Expertise and Experience

- (1) The firm's past experience with municipal facilities and performance on comparable projects.
- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- (3) Prime firm's history of performing work within a specified schedule.
- (4) Demonstrated success of the prime firm through information provided by references.
- (5) Prime firm's history of performing work within a specified budget including experience with projects similar in scope and budget.

(6) Firm's experience with federally funded projects including examples working with the U.S. Economic Development Administration.

b. Project Approach – 25%

(1) Proposed staffing plan for various segments of the project

(2) Project Methodology

(a) Approach to solving potential problems

(b) Work Plan

(3) Compatibility of work plan with City's goals.

C. Oral Presentations

During the evaluation process, the Project Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Project Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. If oral presentations are required, they will be held on March 3, 2023, at City Hall in Belton, Texas.

D. Final Selection

The Project Review Committee's selection will be based on the evaluation procedures set out in the RFQ and interviews of finalists, if needed.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Qualifications unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Belton and the firm selected.

The City of Belton reserves the right without prejudice to reject any or all proposals.

F. Addenda

Should any addenda be deemed necessary between issuance of the RFQ and the submittal deadline, they will be issued in writing via email to recipients of the RFQ that have notified the City of their interest in the project.

G. Affirmative Action

The City of Belton is an Affirmative Action/Equal Opportunity Employer and reserves the right to cancel this RFQ process or reject any and all submittals, extend the RFQ deadline and waive minor irregularities which may be in the best interest of the City at the City's sole discretion.

H. Insurance

Standard insurance policies required are as follows. For each policy, the firm's insurance coverage shall be primary with respect to the City, its officials, employees and volunteers. Insurance shall be obtained and maintained at the firm's own expense during the duration of the awarded contract, unless stated otherwise.

1. Commercial General Liability

- a. Minimum limit of \$1,000,000 per occurrence for bodily injury and property damage with a \$2,000,000 annual aggregate.
- b. Coverage shall include, but not be limited to, premises/operations, independent contracts, products/completed operations, contractual liability (insuring the indemnity provided herein), underground coverage, and where exposures exist.

2. Worker's Compensation

- a. Adhere to the requirements set forth in Title 28, Section 110.110 of the Texas Administrative Code so that all employees of the firm, sub-consultants, and all other person providing service on the project must be covered by a workers' compensation insurance policy.
- b. Employer's liability minimum coverage shall be not less than \$1,000,000 for each accident.

3. Business Automobile Liability (any auto)

- a. Minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.
- b. The coverage shall include owned autos, leased or rented autos, non-owned autos, and any autos and hired autos.

4. Professional Liability

- a. The firm shall obtain and maintain at all times during the prosecution of

the work under the awarded contract professional liability insurance to cover such items considered as design errors and omissions. Certification of current professional liability insurance is a mandatory requirement at the time of contract execution. Evidence of insurance should be included in the submittal in the form of a current Certificate of Insurance.

- b. Minimum professional liability insurance amount of \$1,000,000 is required per claim and \$2,000,000 aggregate. Engineer shall maintain this policy for four (4) years after the completion of the construction project or shall purchase the extended reporting period or "tail" coverage insurance providing equivalent coverage for the same period of time.

I. Contract

Please provide a sample of the contract proposed to be used for these services.

J. Other Contract Provisions Required Under Federal Grant Award

The contract provisions identified in Code of Federal Regulations, Title 2, Subtitle A, Chapter II, Appendix II to Part 200: Contract Provisions for Non-Federal Entity Contracts Under Federal Awards shall apply to both the resulting Engineering and Construction contracts. Engineering firm shall be required to provide such provisions in bidding documents for the project.

Company Name: _____

Contact Name: _____

Title: _____

Email: _____

Business Address: _____

Phone Number: _____

Printed Name: _____

Signature: _____

The awarded firm may be required to complete and submit the following two forms when requested.

Conflict of Interest Questionnaire (FORM CIQ)

Form CIQ is a requirement arising from the passage of House Bill 914 during the 2005 legislative session. It has been enacted as Local Government Code Chapter 176 and became effective on January 1, 2006. The law requires a vendor that wishes to conduct business or be considered for business with a city to file a "conflict of interest questionnaire." The questionnaire was created by the Texas Ethics Commission.

Please note that this questionnaire should be completed and submitted with your bid. This is a requirement of State law. Any questions regarding the completion of the form should be directed to your attorney. Any comments or complaints about this form should be directed to your State representative. All information provided will be posted on the internet as required by law.

Section 176.006 of the Texas Local Government Code requires a vendor of the City of Belton to file a completed conflict of interest questionnaire (Form CIQ) if the vendor has a business relationship with the City and:

- (a) has an employment or other business relationship with a City of Belton local government officer or a family member of the City of Belton local government officer that results in that person receiving taxable income, other than investment income, that is more than \$2,500 in the preceding twelve months;
- (b) has given a City of Belton local government officer or an officer's family member, one or more gifts totaling more than \$100 in the preceding twelve months, excluding a political contribution as defined by Title 15 of the Election Code or food accepted as a guest; or
- (c) has a family relationship with a City of Belton local government officer.

A vendor is required to file a completed questionnaire with the City Clerk's office not later than the seventh business day after the later of the following:

- (a) the date the vendor begins discussions or negotiations to enter into a contract with the City of Belton or submits an application or response to a bid; or
- (b) the date the vendor becomes aware of any business relationship as outlined in the preceding paragraph.

"Local Government Officer" means:

- (a) a member of the governing body (i.e. mayor or council member);
- (b) a director, superintendent, administrator, or other person designated as an executive officer of the City of Belton; or

(c) an agent of the City of Belton who exercise discretion in the planning, recommending, selecting, or contracting of a vendor.

State law requires that a vendor file an updated completed questionnaire with the City Clerk's office not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire incomplete or inaccurate. Compliance with this law is the responsibility of each bidder/vendor.

<https://www.ethics.state.tx.us/forms/CIQ-New-2015.pdf>

FORM 1295

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code and applies to all contracts entered into on or after January 1, 2016. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity. The law applies to all contracts/purchases of a governmental entity that require an action or vote by the governing body of the entity.

With regards to City of Belton purchases, a vendor that is awarded a contract or purchase that is greater than \$50,000 is required to electronically create a Form 1295 through the Texas Ethics Commission website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

and submit a signed and notarized copy of the form to the City. A contract, including a City-issued purchase order, will not be enforceable or legally binding until the City receives and acknowledges receipt of the properly completed Form 1295 from the awarded vendor.