



## City of Palestine Texas Request for Letters of Interest and Qualifications

The City of Palestine, Texas is requesting sealed letters of interest and Professional qualifications for **RFQ# 16-07, Engineering services for water meter replacement**. Qualifications and Letters of Interest are due in the Office of the City Secretary on or before **Monday August 8, 2016 @ 3:00 PM**.

**Questions:** All questions about the meaning or intent of the RFQ documents are to be directed, in writing, to Heather Powell at [hpowell@palestine-tx.org](mailto:hpowell@palestine-tx.org). Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Deadline for questions will be noon July 22, 2016. (Phone 903-731-8409)

### I. Background

The City of Palestine incorporated in 1846, and is the county seat of Anderson County, located in East Texas midway between Dallas and Houston.

The corporate limits of the city encompass approximately 19.5 square miles with a 1-mile extra territorial jurisdiction. The estimated population in 2013 was 19,148. The city currently uses three (3) meter reading systems to read approximately 8,000 residential and commercial water meters installed in an area of 136 linear miles of streets. The average age of these meters is 11-15 years. The city has water meters in service in the following sizes and brands:

Meter Size	Number of Meters in use	Meter Make	Number of Meters in use
5/8" x 3/4"	6,951	Badger	943
1"	530	Elster	140
1 1/2"	141	Kamstrup	7
2"	234	Metron	138
3"	23	Master Meter	6,557
4"	15	Sensus	116
6"	7		
8"	1		

### II. Purpose

The objective in issuing this request for qualifications (RFQ) is to solicit proposals from interested engineering firms to define specifications for an affordable and effective fixed base water metering system. All materials provided are to be made of the best material and workmanship, and meet or exceed all applicable standards. Standards may include, but are not limited to:

American Water Works Association (AWWA) C700-09, or latest revision thereof;  
ANSI 82.1; and National Sanitation Foundation (NSF) Standard 61.



This product shall be certified as suitable for contact with drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 61, Drinking Water Systems Components-Health Effects. Every bidder shall submit with their proposal a signed statement clearly stating the present status of their receiving certification of compliance with the NSF 61 Standard for each particular make, model, and size of water meter being proposed. A failure to submit this verification may result in the disqualification of that proposal and its removal from consideration.

### **III. General Scope of Services**

The City of Palestine is soliciting qualifications from interested firms to provide engineering services for the City's water meter replacement project.

At a minimum, the firm shall be responsible for the following:

1. Provide engineering design, prepare contract and bid documents for water meter replacement;
2. Provide all subcontractor procurement and invoicing;
3. Ensure proper permitting;
4. Coordinate and participate in all required inspections;
5. Organize any public relations activities including press releases, project summary handout, etc.;



#### **IV. Submission Requirements**

Interested firms or individuals to include the following information in their submittals. The following format and sequence should be followed in order to provide consistency in the responses and to ensure each submittal receives full consideration. Use 8.5 x 11 page format with separating page tabs. **Please include the page tabs** so that those evaluating your submittal can compare each section with others that are submitted.

1. Title page, showing RFQ number, Firm's name and address, closing date and time, telephone number, and a contact person.
2. Table of Contents including page numbers.
3. Letter of Interest: A letter stating your interest in this project signed by the person who will have contract authority over this project and states that the contents of the submittal are true and accurate. Please state in this letter that you can meet the insurance requirements.
4. Description of firm, including locations of offices, person responsible for contracting services, and location where the contract authority resides.
5. List team of qualified professionals and qualifications of associates proposed to perform and/or assist with the work and oversee the City's project. Also, include the Names, resumes of proposed management members who will supervise the project, including an organization chart showing the working relationship of the management structure.
6. A brief (one or two page) summary of the key features of the submittal, and outline of the firm's understanding and approach to meeting the goals and requirements of this request.
7. List of at least five (5) of the most recent, similar municipal contracts in which the firm has participated and their size.
8. List of at least five (5) similarly sized municipal references, which includes the following information: name of contacting agency, contact name, address, and telephone number.
9. A tentative work schedule displaying how the project will be performed and completed in a timely manner.
10. No Lobbying Affidavit



## V. Submittal

The City of Palestine, Texas will receive submittals until Monday August 8, 2016 at 3:00 PM. Any submission received after that time will not be considered. Late submittals shall not be accepted, and will be returned to the vendor. The City has the right to request additional information from the vendor after the closing date for purposes of clarification.

All submittals must be submitted to:

Teresa Herrera  
Office of the City Secretary  
City of Palestine  
504 N Queen  
Palestine, TX 75801

Submit responses in a **Sealed Opaque Envelope or Container**. Envelope shall be clearly marked with the firm's name RFQ number, address, and telephone number. The representative who is authorized to bind the vendor to the submission shall sign.

**Vendors shall supply one (1) original and nine (9) copies of the submittal. Clearly marking the counterparts as "Copy".**



## **VI. Evaluation of Submittals**

Submittals will be evaluated by the City Council to ascertain which qualifications best meet the needs of the City. **Please note: Qualifications will be evaluated on content, not bulk.** Evaluation will include, but not be limited to:

1. Prior experience and success rate in providing services relating to executive recruitment.
2. Qualifications of the person(s) to be assigned to the project.
3. Description of understanding and approach to meeting the project goals and requirements, including the firm's recruitment process, ranking process and presentation of candidates.
4. References.
5. Ability to furnish the required services which will best serve the needs of the City of Palestine.

The firms or individuals found most qualified may be short-listed and may be asked to make presentations to the City Council.

The City reserves the option to select in a one or two-step evaluation process. This means the City may select the individual(s) from your written submittals (step one) or after a second step of evaluation, which may or may not include presentations to the City Council. The City will select the firm(s) found to be best suited to provide the needed services.

**No work is guaranteed under this RFQ.**



## VII. Miscellaneous

1. **No Lobbying:** All contractors, firms or individuals are hereby placed on notice that any communication, whether written or oral, with the City of Palestine elected officials or any other staff or outside individuals working with the City in respect to this request (with exception of the Purchasing Agent designated to receive requests for interpretation or corrections) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any request for bid, proposal, qualifications, and/or any other solicitations released by the City of Palestine. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such time as the City of Palestine Mayor and City Council have made a final and conclusive determination. All contractors, firms, or individuals must submit the attached No Lobbying Affidavit with their submittal response stating that they and their subcontractor, sub-consultants, and agents agree to abide by the no lobbying restrictions in order to be considered for this request.
2. **Questions:** All questions about the meaning or intent of the RFQ documents shall be directed in writing to Heather Powell, [hpowell@palestine-tx.org](mailto:hpowell@palestine-tx.org). Questions received after July 22, 2016 at noon may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
3. **Modifications:** The City reserves the right to modify, alter, or change the scope, size or other aspects of this project. All modifications will be posted as formal written addenda on the City's website. <http://www.cityofpalestinetx.com/default.aspx?name=finance.purchasing> **It is the vendors responsibility to check for addenda.**
4. **Submittal Preparation:** Vendors are cautioned to carefully read and follow the procedures required by this RFQ, as any deviation from these requirements may be cause for rejection. Vendors are solely responsible for their own expenses in preparing, delivering, or presenting a submission.
5. **Definitions:** For the purposes of this RFQ, Proposer shall mean consultants, respondents, organizations, firms, or other persons submitting a response to the RFQ.
6. **Level Playing Field:** The contents of this RFQ are intended to provide a level playing field on which firms or individuals may base their responses.
7. **Conflict of Interest:** All vendors must disclose with their RFQ, the name of any officer, director, or agent who is also an employee of the City of Palestine, or any of its agencies. Furthermore, all vendors must disclose the name of any City employee who owns, directly or indirectly, and interest of ten percent (10%) or more in the vendors firm or any of its branches.



8. **Liability for Errors:** While the City has used considerable efforts to ensure accurate representation of the information of this RFQ, the information contained in this request is supplied solely a guideline for proposers. The information is not guaranteed or warranted to be accurate by the City nor is it necessarily comprehensive or exhaustive. Nothing in the RFQ is intended to relieve the proposers from forming their own opinions and conclusions with respect to the matters addressed in this request.
9. **Assignment:** No proposer shall assign his project or any rights or obligations without the written consent of the City. In the event of such approved subcontracting, the firm agrees to provide the City with written documentation relating to the subcontractor employed. The work as performed by a subcontractor shall be considered as part of the primary firms responsibility.
10. **Financial Ability:** The vendor may be required to demonstrate financial stability.
11. **Past Performance:** Consideration shall be given to the contractors/vendors regarding their past performance and prior work history with the City of Palestine.
12. The City reserves the right to reject any and all submittals with or without cause and/or to accept a submittal that although may not be the lowest priced proposed solution, when in its judgement, in in the best interest of the City of Palestine.



**NO LOBBYING AFFIDAVIT**

STATE OF TEXAS  
COUNTY OF ANDERSON

This \_\_\_\_\_ day of \_\_\_\_\_ 2016

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is the authorized representative of \_\_\_\_\_ (Name of the contractor, firm or individual), maker of the attached request for bid, proposals, qualifications and/or any other solicitation released by the City of Palestine and that the bidder and any of its agents agree to abide by the City of Palestine no lobbying restrictions in regards to this solicitation.

\_\_\_\_\_  
AFFIANT

The foregoing instrument was acknowledged before me this \_\_\_\_\_ of \_\_\_\_\_, 2016

by \_\_\_\_\_ (name of person, officer, or agent, title of officer or agent), of

\_\_\_\_\_ (corporation or partnership, if applicable),

a \_\_\_\_\_ (state of incorporation or partnership, if applicable), on behalf of the

\_\_\_\_\_ (corporation or partnership, if applicable). He/She is personally known

to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of person taking acknowledgment

\_\_\_\_\_  
Name typed, printed or stamped

\_\_\_\_\_  
(Title or Rank)



**PROPOSAL OF BIDDERS**

The following submission is made for furnishing the materials/services for the city of Palestine, Texas.

The undersigned declares that the amount and nature of the materials/services to be furnished is understood and that the nature of this proposal is in strict accordance with the conditions set forth and is a part of this proposal, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the proposals are opened.

The undersigned, in submitting this proposal, represents that they are an equal opportunity employer, and will not discriminate with regard to race, religion, color, national origin, age or sex in the performance of this contract.

The undersigned affirms that they are duly authorized to execute this contract that this company, corporation, firm, partnership or individual and has not prepared this proposal in collusion with any other bidder, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this type of business prior to the official opening of this proposal.

RFP# 16-07

Engineering Services

Respectfully Submitted,

						Signature			
						Date			
Printed Name						Title			
Company Name						Contact Person			
Billing Address	Street					City	State	Zip	
Mailing Address	Street					City	State	Zip	
Phone Number			E-mail Address						