

## **San Jacinto River Authority**

### **REQUEST FOR QUALIFICATIONS**

#### **Raw Water Intake and Pump Station Consultant Montgomery County Alternative Water Supply System**

##### **GENERAL INFORMATION**

The Lone Star Groundwater Conservation District (LSGCD) developed and issued a District Regulatory Plan (DRP Phase IIA) in early 2008 to limit the total amount of groundwater withdrawn from the aquifers that serve Montgomery County by January 1, 2015. As a result, the San Jacinto River Authority (SJRA) began a program to assist the groundwater users in Montgomery County in meeting this regulatory requirement. The SJRA engaged Brown & Gay Engineers, Inc. as Program Management Consultant for the general purpose of program oversight. The SJRA developed and submitted the Water Resources Assessment Plan (WRAP) Part II to the LSGCD by the March 2, 2009 deadline required in the DRP Phase IIA. The LSGCD has recently issued draft Phase IIB of its District Regulatory Plan and is anticipated to adopt those rules this fall. These draft rules require the development and submittal of a Groundwater Reduction Plan (GRP) by July 1, 2010.

It is anticipated that the SJRA will implement a wholesale treated surface water supply system that may include a new raw water intake and pump station; a surface water treatment plant including finished water storage; a finished water pumping facility; and a transmission system to deliver potable surface water to portions of Montgomery County. At this time the extent of the program that will be implemented is unknown. Therefore the location and size of the intake and pump station, surface water treatment plant, finished water pumping station and the extent of the transmission system have not been confirmed. It is anticipated that this Program will include various design/construction packages and that SJRA will engage engineering consultants to provide design for those packages. The initial phase of the surface raw water intake and pump station could be sized as small as 6 mgd to as large as 25 mgd. The ultimate capacity of the surface raw water intake and pump station may reach 90 mgd.

The LSGCD's DRP Phase IIB rules require compliance by January 1, 2015. Following this criteria, the SJRA anticipates that it will be required to deliver potable water to selected customers on a wholesale basis by this date to meet the groundwater reduction criteria. It is anticipated that any planning and preliminary design of a raw water intake and pump station and associated facilities will be completed by the summer of 2011. At that point a decision regarding final project delivery following either traditional Design-Bid-Build (DBB) or an alternative delivery method may be determined.

As such, the SJRA has the need for a Raw Water Intake and Pump Station Consultant to provide the necessary professional services required to support the Program. It is anticipated that the SJRA will contract directly with the Raw Water Intake and Pump Station Consultant, and the Program Management Consultant will assist the SJRA in managing the overall activities of the consultants involved in the Program. While various methods of project delivery are available to the SJRA, including traditional Design-Bid-Build (DBB) and other alternative delivery methods previously noted, the SJRA expects the Raw Water Intake and Pump Station Consultant to provide professional consulting services as the Owner's Representative, regardless of the project delivery method followed, throughout the entire project planning and implementation process described in greater detail below.

For the purpose of this RFQ, the limits of the raw water intake and pump station begin at Lake Conroe and ends immediately upstream of the first process unit of the surface water treatment plant. The SJRA reserves the right to modify these limits and the extent of facilities associated with the Raw Water Intake and Pump Station. The SJRA may consider the Raw Water Intake and Pump Station Consultant to provide the following services.

- Evaluation of existing Service Outlet Structure as an intake
- Intake and pump station siting (including coordination with water treatment plant facilities)
- Intake type and layout
- Raw water pump station type and layout
- Potential power savings and/or generation
- Permitting
- Project delivery method evaluation
- Preliminary design
- Final design
- Development of bid documents
- Development of construction documents
- Bid/Negotiation phase services
- Construction Administration / Management
- Startup support
- Other services as required.

It is anticipated that the SJRA will separately contract with Freese and Nichols, Inc., the Authority's Dam Consultant, to develop criteria related to construction of facilities in and around Lake Conroe Dam. The Raw Water Intake and Pump Station Consultant will be provided this information during the planning and design of the facilities.

The SJRA is requesting a Statement of Qualifications from qualified firms to provide professional services as a Raw Water Intake and Pump Station Consultant. The

respondent firm shall include appropriately qualified, experienced and licensed professionals to provide these as well as other services required for the Program.

## **I. INSTRUCTIONS TO PROPOSERS**

### **A. Points of Contact**

1. Direct all questions regarding this RFQ to Ron Kelling at [rkelling@sjra.net](mailto:rkelling@sjra.net).

### **B. Anticipated Request for Qualifications (RFQ) Timeline**

1. RFQ is issued September 2009.
2. Submit twelve (12) bound copies of Qualifications to Mr. Reed Eichelberger, PE, General Manager, San Jacinto River Authority, 1577 Dam Site Road, Conroe, TX 77304 no later than 2:00 PM, Tuesday, October 27, 2009. Submittals received after this date and time will be returned unopened.
3. The Statement of Qualifications (SOQs) will be reviewed and selected respondents may be identified for further discussions, interviews, and/or formal presentations to be conducted at a later date.

### **C. Statement of Qualifications Requirements**

1. SOQs shall not exceed fifteen (15) pages including transmittal letter and attachments; and excluding covers and plain section dividers. SOQs shall be printed on single side 8 ½" by 11" pages with not less than 1 inch margins, not less than 1.25 line spacing and not less than 11 point font.
2. Transmittal Letter – Provide a transmittal letter signed by an officer of the respondent firm who has the authority to commit the firm to the Program.
3. General Information of the respondent firm
  - a. Firm name
  - b. Corporate address
  - c. Address, phone number and fax number of Texas office supporting this Program
  - d. Primary contact name, phone number and email address
  - e. Website address
  - f. Federal tax identification number
  - g. Texas Board of Professional Engineers Firm Registration Number

- h. Number of years firm in business
  - i. Type of organization(s) (individual, partnership, or corporation)
  - j. Date of organization (month and year)
  - k. Location(s) of business
  - l. Name(s) and date(s) of predecessor organization(s)
  - m. Total number of employees located in Texas office(s) supporting this Program
  - n. Number and type of professionals and corresponding registrations/certifications located in Texas office(s) supporting this Program
  - o. Type and limits of insurance coverage
4. Team Organization Chart
5. Experience of the individual Project Manager  
Provide the following information to clearly demonstrate the experience and capabilities of the individual Project Manager proposed for this Program.
  - a. Name
  - b. Position/Title within respondent firm
  - c. Role/responsibility for this Program, including availability and time commitment to the Program
  - d. Current location and location during execution of the Program
  - e. Education
  - f. Applicable registration or certification
  - g. Years of experience directly related to the aspects of the raw water intake and pump station for this Program.
  - h. Experience relevant to the specific aspects and anticipated services for the raw water intake and pump station for this Program – Provide summary of experience and qualifications, and detailed descriptions of no more than five (5) recent assignments of similar nature using the following format:
    - 1) Assignment Name/Location/Client
    - 2) Project description including the following.
      - a. Raw water intake location, type and size
      - b. Pump station location, type and size
      - c. Control systems
      - d. Geotechnical and structural considerations
      - e. Project delivery method
    - 3) Work/services performed under direct supervision of the individual
    - 4) Subconsultants utilized on the project and nature of work of those subconsultants

- 5) Completion date of project and/or key deliverables
  - 6) Budget and schedule management and adherence
  - 7) Client contact name, title/position, current phone number and email address
  - i. Professional relationships with key representatives of Texas Commission on Environmental Quality and other resource/regulatory agencies whose approval may be required for any activities during the entire planning, design, permitting and construction process.
6. Experience of the individual lead technical professional(s) (i.e. Project Engineer, Technical Manager, etc.)  
Provide information that clearly demonstrates the experience and capabilities of the individual lead technical professional(s) proposed for this Program including the following.
- a. Name
  - b. Position/Title within respondent firm
  - c. Role/responsibility for this Program, including availability and time commitment to the Program
  - d. Current location and location during execution of the Program
  - e. Education
  - f. Applicable registration or certification
  - g. Years of experience directly related to the aspects of the raw water intake and pump station for this Program.
  - h. Experience relevant to the specific aspects and anticipated services for the raw water intake and pump station for this Program – Provide summary of experience and qualifications, and detailed descriptions of no more than five (5) recent assignments of similar nature using the following format:
    - 1) Assignment Name/Location/Client
    - 2) Project description including the following.
      - a. Raw water intake location, type and size
      - b. Pump station location, type and size
      - c. Control systems
      - d. Geotechnical and structural considerations
      - e. Project delivery method
    - 3) Work/services performed under direct supervision of the individual
    - 4) Key technical challenges and successful solutions identified and implemented by to meet those challenges
    - 5) Completion date of project and/or key deliverables
    - 6) Client contact name, current phone number and email address
  - i. Professional relationships with key representatives of Texas Commission on Environmental Quality and other

resource/regulatory agencies whose approval may be required for any activities during the entire planning, design, permitting and construction process.

7. Support Resources
  - a. Name
  - b. Position/Title
  - c. Firm name
  - d. Role/responsibility for this Program
  - e. Current location and location during execution of the Program
  - f. Education
  - g. Applicable registration or certification
  - h. Years of experience directly related to the specific aspects and anticipated services for the raw water intake and pump station of this Program
  - i. Experience relevant to the specific aspects and anticipated services for the raw water intake and pump station
  
8. Recent/Current Projects  
Provide client contact name, current phone number and email address for all raw water intake and pump stations in Texas for which the Respondent Firm completed the design within the last 10 calendar years, and the facilities for which the Respondent Firm is currently under contract to provide design related services.
  
9. Approach  
Provide approach to the planning, permitting, design, construction and startup of the raw water intake and pump station for this Program.
  
10. Other Information  
Provide other information pertinent to the Program regarding respondent firm and its support resources.
  
11. Potential Conflicts of Interest  
Firms seeking to do business with SJRA are responsible for maintaining compliance with the applicable provisions of Chapter 176, Local Government Code, related to disclosure of conflicts of interest. The Conflict of Interest Questionnaire is available for downloading on the Texas Ethics Commission's website at <http://www.ethics.state.tx.us/forms/CIQ.pdf> and should be submitted to the SJRA under separate cover. The completed Conflict of Interest Questionnaire will be posted on SJRA's website as required by Chapter 176.

D. Equal Employment Opportunity Requirements

The SJRA highly encourages applicants to maintain non-discriminatory practices in their employment programs. This means applicants should not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, handicap, or political belief or affiliation.

**II. GENERAL**

- A. This RFQ does not commit SJRA to enter into a contract, nor does it obligate it to pay any costs incurred in the preparation and submission of Qualifications and subsequent discussions, interviews and/or presentations in anticipation of a contract.
- B. SJRA reserves the right to
1. reject any and all Statements of Qualifications received;
  2. cancel the entire RFQ;
  3. remedy technical errors in the RFQ process;
  4. negotiate with any, all, or none of the respondents to the RFQ;
  5. waive informalities and irregularities; and
  6. modify the selection process.
- C. SJRA retains the right to contract directly with design consultants, surveyors, geotechnical consultants, materials testing firms, real estate acquisition, public information and other specialty consultants.
- D. SJRA retains the right to select, approve or disapprove all subconsultants.

## Exhibit 'A'

### Insurance Requirements

1. Commencing on the date of the Contract, the Raw Water Intake and Pump Station Consultant shall, at its own expense obtain and maintain, throughout the term of the Agreement, insurance of the types and in the minimum amounts set forth below. SJRA reserves the right to revise the types and minimum amounts.
2. The selected Raw Water Intake and Pump Station Consultant shall furnish certificates of insurance to the SJRA evidencing compliance with the insurance requirements hereof during contract negotiations. Certificates shall indicate name of the Raw Water Intake and Pump Station Consultant, name of insurance company, policy number, term of coverage, and limits of coverage. The Raw Water Intake and Pump Station Consultant shall cause its insurance companies to provide the SJRA with at least 30 days' prior written notice of any reduction in the limit of liability by endorsement of the policy, cancellation, or non-renewal of the insurance coverage required under this Agreement. The Raw Water Intake and Pump Station Consultant shall obtain such insurance from such companies having an A.M. Best rating of B+/VII or A/VIII or better, licensed or approved to transact business in the state in which the Services shall be performed, and shall obtain such insurance of the following types and minimum limits:
  - a. Workers' Compensation insurance in accordance with the laws of the State of Texas and Employer's Liability coverage with a limit of not less than \$500,000 each employee for Occupational Disease; \$500,000 policy limit for Occupational Disease; and Employer's Liability of \$500,000 each accident.
  - b. Commercial General Liability insurance including coverage for Products/ Completed Operations, Blanket Contractual, Contractors' Protective Liability, Broad Form Property Damage, Personal Injury/Advertising Liability, and Bodily Injury and Property Damage with limits of not less than:

General aggregate limit  
\$2,000,000

Each occurrence, combined single limit  
\$1,000,000

Aggregate products, combined single limit  
\$2,000,000

Aggregate personal injury/advertising liability  
\$2,000,000

Fire legal liability  
\$100,000

- c. Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
  - d. Umbrella Excess Liability insurance written as excess of Employer's Liability, Commercial General Liability, and Business Automobile Liability, with limits not less than \$10,000,000 each occurrence combined single limit.
  - e. Professional Liability insurance with limits not less than \$2,000,000 each claim with an annual aggregate of \$4,000,000.
3. The SJRA and the SJRA's Board of Directors, management, agents and employees shall be added as additional insureds to all coverages required above, except for those requirements in paragraphs "a" and "e." All policies written on behalf of the Raw Water Intake and Pump Station Consultant shall contain a waiver of subrogation in favor of the SJRA and the SJRA's agents and employees, with the exception of insurance required under paragraph "e."