

City of Granite Shoals, Texas



REQUEST FOR QUALIFICATIONS

New Waste Water Treatment Plant and Collection System Design and Engineering Services

April, 2010

**City of Granite Shoals
2221 North Phillips Ranch Road
Granite Shoals, TX 78654**

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I. ANNOUNCEMENT

The City of Granite Shoals, Texas is accepting engineering qualifications to design the City's new wastewater treatment plant ("WWTP") and collection system (the "Project"). The City has already secured land rights for placement of a WWTP and has completed a regional wastewater study. The selected Engineer will be responsible for providing technical and project management services for the duration of the Project.

II. OVERVIEW OF GRANITE SHOALS, TEXAS

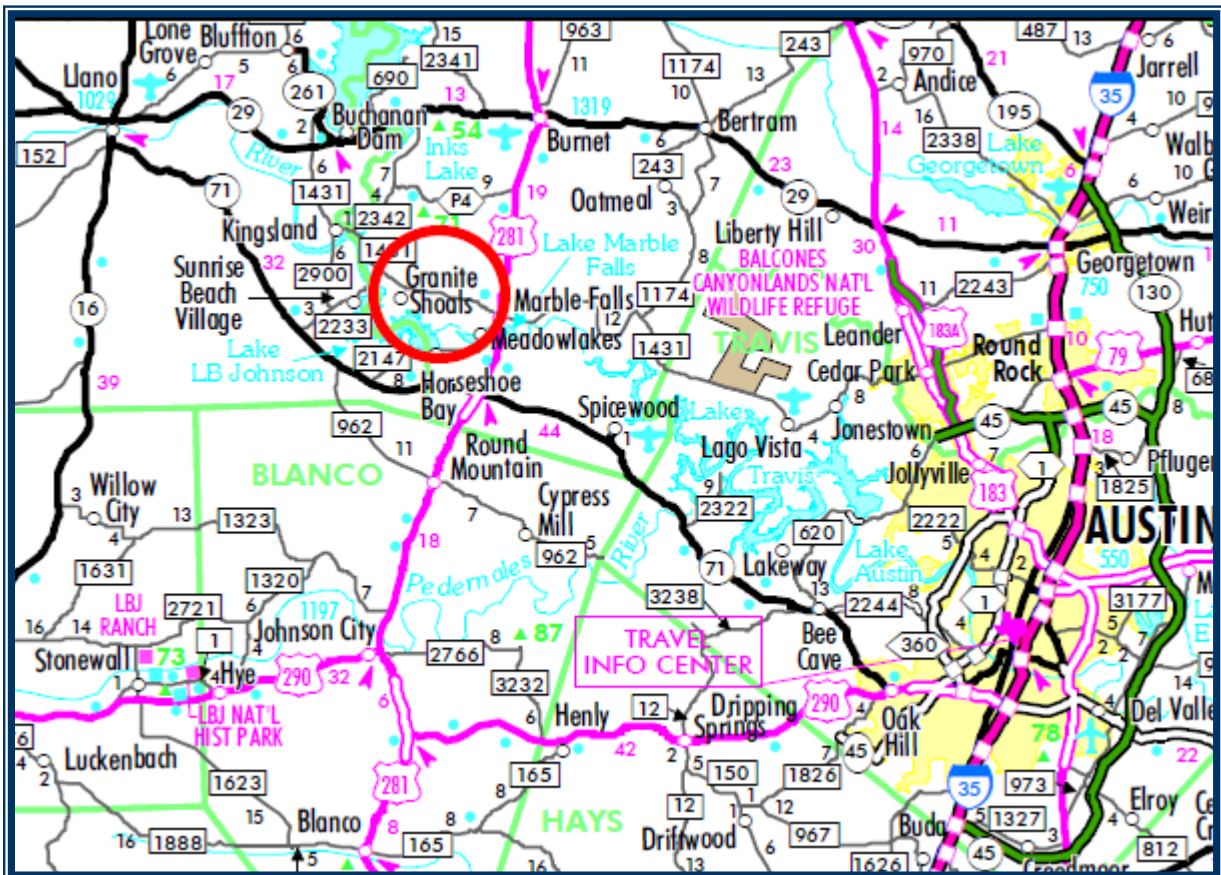
The City of Granite Shoals (the "City") is located within the Highland Lakes portion of the Texas Hill County on the north shore of Lake Lyndon B. Johnson (Lake LBJ). The City has population of just over 5,000. The City is bordered to the east by the City of Marble Falls, and is located near the cities of Horseshoe Bay, Cottonwood Shores, and Burnet. Many of Granite Shoals' houses are secondary homes, which brings additional inhabitants to the City during summer and vacation periods. Granite Shoals remains a small city, but due to increased summer and vacation, the City is confronted with the responsibilities and complexities of a much larger city. Further, Granite Shoals has approximately 11,000 platted lots, but far fewer are actually occupied by structures, making current infrastructure costs more expensive to maintain and improve on a per capita basis than most cities. Growth in the Highland Lakes is strong, and the city is surrounded by several ranches with might develop into new residential or mixed use subdivisions within the near future.

Granite Shoals operates its own water plant on the north side of Lake LBJ, which serves the entire City and some nearby areas. The City has a water service Certificate of Convenience and Necessity (CCN), but will need to apply for a wastewater CCN. Currently, almost all of the City is served by on-site (septic) systems, with an exception of about 80 users on a small wastewater system owned and operated by Aqua Texas. It is hoped that the availability of wastewater treatment services will encourage additional commercial activity in the city. Currently, most Granite Shoals residents travel 6 miles to the east to Marble Falls, or 6 miles to the west to Kingsland for most of their retail and service needs.

The City is located in the Lake LBJ watershed, and is therefore subject to the Texas Commission on Environmental Quality's ("TCEQ") ban on new point source discharges of effluent into the watershed. The City recently attempted, along with the City of Leander, to have the TCEQ change its no-discharge rules, but the TCEQ reject the request. The City recently concluded negotiations with landowners that will provide for initial irrigation needs for the WWTP.

The City's Comprehensive Plan has a defined goal to establish corresponding planning documents to develop a foundation for future land use decisions and guide the development of the area. The City has recently adopted a revised subdivision ordinance, and is developing a new zoning ordinance, and a capital impact fee ordinance.

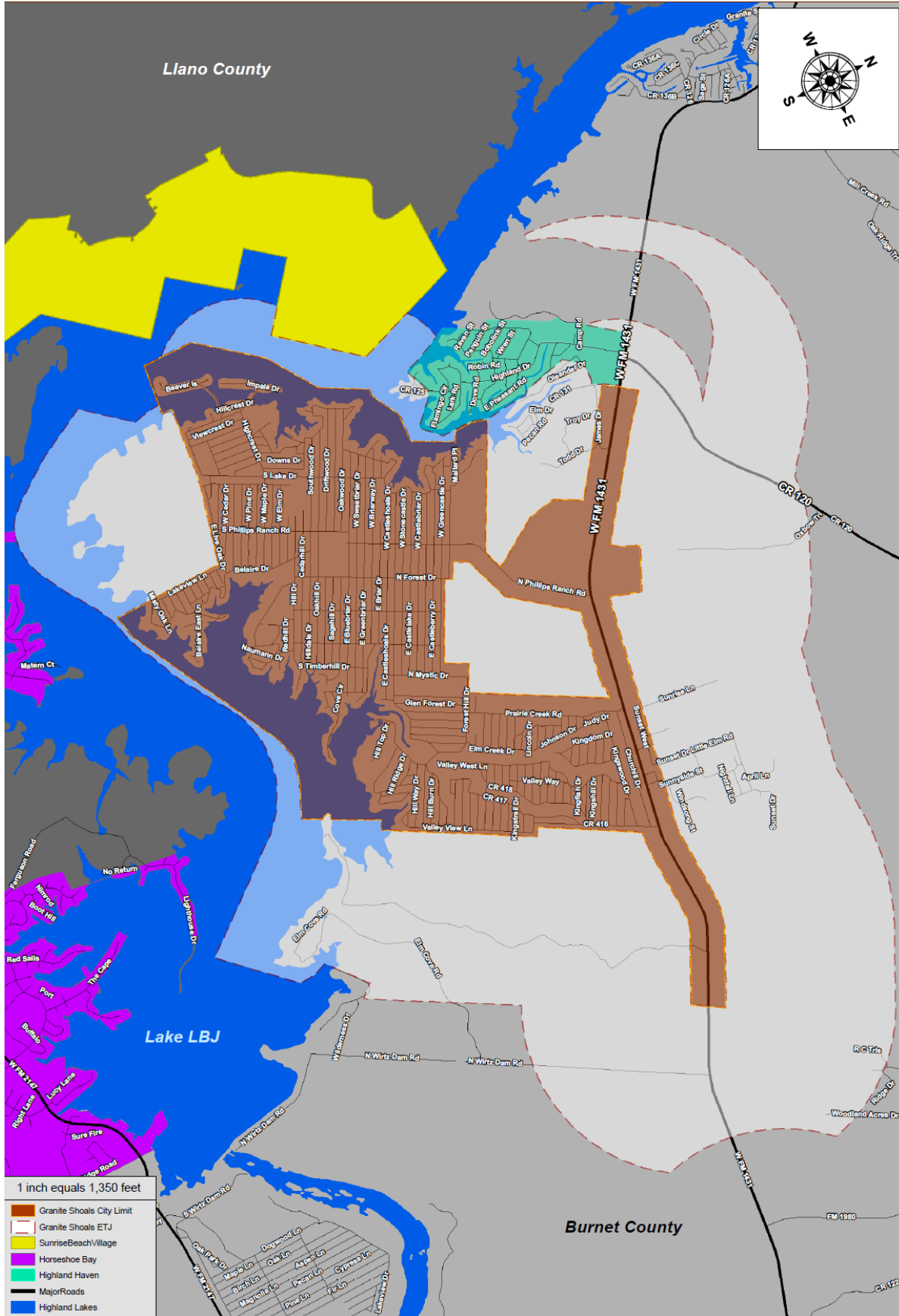
Granite Shoals is located in Burnet County, Texas and is in the Capital Area Council of Governments planning area. It is located approximately 50 miles west of Austin, Texas, and 80 miles north of San Antonio, Texas. It is the second largest city in Burnet County.





2010 CITY LIMIT MAP

CITY OF GRANITE SHOALS



III. PROJECT OVERVIEW

The successful proposer (“Engineer”) will take the lead role in all public forums, workshops, meetings, and hearings. City Staff will provide a support role during this period. The Engineer will be expected to begin work as soon as the Engineer selection process is completed. The Engineer will be expected to assist the City in the design, engineering, permitting, and construction process. More specific elements of the scope of services will be provided upon the selection of the engineering firm.

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IV. SUBMISSION CONTENT

1. Title Page

Show the submission subject, the name of the Engineer’s firm, and its address, telephone number, name of the contact person, and the date.

2. Table of Contents

Include a clear indication of the subject material by section and page number.

3. Identification of Qualifications of Assigned Personnel

The ideal firm should have extensive experience in municipal comprehensive planning, and shall have completed the design, construction and permitting of at least five (5) WWTPs and collection systems, and shall provide the following:

- a. The name of the person who will facilitate and be responsible for the management and administration of the comprehensive planning process and impact fee adoption process with a resume describing that person’s experience and qualifications.
- b. The names and resumes of the professional staff who will be assigned to provide services to the City.
- c. An organizational chart identifying team members and their areas of responsibility.
- d. A statement to commit the aforementioned staff to this submission.
- e. Background information concerning the firm, including number of years in business under this name and breakdown of personnel in the proposing office(s).
- f. Information on similar projects completed by the firm, including contacts that may be used for references.

4. Work Program

The submission shall address the anticipated approach of the firm. This should encompass a narrative and graphics detailing the project approach that would be employed to complete the project. Describe the process approach that was used in the past to complete a similar project. Examples of work completed in other communities with similar geographic and demographic characteristics as Granite Shoals are strongly encouraged. Describe, in

general, the proposed project schedule, including dates of significant milestones, deliverables, and completion.

5. List of Clients

Provide a list of comparable clients where similar services have been provided, with contact information, and include any engineering work that you have performed for the City of Granite Shoals in the past.

6. Potential Conflicts

Potential conflicts of interest must be disclosed in the submission.

7. Disclosures and Assurance

Assurance that the signatory making representations in the submission on behalf of the Engineer has the authority to do so as provided in Section VIII.3.b. of this RFQ.

V. EVALUATION AND SELECTION PROCESS

Submissions that comply with the instructions set forth in this document will be evaluated by the City; however, the City reserves the right to accept or reject any or all submissions received, in whole or in part. At its sole discretion, in the City's best interest, the City may choose to waive irregularities or deviations from the RFQ instructions. The City will conduct an interview(s) with selected firms as a part of the selection process.

Upon completion of the evaluation process, the City will enter into negotiations with the responder(s) whose submission offers the best solution and best value possible, as determined in the evaluation process. The City reserves the right to simultaneously negotiate with more than one responder or to ask for best and final submissions from one or more responders.

VI. TERMS AND CONDITIONS

1. The City reserves the right to amend this request for qualifications at anytime. The City reserves the right to determine the successful respondent whose submission provides the best solution for the City. The City reserves the right to reject any or all submissions and to waive any irregularities if it is deemed by the City to be in its best interest to do so. Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.
2. The engineering firm shall not assign any interest in this submission and shall not transfer any interest in the same without the prior consent of the City.
3. All data, documents, and other information provided to the City by the Engineer because of this RFQ shall become the City's property. The City will own all deliverables and work product prepared by the Engineer, and to the extent permitted by law, the Engineer's work shall be work made-for-hire; to the extent not so permitted or recognized by law, the Engineer must agree to transfer copyright ownership to the City,

or, at the City's option, provide an unlimited irrevocable, royalty-free license to use the work, including derivative works.

4. The City expects the Engineer selected to respond to routine questions which do not require considerable research without charge.

VII. ANTICIPATED ENGINEER SELECTION SCHEDULE **(subject to modification)**

RFQ Submittal Deadline: April 23, 2010, 4:30 p.m.
Review: April 27, 2010

A representative(s) of all respondents shall be available for a short presentation and question and answer session with the City Council at 7:00 p.m. on Tuesday, April 27 at the Granite Shoals City Hall.

VIII. SUBMISSION INSTRUCTIONS/REQUIREMENTS

1. All submissions and any correspondence should be sent to:

Subject: WWTP RFQ
Attn: Peggy Allen-Smith
City of Granite Shoals
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654
2. All submissions must be sealed and must be received by the City no later than 4:30 p.m., Friday, April 27, 2010. Ten (10) bound copies of the submission, one (1) unbound copy, and one digital CD-ROM must be provided. The copies shall be sealed and clearly identified with "WWTP RFQ."
3. In order to be considered a valid submission, each submission must meet the following requirements:
 - a. **Deadline applies strictly.** Written submissions received after 4:30 p.m., April 27, 2010, will not be considered.
 - b. Each submission must be signed (i) if made by an individual or sole proprietorship, by the individual personally; or (ii) if made by an entity that is not an individual or sole proprietorship, by an **officer** of the entity having the authority to execute the submission on behalf of the proposing entity and to bind the entity thereby, and who has been duly authorized by the governing body of the entity to do so, together with sworn documentary proof of the authority or authorization.
 - c. **Written submissions only.** No oral, telephone, fax, email or telegraph submissions will be accepted.

4. **A representative(s) of each respondent shall be available for a short presentation and question and answer session with the City Council at 7:00 p.m. on Tuesday, April 27 at the Granite Shoals City Hall.**
5. The sole City contact is:
 - o Peggy Allen-Smith
(830)-598-2424, Monday thru Friday 8am-5pm
h2o@graniteshoals.org

Responses considered necessary will be communicated in writing by the City as an Addenda to these instructions, and will be mailed, faxed, or emailed to each Engineer who has submitted a submission. No person or entity responding to this RFQ may rely on oral representations, comments, answers, characterizations, or other communications from the City or its employees, officers, Engineers, legal counsel, agents or other representatives, but only to this RFQ, and any addenda made in writing and sent to each person or entity responding to this RFQ.