City of Weslaco

"The City on the Grow"

David Suarez, Mayor
John F. Cuellar, Mayor Pro-Tem, District 2
David R. Fox, Commissioner, District 1
Olga M. Noriega, Commissioner, District 3
Gerardo "Jerry" Tafolla, Commissioner, District 4
Lupe V. Rivera, Commissioner, District 5
Fidel L. Peña, Commissioner, District 6

Leonardo Olivares, City Manager

CITY OF WESLACO
Invitation for Qualifications

The City of Weslaco hereby requests Qualifications for the following:

Rehabilitation of Elevated Storage Tanks (RFQ No.: 2013-14-12)
5.0 MG – Bridge
3.0 MG - Kansas

Sealed qualifications addressed to Homer Rhodes (Purchasing Office, Finance Department), will be accepted at the Weslaco City Hall, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m.** on **July 31, 2014** at which time they will be opened and read aloud. Please mark envelope,

"Rehabilitation of Elevated Storage Tanks (RFQ No.: 2013-14-12)"

An informative, non-mandatory Pre-Submittal Conference meeting followed by a Walk –Through will be held at 3:00 pm on July 23, 2014 at Weslaco City Hall – Purchasing Conference Room C, located at 255 S. Kansas Avenue, Weslaco, Texas.

Potential Vendors/Respondents are advised that the documents can be downloaded from the City of Weslaco web page address: **www.weslacotx.gov**, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956.447.2240. Be advised that if your company is contemplating on submitting qualifications you must submit a **"VENDOR'S NOTICE OF INTENT TO SUBMIT"** form to the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company.

The City of Weslaco reserves the right to accept or reject any or all RFQ's, to waive any informalities, and to accept the vendor to be the best and most advantageous to the City and to hold RFQ's for a period of forty-five (45) days without taking action, for the purpose of reviewing and investigation of vendor's qualifications prior to award. Submissions received past the aforementioned date and time will not be accepted by the Purchasing Office.

City of Weslaco

Homer Rhodes

Homer Rhodes,
Purchasing Office / Finance Department
hrhodes@weslacotx.gov

CITY OF WESLACO

REQUEST FOR QUALIFICATIONS

FOR REHABILITATION OF 5.0 MG ELEVATED STORAGE

TANK ON BRIDGE AND 3.0 MG ELEVATED STORAGE TANK ON KANSAS

RFQ No.: 2013-14-12

OPENING: July 31, 2014

City of Weslaco

Request for Qualifications

To Rehabilitate 5.0 MG Elevated Storage Tank on Bridge

And 3.0 MG Elevated Storage Tank on Kansas

Table of Contents

1. Solicitation Overview
2. Request for Qualifications
3. Standard Terms and Conditions
4. Schedule of Events
5. Respondent's Submittal

1. Solicitation Overview

The City of Weslaco is soliciting qualifications for:

TITLE:	Water Storage Tank Engineering Inspection & Evaluation Services
RFQ Number:	RFQ No.: 2013-14-12
Due Date:	3:00 p.m., July 31, 2014
Location:	City of Weslaco, Purchasing Office 255 S. Kansas Avenue Weslaco, Texas 78596

Pre-Submittal Conference:

Date:	July 23, 2014
Time:	3:00 p.m.
Location:	City Hall, Purchasing Office Conference Room A 255 S. Kansas Avenue Weslaco, Texas 78596

This conference is recommended, but not mandatory

Public Opening of Submittals:

A public opening of submittals in the Purchasing Office conference room will immediately follow after the submission due time/date. Only the names of submitters will be read aloud. Interested parties are invited to attend.

Written Questions:

Submit written questions to:

Homer Rhodes, Purchasing Agent at hrhodes@weslacotx.gov
David Salinas, Utilities Director at dsalinas@weslacotx.gov
Trinidad Cantu, Assistant Utilities Director trinidad.cantu@eweslacotx.gov
Questions may be submitted through 3:00 p.m., 7/23/2014 for proper consideration.
No verbal questions will be accepted.
Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

2. Request For Qualifications

Introduction

The City of Weslaco Public Utilities Department invites Civil Engineers, Multi-Disciplinary Firms, and any other qualified professionals to submit qualification proposals to provide professional services for Water Storage Tank Engineering Inspection and Evaluation within Weslaco, Texas.

Background

The City of Weslaco water distribution system includes four (4) elevated storage tanks of which two (2) will be considered for rehabilitation. Tank information is summarized below.

Elevated Tank	Address	Year Constructed	Type	Capacity MG	Overflow Elevation	Operational Depth
Bridge	8th and Bridge	1980	Multicolumn	5.0	130 ft	31 ft
Kansas	2nd and Kansas	1957	Multicolumn	3.0	130 ft	30 ft

Objectives

The City intends to hire a consulting firm to inspect and evaluate each water storage tank in the system and provide a detailed condition report and prioritized Water Storage Tank Rehabilitation Plan.
At a minimum, the tank inspections will include the following.

- ☐ Sanitary Conditions – those that could allow contamination of the water in storage;
- ☐ Structural Conditions – those that can affect the structural integrity;
- ☐ Coating System Conditions – those affecting the interior and exterior paint;
- ☐ Safety Conditions – those that protect people accessing the tank;
- ☐ Security Conditions – those that prevent unauthorized access;
- ☐ Operational Conditions – those related to operations such as site drainage, electrical components, mechanical and instrumentation equipment;

- ☐ General Details – information on the tank such as overflow height, tank dimensions, overflow pipe size, etc.

All engineering and inspection shall conform to the requirements of AWWA; NACE International; American National Standards Institute (ANSI); American Society for Testing and Materials (ASTM); American Concrete Institution (ACI); State Health Codes; and the Occupation Safety and Health Administration (OSHA) Standards. The inspectors assigned to the work in the field are required to be NACE Certified Coating Inspectors or a NACE Intermediate Coating Inspector working under the direct supervision of a NACE Certified Coating Inspector and AWS Associate Welding Inspector working under the direction of a Registered Structural Engineer. It is anticipated that each tank will be drained for inspection between December and March and that the final report will be prepared and certified by a professional engineer and a NACE III Inspector. If all tanks cannot be drained and inspected in this window, the City will provide a prioritized list of tanks to inspect first.

Contents of Response

This Request for Qualifications is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to information presented in this Request for Qualifications. The City will require **Four (5) Copies** and **One (1) Electronic Copy** of the responses from all interested firms. All responses shall not exceed 15 (8½" x 11") pages and must contain the following information:

1. Names and Qualifications of Team projected to be involved. Include an organizational chart showing the proposed personnel and appropriate state registrations and certifications.
2. Experience with similar projects that demonstrates the familiarity of the team with the types of water storage tanks in our system. Include a list of relevant projects and clients (include contact person and phone numbers) that may be contacted for references and verification of background.
3. Project Approach.
4. A project schedule should be supplied identifying length of time required for each inspection and preparation of final condition report and prioritized rehabilitation plan.
5. Any additional information the consultant deems appropriate.

Method of Selection

Responses will be reviewed by an evaluation team for the purpose of identifying and recommending those individuals offering, in total, the highest qualifications and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the evaluation team for the express intention of recommending a final short list of individuals or firms. It is anticipated that staff will request the City Commission to provide authority to negotiate with the recommended consultant at the August 19, 2014 City Commission meeting.

The responses will be evaluated on various criteria including, but not limited to the following:

1. Qualifications, background, education, and prior experience of the firm and the proposed project team in executing similar projects. **(30%)**
2. Ability, capacity, skill and organization of the respondent to complete the project within budget and in an established timeline. **(30%)**
3. Ability to adequately convey perceptions of the scope and proposed method to accomplish the work. **(20%)**
4. Feedback from references. **(20%)**

Deadline for Submitting Responses

A meeting to provide information and answer questions concerning this project will be held July 23, 2014. The meeting will be held at the Purchasing Office Conference Room at City Hall, located at 255 S. Kansas Avenue - Weslaco, TX 78596.

All responses shall be clearly marked and shall be delivered to:
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
No later than 3:00 p.m. on July 31, 2014.
hrhodes@weslacotx.gov (electronic copy)

LATE PROPOSALS WILL BE RETURNED UNOPENED.

CONTACT PERSON
In the event clarification or additional information is needed, contact:
David Salinas
Public Utilities Director
Public Utilities Department
(956) 968-3181
dsalinas@weslacotx.gov
Cut-off for questions is July 23, 2014

3. Standard Terms and Conditions

1. Application
   These standard terms and conditions shall apply to all City of Weslaco (hereafter "City") solicitations and procurements, unless specifically excluded in the solicitation specifications or additional documents negotiated by the parties prior to formal award.

2. Requirements
   By submitting qualifications, the respondent agrees to provide the City of Weslaco with the agreed upon services described in the solicitation in accordance with these standard terms and conditions, at the agreed upon price and in compliance with the stated specifications, any subsequent addendums issued prior to the date of the opening, and any negotiated terms subsequent to the acceptance of submissions.

3. Legal Compliance
   Submitter must comply with all Federal, State and Local laws, statutes, ordinances, regulations and standards in effect at the time of delivery of goods and services, and must maintain any and all required licenses and certificates required under the same laws, statutes, ordinances, regulations and standards for services and/or goods provided in response to this solicitation.

4. Modifications and Addendums
   The City shall have the right to modify any of the solicitation documents prior to submission deadline and will endeavor to notify potential firms, but failure to notify shall impose no liability or obligation on the City. All modifications and addendums must be in written form prepared by the City department issuing the solicitation. Submitters are responsible for incorporating any and all modifications and addendums into their submissions.

5. Interpretation of Solicitation Documents
   The City is the final judge of the meaning of any word(s) sentences, paragraphs or other parts of the solicitation documents. Submitters are encouraged to seek clarification, before submitting a submission, of any portion of the solicitation documents that appears to be ambiguous, unclear, inconsistent, or otherwise in error. Clarifications will be in writing.

6. Late Submissions
   Submissions must be received in the Purchasing Office by the time specified in the solicitation. The City will not accept late submissions and is not responsible for the lateness or non-delivery of submissions by the Postal Service or any private delivery firm. The time/date stamp in the Purchasing Office shall be the official time of receipt.

7. Minor Irregularities
   The City reserves the right to waive any minor irregularities that do not materially affect the scope or submissions.

8. Responsiveness of Submissions
   The City wants to receive competitive submissions, but will declare "non-responsive" submissions that fail to meet significant requirements outlined in the solicitation documents.

9. Withdrawal of Submissions
   Submitters may withdraw any submitted submissions prior to the submission deadline. Submitters may not withdraw once the submissions have been publicly opened, without the approval of the City's purchasing manager. Submitters who no longer wish to negotiate with City will be allowed to withdraw submissions. However, once a submission has been withdrawn, it can no longer be considered.

10. Disqualification of Submitter
    The City may disqualify submitters, and their submissions not be considered, for any of the following reasons: Collusion among submitters; Submitter's default on an existing or previous contract with the City, including failure to deliver goods and/or services of the quality and price bid or agreed upon; Submitter's lack of financial stability; any factor concerning the submitter's inability to provide the quantity, quality, and timeliness of services specified in the solicitation; submitter involved in a current or pending lawsuit with City; submitter's attempt to influence the outcome of the solicitation through unauthorized contact with City officials outside of those listed in the solicitation documents; and submitter's attempt to offer gifts, gratuities, or bribes to any City employee or elected official in connection with a solicitation.

11. Cost of Submission
    The cost of submitting qualifications shall be borne by the submitters, and the City will not be liable for any costs incurred by a bidder responding to this solicitation.

12. Failure to Deliver Services
    If a submitter is unable to deliver the quantity or quality of specified services, or is unable to deliver within a time period agreed upon prior to award, the City shall be authorized to purchase from any other available source, consistent with State of Texas procurement statutes.

13. Taxpayer Identification
    Submitters must provide the City a current W-9 "Request for Taxpayer Identification and Certification" before services can be procured from the submitter.

14. Taxes
The City is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a submitter's invoice, they will not be paid. Additionally, submitters cannot use the City's tax exemption status to purchase goods or services related to this solicitation.

15. Payment
Payment will be made as agreed upon in the deliverables section of the final submission. Submitter is entitled to interest, at a rate stipulated by state law, if payment is not made within thirty days.

16. Outstanding Liabilities
Submitters shall not have outstanding, unpaid liabilities owed to the City. Liabilities may include, but are not limited to, property taxes, hotel occupancy taxes, license or permit fees, and water bills. Submissions will be considered non-responsible and not given further consideration if submitted by a submitter with such outstanding liabilities.

17. Offset
The City may, at its option, offset any amounts due and payable under a contract award under this solicitation against any debt lawfully due the City from a vendor, whether or not the amount due arises pursuant to the terms of the contract and whether or not the debt has been reduced to judgment by a court.

18. Independent Contractors
It is expressly agreed and understood by both parties that the City is contracting with the successful submitter as an independent contractor. The City shall not be liable for any claims which may be asserted by any third party occurring in connection with services performed by the successful bidder, and the successful bidder has no authority to bind the City.

19. Governing Law
All qualifications submitted in response to this solicitation and any resulting contract shall be governed by, and construed in accordance with, the charter and ordinances of the City of Weslaco, and the laws and court decisions of the State of Texas.

20. Controlling Document
In the case of a discrepancy between this solicitation and the formal contract, the formal contract will prevail and control.

21. Assignment
Submitter shall not assign, transfer, or pledge a contract awarded under this solicitation, in whole or in part, with the prior written consent of the City's purchasing manager. Assignment of this contract, if approved by the City, shall not relieve the submitter's obligations under the contract. Approval by the City of one assignment shall not constitute approval of any future assignment of the contract.

22. Termination
If an awarded submitter fails in any manner to fully perform each and all of the terms, conditions and covenants of a contract awarded by this solicitation, he shall be in default and notice of default shall be given to the bidder by the City's purchasing manager. In the event that Vendor continues in default for a period of seven (7) days after receipt of the above-mentioned notice of default, City may terminate or cancel the contract. The City may also cancel a contract for convenience and without cause with thirty day notice. In any cancellation of contract, the City will pay the bidder for any and all services provided and accepted up to and including the date of termination.

23. Indemnification
Submitter shall defend, indemnify, and hold harmless the City of Weslaco, its officers, agents, employees, appointees and volunteers against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by bidder's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the bidder, its officers, agents, employees, or subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the bidder and City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

24. Venue
The obligations of the parties under a contract awarded through this solicitation are performed in Hidalgo County, Texas, and if legal action is necessary to enforce same, exclusive venue shall be within Hidalgo County, Texas.

25. Funding
State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.

26. Solicitation Results
The City normally posts solicitation results on-line by the end of the next business day after submissions are received. The City's website is www.weslacotx.gov. Results are on the Purchasing Solicitation page, in the same place as the original solicitation documents. In the case of RFQ's, only the names of the submitters are listed. Results are for informational purposes only, and are not a notice of award.

27. Open Records

Submissions do not become public record until an award is made. Trade secrets and other material considered confidential by the bidder should be clearly marked as such. If a request is made under the Texas Open Records Act to inspect information designated as trade secret or confidential in a bid, the City will forward the appropriate documents to the Attorney General of Texas who will contact the bidder to request sufficient written reasons and information as to why the information should be protected from disclosure. Upon review of the submitter's response, the Attorney General will make a determination as to the confidentiality of the requested material(s), or lack thereof, and the City will respond accordingly.

4. Schedule of Events

The following time frame is expected to be followed when evaluating responses to this RFQ:

July 14, 2014	1st Publication Notice of RFQ
July 21, 2014	2nd Publication Notice of RFQ
July 23, 2014	Pre-Bid Conference
July 31, 2014	Deadline and Opening of RFQ at 3:00 p.m.
	Review & Selection by City Staff
August 19, 2014	Tentative Award Date by City Commission

Please note that responses to this RFQ must be received on July 31, 2014 by 3:00 pm local time at the address indicated below. Five (5) copies of the response must be sealed and delivered to:

Attention: Homer Rhodes, Purchasing Office
City of Weslaco
255 South Kansas Avenue
Weslaco Texas 78596

OWNER reserves the right to reject any and all responses resulting from these RFQ. Late responses will not be accepted and will be returned to the submitting company unopened. OWNER is not liable for any cost incurred by any person or firm responding to this RFQ.

OWNER reserves the right to reject as non-responsive any responses that do not contain the information requested in this RFQ and on the forms contained in the this RFQ. Additionally, OWNER reserves the right to reject, as non-responsive, any responses that are not organized and formatted as described in this RFQ.

Please direct any questions via email regarding this RFQ and the program it represents to:

hrhodes@weslacotx.gov

5. Respondent's Submittal

A. Corporate Background and Experience

Describe your firm's organizational structure, including and limited partnerships and how they are applied to this proposed project.
How many years has your firm been in business under its present name?
Indicate all other names by which your firm has been know and length of time known by each name.
Include the address of your firm's website, if applicable.
Describe your firm's general approach to performance contracting.
List any past or present litigation.
List any contracts terminated prior to completion.
List any previous business names and the above information related to those names.
Include a list of references and/or reference letters that are applicable to this project.

B. Key Project Personnel

Provide information regarding capabilities and experience of personnel directly assigned to this project that include the following:

Professional resumes for key personnel and their responsibilities for the duration of the contract.
Include a list of previous projects, similar in size and complexity, in which each team member has played a significant role.
Clearly identify who will have primary technical responsibility for the water audit, engineering, and design work, contract negotiation, construction management, training, and performance monitoring.
Provide an organizational chart that clearly describes your firm's organization with supervisory reporting.

C. Project Team Organization

Identify the services, name of the firms involved, and the principal contract for each service subcontracted for this project that have already been identified.

D. Project Management Plan

Include a plan describing how your firm will manage subcontractors.

Describe the process that will be used for the assignment of tasks, project scheduling, and budget control, as well as capacity to provide all services required for construction and implementation of this project.

Provide specific information on management of the following project phases:

a. **Engineering and design**
b. **Procurement**
c. **Construction**
d. **Submittal of as built drawings, equipment manuals, and warranties as deemed appropriate**
e. **Commissioning**
f. **Monitoring and verification**
g. **Operations and maintenance, if required.**

Provide a timeline indicating necessary activities with a suggested schedule for implementing plan through the procurement process.

E. RISK MITIGATION STRATEGIES

Describe any risk minimizing strategies intended to protect the OWNER.

VENDOR'S NOTICE OF INTENT TO SUBMIT

If you intend to submit Qualifications for the **Rehabilitation of Elevated Storage Tanks** based on **RFQ No.: 2013-14-12** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **June 23, 2014** so that you may receive any addendums to the specifications should the need arise.

Homer Rhodes
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: 956.447.2240
Fax: 956.969.8452
hrhodes@weslacotx.gov

Name: _____ Signature: _____

(print / contact person)

Title: _____ Company/Agency: _____

Mailing

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email Address: _____