



REQUEST FOR QUALIFICATIONS
RFQ #2025-08Q ENGINEERING SERVICES FOR
WASTEWATER TREATMENT PLANT NO. 3 EXPANSION

City of Rosenberg
2110 4th Street
Rosenberg, TX 77471

RELEASE DATE: Sunday, August 18, 2024

RESPONSE DEADLINE: Thursday, September 5, 2024 at 2:00 p.m.

1. Introduction

1.1. Summary

The City of Rosenberg (the “City”) is requesting Statements of Qualifications (SOQs) for Engineering Services to provide design, bid, and construction phase services for the Expansion of Rosenberg Wastewater Treatment Plant No. 3 (the “Project”).

1.2. Background

Due to continued growth in the Wastewater Treatment Plant No. 3 service area, including the development of a LCISD campus, additional wastewater treatment plant capacity is necessary. This Project will increase the wastewater treatment plant capacity at this site from 25,000 gallons per day to 95,000 gallons per day.

1.3. Contact Information

[Rigo Calzoncin](#)
[Executive Director of Public Services](#)
rcalzoncin@rosenbergtx.gov
[832-595-3590](tel:832-595-3590)

1.4. Timeline

Release Project Date	Sunday, August 18, 2024
Question Submission Deadline	Wednesday, August 28, 2024 at 5:00 p.m.
Proposal Submission Deadline	Thursday, September 5, 2024 at 2:00 p.m.

2. Legal Notice

NOTICE REQUEST FOR QUALIFICATIONS RFQ No. 2025-08Q

The City of Rosenberg (City) is seeking an engineering consultant to prepare engineering drawings and specifications for the **Wastewater Treatment Plant No. 3 Expansion**. The consultant will determine all existing conditions, prepare (with cost estimates) all drawings and documents for bidding and construction as well as coordinate the process through project completion with the City.

Seven (7) copies of the completed Qualification Statement must be received by the City Secretary for the City of Rosenberg no later than 2:00 p.m., Thursday, September 5, 2024. Six (6) copies are to be bound and one (1) copy to be free of binding along with an electronic format i.e. CD or thumb drive. The City of Rosenberg City Hall is located at 2110 4th Street, Rosenberg, Texas 77471-0032. Qualification Statements should be directed to the attention of Danyel Swint, City Secretary, and clearly marked, ***“Wastewater Treatment Plant No. 3 Expansion – Engineering RFQ No. 2025-08Q”, “Do not open in mail room”.***

NOTE: It is not necessary to re-list data already on the SF 330 forms but all information must be current and correct.

Pursuant to Texas Government Code 2252.908, the successful respondent must be able to provide The City of Rosenberg with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City’s inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission’s website at <https://www.ethics.state.tx.us>. The City’s identification number (Item 3 on Form 1295) for the successful respondent to fill out Texas Ethics Commission Form 1295 for RFQ No. 2025-08Q will be provided to the successful respondent prior to award. Form 1295 is not required with the submission.

The City of Rosenberg requests that you submit your statement of qualifications by **2:00 p.m., Thursday, September 5, 2024**, to:

**Danyel Swint, TRMC, City Secretary
City of Rosenberg
P.O. Box 32
2110 4th Street
Rosenberg, Texas 77471-0032**

To obtain a copy of the Request for Qualifications, or if you should have any questions or require additional information, please contact Rigo Calzoncin, Executive Director of Public Services at (832) 595-3590 or email at rcalzoncin@rosenbergtx.gov. The Request for Qualifications is also available at the City of Rosenberg website: www.rosenbergtx.gov.

The City reserves the right to reject and/or accept all submittals as it so deems is in its best interest.

Danyel Swint, TRMC, City Secretary

3. Request for Qualifications

3.1. Nature of Services

General

The City is soliciting the services of interested qualified consulting engineering firms to accomplish the Project as outlined in this RFQ. This Project is to be performed in accordance with the provisions contained in this Request for Qualifications.

Please submit a statement of qualifications to provide engineering services required for planning/preliminary design, Texas Commission on Environmental Quality (TCEQ) permitting, final design, bid, and construction phase services for the Expansion of Rosenberg Wastewater Treatment Plant No. 3.

The City owns and operates a 25,000 gallons per day wastewater treatment plant at 411 Cottonwood Church Road, Rosenberg, TX 77471. Due to continued growth in the Wastewater Treatment Plant No. 3 service area, including the development of a LCISD campus, additional wastewater treatment plant capacity is necessary.

The existing 25,000 gallons per day wastewater treatment plant is located on a 5.0-acre site owned by the City. This facility is a steel structure that is to be abandoned and removed from the site. There is an existing lift station within the site that conveys the flows to the existing package unit.

This Project will increase the wastewater treatment plant capacity from 25,000 gallons per day to 95,000 gallons per day.

Scope of Services

The City of Rosenberg will require the selected firm to perform the following services:

A. Planning / Preliminary Design Phase Services

1. Develop a Preliminary Engineering Report (PER) for submission to TCEQ. The PER will include, but not be limited to, the following considerations:
 - a. Review and confirm TCEQ requirements for wastewater treatment plant expansions and capacities of treatment processes, including lift station capacities and standby power generator.
 - b. Complete an evaluation of solids handling alternatives to determine most cost-effective option for solids handling at the wastewater treatment plant. If dewatering is determined to be the most cost-effective option, include an evaluation of dewatering technologies. Include an evaluation on water characteristics to determine the potential for recycling of decant from any proposed solids handling process to be returned to the headworks of the wastewater treatment plant.
 - c. Provide conceptual site plans for future expansions to provide additional wastewater treatment plant capacity on the site.

- d. Provide an engineer's opinion of probable construction cost.
- B. Design Phase Services (including Permitting)
1. Develop a Geotechnical Engineering Report
 - a. Conduct subsurface drilling with core profiles and bearing capacities to a depth as indicated by Geotechnical Engineer.
 - b. Based on the site development layout, provide design recommendations for the subsurface of each structure, including foundation design recommendations.
 2. Conduct a topographic site survey.
 3. Prepare a plan for the transfer of wastewater flows from the existing wastewater treatment plant to the new wastewater treatment plant. The plan shall also include the demolition and removal of the existing wastewater treatment plant structure and related appurtenances, including site restoration.
 4. Prepare and deliver engineering documents for City review and comment at the 30%, 60%, 90%, and 100% unsealed stages of completion. Complete and detailed engineering documents are required for the bidding and construction of the Project.
- C. Bid and Construction Phase Services
1. Respond to questions and prepare required addenda during bid.
 2. Assist in evaluating bids, tabulating bids, and making recommendations for contract award.
 3. Prepare conformed Project manual and provide three (3) addenda updated copies for execution and conformed drawings per addenda.
 4. Review and respond to shop drawings, submittals, requests for information (RFIs), change order proposals, pay applications and all other construction items.
 5. Conduct specialty site visits as necessary to ensure general construction conformance with the contract documents.
 6. Attend factory witness testing as required per the specifications.
 7. Provide startup phase services, including configuration and programming, as required by the contract documents.
 8. Assist in final construction walk through and prepare punch list.
 9. Prepare record drawings per contractors redlines.
 10. Provide warranty phase services and attend one (1) year walk through and generate punch list.

D. TCEQ – TPDES Permitting

1. Review current TPDES permit. Prepare, submit and successfully obtain any required permit modifications or amendments necessary for the project.
2. At the completion of construction, prepare the TCEQ Notification of Completion/Phase of Wastewater Treatment Facility form for City signature. Prepare and submit any other documents or drawings that may be required by TCEQ.

3.2. Submission of Statements of Qualifications

Interested and qualified firms or teams are invited to submit seven (7) hard copies and one (1) digital SOQ on a thumb drive or CD that demonstrates their experience in performing a project of this scale and complexity. Provide a list of references from clients, funding agencies, governmental units or partners worked with. The SOQ shall be submitted by a lead firm but may contain services from sub consultants. Documentation should be limited to 15 single sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 15-page limit.

- A. City is interested in the experience of the Project Manager, Project Principal, and the firm’s similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the Project as well as contact information and who is to be the sole agent for contact with the City for this Project.
- B. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm’s qualifications as well as aspects of each firm that will benefit this Project if selected. Identify Project leadership, reporting responsibilities, how prime firm will interface with City’s Project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
- C. City is interested in the prime firm’s history and success with projects of similar programs, budgets, and/or clients as the Project described in this solicitation. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
- D. Areas of sub consulting which will be evaluated are identified in the Project description. The City is interested in the proposed sub consultant’s history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than

three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

- E. City is interested in team's (including sub consultants) relevant experience in the past five (5) years within Texas. Briefly describe experience in the following areas and reference projects relating to that experience:
 - 1. Wastewater treatment plant design including lift station, package plant design, solids handling, civil/roadway/stormwater, architectural, structural, mechanical, electrical, instrumentation and SCADA.
 - 2. Environmental Information Documents
- F. City is interested in team's organization structure, their understanding of the Project issues, and their approach to the Project. Describe how the Project will be formatted from Design to Completion, and firm specific tools that will be used in the Project and describe any significant Project issues with the team's approach in addressing those issues.

Submissions as described above must be received on or before the stated deadline in this RFQ at the following location:

City of Rosenberg City Secretary's Office

2110 4th Street * P.O. Box 32

Rosenberg, TX 77471

RFQ #2025-08Q - DO NOT OPEN IN MAIL ROOM

Any information or material provided beyond that requested in this RFQ may not be considered by the City.

3.3. Limitations

- A. All reports, pertinent data, and materials shall be the sole property of the City of Rosenberg, and may not be used or reproduced in any form without the explicit written permission of the City. All S.O.Q submissions in response to this request for qualifications become the property of the City of Rosenberg.
- B. All documents submitted, as part of the S.O.Q. will be deemed confidential during the evaluation process. Following award of a contract, if any, all S.O.Q. submissions shall become public documents.
- C. This request for qualifications does not commit the City of Rosenberg to award a contract, to pay any cost incurred in the preparation of the S.O.Q. to this request, or to procure or contract for services. The City reserves the right to accept or reject any and all S.O.Q. submissions received as

a result of this request, to negotiate with qualified consultants, or to cancel in part or in its entirety the request for qualification, if it is in the best interest of the City to do so.

- D. The City may require the candidate selected to participate in negotiations concerning contract price or the nature and extent of technical services to be provided. The results of such negotiations shall be incorporated into the contract between the City of Rosenberg and the consultant.

3.4. General Information

- A. Rigo Calzoncin, Executive Director of Public Services, for the City of Rosenberg, will serve as contact. Mr. Calzoncin may be contacted at phone number 832-595-3590 or E-mail address: rcalzoncin@rosenbergtx.gov.
- B. In order to ensure fair and objective evaluation, all questions related to this request for qualifications should be addressed to Rigo Calzoncin. Contact with any other City employee or elected official is prohibited without prior written consent for the Executive Director of Public Services. Candidates directly contacting other City employees or elected officials, without prior written consent, will risk elimination of the S.O.Q. from further consideration.
- C. The prospective consultant must represent himself/herself solely by the written S.O.Q. All key consultant personnel to be involved in the project will be expected to attend oral presentations or interviews that are scheduled, if any.
- D. The prospective consultant must meet with the City staff, if requested; and, attend City Council meeting(s), if being recommended for the consulting contract.
- E. No expenses associated with preparing or submitting this S.O.Q. will be reimbursed under the contract.
- F. Provide Conflict of Interest Questionnaire. (CIQ Form)

4. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Relevant Qualifications and Experience</p> <p>City is interested in the experience of the Project Manager and Project Principal, on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.</p>	Points Based	30 <i>(30% of Total)</i>
2.	<p>Proposed Staff</p> <p>Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work. A. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.</p>	Points Based	15 <i>(15% of Total)</i>
3.	<p>Prime Firm's Comparable Project Experience</p> <p>City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than five (5) projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.</p>	Points Based	15 <i>(15% of Total)</i>
4.	<p>Subconsultant Firm's Comparable Project Experience</p> <p>Areas of sub consulting which will be evaluated are identified in the Project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.</p>	Points Based	15 <i>(15% of Total)</i>
5.	<p>Team's Structure and Project Approach</p> <p>City is interested in team's organizational structure, their understanding of the Project issues and their approach to the Project. Identify Project leadership, reporting responsibilities, how prime firm will interface with City's Contact and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant Project issues and the team's approach in addressing those issues.</p>	Points Based	25 <i>(25% of Total)</i>

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY Date Received	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.