

REQUEST FOR QUALIFICATIONS FOR ENGINEER, BOND COUNSEL, AND FINANCIAL ADVISOR

The City of Wills Point, Texas (City) requests the submission of qualifications statements, which will lead to the possible award of contracts to provide services for a project involving the City's water system.

Scope of Work

Services to be provided by Engineer: professional engineering services associated with proposed water treatment, storage, and distribution system improvements; assistance in application preparation and documentation to federal, state, and other possible funding sources.

Services to be provided by Bond Counsel: assist in obtaining loan and/or grant funding and to provide legal opinion with respect to validity of any debt obligations issued by the City for capital financing; preparation of ordinance authorizing and securing the debt and/or authorizing any grant agreements as necessary.

Services to be provided by Financial Advisor: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; provide recommendations to the City for financing through programs established by the Texas Water Development Board (TWDB), including loan and grant funding.

Guidelines for Content of Qualification Statements

DO NOT INCLUDE COST INFORMATION with the qualification statement. Responses that include cost or pricing information will be rejected and will not be considered by the City.

Detailed instructions on preparation of the qualification statement must be obtained from the City. For more information on preparing and submitting the qualification statement, contact Pam Pearson, City Administrator, at (903) 873-2578 or ppearson@cityofwillspoint.com. This information should be requested as soon as possible in order to allow time to prepare the document and comply with the procedures.

Submittal Deadline

Three (3) copies of the qualifications statement must be filed with the City by 2:00 p.m. on Monday, December 10, 2018, at the City Hall, 120 N. 5th Street, Wills Point, Texas, 75169-0505.

Minimum Qualifications and Selection Criteria

The City will evaluate the proposals to determine which firm has the best qualifications.

Contract Terms and Negotiation Schedule

Consultants for Bond Counsel, Financial Advisor, Engineering services are expected to negotiate an agreement for services which is acceptable to the City. If an acceptable contract cannot be negotiated, the City may formally end negotiations and begin negotiating with the next highest qualified person or firm.

Contracts are contingent upon release of funds from the TWDB. Any contract awarded under the Requests for Qualifications (RFQs) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to the RFQs, or any resulting contract. These RFQs are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

Contracts include goals for Minority and Women’s Business Enterprise participation. The Environmental Protection Agency (EPA) has approved the following Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) “fair share goals” for the TWDB State Revolving Fund programs. EPA policy does NOT mandate that the fair share goals be achieved but does mandate that a documented good faith effort be made toward achieving the goals.

	MBE	WBE
CONSTRUCTION	19.44%	9.17%
SUPPLIES	25.34%	8.82%
EQUIPMENT	16.28%	11.45%
SERVICES	20.41%	13.66%

Prime contractors are required to comply with EPA’s good faith effort policy when awarding sub-agreements for construction, supplies, equipment, and services. A complete version of TWDB document, “Guidance for Utilization of Small, Minority, and Women-Owned Businesses in Procurement”, is available at: www.twdb.texas.gov/financial/instructions/doc/TWDB-0210.pdf

The City is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.