

City of Friendswood, Texas

Request for Qualifications



2023 Water and Wastewater Utility Impact Fee Project  
RFQ No. 2023-04

**SUBMIT PROPOSALS TO:**

The City of Friendswood  
City Secretary's Office  
910 South Friendswood Drive  
Friendswood, TX 77546

Monday - Thursday: 8:00 AM to 5:30 PM  
Friday: 8:00 AM to 5:00 PM

**SUBMIT QUESTIONS NO LATER THAN:**

Tuesday, Feb 21, 2023  
5:00 PM (CDT)

**SUBMIT QUESTIONS TO:**

Jildardo Arias, PE, CFM, ENV SP  
Director of Engineering, City Engineer  
City of Friendswood  
[engineering@friendswood.com](mailto:engineering@friendswood.com)  
(281) 993-3411

**SUBMIT NO LATER THAN:**

Tuesday February 28, 2023  
2:00 PM (CDT)

**MARK ENVELOPE:**

RFQ No. 2023-04

## **I. PURPOSE**

The City of Friendswood, Texas first adopted Water and Wastewater Impact Fees on June 4, 1990, in accordance with the provisions of the State Law enacted at that time. The City has updated the impact fees several times with the next update due in 2023.

The City of Friendswood, Texas (the "City") is requesting qualifications ("RFQ") from qualified professionals ("Respondents") experienced in providing professional services using generally accepted engineering and planning practices to complete the 2023 update to the City's Impact Fee Assessment. The 2023 Impact Fee Assessment Study (the "Study") will include, but is not limited to, updating the Impact Fee Land Use Assumptions, Impact Fee Capital Improvements Plan, Impact Fee Schedules, and the Impact Fee ordinance in accordance with the requirements of state law and regulations.

### **OVERVIEW OF CITY OF FRIENDSWOOD, TEXAS AND ITS WATER AND WASTEWATER RATES AND IMPACT FEES**

The City of Friendswood, Texas, was established in 1895 as a Quaker colony and is today a home-rule municipality with a Mayor and six councilmembers. The City Charter was adopted in 1971 establishing the Council/Manager form of government. The City Manager is responsible to and directed by City Council.

The City is largely residential, with a population of approximately 43,000 residents, relying heavily on property taxes from residents and local businesses. The City is at 80 percent buildout and is expected to surpass 50,000 residents within the next decade. Many of the remaining undeveloped areas of the City do not have adequate water and wastewater utility services in place or will require upgrades to the present systems. A water systems model was completed in 2022 that is being used to identify possible upgrades to the City's water system to address water age, water supply, and pressurization level concerns. The present water and wastewater systems will require upgrades as development continues throughout the City. The City currently has identified over \$60 million in water and wastewater projects over the next two decades to maintain the integrity of the City's utility services and facilitate future economic development. Updates to the land use assumptions, capital improvements plan and impact fees will assist the City in planning for and meeting future demands on City systems.

## **II. SCOPE OF SERVICES**

The proposal submitted by the successful Respondent(s) shall clearly reflect experience and excellence adhering to the following elements:

1. Development of a detailed project schedule that identifies tasks and completion dates to meet the City's preselected milestones and completion dates. The schedule shall be prepared so that the City Council may adopt updates to the land use assumptions, capital improvements plan and impact fees on or before November 6, 2023.
2. Review of all City documents including historic and present Land Use Assumptions, Capital Improvements Plan, Fee Schedules, Impact Fee Report(s), and City resolutions and ordinances.
3. Thorough review of the City's planning and development projections, including discussions with the City's Community Development, Public Works, and Engineering Departments.
4. Thorough review of the City's latest available water and wastewater model-based projections and discussions with the City's Public Works and Engineering staff as appropriate to complete tasks.
5. Update and prepare the City's Water and Wastewater Impact Fee Land Use Assumptions to ensure the City is in compliance with state laws and regulations, including Chapter 395 of the Texas Local Government Code.
6. Update Impact Fee Capital Improvements Plan for the City's Water and Wastewater Systems to ensure compliance with state law and regulations, including Chapter 395 of the Texas local Government Code.

7. Review and assess legislative requirements to determine any consequences on the City's Impact Fee development and implementation.
8. Assist the City in presenting material to its Capital Improvements Advisory Committee/Planning and Zoning Commission.
9. Assist in scheduling and participating in all public meetings, including all required public hearings for the City's Impact Fee update.
10. Assist in the development and preparation of public notices, news releases, and social media posts.

## QUALIFICATIONS

Each Respondent shall be submitted as outlined in this section. Respondents shall include an outside cover and/or first page containing the following information:

### Submittal for RFQ No. 2023-04: 2023 Water and Wastewater Utility Impact Fee Project

Respondent Firm or Individual Name  
Submittal Date

A table of contents shall follow next, followed by tabbed dividers separating each of the successive five (5) sections:

A. Cover Letter

The first page following the divider shall be a one-page letter transmitting the response to the City of Friendswood. The transmittal letter shall contain the original, in ink signature, by a person having authority to bind the vendor in a contract. Cover letter shall include company name, address, phone number, project contract number, and principal signature. Cover letter shall express interest in the project and certify that sufficient resources in personnel, equipment, and time are available and can be committed to this project.

B. Qualifications

Briefly introduce your firm, providing a summary of the administration, structure, organization and staffing of your firm. Identify the project manager and everyone who will work as part of this engagement. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications, and licenses, etc. This includes identifying any proposed subcontractors. These persons may not be withdrawn from the project or personnel substitutions made without consent of the City of Friendswood.

C. Experience

List comparable studies performed for Texas political subdivisions, whether ongoing or completed, including references. Please include, at a minimum, details for each study, including:

1. What political subdivisions professional has previously performed studies for.
2. What year the studies performed.
3. Signify if studies referenced were original adoptions or updates to existing assumptions, plans, and fees.

D. Project Methodology

The strategies and methods by which the work is performed must be included in the qualification statement and detailed sufficiently to allow the City to determine compatibility of the approach to the City's overall goals. Explain how your firm would assist with approach, monitoring, reporting, and closeout. Identify any streamlining methods that have been adopted, quality control methods, assessments, etc.

E. References

Include names and telephone numbers of persons whom the City can contact for references regarding the firm’s past performance on similar projects.

### III. SELECTION PROCESS

In accordance with the Texas Professional Procurement Act (the "Act"), the City will select the most highly qualified Respondent(s) based upon demonstrated competence and qualifications and attempt to negotiate a contract at a fair and reasonable price. If it is unable to do so, It will follow the process established in Section 2254004 of the Act until it secures a contract; provided, however, the City reserves the right to reject all submissions.

The qualified professional selected, if any, shall be required to assume responsibility for all services offered regardless of whether they are produced "in-house" or performed under a joint venture or sub-contract. The firm selected will be the sole point of contact with regard to this project.

The City of Friendswood will use an Evaluation Panel to evaluate the qualifications.

Certified Minority Owned Business Enterprises (MBE), Women Owned Business Enterprises (WBE), and Historically Underutilized Businesses (HUB) are encouraged to submit their qualifications.

### IV. EVALUATION CRITERIA

| Dept                        | Reviewer | Qualifications | Experience on Similar Projects | Project Methodology | References | Totals |
|-----------------------------|----------|----------------|--------------------------------|---------------------|------------|--------|
|                             |          |                |                                |                     |            |        |
|                             |          |                |                                |                     |            |        |
|                             |          |                |                                |                     |            |        |
|                             |          |                |                                |                     |            |        |
| <b>Total Points</b>         |          | 0              | 0                              | 0                   | 0          |        |
| <b>Weight</b>               |          | 30%            | 30%                            | 30%                 | 10%        |        |
| <b>Weighted Total</b>       |          | 0              | 0                              | 0                   | 0          |        |
| <b>Conversion to Points</b> |          | 0              | 0                              | 0                   | 0          |        |

The criteria used to evaluate the RFQ will include, but not be limited to, the following (items listed below are not listed in order of importance):

- **Qualifications.** Qualifications of qualified professionals in executing similar projects. (30 points)
- **Experience on Similar Projects** (Emphasis on last 10 years). Related project experience, including work in Texas, as well as completed and ongoing projects of the firm and the individuals who would be assigned to this project. (30 points)
- **Project Methodology.** This criterion would include personnel, resources, and methodologies commonly used by the individual or firm that may be applicable to the project categories. (30 points)
- **References.** (10 points)

## V. SUBMITTAL PROCESS

Please submit one (1) paper copy, along with one (1) electronic copy in PDF format on a flash drive by the RFQ opening time of 2:00 PM on Tuesday, February 28, 2023. Flash drive must contain only one (1) file in PDF format and must match written response identically. Submittals shall be submitted to the address shown below. Submittal shall be signed by a person having authority to bind the qualified professional in a contract. Submittals that are limited to 25 pages (excluding resumes or sample documents) or less are preferred.

The City of Friendswood  
City Secretary's Office  
910 South Friendswood Drive  
Friendswood, TX 77546  
Monday - Thursday: 8:00 AM to 5:30 PM  
Friday: 8:00 AM to 5:00 PM

Submittals sent via courier must be sealed in a separate envelope inside of the mailer. External envelope must be marked: RFQ No. 2023-04.

To enable the City to efficiently evaluate the responses, it is IMPORTANT that Respondents follow the required format in preparing their responses.

**Each Respondent is responsible for obtaining any/all addenda prior to submitting a proposal. Acknowledge receipt of each addendum (if issued) in writing as part of the submission. Note that the City qualifies for exemption from state and local tax pursuant to Section 151.311 of the Texas Tax Code for material incorporated into the project.**

## VI. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Friendswood for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. All Information True – Respondents represents and warrants to the City that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
- C. Interviews – If the City, as a result of the initial evaluation of the submittals, develops a “short list,” Respondents will be notified in writing of their status in the selection process. Respondents who are “short-listed” may expect and anticipate in a subsequent interview which will most likely focus not only on the Respondent’s program approach but also on an appraisal of the people who would be directly involved in the Project.
- D. Inquiries – Do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. Cost of Responses – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.

- G. No Obligation – The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting responses, should it be deemed in Friendswood’s best interest; or (4) cancel the entire process.
  
- H. Insurance – The Respondent shall have the appropriate liability insurance written by an insurer licensed transact insurance in the State of Texas.

**VII. RFQ Schedule**

Provided below is an anticipated schedule of events. Note that these may be subject to change. Services to begin upon execution of contract.

| Milestone                     | Date                         |
|-------------------------------|------------------------------|
| Advertisement of RFQ          | January 25, 2023             |
| Deadline for RFQ Inquiries    | February 21, 2023 at 5:00 PM |
| Due Date & Time for Submittal | February 28, 2023 at 2:00 PM |
| Proposal Evaluation           | March 2023                   |
| Council Consideration         | April 3, 2023                |