

## REQUEST FOR QUALIFICATIONS

The City of Boyd, Texas requests the submission of qualifications statements, which will lead to the possible award of contracts to provide necessary professional services for projects involving the City's Water Distribution Facilities.

### Scope of Work

The engineering, surveying and geotechnical and materials testing contracts will encompass all project-related engineering and related services for the City, including but not limited to the following:

- Preliminary and final design plans and specifications
- Preparation of the bid packet and construction documents
- Construction phase engineering and inspections (interim and final)
- Other special services as may be required.

### 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 Greg Arrington, City Administrator, at 940-433-5166. 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 copies of the qualifications statement must be filed with the City by: Monday, March 19, 2018 at 12:00pm.

### Minimum Qualifications and Selection Criteria

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

### Contract Terms and Negotiation Schedule

The consultants selected for these services are expected to negotiate an agreement for services that 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.

This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).

Any contract or contracts awarded under this Invitation for Bid (IFB) or Request for Qualifications (RFQ) 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 this IFB, RFQ, or any resulting contract.

RFQ's are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act).

This contract is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) firms. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit [www.twdb.texas.gov/dbe](http://www.twdb.texas.gov/dbe).

The City of Boyd 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.