

PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

Creedmoor Maha Water Supply Corporation (CMWSC) is seeking to contract for professional engineering services associated with the design and installation of permanent fixed generators and automatic transfer switches at seven critical water supply facilities. The generators will be mounted on new concrete slabs, outside of the existing facilities and within existing and/or new security fencing. This project is funded in part by the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP), administered through the Texas Division of Emergency Management (TDEM), and the selected firm must comply with all applicable federal, state, and grant-specific requirements. Questions regarding this Request for Qualifications should be directed to mpickle@creedmoorwsc.com

A. INTENT OF PROPOSAL

CMWSC is issuing this Request for Qualifications (RFQ) to identify and rank the most qualified professional engineering firm to provide the required services for this project. Selection will be based on demonstrated competence and qualifications. Following evaluation and ranking of the submitted Statements of Qualifications, CMWSC will negotiate with the highest-ranked firm to establish a contract at compensation determined to be fair and reasonable. If a satisfactory contract cannot be negotiated with the highest-ranked firm, CMWSC will formally terminate negotiations and proceed to negotiate with the next highest-ranked firm. CMWSC reserves the right to reject any or all Statements of Qualifications, waive minor informalities, and reissue the RFQ if determined to be in its best interest and consistent with applicable requirements.

B. SCOPE OF SERVICES

The services to be provided by the selected firm shall include the following duties:

- Perform site evaluations and develop preliminary engineering documents, including site plans, design criteria, and recommendations for each generator location.
- Prepare final engineering design documents, including plans, specifications, cost estimates, and other technical documents required for project approval and construction.
- Assist CMWSC with applicable permitting, bidding, and procurement support services, including preparation of construction bid documents, responses to technical questions, review of bids received for completeness and responsiveness, and recommendation to CMWSC.
- Provide construction phase engineering services, as needed, including review of submittals, review of pay applications, site visits, review of change orders, and other technical support necessary for project completion.

- Prepare project closeout deliverables, including final inspections, record drawings, and other engineering certifications or documentation required for project completion and grant closeout.

C. STATEMENT OF QUALIFICATIONS

The Proposer shall submit a Statement of Qualifications (“SOQ”) demonstrating the firm’s competence, qualifications, experience, and capacity to perform the requested professional engineering services. In accordance with applicable federal procurement requirements, including 2 CFR Part 200, and applicable Texas law governing procurement of professional engineering services, CMWSC will evaluate and rank firms based on demonstrated competence and qualifications only. Proposers shall not include any cost, price, fee schedule, hourly rates, or other compensation information in the SOQ. After ranking, CMWSC will negotiate a detailed scope of services and fair and reasonable compensation with the highest-ranked firm.

Each SOQ shall include, at a minimum, the following:

1. Transmittal Letter

A brief transmittal letter signed by an authorized representative of the firm who is legally authorized to commit the firm’s resources. The letter shall identify the office that will serve CMWSC and the person authorized to negotiate on behalf of the firm.

2. Firm Background and Legal Information

Provide the following:

- a. Legal name of the firm, principal business address, telephone number, email address, and website.
- b. Type of legal entity (sole proprietorship, partnership, corporation, LLC, etc.) and year established.
- c. Brief history of the firm and summary of services offered.
- d. Texas office location(s) and identification of the office proposed to perform the work.
- e. Names and titles of the officers, principals, and registered professional engineers who will be responsible for the services.
- f. Evidence that the firm is authorized to do business in Texas and is properly licensed/registered to provide professional engineering services in Texas.
- g. Disclosure of any license suspension or other disciplinary action, debarment, suspension, or other exclusion from federal or state contracting, and any material litigation, claims, or contract defaults within the past five (5) years.

3. Relevant Project Experience

Describe the firm's relevant experience with projects of similar scope and complexity, including:

- a. Design and installation of permanent fixed generators and automatic transfer switches.
- b. Water system, utility, critical facility, or similar public infrastructure projects.
- c. FEMA HMGP, FEMA Public Assistance (PA), TDEM-administered, or other federally funded projects.
- d. Preparation of plans, specifications, cost estimates, bidding documents, permitting support, construction phase services, and project closeout documentation.

4. Key Personnel and Project Management

Identify the project manager and key personnel proposed for this project and provide:

- a. Names, titles, office locations, and roles/responsibilities.
- b. Resumes and current professional registrations/licenses.
- c. Relevant experience on similar projects.
- d. Availability and capacity to perform the work within the anticipated project schedule.

5. Past Performance and References

Provide at least three (3) references for similar projects performed within the last five (5) years. For each reference, include:

- a. Client name and project location.
- b. Brief description of the project and services performed.
- c. Funding source, if federally or state funded.
- d. Date completed and approximate construction value.
- e. Name, title, telephone number, and email address of the client contact.

6. Conflicts of Interest and Federal Compliance Certifications

Provide a statement disclosing any actual, potential, or perceived conflicts of interest that may arise from the firm's work for CMWSC, consistent with 2 CFR 200.318(c). Also provide a statement that the firm:

- a. Is not suspended, debarred, or otherwise excluded from participation in federal or state procurement programs.

- b. Will comply with all applicable federal, state, and grant requirements, including 2 CFR Part 200, applicable FEMA and TDEM requirements, and all required contract provisions.
- c. Understands that pricing information shall not be submitted with the SOQ and that compensation will be negotiated only with the highest-ranked firm.

7. Form of Contract

Attach a copy of the firm's proposed professional engineering services contract form, without any fee information, for CMWSC's review. CMWSC reserves the right to require revisions to ensure compliance with applicable federal, state, and grant requirements, including federally required contract provisions.

Statements of Qualifications must be received no later than 3:00 p.m. on August 19, 2026, at Creedmoor Maha Water Supply Corporation, 13709 Schriber Road, Buda, Texas 78610. Four (4) hard copies and one (1) flash drive containing the SOQ must be submitted in a sealed package clearly marked "PROFESSIONAL ENGINEERING SERVICES RFQ." Electronic submissions will not be accepted.

D. ADDITIONAL INFORMATION

This procurement is being conducted in accordance with applicable Texas law governing procurement of professional engineering services and applicable federal requirements, including 2 CFR Part 200. Selection will be based on demonstrated competence and qualifications only; cost or price information must not be submitted with the SOQ and will not be considered in ranking. CMWSC may request clarifications, conduct interviews, and verify references; reject any or all SOQs; waive minor informalities; and cancel or reissue this RFQ. Any award is subject to successful negotiation of a detailed scope of services and compensation determined to be fair and reasonable with the highest-ranked firm, and to any required approvals. Compensation under any executed contract shall not be contingent upon grant award, federal reimbursement, or recovery of costs from the Federal Government. Neither FEMA, TDEM, nor the State of Texas is a party to this RFQ or any resulting contract.

RANKING CRITERIA

The following criteria will be used as a basis for the selection of the firm:

EXPERIENCE OF PERSONNEL

35 POINTS

To assess the qualifications, technical competence, and relevant experience of the personnel proposed for this project, including experience with water system infrastructure, emergency generators, automatic transfer switches, and federally funded projects.

TEAM MEMBERS**40 POINTS**

To evaluate the proposed project team, including assigned roles, day-to-day responsibility, availability, capacity, and ability to manage and deliver the required engineering services.

REFERENCES**25 POINTS**

Three references to assess past performance, client satisfaction, and successful completion of similar utility or federally funded infrastructure projects.

TOTAL POINTS**100 POINTS**

No points will be assigned for cost or price, and any SOQ containing fee or pricing information may be rejected as nonresponsive.