

**CITY OF LAREDO**  
**UTILITIES DEPARTMENT**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS**

**FOR**

**PROFESSIONAL ENGINEERING SERVICES**

**FOR**

**EVALUATION OF AQUIFER STORAGE AND RECOVERY  
AND GRANT APPLICATION ASSISTANCE**

CITY OF LAREDO – UTILITIES DEPARTMENT – RFQ – PROFESSIONAL ENGINEERING SERVICES FOR EVALUATION OF AQUIFER STORAGE AND RECOVERY AND GRANT APPLICATION ASSISTANCE

PUBLIC NOTICE

The City of Laredo Utilities Department is requesting interested firms and/or engineers to submit six (6) Hard Copies & One (1) complete copy of Proposal on a flash drive of Statements of Qualifications (SOQ) containing responses to the attached RFQ by 4:00 p.m. on Thursday, February 29, 2024.

A non-mandatory Pre-Proposal Web Conference will be held on February, 21, 2024 at 11:00 a.m. at the City of Laredo Utilities Department Conference Room.

The professional engineering services required for this work will include, but are not limited to the tasks listed below.

1. Review, survey and assemble the background information from the 1999 CH2MHILL report.
2. Review short-term supply needs of water storage.
3. Review the use of ground storage tanks or other constructed facilities.
4. The use of Aquifer Storage and Recovery (ASR).
5. Use of storage integrated with demand reduction (during drought cycles) and optimizing delivery of Rio Grande source supplies.
6. Preparation of a Bureau of Reclamation WaterSMART grant application and supporting documents pursuant to Notice of Funding Opportunity.
7. Review compatible water supply with the city's existing treated water supply, provide maps and exhibits of proposed ASR locations.
8. Estimate quantities of supplemental ASR available.
9. Develop constraints on the use of ASR supply including the hydraulic limitations.
10. Develop statements of probable cost for the ASR facilities.

***No response is necessary from firms not interested in performing this project.***

Please deliver your SOQ to the attention of:

Mr. Arturo Garcia, Jr., P.E., CPM.  
Utilities Department, City of Laredo  
Ref: PROFESSIONAL ENGINEERING SERVICES FOR EVALUATION  
OF AQUIFER STORAGE & RECOVERY & GRANT APPLICATION  
ASSISTANCE  
5816 Daugherty Avenue  
Laredo, Texas 78041

Please read the attached information carefully. Statements of qualifications, which do not comply with all the requirements, will be deemed non-responsive and the firm and/or consultant will not be considered for the project.

For additional information, please contact via email only, Mr. Arturo Garcia, Jr., P.E., CPM, at [agarcia10@ci.laredo.tx.us](mailto:agarcia10@ci.laredo.tx.us).

## **SECTION I. BACKGROUND, OVERVIEW, AND GOALS**

### **A. Background:**

To supplement its current water supplies available from the Rio Grande River, the City of Laredo is evaluating sources of additional water supply and methods to access those supplemental supplies. The additional or supplemental supply will help address two needs:

- 1) Short-term needs that would occur due to an outage or inability to divert and treat from the Rio Grande<sup>1</sup>; and,
- 2) Long-term needs that are forecasted to occur shortly after the year 2040 (see the Region M Regional Water Plan) and provide for the additional need through the year 2070.

The successful firm will need to build on prior studies<sup>2</sup> and further evaluate ASR as a tool in meeting short-term supplemental water supply needs.

### **B. Overview**

For purposes of supplying short-term needs (#1 above) further investigation of water storage is needed in two areas:

- i. the use of ground storage in tanks or other constructed facilities;
- ii. the use of Aquifer Storage and Recovery (ASR); and,
- iii. the conjunctive use of storage integrated with demand reduction (during drought cycles) and optimizing delivery of Rio Grande source supplies.

The selected firm will provide an evaluation of the use of ASR, including an update of the 1999 CH2MHill Feasibility Study. In addition, the selected firm will assist with the preparation of a Bureau of Reclamation WaterSMART grant application and supporting documents pursuant to Notice of Funding Opportunity No. R23AS00109.

### **C. Goals & Objectives**

The goals for the ASR Evaluation are to update prior efforts (see the 1999 CH2MHILL report) regarding feasibility of ASR providing, totally or in part, the water needs associated with A.1. above.

In support of the feasibility evaluation of providing short-term supply compatible with the city's existing treated water supply, the selected firm will provide maps and exhibits to show ASR recommended locations, estimated quantities of supplemental ASR water supply available, constraints on develop of ASR supply including the hydraulic limitations both current and accruing over time, water quality compatibility estimates

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<sup>2</sup> Specifically, the *Aquifer Storage and Recovery System, Step 2 Report, Feasibility Investigation* prepared by CH2MHILL dated January 1999 and pertinent sections of the *Laredo Integrated Water Master Plan* prepared by Lockwood, Andrews & Newnam, Inc. and dated June 2023.

based on available information, and cost estimates for ASR facilities including any required pretreatment facilities.

The second objective is to secure federal grant funding. The selected firm will be familiar with the Bureau of Reclamation's (BOR) WaterSMART application and be able to demonstrate success in applying for, performing, and successfully completing BOR WaterSMART grant programs.

It is the goal of the City to incorporate the supplemental (short-term supply) into the City's system as soon as it becomes available.

## **SECTION II. STATEMENT OF WORK**

### **ASR Feasibility Update:**

1. Review and update pertinent information and findings of the 1999 CH2MHill ASR Feasibility Report
  - a. Include discussion of any new or updated geological information
    - i. Updated information on Laredo Aquifer and other formations that could serve as ASR reservoirs
    - ii. Identify potential alternatives for local aquifer storage or for local aquifer storage in combination with existing or new ground storage tanks
  - b. Identify and discuss any new or updated information on improved methods for ASR that could enhance feasibility.
  - c. Provide an updated report to summarize the feasibility of local ASR as a measure in addressing the City's short-term demands.
  - d. Report on additional testing required to identify critical aquifer hydraulic and water quality conditions.
  - e. Summarize regulatory requirements related to ASR system permitting and operation.
2. Based on the reported findings, as needed, identify, and provide a discussion of operational requirements for integrating the ASR operation into the City's water operations:
  - a. Provide system maps and/or exhibits to identify recommended ASR well and connection locations;
  - b. Provide a detailed description of the hydraulic conditions of the local formation(s) recommended for ASR operations and identify major constraints (such as, head build-up or recoverability) as well as recommendations for mitigating those constraints;
  - c. Identify the anticipated water quality for ASR source(s) and recommendations regarding treatment prior to storage, compatibility with the formation water, and potential geochemical reactions; and,

- d. Discuss issues related to recovery of stored water including blending and compatibility with the City's existing supply and any potential need for pre-treatment of the recovered water prior to adding to the City's distribution system.
- 3. Provide an estimate of anticipated cost for all components of the recommended ASR system including conveyance and delivery to include:
  - a. The anticipated cost of recommended field testing;
  - b. Regulatory accounting and reporting;
  - c. Construction of ASR wells and well field components;
  - d. Water treatment prior to injection; and,
  - e. Estimate of operation and maintenance cost, including any required pretreatment or conditioning prerequisite to deliver into the City distribution system.
  - f. Provide the estimated cost per 1,000 gallons of ASR supply delivered to the City's system
  - g. Provide an updated report to summarize the feasibility of local ASR as a measure in addressing the City's short-term demands.
  - h. Report on additional testing required to identify critical hydraulic conditions.
- 4. Based on the reported findings, as needed, identify, and provide a discussion of operational requirements for integrating the ASR operation in the City's water operations:
  - a. Provide system maps and/or exhibits to identify recommended ASR locations;
  - b. Provide a detailed description of the hydraulic conditions of the local aquifer(s) recommended for ASR operations and identify major constraints (head build-up, water quality and compatibility issues) as well as recommendations for mitigating those constraints; and,
  - c. Identify the anticipated water quality for ASR sources and recommendations regarding blending and compatibility with the City's existing supply, including the need for pre-treatment of the ASR source prior to adding to the City's distribution system.
- 5. Provide an estimate of anticipated cost for all components of the recommended ASR operation including conveyance and delivery to include:
  - a. The anticipated cost of recommended field testing;
  - b. Construction of ASR wells and well field components; and,
  - c. Estimate of operation and maintenance cost, including any required pretreatment or conditioning prerequisite to deliver into the City distribution system.
  - d. Provide the estimated cost per 1,000 gallons of ASR supply delivered to the City's system

1. Assist the City in identifying all requirements of the BOR solicitation R23AS00109 and develop an action plan to complete all requirements prior to the deadline of April 2, 2024. Sufficient time must be included for City staff review and approval of application responses.
2. Application responses should be optimized and complete, putting the City's ASR effort forward in a manner that BOR will recognize as compatible with the grant requirements.
3. The selected firm will assist the City by building a checklist for all grant application tasks, reviewing the checklist with the City staff, and monitoring its compliance and approval to ensure timely submittal.
4. The selected firm will provide City staff with any reports, presentations, or other information needed to present to City working groups, department managers, and City Council (as needed).
5. The selected firm will coordinate with the BOR staff as needed to support the city's application.

### **SECTION III. ADMINISTRATIVE INFORMATION**

#### **A. Issuing Office:**

The City's contact name listed herein is to be the sole point of contact concerning this RFQ.

Consultants shall not directly contact other personnel regarding matters concerning this RFQ or to arrange meetings related to such.

#### **B. Official Means of Communication:**

All official communications from the City to consultants will be via postings on an electronic solicitation notification system, the Cit-E-Bid System. The Purchasing Contact will post notices that will include, but not be limited to, proposal document, addenda, award announcement, etc. It is incumbent upon consultants to carefully and regularly monitor the Cit-E-Bid System for any such postings.

#### **C. Inquiries:**

Prospective consultants may make written inquiries by e-mail before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-proposal conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ should be referred to:

**E-Mail:** [agarcia10@ci.laredo.tx.us](mailto:agarcia10@ci.laredo.tx.us)

**Subject Line:** RFQ - PROFESSIONAL ENGINEERING SERVICES FOR EVALUATION OF AQUIFER STORAGE AND RECOVERY AND GRANT APPLICATION ASSISTANCE

Response to consultants' inquiries will be published as addenda on the Cit-E-Bid System in a timely manner. Consultants cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested consultant, representative, or consultant find any part of the tasks listed, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

**D. Modification or Withdrawal:**

Qualification statements may be modified or withdrawn by the consultant prior to the established due date and time.

**F. Minor Informalities:**

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors.

The Purchasing Manager may waive such informalities or allow the consultant to correct them depending on which is in the best interest of the City.

**G. Responsibility Determination:**

The City will make selection only to responsible consultant. The City reserves the right to assess consultant responsibility at any time in this RFQ process and may not make a responsibility determination for every consultant.

**H. Acceptance of RFQ Terms:**

A statement submitted in response to this RFQ shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the consultant shall indicate acknowledgment of this condition. A submission in response to this RFQ acknowledges acceptance by the consultant of all terms and conditions as set forth herein. A consultant shall identify clearly and thoroughly any variations between its proposal and the RFQ in the cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFQ.

**I. Confidential/Proprietary Information:**

All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the sole responsibility of the consultant. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The consultant may not be given an opportunity to cure any variances after proposal opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

**J. Acceptance of Proposal Content:**

The contents of the proposal (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful consultant to perform in accordance with these obligations may result in cancellation of the award and such consultant may be removed from future solicitations.

**K. RFQ Cancellation:**

The City reserves the right to cancel this RFQ at any time, without penalty.

**L. RFQ Response/Material Ownership:**

All material submitted regarding this RFQ becomes the property of the City of Laredo, unless otherwise noted in the RFQ.

**M. Incurring Costs:**

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

**N. Non-Discrimination:**

The consultant shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

**O. News Releases:**

Neither the City, nor the consultant, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the Public Information Office.

**P. Taxes:**

The City of Laredo is exempt from all federal excise taxes and all Texas State and local government sales and use taxes. Where applicable, consultant will be responsible for payment of use taxes.

**Q. Assignment and Delegation:**

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

**R. Availability of Funds:**

Financial obligations of the City of Laredo payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

**S. Standard of Conduct:**

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary. The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of Consultant working in City facilities shall present a clean and neat appearance. Prior to performing any work for the City, the Consultant shall require each of their employees to wear ID badges or uniforms



identifying: the Consultant by name, the first name of their employee and a photograph of their employee if using an ID badge. Their employee shall wear or attach the ID badge to the outer garments at all times.

**T. Damages for Breach of Contract:**

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to Contractor's breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to the City.

**SECTION IV. PROPOSAL SUBMISSION**

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the proposal non-responsive.

**Consultants shall submit in a sealed package:**

- **Six (6) Hard Copies and One (1) complete copy of Proposal on a flash drive.**

To facilitate the evaluation, consultant shall submit and organize all responses in the same order as listed in Section V. Proposals that are determined to be at a variance with this requirement may not be accepted. The City only accepts proposals in hard copy format and does not accept proposals submitted via fax or email. Submittals shall be limited to no more than 30 single sided sheets not including resumes and representative project sheets. Late proposals will not be accepted. It is the responsibility of the consultant to ensure that the proposal is received at the City of Laredo's Purchasing Division on or before the proposal due date and time.

The outside of the package will include the following information:

- Company Name
- RFQ Number
- RFQ Title
- Due Date and Time

**SECTION V. RESPONSE FORMAT**

The following items are to be included in your proposal, in the order listed. Deviation from this may render your proposal non-responsive. The Proposal must not exceed **30** total pages (with the front counting as one page, most or all 8. x 11 inch with 1-inch or greater margins), excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, and appendices. A maximum of **5** of the total pages may be 11 x 17-inch tri-fold format. Eleven-point font or larger must be used in Proposal. All representative projects (ten maximum), and resumes (two pages maximum) shall be included in the appendices.

**A. Cover Letter.** Include a cover letter introducing your company, summarizing your qualifications, stating if your company is proposing on both or either MP RFQ scopes, and detailing any exceptions to this RFQ (please note that significant exceptions may make your proposal non-responsive). This letter should also provide principal contact information for this RFQ, including address, telephone number, fax number, e-mail, and website (if applicable).

**B. Company Information**

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.

2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.

**C. Use of Subcontractors/Partners.** There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your proposal must list the subcontractors/partners, services to be provided, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

**D. Minimum Mandatory Qualifications.** Include an itemized description of how your company meets each of the minimum mandatory qualifications outlined in Section II, B. Failure to meet or exceed these requirements will disqualify your response.

**E. Evaluation Criterion** - Consultants will be evaluated on the following responses:

**#1 - Company and Personnel Experience (50 Points)**

1. Describe your customer service philosophy and how this project will be managed to get the best value design product for the City.
2. Demonstration of the necessary experience, organization, and technical qualifications for the proposed work.
3. List key personnel that will be committed to this project, their resumes, describe their role and title, and availability for contract duration (include in appendices).
4. List similar water and wastewater line projects that have been completed by proposed key personnel.
5. Provide **completed** representative projects of similar nature as required in the Minimum Qualifications (Section II, B). Include Owner contact information, key personnel assigned, pertinent project information, timeliness of completion, costs control (include in appendices). The City reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.
6. Propose how the consultant will manage project to meet project goals and objectives. How does the consultant propose to structure the organizational chart to ensure that project goals and objectives are met.
7. Propose the methods and timeline of communication your firm will use with the City's project managers and other City staff.
8. Any consultant proposing on the projects shall also provide five representative projects in the last ten years with cities of similar size. Include Owner contact information, key personnel assigned, pertinent project information, timeliness of completion, costs control (include in appendices). The City reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.

**#2 - Project Approach (40 Points)**

1. Explain your understanding of the project objectives and desired results for project.
2. Identify approach for developing communication with City of Laredo staff.
3. Describe specific project challenges you anticipate with project and how you propose to resolve these challenges.
4. Describe any project approaches or ideas that you would apply to grant assistance that you feel would enhance the quality of your services.
5. How will the project team manage quality control throughout the completion of the project?
6. Describe other scope items you would suggest to enhance development of the ASR/Grant assistance work.

**#3 – Schedule (10 Points)**

1. Provide a specific timeline showing milestones and completion dates. The consultant will be evaluated on their ability to complete their scope of work within the proposed dates?

**SECTION VI. EVALUATION AND AWARD**

**A. Proposal Evaluation**

All proposals submitted in response to this RFQ will be evaluated by a committee in accordance with the criteria described and in accordance with City of Laredo Ordinance No. 2018-O-175. Total scores will be tabulated and

committee member's scores will be normalized to complete the ranking portion of the evaluation. The highest ranking firms will be requested for presentation to the staff and City Council.

If the City requests presentations by short-listed firms, committee members may revise their initial scores based upon additional information and clarification received in this phase.

If your company is invited to give a presentation to the committee, these dates may not be flexible. In preparing responses, firms should describe in detail how they propose to meet the item identified in the previous sections. Specific factors will be applied to proposal information to assist the City in selecting the most qualified firm for this contract.

A presentation and/or demonstration may be requested by short-listed firms prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

## **B. Determination of Responsibility of the Consultant**

The City of Laredo awards contracts to responsible vendors only. The City reserves the right to make its consultant responsibility determination at any time in this RFQ process and may not make a responsibility determination for every consultant.

The City of Laredo defines a "Responsible Consultant" as one who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." The City reserves the right to request information as it deems necessary to determine a consultant's responsibility. If the consultant fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the consultant non-responsible if such failure is unreasonable.

## EXHIBIT 1

### PROPOSAL ACKNOWLEDGEMENT

The consultant hereby acknowledges receipt of addenda numbers \_\_\_\_\_ through \_\_\_\_\_.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ, except where expressly described in your cover letter.

\_\_\_\_\_  
Original Signature by Authorized Officer/Agent

\_\_\_\_\_  
Type or printed name of person signing

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Vendor Mailing Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Proposal Valid Until (at least for 90 days)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Website Address

**Project Manager:**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Vendor Mailing Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email Address

RFQ #

## EVALUATION OF AQUIFER STORAGE AND RECOVERY AND GRANT APPLICATION ASSISTANCE

### Debarment/Suspension Certification Statement

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_