



The City of Alvarado, Texas

OVERVIEW

The City of Alvarado is soliciting qualifications for:

Title: Water and Sewer Master Plan and Impact Fee Study

RFQ Number: 2016-0001

Due Date: 3:30 p.m., Tuesday, May 3, 2016

Location: City of Alvarado- City Hall
104 W. College
Alvarado, TX 76009

Public Opening of Submittals:

There will be a public opening of submittals in the Council Chambers at City Hall immediately following the submission due time/date. Only the names of submitters will be read aloud. Interested parties are invited to attend.

Written Questions:

No verbal questions will be accepted. Submit written questions to: Clint Davis at davisc@cityofalvarado.org and/or Emile Moline at molinee@cityofalvarado.org

Questions may be submitted through 3:30 p.m., Friday, April 29, 2016.

Questions of a substantial nature will be addressed in an addendum, posted on the City webpage for all interested parties. For reference, that webpage is: http://www.cityofalvarado.org/index.asp?SEC=E7FFD056-9B02-4793-9301-B94026FB43F3&Type=B_BASIC



The City of Alvarado, Texas

REQUEST FOR QUALIFICATIONS
WATER AND SEWER MASTER PLAN AND IMPACT FEE STUDY
Professional Services - Civil Engineering Design
RFQ# 2016-0001

Introduction

The City of Alvarado has funding for the development of a comprehensive water and sewer master plan analysis and an impact fee study for the City. The City of Alvarado is facing potential major growth in the coming 10 years and seeks to plan for that potential growth. The City invites Civil Engineers, Multi-Disciplinary Firms, and any other qualified professionals to submit qualification proposals to provide professional services for the project. It is anticipated that the project timeline will be executed as outlined on Attachment "B".

Objectives

The City intends to hire a consulting firm(s) to develop a Water and Sewer Master Plan and an Impact Fee Study. The Consultant services shall include, but are not limited to, the scope of services attached to this RFQ as Attachment "A". It is anticipated that the Notice to Proceed will be issued in July 2016.

Additional Information

The consultant should be prepared to sign a professional services contract if selected for this project. Liability Insurance will also be required. The consulting firm will be required to provide a minimum of five (5) copies of the complete set of documents, both digital and hard copy, for a permanent record.

Contents of Proposal

The following will be required for the evaluation process. The City will require **Seven (7) Copies** and **One Electronic Copy** of the proposals from all interested firms.

1. Names and Qualifications of Design Team projected to be involved with the project execution.
2. Include appropriate state registrations.



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3. A list of relevant projects and clients (include contact person and phone numbers) that may be contacted for references and verification of background.
4. A written description of the observed opportunities and constraints involved with this project. The selection committee is interested in the consultant's views concerning the design opportunities. The selection committee is also interested in the design process the consulting team uses.
5. Provide information about any additional services, relevant to the project.
6. The City is interested in any past projects where the designers worked within a budget and limited time schedule, while still able to provide a high quality product similar to that described in Attachment "A". Comments are encouraged on measures which were taken to provide high quality projects and were cost efficient.

Method of Selection

Submittals will be reviewed by City Staff and the City Council for the purpose of identifying and recommending those individuals offering, in total, the highest qualifications and experience with this type of project. The individuals or firms may also be interviewed by City Staff for the express intention of recommending a final short list of individuals or firms. It is anticipated that the final selection will be made by City Council for authority to negotiate by regular June City Council meeting. The submittals will be evaluated on various criteria including but not limited to the following:

1. Experience with **RELEVANT** projects, which include water and wastewater modeling and master planning and development of impact fees. Knowledge and previous experience with at least 5 Water and Wastewater Master Plans and Impact Fee Studies within the last 5 Years. **(25%)**
2. Ability, capacity, skill and organization of the respondent to complete the project within an established timeline of 12 months. Examples of past **RELEVANT** projects will be helpful in relating past experiences. **(25%)**
3. Manner in which the consultant interacts with the various groups involved with the development of a project (such as City Council, City staff, Regulatory Entities). **(20%)**
4. The financial stability of the firm and experience history credit of the firm **(15%)**
5. Feedback from references. **(15%)**



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Deadline for Submitting Proposal

All proposals shall be clearly marked and shall be delivered no later than 3:30 p.m. on the 3rd day of May, 2016 to:

City of Alvarado, City Secretary

104 W. College

Alvarado, TX 76009

LATE PROPOSALS WILL BE RETURNED UNOPENED.

Contact Person

In the event clarification or additional information is needed, contact:

Clint Davis, City Manager

104 W. College

Alvarado, TX 76009

davisc@cityofalvarado.org



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Attachment A
Anticipated Scope of Services

1. Monthly Reports

- The Consultant shall prepare and provide to the City a monthly report including but not limited to the following:
 - Activities of the prior month
 - Anticipated activities of the current and upcoming month
 - Progress toward project completion
 - Upcoming milestones

2. Existing Systems Data Collection and Assumptions

- The Consultant shall obtain from City Staff the following data:
 - Service Connections and Available Summaries
 - Water Usage for the previous three (3) years
 - Metering Records for the previous three (3) years
 - Elevated and Ground Storage Tank Design Details
 - Pump Station Design Details
 - Existing Maps in electronic format (ACAD, PDF or GIS as available)

3. Water System

- Model
 - The consultant shall create a computerized model to analyze the “Water Distribution System” (all lines 6-inches or larger, pump stations, and storage facilities). The model will be created using industry standard computerized water modeling software such as “WaterCad” by Bentley or H2OMAP by Innovyze. The model shall be developed utilizing demands based on the land use type and assumptions developed by the City as illustrated by the Future Land Use Plan. The consultant shall apply established design criteria to this model to identify required infrastructure improvements to accommodate existing deficiencies and growth for 5, 10 and 20 year planning periods.
 - The consultant shall develop design criteria to base the analysis upon including but not limited to:
 - a. Supply (well and purchased surface water)
 - b. Storage (elevated and ground)
 - c. Pumping
 - d. Transmission
 - e. Pressure planes
 - f. Texas Commission on Environmental Quality (TCEQ) minimum criteria
 - The consultant shall develop a geographic information system database for the current, 10-year and 20-year.
- Analysis



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- The consultant shall evaluate the existing Water Distribution System to determine components that are deficient according to the design criteria or components that have excess capacity. The consultant shall identify improvements to the Water Distribution System that will alleviate deficient components, identify improvements necessary within the 10 year period and determine improvements required to serve the build-out condition.
- The consultant shall evaluate the existing fire flows and available pressures to determine if the water system is deficient with regard to fire flows or is able to meet the established design criteria. The consultant will identify improvements to the Water Distribution System that will alleviate deficient components with regard to fire flows, identify improvements necessary within the 10-year period and determine improvements required to serve the 20-year planning period.
- Master Plan Report
 - The consultant shall create a report anticipated to include the following:
 - Design criteria
 - Description of existing infrastructure
 - Recommendations
 - Capital improvement plan
 - Map of Existing system
 - Map of Water CIP

4. Sewer System

- Model
 - The consultant shall create a computerized model to analyze the “Sanitary Sewer System” (all lines, lift stations, and processing facilities). The model shall be created using generally-accepted computerized sanitary sewer modeling software such as “SewerCad” by Bentley or H2OMAP Sewer by Innovyze. The model shall be developed utilizing demands based on the land use type and assumptions developed by the City as illustrated by the Future Land Use Plan. The consultant will apply established design criteria to this model to identify required infrastructure improvements to accommodate existing deficiencies and growth for the ten-year and build-out periods.
 - The consultant shall develop design criteria to base the analysis upon including but not limited to:
 - a. Criteria for developing sanitary sewer system demand by land use type
 - b. Texas Commission on Environmental Quality (TCEQ) minimum criteria
 - c. Building and Fire Codes
 - The consultant shall develop a geographic information system database for the current, 10-year and 20-year planning periods.
- Analysis



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- The consultant shall evaluate the existing Sanitary Sewer System to determine components that are deficient according to the design criteria or components that have excess capacity. The consultant shall identify improvements to the Sanitary Sewer System that will alleviate deficient components, identify improvements necessary within the 10-year period and determine improvements required to serve the build-out condition.
- Master Plan Report
 - The consultant shall create a report anticipated to include the following:
 - Design criteria
 - Description of existing infrastructure
 - Recommendations
 - Capital improvement plan
 - Map of Existing system
 - Map of CIP

5. Capital Improvement Plan

- The consultant shall identify water and sanitary sewer improvements to be constructed within the 10-year period, including but not limited to the following:
 - Description of the project
 - Project opinion of probable construction and will include engineering and contingencies
 - Any portion of a project that may be required to relieve an existing deficiency
 - Any portion of a project's capacity to provide for growth in the 10-year planning period.

7. Water/Sewer Impact Fee Study

- Utilizing the 10-year models and information developed in earlier tasks, the consultant shall determine improvement eligibility for use in the impact fee.
- The consultant shall utilize project costs of water & wastewater improvements and percent utilization of improvements to support growth over the next 10 year time period to calculate costs to be applied for impact fee analysis.
- The consultant shall utilize equivalent capacity of water meters to establish the service unit equivalents (SUEs) required in Chapter 395 of the Local Government Code for both existing and 10-year projected growth conditions for water and wastewater.
- The consultant shall develop maximum allowable water & wastewater impact fees using existing and proposed capital improvement costs to support 10-year growth based on projected increase in SUEs over the next 10 year period.
- The consultant shall prepare a draft of the water & wastewater impact fee study report including, but not limited to, the following
 - Water and wastewater loads
 - Utilization of water & wastewater improvements
 - Impact fee calculations.



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- Water & wastewater maps showing the existing and proposed system improvements required to meet projected 10-year growth
- Maximum allowable water & wastewater impact fees.
- The consultant shall meet with the City to discuss the report findings, impact fee calculations, and recommendations for setting the water and wastewater impact fees. Following the meeting, the consultant shall incorporate revisions into Impact Fee Study Report. Based on comments by City, the consultant shall finalize the report and send ten (10) copies of the final Water and Wastewater Impact Fee Study to the City along with an electronic copy of files for graphs, forms and tables of the impact fee calculations including a PDF of the final report.
- The consultant shall attend up to two (2) Impact Fee Advisory Committee meetings. The consultant shall attend up to two (2) Public Hearings to review the results of impact fee analysis with the City Council. At these hearings, it is anticipated that the consultant will present recommendations on the Adoption of the Impact Fees for Water and Wastewater to the City Council.

8. Roadway Impact Fee Analysis (optional)

- The consultant shall assemble available roadway inventory, pertinent roadway construction cost data and traffic count data available from the city and other parties.
- The consultant shall develop a service area structure for both the impact fee and rough proportionality systems
- The consultant shall prepare an inventory and analysis of existing and major roadways The inventory will include roadway segment name and limits, length, number of lanes and type, and peak hour directional volumes.
- The analysis will be prepared to calculate capacity provided and utilized of the existing roadway network. Any roadway deficiencies identified will be summarized by service area.
- The consultant shall make a determination of projected roadway demand for the 10-year planning period It will be based on socio-demographic data developed in the land use assumptions report.
- The consultant shall prepare an impact fee eligible CIP to address ten-year growth and consider the city thoroughfare plan, fiscal constraints and City Staff input. This process will include the identification and recommendation of specific roadway projects for inclusion into the impact fee CIP list. Cost information of both recoupment and proposed capital projects will be collected and developed for inclusion into an updated CIP database. For project recoupment, incorporation of actual cost data will be incorporated per legislative mandate.
- The consultant shall compile CIP data into an updated roadway projects database. This database will be prepared by service area and include roadway segment name and limits, number of lanes, length and facility type, project cost information, capacity provided by CIP projects, utilized and percent attributable to new development, and project cost attributable to new development. Based on data compiled into the CIP database, the maximum cost per service unit will be calculated for service areas within the City.
- The consultant will prepare a service unit equivalency table of specific land uses under the general categories of residential, office, retail, industrial and institutional uses. The service unit generation rate will be based on the number of primary trips generated by the land use during the peak hour, and the average trip length of each trip.



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Attachment B
Anticipated Project Timeline

April 17 – RFQ issued

April 29 – Last day to receive questions regarding RFQ

May 3 – Qualifications received from qualified professionals

June 20 – City Council meeting to select
consultant

June 30 – Notice to proceed issued- selected
consultant and City Staff will establish the
remainder of the timeline for the project