

**Request for Qualifications**  
Professional Right-of-Way (ROW) Agent Consulting Services

Wellborn Special Utility District

**SECTION 1**  
**Introduction and General Information**

Wellborn Special Utility District (WSUD) is soliciting statements of qualifications from individuals and firms licensed in the State of Texas and qualified to provide ROW services related to the design and construction of a wellfield, collection and treatment facilities, and a transmission line.

WSUD is a political subdivision of the State of Texas providing drinking water service to about 9,000 connections on the South and West sides of College Station and North and West of Bryan in Brazos and Robertson Counties. The offices of the District are located in Wellborn, Texas. The District currently operates one surface water treatment plant, eight water wells, multiple pump stations and five elevated storage facilities.

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) businesses. 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).

**SECTION 2**  
**Submission Requirements**

A written Statement of Qualifications (SOQ) shall be marked, Ref# 2020LM-10, Statement of Qualification. The deadline for submission of the complete SOQ is November 30, 2020, 4 p.m. local time. It shall not be sufficient to show that the SOQ was mailed in time to be received before the deadline. The SOQ submittals shall be directed to the following:

Stephen Cast  
General Manager  
Wellborn Special Utility District  
P. O. Box 250  
Wellborn, Texas 77881

Provide 1 original, 4 copies, and an electronic copy of your SOQ submittal. The review, evaluation, and award process could take up to 60 days to complete. The selected firm will provide their professional service for the duration of the project.

**Submittal Format:**

The SOQ shall include the following information at a minimum with a maximum of 20 pages and be signed by a representative of the firm with authorization to sign contracts:

1. Full name and business address.
2. Qualifications and experience requested within this document.
3. Proof of Certification/Licensing regarding all requirements by the State of Texas, EPA and TCEQ for such services.
4. DBE certifications, where applicable.
5. Firm introduction including number of licensed professionals employed, an organizational chart for the project, and office location you propose to service our project.
6. A listing of at least five water entities served by the applicant as references.
7. A list of at least five water projects worked on in the past ten years including a brief description of the project and unique attributes, services provided, and project cost.
8. Documentation that insurance for professional liability/malpractice coverage with limits as to liability or any other insurance required by the State of Texas, EPA and TCEQ for such services.

Resumes of all personnel anticipated to be assigned to the project with a description of each individual's qualifications including education, licensure and years of professional experience.

### **SECTION 3 Scope of Services**

The intent of this solicitation is to identify one or more firms or individuals desiring to provide ROW acquisition services for a specific project. Services may include, but are not limited to, the following:

- Investigation of real estate documents and government records to establish ownership of real property.
- Negotiation with individuals or legal entities for Right-of-Entry (ROE) documentation.
- Negotiation with individuals or legal entities to acquire property for utility easements.
- Thorough documentation of all investigation and negotiation.

The firm must have a minimum of ten years of experience in acquiring ROW for municipalities or water districts. The firm must also be experienced in accessing records from various state, county, and local sources, and specifically Brazos and Robertson Counties in Texas.

### **SECTION 4 Selection and Award Process**

#### **Award Process**

Statements of qualifications will be evaluated by a selection committee. A short list of firms deemed to be the most highly qualified will be identified by the selection committee. These firms may be invited to participate in an oral presentation and interview to determine which is best qualified to work with WSUD. Wellborn SUD may request additional information prior to the interviews. Such requests will be made at least fourteen calendar days prior to the interview.

All expenses related to any presentation or demonstrations are the responsibility of the offering company.

Wellborn SUD reserves the right to obtain clarification of any point in the firms SOQ or to obtain additional information necessary to properly evaluate a particular SOQ. Failure of the firm to respond to such a request for additional information may result in rejection of the firm's SOQ.

The selection committee may use sources of information not supplied by the Firm concerning the ability to perform these services. Such sources may include current or past clients of the firm; current or past associates; and other sources, as available. However, the District is under no obligation to obtain any additional information other than that requested to be submitted with this proposal.

The recommendation of the selection committee will be subject to a successful contract negotiation and approval of the Board of Directors. If an agreement cannot be made, WSUD reserves the right to negotiate with other qualified firms. WSUD shall award all professional service contracts based on qualification, merit, and cost competitiveness.

### **Selection Criteria**

Finalists for contract consideration by WSUD will be selected on the basis of qualifications and demonstrated competence as demonstrated by the information presented in the SOQ.

Evaluation of qualifications shall include, but are not limited to the following:

1. Consultants understanding of the rural water utility environment and qualification to complete the services required.
2. Previous experience, qualifications and competence on ROW projects.
3. Previous experience in acquiring Right-of-Entry documentation.
4. Previous experience in acquiring utility easements through negotiation.
5. Previous experience in acquiring utility easements through condemnation or eminent domain.
6. Describe ability to determine the value of potential easements.
7. Describe ability to meet deadlines and demonstrate previous experience with fast paced projects.
8. Describe experience coordinating with Real Estate Appraisers.
9. Knowledge of state and local requirements.
10. Describe experience on any projects which used TWDB DWSRF funding.
11. Ability to communicate with the selection committee in both written format and verbally.
12. Record for completing a task on time, within budget, estimating construction costs, and designing to a budgeted capital cost.