

RIVERSIDE SPECIAL UTILITY DISTRICT  
REQUEST FOR QUALIFICATIONS FOR ENGINEER

The Riverside Special Utility District (District) requests the submission of qualifications statements, which will lead to the possible award of contracts to provide services for a project involving the District's waterworks system.

**Scope of Work**

Services to be provided by Engineer: professional engineering services associated with proposed (a) drilling water well, replacing water lines, and emergency preparedness plan; and (b) assistance in application preparation and documentation to federal, state, and other possible funding sources.

**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 District.

Detailed instructions on preparation of the qualification statement must be obtained from the District. For more information on preparing and submitting the qualification statement, contact Robert Nettles, General Manager, at (936) 594-5793 or [rnettles@riversidesud.com](mailto:rnettles@riversidesud.com). 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 (3) copies of the qualifications statement must be received by the District via U.S. mail by Friday, October 13, 2023 at Riverside Special Utility District, P.O. Box 194, TX 77367, or by personal delivery at the District's offices located at Riverside Special Utility District, 3662 Hwy 19, Riverside, TX 77367, by no later than 3:00 PM (Central) on Friday, October 13, 2023.

**Minimum Qualifications and Selection Criteria**

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

**Contract Terms and Negotiation Schedule**

Consultants for Engineering services are expected to negotiate an agreement for services which is acceptable to the District. If an acceptable contract cannot be negotiated, the District may formally end negotiations and begin negotiating with the next highest qualified person or firm.

Contracts are contingent upon release of funds from the TWDB. Any contract awarded under the Requests for Qualifications (RFQs) 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 the RFQs, or any resulting contract. These RFQs are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations,

Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

Contracts are subject to the Environmental Protection Agency's ("EPA") "fair share policy", which includes EPA approved "fair share goals" for MBE and WBE firms in the Construction, Supplies, Equipment; and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to small, minority and women-owned business enterprise ("SMWBE") firms.. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate us 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).

Prime contractors are required to comply with EPA's good faith effort policy when awarding sub-agreements for construction, supplies, equipment, and services. A complete version of TWDB document, "Guidance for Utilization of Small, Minority, and Women-Owned Businesses in Procurement", is available at: [www.twdb.texas.gov/financial/instructions/doc/TWDB-0210.pdf](http://www.twdb.texas.gov/financial/instructions/doc/TWDB-0210.pdf)

The District 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.